



## **RECRUITMENT NOTICE**

Employees' State Insurance Corporation (ESIC) invites applications for talented, innovative and dynamic candidates in the field of Information Technology, Actuarial, Finance, Legal, Medical, Human Resource, Strategic planning and analysis etc. for Engagement of Individual Consultants "Under the ESIC policy for Engagement of Young Professional/Consultant Grade-1/Consultants Grade-1/Senior Consultants on contractual basis". The candidates fulfilling the requirement may apply through online portal ([www.esic.gov.in](http://www.esic.gov.in)). The portal will open on 20/03/2024 and will be available till midnight of 03/04/2024.

The detailed notice of positions, educational/ professional qualification, experience, remuneration, including the terms and conditions are as under: -

### **1. Name of the position, Minimum experience, upper age limit, remuneration: -**

| S. No. | Name of the Position | Experience in Years | Upper (Limit) Age | Remuneration (in Rs.) | Contract period   |
|--------|----------------------|---------------------|-------------------|-----------------------|---|
| 1.     | Young Professional   | 1                   | 32 years          | 70,000                | 2 years or pre-defined project/objective oriented which ever is less. |
| 2.     | Consultant Grade-1   | 3-8                 | 45 Years          | 80,000-1,45,000       |   |
| 3.     | Consultant Grade-2   | 8-15                | 50 years          | 1,45,000- 2,65,000    |   |
| 4.     | Senior Consultant    | 15 years and above  | 62 years          | 2,65,000-3,30,000     |   |

### **2. The number of Young Professionals/ Consultants to be engaged for following Divisions/ Branches of ESIC: -**

| S. No. | Name of the Branch/ Division of Hqrs Office        | No. of Individual Consultants/ Professionals to be engaged |
|--------|--|--|
| 1      | Planning & Development                             | 01   |
| 2      | Benefit  | 01   |
| 3      | Administration                                     | 01   |
| 4      | Medical Service                                    | 04   |
| 5      | Medical Division (Super Speciality Treatment Cell) | 01   |
| 6      | Medical Division (Rate Contract Cell)              |  |
| 7      | Medical Administration                             | 02   |
| 8      | Legal  | 01   |
| 9      | Information Communication & Technology             | 05   |
| 10     | Revenue  | 02   |
| 11     | Finance  | 02   |
| 12     | Management Service Unit                            | 01   |
| 13     | Actuarial  | 01   |

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|--------------|-----------|
| <b>Total</b> | <b>22</b> |
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3. **These 22 Consultants / professionals may be engaged for Divisions/ Branches in following positions: -**

| <b>Name of the Position</b> | <b>Nos. to be engaged</b> |
|-----------------------------|---------------------------|
| Young Professional          | 15                        |
| Consultant Gr.-1            | 03                        |
| Consultant Gr.-2            | 02                        |
| Sr. Consultant              | 02                        |
| <b>Total</b>                | <b>22</b>                 |

**4. Detail of position, assignments, job description, educational qualification & working experience: -**

| <b>S. No</b> | <b>Name of Position &amp; number of position (s)</b> | <b>Division/ Branch of ESIC</b>        | <b>Purpose of Assignment</b>  | <b>Job Description</b>  | <b>Educational Qualification</b>   | <b>Working Experience</b> |
|--------------|--|--|---|---|--|---------------------------|
| 1.           | Senior Consultant<br><br>(01/One)                    | Information Communication & Technology | Overall driving, monitoring and facilitating the Data Analytic Unit and e-Governance Projects<br><br>(Management of Technology Profile) | Overall driving, monitoring and facilitating the Data Analytic Unit and e-Governance Projects | Bachelors' or Post Graduate degree in Computer Science/ IT / Software Engineering with MBA (regular) from a reputed institute with Relevant experience in management or heading e-Governance projects in Government or PSU | 8-15 years                |

