



Computer No.E-241050/ No. [A-11012/9/2023-E-III](#)  
21.08.2024

Dated:

**Advertisement for engagement of Young Professional/ Consultants Grade-1/ Consultants Grade-2 and Senior Consultants from open market purely on contract basis in ESIC Corporation**

Employees' State Insurance Corporation (ESIC) is a statutory body established under the Employees' State Insurance Act, 1948 and operates under the administrative control of the Ministry of Labour and Employment, Government of India. ESIC invites applications for the engagement of 15 Young Professionals, 3 Consultants Grade-1, 2 Consultants Grade-2, and 2 Senior Consultants on a purely contractual basis for a fixed period as per requirement or 2 years whichever is less, in accordance with the procedure and guidelines for engagement of Senior Consultant/ Consultant Grade-2/ Consultant Grade-1/ Young Professional in ESIC, 2023.

**Previous Advertisement dated 16/03/2024 published on [www.esic.gov.in](http://www.esic.gov.in) stands cancelled due to administrative reasons.**

Fresh applications are invited and applicants who had applied earlier are advised to re-apply for above contractual posts through online link available on ESIC Website which **remain open on 21.08.2024 (12 O' clock midnight) and will close on 11.09.2024 (11.59 pm).**

The category-wise positions for the above contractual engagement are as follows: -

Name of Position	No. of Vacancies	UR	SC (15%)	ST (7.5%)	OBC (27%)	EWS* (10%)	TOTAL	PwBD**			
								Cat. (a)	Cat. (b)	Cat. (c)	Cat. (d) & (e)
Young Professional	15	08	02	01	03	01	15	1	0	0	0
Consultant Gr.1	03	03	0	0	0	0	03	1	0	0	0
Consultant Gr.2	02	02	0	0	0	0	02	1	0	0	0
Senior Consultant	02	02	0	0	0	0	02	1	0	0	0

\***EWS** reservation is applicable for the persons who are not covered under reservation for SC, ST and OBC.

\*\***PwBD** Note-

Cat. (a) Blindness and low vision

Cat. (b) Deaf and hard of hearing.

Cat. (c) Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy;

Cat. (d) Autism, intellectual disability, specific learning disability and mental illness;

Cat. (e) Multiple disabilities from amongst persons under clauses (a) and (d) including deaf-blindness.

Procedure and guidelines for engagement of Senior Consultant/ Consultant Grade-2/ Consultant Grade-1/ Young Professional in ESIC, 2023 are attached at **Annexure-A**. This consists of eligibility criteria, selection procedures, and other relevant details. The candidates are advised to go through these guidelines before applying their applications through online portal [www.esic.gov.in](http://www.esic.gov.in). **The portal will open on 21.08.2024 (12 O' clock midnight) and will close on 11.09.2024 (11.59 pm).** This online application platform is a Resource Pool Portal to enable ESIC to engage Consultants and Young Professionals on rolling basis throughout the year from a pool of interested and

eligible applicants to meet the requirement as and when arises.

The general requirements, including educational/professional qualifications and experience, for the engagement of Young Professionals (15), Consultants Grade-1 (3), Consultants Grade-2 (3), and Senior Consultants (2) are as follows: -

**1. Minimum experience, upper age limit, remuneration & Contract period: -**

S. No.	Name of the Position	Experience in Years*	Upper Age Limit (as on Closing Date)	Remuneration (in Rs.)	Contract period
1.	Young Professional	1	32 years	70,000	fixed period as per requirement or 2 years whichever 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	

\* Experience includes up to 3 years for Ph.D. holder, provided no work experience is counted during those 3 years.

Note:- Instruction regarding increment are given at Annexure -A.

