CAREER OPPORTUNITY
Detailed Advertisement for Recruitment for 40+ Contractual Vacancies

Ref. No: SHA/AB PM-JAY/JK/2021-22/5921

Dated: 27/07/202

Ayushman Bharat Pradhan Mantri Jan Arogya Yojana (**PM-JAY**), India's flagship health assurance scheme, providing health cover of Rs. 5 lakhs per family, per year, for secondary and tertiary care hospitalization, to over 10.74 crore poor and vulnerable families, or approximately 50 crore beneficiaries.

Ayushman Bharat is an attempt to move from a sectoral and segmented approach of health service delivery to a comprehensive need-based health care service. This scheme aims to undertake path-breaking interventions to holistically address the healthcare system (covering prevention, promotion and ambulatory care) at the primary, secondary and tertiary levels.

State Health Agencies (SHAs) have been instituted by concerned states to implement **PM-JAY** at the state level. **SHAs** have full operational autonomy to implement **PM-JAY** in their state.

State Health Agencies (SHAs), J&K invites applications from eligible candidates for 40+ Contractual Vacancies.

Details of the vacant positions, number of posts, qualification, experience, age, and honoraria are given in the table below:

S. No	Position Name	Position Code	Essential Qualification, Experience, and Skills	No. of Vacancies	Honoraria in INR (Per Month)	Max. Age Limit
1	District Program Coordinator	DPC-JK-SHA	**Essential Qualification:** MBBS/ BHMS/ BAMS **Desirable Qualification:** Preferable MBA in healthcare or Master of Health/Hospital Admin or Master of Public Health full-time regular university degree. **Essential Experience:** At least 5 years' experience in implementation of Government Health Insurance Programmes or Insurance industry or TPA.	20	40,000	40

S. No	Position Name	Position Code	Essential Qualification, Experience, and Skills	No. of Vacancies	Honoraria in INR (Per Month)	Max. Age Limit
2	District Information Systems Manager	DISM-JK-SHA	**Essential Qualification:** B Tech in Computer Sc./ IT/ Math & Computing/ Data Science/ MCA **Essential Experience:** Minimum of 5 years experience in implementing and managing information systems. **Desirable Experience:** Experience in the insurance industry IT system maintenance would be an advantage. Familiarity with insurance enrolment and claims IT systems shall be an added advantage.	20	30,000	40
3	District Grievance Manager	DGM-JK-SHA	**Essential Qualification:** MSW/ Public Relations OR MBA/ Post Graduate Diploma in Business Administration OR Master in Hospital/ Health Administration OR MBA in Healthcare. **Essential Experience:** At least 5 years experience in managing public relations/ social audits/ monitoring of large public sector programmes (preferable health sector projects) or similar experience in marketing/ customer service/ grievances of a large private sector/ PSU organization preferable in the insurance sector.	2	30,000	40

Online Submission of Application Starts from **28.07.2021 at 05:01 PM**

The Last Date of Submission of Online Application: **17.08.2021 at 11:59:59 PM**

IMPORTANT NOTES:

(1) Only those candidates having the Domicile Certificate, issued by Govt. of J&K, shall be eligible.

(2) Candidates must fill and submit the Online Application Form (OAF) available on SAMS website, no other mode for submission of application is required.

(3) The appointment will be purely on a contractual basis for a period of the one-year, renewable subject to Government of Jammu & Kashmir approval and satisfactory performance. Any claim for absorption in the regular position shall not be entertained in the future.

(4) The **Chief Executive Officer, State Health Agency, Jammu and Kashmir (CEO, SHA, J&K)** will have the right to suspend/ cancel any application/ entire process without giving any reason;

(5) The **CEO, SHA, J&K** shall have the sole discretion to call the eligible candidates for the personal interview. Minimum eligibility in terms of the ToR shall not make any candidate eligible to claim an invitation for the personal interview**.** The **CEO, SHA, J&K** shall constitute a screening committee to further shortlist the eligible candidates on set **criteria/ matrix in the ratio of 1:10** for the Personal Interview against each vacancy **(Please refer to Annexure-A for Scoring Matrix under Selection Process Note)**;

(6) If at any stage of recruitment, it is found that the candidate does not fulfil the eligibility criteria and/or that she/ he has furnished incorrect/ false information/ certificate/ documents or has suppressed any material fact(s), his/her candidature will stand cancelled. The decision of the **SHA, J&K** in any matter relating to the recruitment at any stage of the recruitment process will be final and binding upon the candidates;

(7) At the time of the online document verification process prior to the personal interview, all requisite documents/ testimonial/ certificates or any other documents substantiating the claims made in the online form has to be produced. Candidates unable to provide any of the requisite documents shall be liable for the disqualification.

