



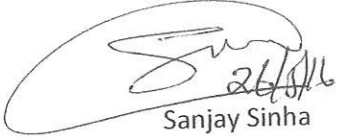
EMPLOYEES' STATE INSURANCE CORPORATION
PANCHDEEP BHAWAN, CIG ROAD, NEW DELHI - 110002

Website: www.esic.nic.in

WALK -IN-INTERVIEW FOR THE POST OF 'IT MANAGER' AND 'IT ASSISTANT' IN THE REGIONAL OFFICES/SUB REGIONAL OFFICES/HOSPITALS OF ESI CORPORATION IN 5 STATES

Walk-in-Interview for engagement of 'Information Technology Manager' and 'Information Technology Assistant' for the Regional Offices/Sub Regional Offices of ESI Corporation and ESIC Hospitals located in the state of Assam, Kerala, Puducherry, Tamil Nadu, West Bengal, on contractual basis will be held on 13.06.2016 and 14.06.2016 from 10.00 AM onwards in respective regional offices.

Application form, Information on number of posts, Educational Qualifications & Experience etc., List of respective regional offices and List of Regional Offices/Sub Regional Offices/ESIC Hospitals, where vacancies exist are available at Annexure-1, Annexure-2, Annexure-3 and Annexure-4 respectively.


Sanjay Sinha
Director(ICT)

Dated:



EMPLOYEES' STATE INSURANCE CORPORATION
PANCHDEEP BHAWAN, CIG ROAD, NEW DELHI - 110002.
 (Website address: www.esic.nic.in)

Application for the post of IT Manager/IT Assistant*

1. Name of the Candidate: _____
2. Father's/Husband's Name: _____
3. Mother's Name: _____
4. Gender: _____ Male/Female/Transgender*
5. DOB as per SSLC Certificate: _____
6. Mobile Number: _____
7. E-mail ID: _____
8. Address (Permanent): _____

9. Address for correspondence: _____

10. Reserved Category to which applicant belongs : SC / ST /OBC*

11. Educational Qualifications: (From S.S.L.C. onwards)

S.No.	Name of the Exam	Name of the Board/University	Percentage of Marks	Year of passing

-2-

12. Experience:

S.No.	Name of the organization with Designation	From	To	Job Description

13. Preference for place of posting – 1.....

2.....

3.....

(Please give preference for posting within the State, in which you are appearing for interview. Discretion regarding the place of posting will remain with ESIC)

I hereby declare that the information given above is true and correct to the best of my knowledge and belief. In case any information is found false/incorrect at a later date of the recruitment/appointment, I shall be bound by the decision of the Competent Authority of ESI Corporation.

Date:

Place:

(Signature of Candidate)

(*Strike whichever is not applicable)

Engagement of IT Manpower for the Regional Offices, Sub-Regional Office and ESIC Hospitals located in following 5 states

Details of Posts (location wise):

Sl. No.	Type of Office	Approved IT Manpower
1	Regional Office*	One IT Manager One IT Assistant
2	SRO*	One IT Assistant
3	ESIC Hospitals*	One IT Manager One IT Assistant

* List of Regional Offices/Sub Regional Offices/ESIC Hospitals annexed.

Details of posts (statewise):

Sl. No.	State	Name of Location	IT Manager					IT Assistant				Total
			U R	OBC	SC	S T	T otal	UR	OBC	SC	ST	
1	Assam	RO Assam Hospital Beltola	2	0	0	0	2	2	0	0	0	2
2	Kerala	RO Kerala SRO KOLLAM SRO TRIVANDRUM SRO ERNAKULAM SRO KOZIKODE HOSPITAL UDYOGMANDAL HOSPITAL EZUKONE Hospital ASRAMAM	1	1	1	1	4	3	2	2	1	8
3	Puducherry	RO Mudaliarpet	1	0	0	0	1	1	0	0	0	1
4	Tamil Nadu	RO Chennai ESICH, KK Nagar ESICH, Tirunelveli SRO, Coimbatore SRO Madurai SRO Salem SRO Tirunelveli	1	1	1	0	3	2	2	2	1	7
5	West Bengal	RO Kolkata Hospital Joka SRO Barrackpur SRO Durgapur	2	0	0	0	2	1	1	1	1	4