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| 2. | <p>Consultant<br/>Grade-2</p> <p>(01/One)</p> | <p>Information<br/>Communication &amp;<br/>Technology</p> | <ul style="list-style-type: none"> <li>• Visualization and development of dashboards, MIS etc.</li> <li>• Management of the Control Room</li> </ul> <p>Data Transformation activities including data strategies, data governance, data security and data cleaning and data analytics etc.</p> <p>(Data Analytics Consultant/Data Scientist)</p> | <p>a. Visualization and development of dashboards, MIS etc.</p> <p>b. Management of the Control Room</p> <p>c. Data Transformation activities including data strategies, data governance, data security and data cleaning and data analytics etc.</p> | <p>Bachelors' or post graduate degree in Computer Science/IT/Statistics/Mathematics with relevant industry experience in the area of data Analysis and analytics including KPI Identification. Data-driven Solutions related to IT Initiatives, Data strategies, BI solutions through consulting engagements and research</p> | <p>5-8 years Experience in domains like HIS, ERP, Insurance, Benefit, Revenue, Finance, etc.</p> |
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| 3. | <p>Consultant Grade-1</p> <p>(01/One)</p> | <p>Information Communication &amp; Technology</p> | <p>Consultancy during any/all phases of the project on conceptualization/design/architecture/analysis/monitoring/ Performance improvement for Large/Medium/Small Server Room/Data centre Cooling requirements.</p> <p>(Network and Infrastructure)</p> | <p>Consultancy during any/all phases of the project on conceptualization/design/architecture/analysis/monitoring/ Performance improvement for Large/Medium/Small Server Room/Data centre Cooling requirements.</p> | <p>Bachelors' or Post Graduate degree in Computer Science/Information technology with relevant industry experience in the area of Network and Infrastructure consultancy with requisite certifications/certificates like CCNA, CCNP, CISSP, CISM, PMP, RHCE, cloud technology etc. Individuals with experience in Government and PSU shall be preferred</p> | <p>3-8 years Experience in related domains.</p> |
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| 4. | Young Professional<br><br>(01/One) | Information Communication & Technology | Proficiency in software applications, industry specific applications, system integration, application security, UX design, cloud computing, Compliance and regulations etc.<br><br>IT Consultant (Application) | Proficiency in software applications, industry specific applications, system integration, application security, UX design, cloud computing, Compliance and regulations etc. | Bachelors' or Post Graduate degree in Computer Science/<br>IT / Software Engineering with relevant industry experience in the area of Computer Applications with requisite certifications/credentials like PMP, CSM, ISTQB, AWS Certified Solution Architect, Azure Solutions Architect or similar Certifications, ITIL, Agile Methodologies, Cloud technology, AI/ML<br>Individuals with experience in Government and PSUs shall be preferred | 3 -5 years |
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| 5. | Young Professional<br><br>(01/One) | Information Communication & Technology | Network maintenance, Configuration, network security measures to protect against cyber threats and unauthorized access, Performance Optimization, Documentation, Disaster Recovery, Network Design.<br>IT Consultant (Information Security) | Network maintenance, Configuration, network security measures to protect against cyber threats and unauthorized access, Performance Optimization, Documentation, Disaster Recovery, Network Design | Bachelors' or Post Graduate degree in Computer Science/IT / Software Engineering with relevant industry experience in the area of Information Security with requisite certifications/credentials like CISSP, CISM, CEH, CISA, CISSO, CCSP, ISO27001 Lead Auditor/Implementer<br>Individuals with experience in Government and PSUs shall be preferred | 3-5 years |
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| 6. | Young Professional<br><br>(01/One) | Medical Division (Rate Contract Cell/ Procurement/ Super Speciality Treatment Cell) | Data Management and Data Analysis. | <ol style="list-style-type: none"> <li>1. Data Management for performing the task of formation of Rate Contracts for Drugs &amp; monitoring of performance of Rate Contract Holders and activities of Contractual obligations as below: -             <ol style="list-style-type: none"> <li>a. Data of EMD and performance Security submitted by participating pharmaceutical firms.</li> <li>b. Data of non-supply of drugs by Pharmaceutical firms in Rate Contract.</li> <li>c. Data of NSQ Drugs supplied by Pharmaceutical firms in Rate Contract.</li> <li>d. Recovery data of pending dues in case of non-supply and drug declared as NSG (No Nos Standard Quality) or Non-performances by any approved pharmaceutical firm in RC's.</li> </ol> </li> <li>2. Supervision and co-ordination of procurement activities of ESIC and ESIS institutions.             <ol style="list-style-type: none"> <li>a. Data of Local Purchase of Drugs (Item-wise/ consolidated) (RC and Non-RC).</li> <li>b. Data of procurement of RC Drug (Item-wise/consolidated)</li> <li>c. Data of GeM procurement of Drugs and Consumables (Lab items, orthopaedics, surgical etc.)</li> <li>d. Data of expired drugs and near expiry drugs.</li> </ol> </li> <li>3. For maintenance of following tasks:             <ol style="list-style-type: none"> <li>a. Monthly reports of the ICD 10 codes for rare diseases.</li> <li>b. Monitoring and analysis of TUH's bill pendency.</li> <li>c. Quarterly tie-up status of empanelment data.</li> <li>d. Analysis of listed and unlisted procedures/items which are not available under CGHS.</li> </ol> </li> </ol> | Bachelor Degree in Computer Science (internet, email, computers, word processing, spreadsheets, data bases and programming etc.) | 1-2  |
| 7. | Consultant Grade-1<br><br>(01/One) | Establishment/Administration.   | Human Resource & manpower planning | Human Resource & manpower planning, analysis of work load (present/ future) and requirement of personal thereof. Design Effective On boarding and Training Programs. Ensure Compliance with Rules and Regulations. Facilitate Performance Reviews. Embrace technology and develop future-ready skills.  | Masters of Business Administration in Human Resource (Regular) from AICTE approved College through all India competitive exam    | 3-8 years' experience of working in Govt. / PSU/ DOPT/ UPSC. |



