



DHS/MHIS/HR/39/2021/1118

Date: 06.12.2022

GOVERNMENT OF MEGHALAYA
STATE NODAL AGENCY, MEGHA HEALTH INSURANCE SCHEME
MEGHALAYA, SHILLONG.
VACANCY NOTICE

For the implementation of Ayushman Bharat Pradhan Mantri Jan Arogya Yojana and Megha Health Insurance Scheme in the State of Meghalaya, the office of the State Nodal Agency, Megha Health Insurance Scheme, Meghalaya, Shillong invites eligible and interested candidates for the following posts on contract basis as per details below:

Sl. No	Designation	No of Positions	Eligible Qualifications & Experience	Place of Posting	Remuneration (in ₹)
1.	Claims Manager	1	a) Minimum of MCA/MBA – Health Care Management/MHA/M.Sc. – Data Science. b) Minimum three years of experience handling Health Insurance Claims with an Insurance Company. c) Knowledge of the Hospital Empanelment process & Health Benefits Package in Health Insurance will be an added advantage. d) Hands-on experience with Office Software packages (MS Word, Excel, PPT, Power Bi/Tableau, etc.). e) Strong written and verbal communication. f) Willingness to travel for work purposes. g) Proficiency in Local languages is preferred. (Khasi/Jaintia & Garo).	Office of the Chief Executive Officer, State Nodal Agency, MHIS, Shillong.	₹65,000/- PM

- a) Candidates are advised to **read carefully the eligibility criteria and other conditions prescribed for the post before applying.**
- b) Qualified and interested candidates can download the prescribed Application Form from www.mhis.org.in and directly submit at the O/o the State Nodal Agency - Megha Health Insurance Scheme or "Via – email": hmrgr@mhis.org.in.
- c) Candidate must enclose along with the prescribed Application Form, a recent passport-size photograph, and self-attested copies of the following documents: Filled Application form, Updated Resume, Educational qualifications certificates, Proof of Experience or Experience Certificates, Latest salary slips or proof of salary from the current or previous organizations, Additional or technical qualifications certificates (if any), Identity Proof (PAN Card or Aadhar Card), Copy of their previous work portfolios.
- d) Candidates are advised to indicate their contact number and e-mail address to facilitate faster communication. Information regarding the **Interview** will be sent only to the shortlisted candidates via SMS/E-mail and no correspondence will be made with applicants who are not shortlisted. Shortlisted candidates will be directly reached out to by the HR department.
- e) Incomplete application shall not be entertained and is liable to be rejected.
- f) The last application submission date is on **15th December 2022 up to 04:00 PM.**
- g) The Certificate/Documents in original are to be produced at the time of the Interview.
- h) No TA/DA will be paid for attending the Interview.
- i) The Terms of Reference for the above post can be downloaded from the MHIS website.
- j) For further information log in to: www.mhis.org.in / Contact Number: 0364 – 2507477.

Sd/-
Chief Executive Officer
Megha Health Insurance Scheme
Meghalaya, Shillong.