(8) Any candidate against whom a criminal case is considered in the court or has been punished by the court will be disqualified (will not be eligible);

(9) **Only post qualification experience** shall be considered for all the above-mentioned positions.

(10) **Only post-registration experience** shall be considered for the positions having essential criteria of registration with respective councils.

(11) **Only a full-time course** shall be considered for the above qualifications.

(12) In the case of CGPA/ GPA, applicants shall provide marks details in percentage at the time of filling the online form and documentary proof for the basis of calculation of percentage shall be produced whenever it is required. If the applicant fails to present the above, supporting documents s/he shall be liable for the disqualification/ cancellation of her/ his candidature.

(13) Please note the **01.01.2021** shall be taken as a reference date for computing age, qualification, experience, etc.

(14) Number of Positions can vary as per the requirement of **SHA, J&K;**

(15) Request for change or correction of any information shall not be entertained once the online form is submitted. However, after the announcement of the screening outcome, if there is any query regarding the screening outcome and their status; candidates shall be given 2-4 days (depending upon **SHA, J&K** approval) to raise their query. The screening committee shall reply to the candidates' queries within 5 working days of receipt of the e-mail. Based on the conclusion of the screening committee, the screening status of the candidate may change;

(16) Any dispute pertaining to the above recruitment process shall be under the jurisdiction of Jammu & Kashmir

Chief Executive Officer,
State Health Agency, Jammu and Kashmir

Selection Process Note: SHA, J&K

For the selection and deployment of the candidates for the above-advertised positions, **SHA, J&K** shall follow the below-given selection process:

(A) Scrutiny of Applications (on Minimum Eligibility Criteria):

The scrutiny of applications, received through online mode (Please note applications received through any other mode shall not be accepted), shall be done on the minimum eligibility criteria as advertised, and the list of eligible candidates shall be prepared. Once the list of eligible candidates is prepared, a merit list shall be prepared to further shortlist the eligible candidates on set criteria/ matrix in the ratio of 1:10* for the Personal Interview against each vacancy.

(B) Preparation of Merit List:

Position wise merit list shall be generated, using the below-given scoring matrix (Please refer to **Annexure-A**), as per the above-mentioned ratio against each vacancy for the further selection process.

* In the event, less than 10 candidates qualify for the personal interviews based on eligibility, the interviews may be carried out with the available number of qualified/ shortlisted candidates.

Note: In case of a tie in between the two candidates, preference shall be given as per the details mentioned below in descending order
(i) Preference shall be given to an elder candidate.
(ii) Even if the tie persists in the case of the date of birth of the candidates, the candidate obtaining the highest mark in 12th/ Higher Secondary shall be given preference.

(C) Online Document Validation:

Once the merit list is prepared, using the scoring matrix, scanned original documents of the candidates shortlisted for Personal Interviews, as per the merit rank and the above-mentioned interview ratio shall be validated with the information mentioned filled by the candidates in the online application form based on which they have been shortlisted for the position.

Candidates unable to produce any of the requisite documents within the stipulated timeline or if it gets ascertained that document produced are forged irrespective of the time elapsed they shall be liable for the disqualification for the position immediately or as an when discovered.

In case, if any candidate in the merit list as per the ratio mentioned above fails to provide/produce any of the requisite documents which shall lower her/his merit marks, in such a scenario the next candidate as per the merit rank shall be deemed to be eligible for a interview, subject to the successful completion of the online document validation.

After the completion of the online document validation process of the candidates shortlisted for interviews, the invitation for the personal interview shall be sent as per the scheduled interview date and time.

(D) <u>**Personal Interview:**</u>

(a) Personal interviews shall be organized as per the scheduled date and time in consultation with SHA.
(b) Personal Interviews of candidates shortlisted as above shall be conducted by a Panel of SHA Officials/ Experts.
(c) Suitability of eligible candidates for appointment shall be determined by the SHA J&K Panel, based on the performance of candidates during Personal Interview. Decision of the SHA J&K Panel on selection and waitlisting of interviewed candidates shall be final.