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| 8. | Consultant Grade-1<br>(01/One) | Actuarial | Valuation of ESIC Assets and Liabilities and EBRF and overall Advisory for assessment/valuation/projections of benefits to ESIC Insured Persons. | <ol style="list-style-type: none"> <li>1. Advisory on Data Collection, Collation and Management for short term and long-term Benefits</li> <li>2. Advisory of Setting Assumptions and determining contributory rates from time to time.</li> <li>3. Preparation of Tables of Capitalized Values and Commutation Amounts to be used by ESIC for accounting of fresh incidences of Permanent Disability Benefits and Death Benefits.</li> <li>4. Determination of interim relief to be granted to the Permanent Disability Benefits and Death Benefits beneficiaries on account of inflation.</li> <li>5. Projection of short term and long-term liabilities of the Employee State Insurance Corporation:</li> <li>6. Annual Valuation of Assets and Liabilities of ESIC. The liabilities include all the benefits provided by the Corporation.</li> <li>7. Advisory on Annual Actuarial Valuation of Employee Long Term Retirement Benefits i.e. Actuarial Valuation of Pension Benefits/ Gratuity Benefits/ Leave Encashment Benefits / Postretirement medical benefits/ Permanent Disability Benefit / Dependent Benefit.</li> <li>8. Advisory related to Asset Liability Matching and configuration on investment strategies best suited to the Corporation's goals.</li> <li>9. Providing Periodic Investment Duration Matching Reports as required.</li> <li>10. Attending Investment Funding or Performance Appraisal Meetings Periodically.</li> <li>11. Advisory on enhancement of PDB/DB rates.</li> <li>12. Advisory on valuation of Medical Facility availed to retired IPs under rule 60/61.</li> <li>13. Advisory on valuation of Enhancement of confinement expenses under Rule 56-A.</li> <li>14. Advisory on valuation of Enhancement of minimum DB payment from 1200/- per month under Rule-58.</li> <li>15. Advisory on valuation on future requirement of funds by ESIC and suggest the period of investment in Govt. bonds and PSU bonds.</li> <li>16. Advisory related to impact of various government initiatives and changes in laws on finances of ESIC Advisory related to impact of various government initiatives and changes in laws on finances of ESIC. Periodic review of an ongoing scheme</li> <li>17. Analysis of past results, revision of assumptions and meth</li> </ol> | Post-Graduate diploma in Actuarial Science or Insurance and Risk Management or Insurance Science or Management of Insurance and financial services from a recognized university or institute OR Master's degree in Actuarial Science from a recognized university or institute. | Actuarial qualification professional work experience of at least 5 years with total work experience of 8 years and must have done at least two actuarial valuations for Central Government / Autonomous Bodies / Ministries/ Department/PSU's in the last three financial years. |
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| 9.  | Young Professional (03/Three)<br><br>Consultant Grade 1 – (01/One) | Medical Service | Planning, Implementation and monitoring of medical Services, Data Management .                                   | <ol style="list-style-type: none"> <li>1. Propose a comprehensive systematic plan for fulfilling the gap for provision of medical services in ESI health facilities as per norms.</li> <li>2. Responsible for monitoring the delivery of medical services in ESIC/ESIS health facilities, identification of challenges and prepare a systematic plan for implementation.</li> <li>3. Co-ordinate with Medical Services division for data collation and analysis to extract insights to improve medical service delivery.</li> <li>4. Future plan for expansion and upgradation of medical services.</li> </ol> | <b>Essential:</b><br>Masters in Hospital Administration,<br><b>Desirable:</b><br>Certificate in QCI (eg: NABH, NABL) assessor | 3 years for Young Professional<br><br>5 years for consultant  |
| 10. | Young Professional (01/One)  | Finance         | Finalization and monitoring of work for preparation of financial statements of ESIC as per the accounting policy | <ol style="list-style-type: none"> <li>1. Assisting in monitoring of units and HQ for preparation and finalization of Annual Accounts of corporation viz. Income and Expenditure Accounts, Balance sheet and related annexures including Notes to Accounts.</li> <li>2. Assisting in monthly/Annual compilation of Accounts by Field units and HQ as per the accounting policy of ESIC.</li> <li>3. Assisting in certification Audit of ESIC.</li> <li>4. Any other work which requires Finance domain expertise as delegated by authorities from time to time.</li> </ol>                                     | CA/CMA  | Minimum 3-year experience in Accounting and Finance related work matters in any Premier Private Institute/PSU/Autonomous or Statutory Body. |

