

# STATE HEALTH AGENCY, PUNJAB

State Institute of Health and Family Welfare Complex

Phase-VI, Near Civil Hospital, SAS Nagar (Mohali), PUNJAB

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## DETAILS TO BE UPLOADED ON WEBSITE

The State Health Agency, Punjab, is in process of implementing Ayushman -Bharat Sarbat Sehat Bima Yojana, which is a health insurance scheme that would cover around 43 lakh families in Punjab (more than 70% population) for free treatment upto Rs 5 lakh per annum per family. For this mega-project, man-power needs to be recruited at State level and district Level through a written test, which will be conducted by Baba Farid University Health Sciences, Faridkot, through university website www.bfuhs.ac.in.

The detailed parameters of various positions of recruitment are as under:

### (1) Details of Positions:

| Name and Number of each Position (No. of positions is mentioned in bracket against name of each position)   | Total Number        | Essential Experience  | Consolidated Monthly Remuneration | Max. Age as on 01-01-2019 |
|---|---------------------|---|-----------------------------------|---------------------------|
| Operations Manager (1), Monitoring & Evaluation Manager(1), Finance Manger (1), Audit Manager(1), IT Support Cum Data Manager(1), Grievance Redressal Manager(1), Capacity Development Manager(1) & Administrative Manager(1)   | 8 (State level)     | 5 years**<br>Additional experience upto 10 years and experience in the Insurance Sector would be of added advantage | Rs 80,000/- p.m                   | 50                        |
| IT Support Cum Data Dy. Manager(1), Grievance Redressal Manager(1), Capacity Development Dy. Manager(1), Administrative Dy. Manager(1), Operations Dy. Manager(1), Monitoring & Evaluation Dy. Manager(1), Finance Dy. Manager(2), Audit Dy. Manager(1) & IEC Dy. Manager (1) | 10 (State level)    | 2 years**<br>Additional experience upto 5 years and experience in the Insurance Sector would be of added advantage  | Rs 55000/-p.m                     | 45                        |
| Executive Assistant (13)  | 13 (State level)    | No condition of any minimum experience.   | Rs 40,000/- p.m                   | 37                        |
| District Coordinators ( One District Coordinator to be posted in each district of Punjab) (Total=22)  | 22 (District level) | No condition of any minimum experience  | Rs 40,000/- p.m                   | 37                        |
| Data Entry operator cum Clerk (15)  | 15 (State level)    | No condition of any minimum experience  | Rs 25,000/- p.m                   | 37                        |

\*\* For Managers and Deputy Managers, if the response is inadequate then, the candidates having less experience would also be considered at reduced salary.

### (2) Mode of Recruitment:

Recruitments shall be through written tests followed by interview . The weight age would be 80% for written tests, 10% for experience and 10% for interview for the posts of Manager, Deputy Manager, Executive Assistant, District coordinator and Data Entry Operator-cum-

Clerk. The period of engagement on contractual basis shall be initially for one year and shall be renewed for further period, if any, as per the decision by SHA, Punjab and same shall be binding on the candidate.

**(3) Qualifications:**

- (i) **For Operations Manager & Deputy Manager:**
  - Post graduation in arts, science or commerce i.e. MA, M.Sc. or M.Com and
  - Masters' degree in Business Administration/Health Care/Health Administration (2 years duration) or Post Graduate Diploma in Business Administration/Health Care/Health Administration (2 years duration).
  - A medical degree i.e. MBBS would be of added advantage.
- (ii) **For Grievances Manager & Deputy Manager:**
  - Post graduation in arts, science or commerce i.e. MA, M.Sc. or M.Com and
  - Masters' degree in Social Work/Psychology/Business Administration (2 years duration) or Post Graduate Diploma in Business Administration (2 years duration).
- (iii) **For Capacity Development Manager & Deputy Manager:**
  - Post graduation in arts, science or commerce. i.e. MA, M.Sc. or M.Com and
  - Masters' degree in Hospital Administration/Health Care (2 years duration) or Post Graduate Degree in Public Health/ Health financing/ Health Insurance.
- (iv) **For Administrative Manager & Deputy Manager:**
  - Post graduation in arts, science or commerce. i.e. MA, M.Sc. or M.Com and
  - Masters in Business Administration – Human Resources (2 years duration) or equivalent degree or MBA with specialization in Human Resources (2 years duration).
- (v) **For Monitoring and Evaluation Manager & Deputy Manager:**
  - M.Sc. in Mathematics or M.Sc. in Statistics or M.Sc. in computing or MCA or B-Tech in Computer Science.
- (vi) **For Information & Technology (IT) Manager & Deputy Manager:**
  - B-Tech in Computer Science/ IT, M.SC.-Mathematics/ M.Sc. Computing M.SC- Data Science or MCA after graduation.
- (vii) **For Finance Manager & Deputy Manager:**
  - B.Com. or M.Com and
  - CA from recognized Institute.
- (viii) **For Audit Manager & Deputy Manager:**
  - B.Com. or M.Com and
  - CA from recognized Institute or MBA-Finance (2 years duration).
- (ix) **For IEC Deputy Manager:**
  - Graduation in any subject and
  - Post graduate diploma in Public Relations, Mass communication or Journalism.
- (x) **For Executive Assistants and District Coordinators:**

- Graduation in any subject and MBA/MCA/Post Graduate Diploma in Computer Applications.
- or
- Post graduation in arts, science or commerce i.e. MA, M.Sc. or M.Com. or any equivalent PG course with knowledge of computers i.e. MS word, Excel, Power-Point and Web-Surfing.

**(xi) Data Entry Operators-cum-Clerks:**

- Graduation in any subject and
- 1 year diploma in computer courses
- MCA or BCA would be an added advantage.

4) **Reservation:** For Executive Assistants, District Coordinators and Data Entry Operators-cum-Clerks, where the numbers vacancies are 13, 22 and 15 respectively, the reservation will be provided as per Punjab Government rules.

**Executive Assistant**

| Category | Number |
|----------|--------|
| SC       | 4      |
| Gen      | 6      |
| ESM      | 1      |
| BC       | 1      |
| PHC      | 1      |

**District Coordinator**

| Category | Number |
|----------|--------|
| SC       | 5      |
| Gen      | 11     |
| ESM      | 2      |
| BC       | 2      |
| PHC      | 1      |
| SC-ESM   | 1      |

**Data Entry Operators-cum-Clerks**

| Category | Number |
|----------|--------|
| SC       | 4      |
| Gen      | 7      |
| ESM      | 2      |
| BC       | 1      |
| PHC      | 1      |

Chief Executive Officer  
State Health Agency, Punjab