Candidates must score the 33% cut-off marks in the personal interviews for preparation of merit list for final selection

Note:
In case of a tie in between the two candidates, preference shall be given as per the details mentioned below in descending order:
(i) Preference shall be given to an elder candidate;
(ii) Even if tie persist in the case of date of birth of the candidates, the candidate obtaining the highest mark in 12th/ Higher Secondary shall be given preference

(E) <u>**Preparation of Result and Location Allocation**</u>:

Location shall be allocated based on the location preferences of the candidate and marks obtained in the personal interview.

(F) <u>**Preparation of Waiting List:**</u>

An attempt shall be made to keep a merit list of the suitable candidates attaining above the cut-off marks in Personal Interviews. The cut off marks are mentioned in point **(D)** of the Selection Process Note.

(G) <u>**Declaration of the Result:**</u>

The interview result shall be declared on **SHA, J&K** and **SAMS** website and the offer letter shall be issued to the selected candidates by **SHA, J&K**. **SAMS** shall coordinate with selected candidates for the joining process.

S. No.	Parameters	Max. Marks	Mark% of Essential Qualification and Additional Essential Experience (in Months)	Score Obtained	Description of Evaluation
			SCORING MATRIX (SHA, J&K Recruitment), 2021 **(For Preparing the Merit-list for Personal Interview)** **(Maximum Marks-100)**		**Annexure-A**
1	Essential Qualification	50	100%	50	Marks shall be awarded based on candidate percentage of mark secured in completion of essential qualification which is required for a position as per ToR. **Consideration of Essential Qualification for awarding Marks**: (a) Higher essential qualification shall be considered for awarding marks; (e.g., if an essential qualification is required for any position as B.Sc. Nursing along with any PG Degree, in the event of this PG Degree, shall be considered for awarding marks); (b) In case Multiple essential qualifications are required for any position (e.g., MBA/ MSW/ MA Social Sc., etc.) and candidate possesses more than one similar above degree, in the event of this candidate shall be awarded the marks based on the degree where s/he secured more marks in comparison to her/his other degree (But the details of such course should be mentioned in the Online Form by the candidate). **Note:** a) Document validation team reserve the right for validation of Mark% of candidate degree and any deviation recorded at the time Document Validation Process shall disqualify the candidate; (b) In the case of CGPA grading, the document validation team shall calculate the CGPA in percentage based on grading for which the candidate shall produce a documentary proof for the basis of calculation of percentage. If an applicant fails to present the above-supporting documents, he/she shall be liable for the disqualification/ cancellation of her/ his candidature.
2	Essential Experience	50	100% Marks for Additional 200 Months of Essential Experience [Note: No marks shall be awarded on a minimum number of years/ months on essential experience]	50	Total score= 0.25 marks for each month of experience to a maximum of 50. [Note: No marks shall be awarded on a minimum number of years/ month on essential experience] (e.g. An Applicant has a total of 37 months of experience and essential experience is required of 36 months, in such scenario candidate shall be awarded mark for only one month, 1X0.25=0.25 Total Marks for experience criteria
	Total Marks	**100**		**100**	

Note:

1. The above matrix shall be used for the preparation of the merit list for the further selection process (i.e., Personal Interviews).

2. The score obtained by candidates as per the above matrix shall not be carried forward in the preparation of the final selection list. Only personal interviews obtained marks shall be considered for the selection.

<u>**INSTRUCTIONS FOR FILLING ONLINE APPLICATION FORM**</u>:

Online Job Application Form is spread over different sections designed to obtain information related to the candidate's **Personal Profile**, **Educational Qualification**, **Experience**, **Location Preference**, **Image, Signature** and **Essential Documents Upload, Preview of Application** before submission and **Submit Application**.

Before filling up the **Online Job Application Form**, candidates are advised to go through the relevant advertisement and other details available on www.sams.co.in.

A. PROCEDURE AND STEPS TO BE FOLLOWED TO SUBMIT ONLINE APPLICATION FORM

The application will be submitted online through the URL https://sams.co.in (Online submission of application shall start from **July 28, 2021**)

STEP-1: Click on the **"NEW REGISTRATION"** button to fill up the Registration Form.

If you are already a registered user, click on the "**ALREADY REGISTERED"** button and enter **Login ID** & **Password** to proceed.

STEP-2: After submission of the Registration Form, candidates need to validate their registration by putting their RMN (Registered Mobile Number) as it is indicated above. Applicants are requested to keep their User ID (which is RMN) and password in safe custody.