2. Role of the IT Manager/IT Assistant

- i. Address requests for installation, configuration, test, maintenance of software components.
- ii. Handle daily technical support activities on Application Software.
- iii. Help users in navigation and usage of application software.
- iv. Handle daily technical support activities on Network and Voice management.
- v. Setup computers and install software for various applications and programs.
- vi. Provide job trainings to new recruits and less experienced staff when needed.
- vii. Maintain documentations of customer issues and their resolutions.
- viii. Perform regular evaluation on all incident trends and prepare all preventative maintenance for Infra components.
- ix. Provide support in system upgrades, installing workstations and other office tools.
- xi. Escalate complex issues to appropriate teams for resolutions.
- xii. Any other IT related issue.

3. Educational qualification and experience:-

Role	Qualification	Experience
IT Manager	BE/B.Tech. in Computer Science/IT	6 to 8 years experience in incident, Service Request, Problem, Change Management, Service Desk, IT Service Desk, Incident Management, and Change Management. Candidate is expected to manage 5-6 people.
IT Assistant	BCA/Diploma in CS/IT	2 to 4 years experience in Breakdown calls and closure within the assigned service parameters of response time by proper allocation of time to achieve customers' satisfaction.

4. Nature of Engagement: The engagement for these IT Personnel will be on contract basis. They shall have no right for absorption in the organisation

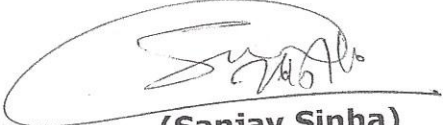
5. Tenure for engagement: The tenure for engagement of the IT personnel will be for one year. ESIC will reserve the right to terminate the engagement by giving one month's notice or one month's remuneration in lieu of the notice period. Similarly the engaged person will have to give one month's notice for resigning or he will have to pay an amount equivalent to one month's remuneration in lieu of the notice period.

6. Monthly Remuneration:

Role	Monthly Remuneration
IT Manager	Rs.50,000.00
IT Assistant:	Rs.22,000.00

7. Date/Time/Venue of interview and other instructions for the Candidates:

- i) Walk-In Interview to be held in Regional Office of E.S.I.C. of a State on 13-06-2016 and 14-06-2016 from 10:00 a.m.
- ii) Candidates should fill up the Application Form (Annexure-1) for appearing in the interview. He should also carry two self attested passport size photograph (with his name written in Capital letter on the back) and submit it together with filled in application form at the Registration counter to be set up in Regional Office.
- iii) Candidates should also carry with them Original Certificates of Educational Qualification and experience alongwith a self attested copy of each.
- iv) Candidates should produce any original Government issued photo identity like, Aadhar Card, Election Photo Identity Card, Passport, Driving License,
- v) **Venue:** Respective Regional offices (list annexed at Annexure-3).
- vi) List of the Regional Office, Sub Regional Offices, ESIC Hospitals, where the vacancies exist (list annexed at Annexure - 4)
- vii) Canvassing in any form will render a candidate liable for disqualification.



(Sanjay Sinha)
Director (ICT)

Annexure 3**List of Regional Offices**

S. No.	State	City / Town	Address
1	Assam	Guwahati	ESI Corporation, Panchdeep Bhawan, P.O. Bamuni Maidan, Guwahati-781021, Assam.
2	Kerala	Thrissur	ESI Corporation, Panchdeep Bhawan, North Sawraj Round, Thrissur-680020, Kerala.
3	Puducherry	Mudaliarpet	ESI Corporation, Dorr No. 178, 100 Feet Road, (Opp. To Regional Transport Office), Ansari Duraisamy Nagar, Puducherry-605004
4	Tamilnadu	Chennai	ESI Corporation, Panchdeep Bhawan, 143, Sterling Road, Chennai-600034, Tamil Nadu
5	West Bengal	Kolkata	ESI Corporation, Panchdeep Bhawan, 5/1, Grant Lane, Kolkata-700012, West Bengal

