



Recruitment Notification-SDHM/03/2024

State Digital Health Mission/ eHealth Kerala, Department of Health & Family Welfare, Government of Kerala invites applications from eligible candidates for recruitment under the eHealth Kerala project on contract basis for the following position in specialized segments. eHealth is one of the most important mission mode projects that is being executed by Dept of Health & FW, Government of Kerala.

Sl NO	Position	Monthly salary (Consolidated)	No of Posts
1	Procurement Assistant	Rs.25,000/-	1

*Vacancies may vary based on project requirement

Note:-

- The initial posting will be for a period for 1 year, which may be extended thereafter based on performance and requirements. An annual increment of 5% to the maximum 10% of the initial consolidated monthly salary will be paid based on performance review and annual appraisal.
- The Selected candidates will be posted at the eHealth Project Management Unit at Thiruvananthapuram. The rank list will be valid for a period of one year and the selected candidates will be considered for appointment in the vacancies that arise at different streams, anytime during the period.

Other Perks:

- **Employee Provident Fund**
- **Earned Leave**

Schedule of events

Last date for Submission of applications: within 20 days from the date of notification.

Eligibility Criteria

The applicants intending to apply should ensure that they fulfill the eligibility criteria specified herein below before applying. The cut-off date for attaining the prescribed eligibility shall be the date of notification.

Nationality: Applicant must be a citizen of India

How to apply:

Applications shall be sent to **ehealth@kerala.gov.in** in the prescribed format. ***Physical application WILL NOT be accepted.***

Selection Criteria

1. The selection of candidates to the notified positions shall be based on written tests and / or personal interviews conducted. eHealth reserves the right to cancel the recruitment process at any stage without citing any reasons thereof.
2. Canvassing in any form by an applicant will lead to his / her disqualification in the selection process.
3. The applicants are advised in their own interest that they should not furnish any false, tampered or fabricated particulars / documents and should not suppress any material information while submitting the application.
4. Educational qualification for above mentioned posts should be recognized by Government of Kerala.
5. Claims in respect of qualifications/experience and etc. should be supported by copies of relevant documents; candidates may be required to produce the originals at the time of interview/ certificate verification process.
6. The successful candidate will have to enter into a contract with the eHealth Kerala / State Digital Health Mission.
7. The vacancies are for immediate requirement and eHealth-SDHM may prioritize the interview for different categories of posts, on the basis of requirements.
8. If an applicant is found guilty of using unfair means during the selection process and/or impersonating or procuring impersonation by any person and /or misbehaving and / or resorting to any irregular or improper means in connection with his/her candidature and/ or obtaining support for his/her candidature, by any means, he/ she shall be disqualified from the selection process for which he/ she is a candidate.

Qualification & Experience

It should be noted that the eligibility criteria specified herein are the basic qualifications for applying for the positions. However, merely applying for / appearing for and/or qualifying at any stage of the selection process for the positions does not imply that a candidate will necessarily be eligible for employment / confer rights on him / her for appointment in the notified position.

Number of Posts-one

Essential qualification— B.COM/M.COM/MBA

Required Competencies, Skills & Experience: -

Minimum of 2 years working experience with procurement/financial/accounts/ administration management in an organization of repute. Working experience in government/development sector projects and IT procurements will be an added advantage.

The task to the posts will include: -

1. Assist in installing procurement management systems and procedures in managing procurement.
2. Assist in designing developing and installing a computerized procurement system.
3. Assist to prepare and submit quarterly annual and midterm progress report on time.
4. Any other work as directed by the superior officers in the project.

Other Terms & Conditions

The appointment is on a contract basis for one year with a consolidated pay of Rs.25,000/per month the contract may be renewed based on requirements and performance reviews.

Note:-Please attach a copy of the experience certificate with the application.

Age of Applicant

The candidates should have attained a minimum age of 25 years and shall not be more than 40 years old as of the date of notification.

Office Address

State Digital Health Mission
Directorate of Health Services,
General Hospital Junction
Thiruvananthapuram – 695035
Contact Office No :0471 2998033