STEP-3: Keep ready following documents before starting to fill the online Application Form:
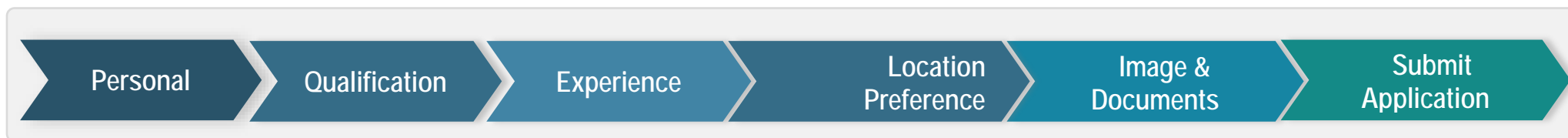
i. Profile image (Candidates recent photograph) Signature image
ii. 10th Certificate
iii. Essential Qualification Documents
iv. Essential Experience Documents [In case of current employment, candidates may upload their appointment letter and last three months' salary details instead of experience certificate]
v. Required/ mandatory documents/ (As per the requirement of the position which is mentioned in the online form)
Note- The required/ mandatory documents should be uploaded in a single file in .jpeg, .jpg, .pdf or .png format with size not exceeding 500 KBs.

STEP-4: After successful registration, the applicant can log in to apply for the position. After login "**JOB DASHBOARD**" will be opened. The applicants can view position name, no. of vacancy, etc. "**JOB DASHBOARD**" section. (*Applicants are requested to read and understand the eligibility criteria for the post they are applying for*).

STEP-5: Click on the "आवेदनकरें **/ Apply Now"** button to apply for the position you are eligible and wish to apply.

STEP-6: Once you click on the "**आवेदन करें / Apply Now**" button following sections will appear in the Application Form.

| Personal | Qualification | Experience | Location Preference | Image & Documents | Submit Application |

STEP-7: Please complete the **PERSONAL SECTION** and click on the "**SUBMIT & PROCEED TO NEXT"** button.

STEP-8: Please complete the **QUALIFICATION SECTION** and click on the "**SUBMIT & PROCEED TO NEXT**" button.

STEP-9: Please complete the **EXPERIENCE SECTION** and click on the "**SUBMIT & PROCEED TO NEXT**" button.

STEP-10: Please complete the **LOCATION PREFERENCE SECTION** and click on the "**SUBMIT & PROCEED TO NEXT**" button.

STEP-11: Please upload the required image and documents in the **IMAGE & DOCUMENTS SECTION** and click on the "**SUBMIT & PROCEED TO NEXT**" button.

FINAL STEP:
- After filling in all the details, there is a provision for reviewing the details which applicants have filled in the Application Form by clicking on the "**Preview Application**" button before final submission. The preview page will display all the details that Applicants have mentioned in his/ her application form.
- Applicants are advised to go through all the details filled for the position carefully and attentively, as, after the final submission of the application form, the applicant shall not be able to edit and/or resubmit the application again.
- Before final submission of the online Application Form, applicants are required to read the declaration given on the website carefully and provide their consent on it, failing which the applicant won't be able to complete registration. The applicants must check the details carefully before the final submission of the application form.
- Once Applicants are sure about the details filled by them in the application form, they can click on the "**Confirm & Submit Application**" button for the final submission of their applications.
- After successful submission of the Application Form, the applicant will receive an SMS on his/ her RMN (Registered Mobile Number) containing the application reference no, which can be used for future reference.
- Applicants can now print/download their application form for their further reference.
- Candidates are advised to take a print of this page by clicking on the **"Print"** option for their future reference.

- The applicant can view his/her application anytime by logging in to the above website.

B. GENERAL INSTRUCTIONS

(1) Applicants are advised to read the instructions and guidelines carefully before submitting the application form;

(2) The applications submitted on or before the closing date (**August 17, 2021, 11:59:59 PM**) shall be accepted. The procedure of submission of the application form should be completed online only, applications sent by any other mode shall be rejected;

(3) Incomplete applications or applications submitted without photograph, signature, or supporting documents shall be rejected based on lack of information;

(4) Applicants are required to provide all the mandatory information **[Marked with * (asterisk) sign]** in the Application Form;

(5) The applicants shall be responsible to ensure that all the details are successfully submitted online before the closing date. Applicants should ensure that the Application Status of the Application Form is "**Submitted Successfully**"; half-filled applications shall be treated as incomplete and shall be considered rejected;

(6) If a candidate submits more than one application form for the same position, his/her candidature may be liable to get cancelled without any prior notice.