

Centre for One Health –Kerala (COH-K)
Department of Health & Family Welfare, Govt. of Kerala

Notification No.: COH-K /CMD/01/2025

February 13, 2025

NOTIFICATION

The Department of Health & Family Welfare, Govt. of Kerala, has been implementing the One Health Programme in the state with the support of the World Bank. Presently, the programme is being implemented in four Pamba basin districts, viz; Pathanamthitta, Alappuzha, Kottayam and Idukki and is in progress. The Centre for One Health-Kerala (COH-K) invites applications from qualified and eligible personnel for the posts of **State Programme Lead (SPL) and Community Based Surveillance (CBS) Programme Coordinator** on contract basis. Interested applicants may submit their application online through the website of the Centre for Management Development (www.cmd.kerala.gov.in). The details of the post, vacancy, qualifications and experience required are given below:

Sl. No.	Name of Post	Qualification	Age Limit	Experience (as on 01.02.2025)	Consolidated Pay
1.	State Programme Lead (SPL) (Mode of Appointment: On Contract Basis) <i>(No. of Vacancy:01)</i>	MBBS with MD Community Medicine/MPH BAMS/BHMS/BUMS/BSMS /BNYS with MPH. Proficiency in computer and local language proficiency.	Open	Minimum 2 years' post-qualification experience in Public Health sector.	Rs. 1,25,000/- (per month)

Sl. No.	Name of Post	Qualification	Age Limit	Experience (as on 01.02.2025)	Consolidated Pay
2.	Community Based Surveillance (CBS) Programme Coordinator (Mode of Appointment: On Contract Basis) (No of Vacancy: 01)	Graduate in Health/Epidemiology/Population Studies, Post Graduate in Social Work/Public Health (after completing any health degree)/ Epidemiology/ Population Studies. Proficiency in Computer and local language proficiency.	Open	2 years of post-qualification work experience in the Public Health sector	Rs. 60,000/- (per month)

Job Responsibilities :

1. State Programme Lead (SPL)

- Day to day management /administration of One Health Centre.
- Liaison with health, other sectoral departments and agencies like KILA, KMSCL etc.
- Liaison with Nodal Agency (SHSRC-K).
- Develop and implement IT Policy, IEC Strategies etc. and liaison with the agencies/consultants hired.
- Finance Management.
- Develop policies, guidelines etc. with regard to the OH Programme.
- Recruit, train and manage staff.
- Hire IT and IEC agencies as per need.
- Undertake field visits whenever required.
- Undertake other activities which may be assigned from time to time.

2. Community Based Surveillance (CBS) Programme Coordinator

- Understand Community Based Surveillance of OH Programme.
- Build relationships with community volunteers, mentors and organizations to facilitate information sharing and support for surveillance activities.
- Ensure active engagement of community members to report potential cases of public health concerns to enable early detection of disease outbreaks.
- Collecting data on disease trends and early warning signs.
- Facilitate timely response actions to emerging public health threats.
- Work in collaboration with health authorities.
- Coordinate regular meetings of key stakeholders & collaborations and assist in intersectoral coordination for effective implementation of the Infection Surveillance and Control Programme (ISCP).
- Contribute to communication campaigns and web page of OH Programme.
- Undertake field visits whenever required.
- Undertake other activities which may be assigned from time to time.

Mode of Application and Time limit

Interested candidates fulfilling eligibility criteria, may apply via **ONLINE** mode only by filling the prescribed application form given on the **website of the Centre for Management Development (CMD), Thiruvananthapuram (www.cmd.kerala.gov.in)**.

- The online application submission link will open on **14.02.2025 (10:00 am)**.
- The last date for submitting the online application is **28.02.2025 (05:00 pm)**.
- No application shall be entertained in COH-K /CMD if it is submitted either online or offline (other than the online portal).
- COH-K /CMD reserves the right to fill or not fill the post advertised without assigning any reason.