Annexure 4

List of the RO,SRO, Hospitals where vacancies exist

List of Regional Offices

S. No.	State	City / Town	Address
1	Assam	Guwahati	ESI Corporation, Panchdeep Bhawan, P.O. Bamuni Maidan, Guwahati-781021, Assam.
2	Kerala	Thrissur	ESI Corporation, Panchdeep Bhawan, North Sawraj Round, Thrissur-680020, Kerala.
3	Puducherry	Mudaliarpet	ESI Corporation, Dorr No. 178, 100 Feet Road, (Opp. To Regional Transport Office), Ansari Duraisamy Nagar, Puducherry-605004
4	Tamilnadu	Chennai	ESI Corporation, Panchdeep Bhawan, 143, Sterling Road, Chennai-600034, Tamil Nadu
5	West Bengal	Kolkata	ESI Corporation, Panchdeep Bhawan, 5/1, Grant Lane, Kolkata-700012, West Bengal

List of Sub Regional Office (SRO)

S. No	State	City / Town	Address
1	Kerala	Kollam	ESI Corporation, Panchdeep Bhawan, Asramam Kollam Kerala-691002
		Thiruvananthapuram	Ground Floor, DIMS Office, Opposite PWD Guest House, Thycaud, Thiruvananthapuram
		Ernakulam	E.S.I. Corporation, Malu's Complex, St. Francis Church Road, Kaloore, Cochin - 682017(Kerala)
		Kozhikode	ESI Corporation, Housefed Complex (3rd floor), Sasthri Nagar Road, Eranhipalam, Kozhikoda - 673006
2	Tamil Nadu	Coimbatore	ESI Corporation, Panchdeep Bhawan, 1897, Trichy Road, Ramanathapuram, Coimbatore - 641045(Tamil Nadu)
		Madurai	ESI Corporation, 2 nd west street, K.K. Nagar, Madurai-20
		Salem	ESI Corporation, 2 nd , 3 rd & 4 th Floor, Theerathamalai Vaniga Valagam, 39/57, Three roads, Salem-636009

		Tirunelveli	ESI Corporation, Municipal Shopping Complex, Salai Street, Sindhupoonthurai, Tirunelveli – 627001 (Tamil Nadu)
3	West Bengal	Barrackpore	ESI Corporation, Sinchi Tower, 177F, B.T. Road, 2nd Floor, Sodepur, P.O. Panihati, 24, Paraganas(North), Kolkata – 700114 (WB)
		Durgapur	C/o M/s Rajhans, Plot No. C-50, City Center Durgapur-713216 (WB)

List of Hospitals

S. No	State	City / Town	Address
1	Assam	Beltola	Medical Superintendent, ESIC Model Hospital, Jayanagar, Beltola, Guwahati – 22(Assam)
2	Kerala	Udyogmandal	Medical Superintendent, ESIC Model Hospital, Udyogmandal, Ernakulam-683501 (Kerala)
		Ezhukone	Medical Superintendent, ESIC Model Hospital, Ezhukone, Kollam-691505 (Kerala)
		Asramam	Medical Superintendent, ESIC Model Hospital, Asramam, Distt. Kollam -691012 (Kerala)
3	Tamil Nadu	Chennai	Director(Medical), ESIC Hospital cum ODC, K.K. Nagar, Ashok Pillar Road, Chennai– 600078 (Tamil Nadu)
		Tirunelveli	Medical Superintendent, ESIC Hospital, Salai Street, Vannarpettai, Tirunelveli-627003 (Tamil Nadu)
4	West Bengal	Joka	Medical Superintendent, ESIC Hospital & ODC (EZ), Diamond Harbour Road, P.O. Joka Kolkata-700104(West Bengal)