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| 11. | Young Professional<br>(01/One) | Finance | Financial analyst to oversee the financial aspects of the ESIC | <ol style="list-style-type: none"> <li>1. Preparation of Key Financial Parameters for assessment of performance of units/Corporation</li> <li>2. Generating monthly reports on assessment/monitoring of the Key Financial Parameters</li> <li>3. Develop a system for compilation of data</li> <li>4. Frameworks, databases for analysis of budget and overseeing automation of the budget process</li> <li>5. Provide analytical support in matters having financial implication</li> <li>6. Perform financial reporting and forecasting</li> <li>7. Guide cost benefit analysis processes</li> <li>8. Any other work which requires Finance domain expertise as delegated by authorities from time to time.</li> </ol> | MBA<br>(Finance)<br>/CFA | Minimum 6-year post-qualification experience in Accounting and Finance related work matters in any Premier Private Institute/PSU/Autonomous or Statutory Body. Domain experience in management of finance module of renowned and established ERP systems (e.g. SAP, FINNACLE, JD-Edwards) |
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| 12. | Young Professional<br><br>(01/One) | Benefit | <p>To provide analytical and functional support for existing Benefit/Service Delivery under the framework of ESI Act</p> <p>To provide innovative and reasoned inputs in formulation of sustainable benefit schemes for beneficiaries of ESIC.</p> <p>To review, monitor and Analyse the existing data of various cash benefits to provide feedback for informed decision making.</p> | Professional assistance to Benefit Branch in the finalisation/execution/monitoring/analysis of various benefit schemes of ESIC. | <p>1. Bachelor of Engineering (IT)/B. Tech (IT);</p> <p><b>OR</b></p> <p>2. Masters in Information Technology/ Computer Application/ Statistics/ Mathematics /Economics/ Financial Management/ Data Science / Data Analytics,</p> | Minimum one year of professional experience in Information Technology/Data Analytics/Computer Applications/ Actuarial/ Insurance/ Project Management |
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| 13. | Young Professional<br><br>(01/One) | Planning & Development | <p>Public Policy Analyst professional with background in public policy may be helpful in ensuring the formulation, implementation and monitoring of policies made by ESIC.</p> <p>Data Analyst individual with strong quantitative skills can help us in analysing the huge data generated and help in making informed decisions.</p> <p>IT expert, in the era of digitization can help in studying the data efficiently and to bring meaningful conclusions out of it.</p> | <p>The ideal candidate should possess strong financial acumen, proficiency in quantitative skills and expertise in data analysis and IT related solutions. Previous experience in public policy would be advantageous.</p> <p>He could help the P&amp;D division to formulate, monitor, analyse various initiatives of ESIC, simultaneously providing inputs as being an expert in the domains specified.</p> | MBA/PGDM in Finance/Masters in Data Analysis/Master in Public Policy/Masters in IT, Masters in Actuarial Science | Minimum experience of one year in Data Analytics, Public Policy, Information & Communication Technology & Actuarial |
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| 14. | Young Professional<br><br>(02/Two) | Revenue | To provide analytical and functional support for existing Revenue and Recovery Branch. To provide innovative and reasoned inputs in formulation of Recovery Polices and other revenue procedures and policies. To review, monitor and Analyse the existing data of various Employers and defaulter to give feedback for formulation of policies. | Assisting Revenue and Recovery Branch in the finalisation/execution/monitoring/analysis of various revenue and recovery schemes of ESIC.   | MBA/PGDM in Finance/Masters in Data Analysis/Masters in Public Policy/Masters in IT, Masters in Actuarial Science  | Minimum experience of one year in Data Analytics, Public Policy, Information & Communication Technology |
| 15. | Young Professional<br><br>(01/One) | Legal   | <ol style="list-style-type: none"> <li>1. Legal Analytics- Analysis of Court cases of ESIC and suggests measures to reduce them</li> <li>2. Helping in policies regarding Arbitration handling by branches of Hqrs</li> <li>3. Guidelines/Policies for stopping mechanical challenge of Lower court's decision</li> </ol>                        | Legal Analytics- Analysis of Court cases of ESIC and suggests measures to reduce them<br>Helping in policies regarding Arbitration handling by branches of Hqrs<br>Guidelines/Policies for stopping mechanical challenge of Lower court's decision | <b>Essential Qualification-</b> LLM degree from any recognized university. Preference will be given to candidates from Research Field<br><b>Desirable-</b> Person with PhD and additional qualification, published research paper, etc | 2 to 5 Years  |