Selection Methodology

- The applications will be subjected to scrutiny based on the details provided by the candidate, and a list of candidates eligible for further selection processes will be prepared. The selection will be based on the Interview of the shortlisted candidates. However, COH-K /CMD reserves its right to opt for additional selection processes, if required. The selection process may include application screening, criteria-based screening, a written test, group discussion, a skill test/proficiency test, an interview, or any combination of these methods.
- It shall be noted that admittance to various stages of recruitment will be **provisional** only and will not confer any claim unless various other conditions of selection are satisfied as the prevailing rules of the organization. Detailed scrutiny of the applications/credentials will be conducted before the interview/appointment. Any discrepancy found during the detailed scrutiny will result in the rejection of the candidature.
- COH-K /CMD reserves the right to shortlist only a limited number of candidates for the selection process based on the relevancy of experience, quality of academic achievements and overall suitability of the candidates to the position.

Instructions for Scanning of Photograph & Signature: -

- Candidates will have to upload their updated Curriculum Vitae (CV), passport size photograph (taken within six months), signature, and copies of certificates proving qualification and experience while submitting the application.
- The photograph and signature must be in JPEG format. The size of the photograph must be less than 200 KB and the size of the signature should be less than 50 KB.
- The CV and the copies of certificates shall be either in JPEG format or in PDF format and each attachment shall not exceed 3 MB in size.

General Instructions

- Applicant must be citizens of India.
- **The period of contract will be for one year, which may be extended after a break of 1 day based on need and performance.**

- The applicants are required to go through the detailed notification carefully and decide themselves about their eligibility for this recruitment before applying online
- The qualification stipulated for the post must be from a recognised University/Institute. Those applicants having qualification equivalent to any of the prescribed qualification should submit equivalency certificate issued by the competent authority and without such certificate, their candidature shall not be considered.
- Experience acquired after the date of passing of the qualification stipulated shall only be considered.
- CMD is not responsible for any discrepancy in submitting the application. The applicant should not furnish any false, tampered, fabricated information or suppress any material information while filling up the application form. If the particulars furnished in the Online application form do not tally with the original documents produced by the Candidates his/her candidature will be rejected.
- In the event of any information provided by the candidates being found false or incorrect at any stage, their candidature/appointment is liable to be cancelled/terminated without any notice.
- Selection will be based on the educational qualifications, experience and performance in the written test /interview.
- No TA/DA will be paid for participation in the selection process.
- Selected candidates should be ready to work anywhere in Kerala as and when required.
- Appointed candidates will be governed by the rules and regulations of COH-K.
- CMD reserves the right to call for any additional documentary evidence from candidates in support of educational qualifications/experience / other notified eligibility requirements.
- Applicants should have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. CMD may send intimation to download call letters for selection process through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying online and must maintain that email account and mobile number.
- The copy of the Appointment letters, Salary Certificates, pay slip etc. will not be accepted in lieu of work experience certificate. In the case of current experience, applicants may upload an AFFIDAVIT with details of employer, designation, period, nature of job, tasks and responsibilities.
- In case of any problems faced by the candidates in filling up the online application form they may contact the HELP DESK on the phone number: 0471 2320101 ext: 237,250 between 10 am and 5:30 pm on working days (Monday – Friday).

- Please note that only shortlisted candidates will receive intimations via email, SMS, or phone call regarding the selection process.
- Deadlines and Updates: Pay attention to the application deadlines and regularly check the portal and your email for any updates or additional instructions from the employer.
- Submission Confirmation: After submitting your application, check for a confirmation message or email from the portal. Save or note down any application reference numbers for future correspondence.
- Enable email notifications to stay informed about updates and communications. Also, regularly check your spam or junk email folder for important messages.
- Applications submitted without complete data will be rejected. In case an applicant uploads wrong documents/information and unnecessary documents, his/her candidature will be rejected
- Applications with blurred/ illegible Photograph/ Signature will be rejected.
- CMD and engaging authorities reserve the right to modify, cancel the notification or revise the number of posts at any time without assigning any reason or to stop the recruitment process altogether
- Rights to the rules for the cut-off marks in all stages of recruitment are reserved by CMD
- The Competent Authority reserves the right to debar any candidate for any malpractice, including for a fraudulent claim of any kind of benefit / relaxation / concession.

Sd/-
Authorized Signatory