



HEALTH INSURANCE TPA OF INDIA LTD.

3rd Floor, A-Wing, IFCI Tower, 61, Nehru Place, New Delhi-110019

Website: www.healthinsurancetpa.co.in Phone: +91 11 49043300 (EPABX) Fax: +91 11 4903399

Health Insurance TPA of India Ltd is a Delhi based Company set up for the purpose of processing claims arising out of Health Insurance policies of insurance companies. It is a joint venture of National Insurance, New India Assurance, Oriental Insurance, United India Insurance and General Insurance Corporation of India.

We are looking for highly motivated individuals who will be a part of the core team and will provide the required impetus to the Company to start operations.

The details of the positions to be filled in are as follows:

S.No.	Job Code	Position Name	No. of Vacancies	Qualification	Experience (in years)	Industry	Essential Competencies
1	01	Head – Claims Management	1	Post Graduate in any discipline or Medical Graduate-Post Graduate	Minimum 10 years (medical professionals with requisite skill set and qualification but having lesser experience may also apply)	BFSI, Insurance, back-office, TPA (outsourced or in-house), health insurance	Leadership, Vision and technical expertise for setting-up and managing IT enabled high end back-office processes (preferably health insurance claims processing). Experience in managing high volume transactions, quality control, large team, customer service deliverables and driving performance with a proven track record. Knowledge of Indian health insurance industry highly desirable.
2	02	Manager –Claims	2	Medical Graduate – Post Graduate	5-10	Health Insurance back-office, TPA (outsourced or in-house)	IT enabled high volume Health insurance claims processing and adjudication, SOP design, knowledge of clinical protocols and Indian health insurance and healthcare practices quality management, analytics, team management, communication skills.
3	03	Manager –Enrolment	1	Graduate/Post Graduate in any discipline	5-10	Banking / Insurance back-office, TPA (outsourced or in-house)	Back-office transaction processing, SOP design, quality management, data migration and management, service delivery, analytics and team management communication skills



HEALTH INSURANCE TPA OF INDIA LTD.

3rd Floor, A-Wing, IFCI Tower, 61, Nehru Place, New Delhi-110019

Website: www.healthinsurancetpa.co.in Phone: +91 11 49043300 (EPABX) Fax: +91 11 4903399

4	04	Manager – Customer Service/Call Centre	1	Post Graduate/Graduate in any discipline	5-10	Call Centre, Banking / Insurance back-office, TPA (outsourced or in-house)	High volume IT enabled 24*7*365 Call centre set- up and management team training and management SOP design, quality management, customer management, leadership and communication skills.
5	05	Process Head – Provider Network Management	1	Medical Graduate – Post Graduate	8-13	Health Insurance, Healthcare, TPA (outsourced or in-house)	Relationship management, contracting and negotiation skills, knowledge of Indian healthcare industry practices, payer-provider technology platforms, monitoring and control mechanisms, SOP design, communication and team management.
6	06	Process Head – IT Applications	1	BE/B Tech/MCA/M Tech/M Sc in IT-CS	7-12	Banking / Insurance/ Health Insurance, TPA (outsourced or in-house), IT/ITeS, IT, BPO	<ul style="list-style-type: none">• Expertise in design, development and deployment of core solution, supporting applications, Greenfield IT applications, preferably in Insurance/health insurance domain.• Experience in managing large teams/projects, stakeholders and dealing with third party vendors.• Experience in managing system integration projects of large scale, greenfield IT set up, vendor negotiation and management, planning, budgeting and control, project management, leadership, communication and team management skills.



HEALTH INSURANCE TPA OF INDIA LTD.

