



State Health Systems Resource Centre-Kerala

KSIHFW Campus, Thycaud, Thiruvananthapuram-14, Kerala.

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E-mail: shsrckerala@shsrc.kerala.gov.in, Web: www.shsrc.kerala.gov.in

SHSRC/418/ADMIN1/2025

Dated: 30-04-2025

Career Notification - FAO (on contract basis)

Sl.No	Post	Qualification
	Finance cum Administrative Officer	<p>A retired senior Gazetted Officer (<i>retired from a post not below the rank of second gazetted/ equivalent</i>) with</p> <ol style="list-style-type: none">1. A degree in any subject.2. Minimum 5 years experience as gazetted officer, at least 2 years of which shall be in handling financial matters3. Knowledge of Computer, e-office and accounting is desirable. <p>Age < 59 years as on 01/05/2025</p>

TERMS AND CONDITIONS

1. Applications duly filled in the attached Proforma together with the Curriculum Vitae and self-attested copies of all relevant certificates and experience etc, shall reach the undersigned on or before **22-05-2025 at 5:00 PM** on the email id: **careers@shsrc.kerala.gov.in**. Applications shall be accepted only as e-mail.
2. Selection will be based on qualifications, post qualification experience and performance in the interview/written test.
3. The society may require the candidates to undertake demonstration of skills in the area/specialization concerned on the basis of recommendations of a selection committee.
4. Claims in respect of qualifications/experience etc. should be supported by self attested copies of relevant documents. Candidates shall be required to produce the originals at the time of interview.
5. It will be ideal to provide 2 references, especially the names of superior officer,

under whom the candidate had worked in the previous organization(s). Those who do not have any work experience shall give the reference of two persons who are well versed with the professional capabilities of the candidate.

6. Candidates are advised to desist from contacting the head of office over phone for clearing doubts/seeking more information (careers @ shsrc.kerala.gov.in). The Society will provide necessary details to the queries if asked through email.
7. Candidates with an unblemished track record in their service and profession only shall be considered.
8. All communications, including the interview call letter, from the Society shall only be through e-mail. Candidates are advised to browse the website www.shsrc.kerala.gov.in regularly for updates/notices and announcements.
9. Canvassing in any form will lead to automatic disqualification.
10. The posts are temporary in nature during the period of the operation of the Mission. The contract of the selected candidates may be extended according to the directions of NHM/Government of India/Government of Kerala in the matter. Candidates selected reserves no claim for permanency of job or labour claims to the SHSRC-K, NHM, DHS or the Government.
11. No TA/DA will be paid for the interview/written test.
12. The successful candidates will be appointed on contract basis initially for a period of three months, further extension will be on the basis of satisfactory completion of work and conduct
13. The successful candidates will have to enter into a contract with the Society
14. All selected candidates will be governed by rules and regulations of SHSRC in force from time to time.
15. It will be the sole responsibility of the candidates to ensure that their permanent professional registration is renewed without gaps to cover the entire period of posting.
16. The undersigned reserves the right to relax conditions in terms of age, qualification etc., if needed. The undersigned also reserves the right to partially/completely cancel the recruitment process without citing any reasons whatsoever.
17. The appointment offers an opportunity to work with the technical support arm and key partner in HPSR of the Department of Health and Family Welfare, Government of Kerala. Advanced training/experience in HPSR are also likely to be available.
18. Any dispute regarding recruitment/service matters will be subject to the final decision of the GB of SHSRC(K) Society. Any appeals on such decisions if preferred shall be within the jurisdiction limits of Trivandrum city.

**EXECUTIVE DIRECTOR
SHSRC- K**

Approval Valid

Digitally Approved By

Dr.Jithesh V

Date: 02.05.2025

Reason: Approved

The document is digitally approved. Hence signature is not needed.



STATE HEALTH SYSTEMS RESOURCE CENTRE –KERALA

POST APPLIED FOR :

PROFORMA

1. **Application No (for office use only)**

2. Name (in block letters):

3. Age: Date of Birth :

4. Address(with Pincode):
Present Permanent
(for communication)

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5. Sex : Marital Status:

5. Phone : Land Mobile

6. E-Mail ID :

7. Qualifications (*attach self attested copies*)

(a) General :

(b) Professional :

(c) Technical :

8. Experience (*attach self attested copies*)

(i).....

(ii).....

(iii).....

(iv).....

DECLARATION

I(name), do here by declare that the particulars given above are true to the best of my knowledge and belief. I also declare that I possess unblemished character and antecedents.

Date:

Signature with Name