



Office of Chief Executive Officer
Rajasthan State Health Assurance Agency
Swasthaya Bhawan, Tilak Marg, Jaipur

Advertisement

(Ref: Public Notification no. F 1008 (02)/BSBY/M & H /17/-116. Dated 21/02/18

Recruitment of Consultants / Officer

Rajasthan State Health Assurance Agency is inviting applications from eligible candidates for various position of Program Officer (Health Insurance) in reference to the public notification no. F 1008 (02)/BSBY/M & H /17/-116. Dated purely on contract basis at State Head Quarter for one year. Details of the said positions are as follows-

S.N.	Post Name	No. of Positions	Monthly Honorarium (Consolidated)	Qualification & Post Qualification Experience (Essential)	Desirables
2	Program Officer (Health Insurance)	01	Rs. 45,000/-	Educational Qualification:- MBA (Banking / Insurance) ↓ Or MBA (Finance) with one paper of Insurance having secured at least 70% marks Or 2 year Post Graduate Degree/Diploma in Insurance Management/Life Insurance/General Insurance Experience:- Minimum 1 year experience in mass health insurance schemes.	Computer proficiency in Microsoft Word, Excel, Power Point, and Outlook

The details of various positions, essential qualifications /post qualification experience, maximum age limit , monthly honorarium, other eligibility criteria / terms and conditions are as under: -

Other Eligibility Criteria Common for all (These are compulsory condition) :-

- All above mentioned PG Degree/ Diploma done by candidates must be of minimum two years and should be duly approved through UGC / AICTE recognised Universities.
- Upper age limit should not exceed as on 01.02.2018.
- Clearly mention THE NAME OF POST APPLIED FOR on application form and envelope.
- Use separate application form and separate envelope for each applied post.
- More than one application in one envelope will be rejected straightaway.
- Application must reach in prescribed format (attached) duly enclosed with the self attested photocopies of following documents :-
 - Completely filled application form in prescribed format.
 - Educational certificates / mark sheets of graduation, Post graduation & other degrees/ diplomas.
 - Age proof document (Any valid document) issued by Govt. Department.
 - Address proof document (Any Valid document)
 - Experience certificates issued by Competent Authority.


(Envelope received without prescribed application form and any of the documents mentioned above will not be accepted)

- Application form must reach by Post / by Hand before 20.02.2018 at 5.00 PM Joint Chief Executive Officer, RSHAA, Sawasthya Bhawan, Tilak Marg, C-Scheme, Jaipur.
- In any case applications received after the last date will not be accepted. Any delay/loss of application form in transit will not be entertained for any relaxation.

Other terms & conditions :-

- These Positions are only on contractual basis and will exist for one year or extended period or project duration, whichever is earlier.
 - Hiring of above positions under RSHAA will be done as per FD Circular dated 27-06-2014 and issued time to time thereafter .
 - Method of selection will be either written exam or personal interview or mix of them.
 - The job description and above details of advertisement are indicative and competent authority reserves the right to change, amend or modify them in the interest of the programme.
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- Competent authority reserves the right to increase, decrease and cancel any post and amend terms and conditions mentioned above .
- Competent authority reserves the right to cancel the advertisement without assigning any reason & prior information .
- Any pre selection queries will not be entertained, applicants will receive communication via departmental website / e-mail / SMS/ Telephone etc.
- Department can verify the Educational and Experience Certificates from issuing authority at any point of time.
- Request for the place of posting after Selection at particular place will not be entertained at all.
- If the selected candidate refuses to join on the particular post then department may debar him or her from the future recruitment process for a period of 2 years.
- Selected Candidates on proposed vacancies shall be put on trial of 3 months. If their work is found satisfactory, their contract for one year shall be finalized (Including 3 months of trial).Otherwise services will be discontinued .
- Performance appraisal after one year is compulsory and based on that, renewal of contract may be considered .
- Only those candidates who are eligible and willing to work on above mentioned post and designated work places (State Hq.) need to apply.
- If any Changes / updation occurred in all above mentioned terms & conditions (Details), it will be shown on the departmental website time to time. Kindly visit departmental website "www.rajswasthya.nic.in" regularly for updated information .


(L.N. Soni)

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Add. Chief Executive Officer, RSHAA

Application Form

Last Date of Receipt of Application form : 20th February, 2018

To,

**Director,
Joint Chief Executive Officer,
Rajasthan State Health Assurance Agency
Swasthya Bhawan, Tilak Marg, Jaipur**

Dear Sir,

With reference to the advertisement No. F 1008 (02)/BSBY/M & H /17/----- Dated
.....I am submitting my application:

Please paste
recent passport
size
photograph

1. Position applied for :

2. Name (In Block Letters) :

3. Father's/Husband's Name :

4. Date of Birth (DD/MM/YY) :

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5. Nationality :

6. Gender :

7. Marital Status: :

(Please ✓ in appropriate box)

Single

Married

8. No. of Children (Please Mention Numbers) :

Male

Female

9. Postal Address :

10. Permanent Address :

11. Email-ID :

12. Telephone No (With STD Code):

13. Mobile No. :

14. Educational qualifications (Graduation & above), please list your qualifications starting from the highest qualification attained :-

S. No.	Degree/Diploma	University/Board & Location	Year of Passing	Percentage/ Rank/Grade	Major Subjects

15. Details of Post Qualification Experience (Starting from the present one)

Name of Organization / Employer	Designation	From (Month/Year)	To (Month/Year)	Major Responsibilities

16. Employment record (Details of Period of Post-Qualification experience)

- (a) No. of years experience in the Govt./Development/Social sector/Health Insurance Sector.
- (b) No. of Years of experience in any other Sector
- (c) Total No. of years experience in All.

17. Would you accept contractual employment for less than one year. Yes No
18. Would you accept posting at any place of Rajasthan Yes No
19. Last Drawn Honorarium/Pay
20. Any other information :

Declaration:

I, certify that all information furnished by me is true, complete and correct to the best of my knowledge. I am solely responsible for all above mentioned information.

(.....)

Signature with full Name:

Date:-----

Place:-----

TOR of the above posts