3rd Floor, A-Wing, IFCI Tower, 61, Nehru Place, New Delhi-110019

Website: www.healthinsurancetpa.co.in Phone: +91 11 49043300 (EPABX) Fax: +91 11 4903399

7	07	IT Analyst - 1	1	MCA/BE/B Tech	5-10	IT/ITeS, IT Captive, Insurance, TPA, BPO	<ul style="list-style-type: none">• Experience in IT Application Development and Maintenance, implementation, Software Development Life Cycle and Software Support.• Advance knowledge of operating systems.• Advance knowledge of business applications and databases.
8	08	IT Analyst - 2	1	MCA/BE/B Tech	5-10	IT/ITeS, IT Captive, Insurance, TPA, BPO	<ul style="list-style-type: none">• Experience in System Administration and Networking.• Certifications like MCSE, CCNA desirable
9	09	Front Office Executive/Secretarial support	1	Graduate in any discipline	2-4	BFSI, BPO, IT, ITES, General	Excellent Communication skills, managing visitors, scheduling appointments, managing meetings, minutes and follow up action, courier management, vendor management, travel bookings, pleasing personality, administration support, proficient in computers, other miscellaneous jobs.

How to apply:

1. Eligible applicants would be required to apply **ONLY** by downloading the Application Form from the link **[Download Application Form](#)** on HI-TPA's website <http://www.healthinsurancetpa.co.in/career.asp>
2. The downloaded Application Form should be filled using Microsoft Office 2007 or Microsoft Office 2010 or Microsoft Office 2013 ONLY. There should be no alteration/editing of the specified format of Application Form. The candidate should not add/delete/modify the rows & columns of Application Form.
3. Candidates should fill their information only in blue columns of Application Form and red columns should not be edited/filled/deleted.
4. If a candidate is applying for more than one position then he/she has to submit separate Application Form for each post.



HEALTH INSURANCE TPA OF INDIA LTD.

3rd Floor, A-Wing, IFCI Tower, 61, Nehru Place, New Delhi-110019

Website: www.healthinsurancetpa.co.in Phone: +91 11 49043300 (EPABX) Fax: +91 11 4903399

5. Application Form in prescribed format should be emailed to careers@healthinsurancetpa.co.in. **Please note that a candidate has to submit Application Form in word file format ONLY and it should not be changed to any other format e.g. .pdf etc.**
6. The subject of email should be “**Application for the post of [mention Job Code]**”.
7. Applications which are not in prescribed format or incomplete Application Forms are liable to be rejected.
8. Candidates serving in Government/Quasi Government Officers, Public Sector Undertaking including Nationalized Banks, Insurance Companies and financial institutions will be required to submit ‘No Objection Certificate’ from their employer at the time of Interview, failing which their candidature may not be considered.
9. Company reserves the right to restrict the number of candidates to be called for interview commensurate with the number of vacancies.
10. Company reserves the right not to call any candidate to appear at the interview.
11. The decision of the Company will be final and binding in all matters.
12. Candidates are advised in their own interest to email their Application Form much before the closing date and not to wait till the last date to avoid the possibility of disconnection/inability/failure to log on to the website or send email to careers@healthinsurancetpa.co.in on account of heavy load on internet or website jam.
13. Company does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of any reason whatsoever.
14. In case it is found at any stage of recruitment that the candidate does not fulfil the eligibility criteria and/or he/she has furnished any incorrect/false/incomplete information or has suppressed any material fact(s) his/her candidature will stand cancelled. If any of these shortcomings are detected even after appointment, his/her services are liable to be terminated forthwith. Before applying for any post the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement. The decision of the company in respect of matters concerning eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced for the purpose of conduct of interview, selection and any other matter relating to recruitment will be final and binding on all the candidates.
15. Any resulting dispute arising out of this process/advertisement shall be subject to sole jurisdiction of the courts situated in Delhi.
16. The company shall not entertain any correspondent or personal enquiries.
17. Canvassing in any form will disqualify the candidate for consideration for the post.
18. The company reserves the right to cancel the above recruitment exercise at any stage of the process without assigning any reason thereof.

All the above mentioned positions are Delhi based. The last date for receipt of Application Forms is **17th April 2014.**