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| 16. | Senior Consultant<br>(01/One)  | Management Service Unit | <ol style="list-style-type: none"> <li>1. Administrative Reforms</li> <li>2. Structural Reforms</li> <li>3. Transformational Reforms</li> </ol>  | Examination/ Evaluation of Rules/Regulations/DoP/ SoP etc. in relation to Administrative Reforms, Structural Reforms and Transformational Reforms in the organisation.  | MBA/ M.Tech/ CS/ Recognised University/ Institutions | MCA/ CA/ ICWA from Recognised University/ Institutions<br>Minimum overall 15 years' experience including in the rank of Executive Director in Corporate Sector(Listed Company) or in the rank of Joint Secretary in Govt. /PSU |
| 17. | Young Professional<br>(02/Two) | Medical Administration  | All India data preparation and analysis of Para Medical Group 'B' and Nursing cadre Group 'A' & 'B' i.e. the information / data received from ESIC Hospital/ Medical Colleges regarding staff position in respect of Para Medical Group 'B' and Nursing cadre Group 'A' & 'B', their In Positions, their initial sanctioned strength, their vacancies position arise in future. All India consolidated data received from field offices. With regard to above cadres for preparation of their seniority. | Data analysis related to a) recruitment (Reservation rosters/Vacancies/issue, b) transfer/posting, c) seniority, proposals for holding of DPC. d) Sanction & revision of staff for hospitals and Medical teaching institutions. e) parliamentary questions f) court case g) various types of leaves in r/o doctors of all cadre i.e. Specialist, GDMOs, Teaching faculty, ayurvedic, homeopathy and Dental doctors, | Bachelor / Master's degree in IT (Data Analytics)    | 1-2  |





## **GUIDELINES FOR APPLICANTS**

1. Mere possession of the prescribed qualifications and experience shall not result into further compulsory consideration of an Applicant.
2. In case the Applicant is in employment at present, a No Objection Certificate shall be produced at the time of Interview failing which such an Applicant may not be interviewed at all.
3. No TA/DA will be admissible for attending the Interview.
4. In case, an applicant wants to apply for more than one Post, then separate Applications should be submitted, in the prescribed manner.
5. The selected candidates will be liable to be transferred to any other state/city etc. within the country.
6. The Selection Committee shall fix the consolidated remuneration for the above positions.
7. The consolidated remuneration will be inclusive of all applicable taxes and no other facility or allowance will be allowed.
8. The Application, complete in all respect, should reach (on line mode only) within prescribed time-limit as indicated.
9. ESIC reserves the right to cancel the recruitment process at any time.

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