**2. Division/ Branch wise positions, job description, Educational Qualification & working experience: -**

**A. Young Professional**

<b>Number of Young Professionals - Total Post- 15</b>	
<b>(i)</b>	<b>Young Professional (ICT-Application) (Post -01)</b>
	<b>Job description:</b>
	Proficiency in software applications, industry specific applications, system integration, application security, UX design, cloud computing, Compliance and regulations etc.
	<b>Educational Qualification :-</b>
	Bachelors' or Post Graduate degree in Computer Science/IT / Software Engineering from recognized University with relevant industry experience in the area of Computer Applications with requisite certifications/credentials like PMP, CS M, ISTQB, AWS Certified Solution Architect, Azure Solutions Architect or similar Certifications, ITIL, Agile Methodologies, Cloud technology, AI/ML.
	<b>Working experience</b>
	1 year in relevant fields. Individuals with experience in Government and PSU shall be preferred.
	<b>Young Professional (ICT- Information Security) (Post-01)</b>
	<b>Job description:</b>
	Network maintenance, Configuration, network security measures to protect against cyber threats and unauthorized access, Performance Optimization, Documentation, Disaster Recovery, Network Design
	<b>Educational Qualification</b>

	Bachelors' or Post Graduate degree in Computer Science/IT / Software Engineering from recognized University with relevant industry experience in the area of Information Security with requisite certifications/credentials like CISSP, CIS M, CEH, CISA, CISSO, CCSP, ISO27001 Lead Auditor/Implementer.
	<b>Working experience</b>
	1 year in relevant fields. Individuals with experience in Government and PSU shall be preferred
(ii)	<b>Young Professional [Medical (Rate Contract/ Procurement/ Super Speciality)]- Post-01</b>
	<b>Job description:</b>
	Data Management for performing the task of formation of Rate Contracts for Drugs & monitoring of performance of Rate Contract Holders and activities of Contractual obligations as below: - Data of EMD and performance Security submitted by participating pharmaceutical firms. Data of non-supply of drugs by Pharmaceutical firms in Rate Contract, Data of NSQ Drugs supplied by Pharmaceutical firms in Rate Contract, 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, Supervision and co-ordination of procurement activities of ESIC and ESIS institutions, Data of Local Purchase of Drugs (Item-wise/ consolidated) (R C and Non-RC), Data of procurement of RC Drug (Item-wise/consolidated), Data of GeM procurement of Drugs and Consumables (Lab items, orthopaedics, surgical etc.), Data of expired drugs and near expiry drugs, Monthly reports of the ICD 10 codes for rare diseases, Monitoring and analysis of TUH's bill pendency, Quarterly tie-up status of empanelment data, Analysis of listed and unlisted procedures/items which are not available under CGHS.
	<b>Educational qualification</b>
	Bachelor Degree in Computer Science from recognized University.
	<b>Working Experience</b>
	1 year in relevant fields.
(iii)	<b>Young Professional (Medical Service) – Post-03</b>
	<b>Job description:</b>
	Propose a comprehensive systematic plan for fulfilling the gap for provision of medical services in ESI health facilities as per norms, Responsible for monitoring the delivery of medical services in ESIC/ESIS health facilities, identification of challenges and prepare a systematic plan for implementation, Co-ordinate with Medical Services division for data collation and analysis to extract insights to improve medical service delivery, future plan for expansion and upgradation of medical services.
	<b>Educational Qualification</b>
	<b>Essential:</b>
	Masters in Hospital Administration from recognized University.
	<b>Desirable:</b> Certificate in QCI (e.g.: NABH, NABL) assessor
	Working experience
	<b>1 year in relevant fields.</b>
(iv)	<b>Young Professional (Finance) – Post-02</b>
	<b>a. Job description:</b>
	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, assisting in monthly/Annual compilation of Accounts by Field units and HQ as per the accounting policy of ESIC, assisting in certification Audit of ESIC, any other work which requires Finance domain expertise as delegated by authorities from time to time.
	<b>Educational Qualification</b>
	CA/CMA

	<p><b>Working experience</b></p> <p>Minimum 1-year experience in Accounting and Finance related work matters in any Premier Private Institute/PSU/Autonomous or Statutory Body.</p> <p><b>b. Job description:</b></p> <p>Preparation of Key Financial Parameters for assessment of performance of units/Corporation, Generating monthly reports on assessment/monitoring of the Key Financial Parameters, Develop a system for compilation of data, Frameworks, databases for analysis of budget and overseeing automation of the budget process, Provide analytical support in matters having financial implication, Perform financial reporting and forecasting, Guide cost benefit analysis processes, Any other work which requires Finance domain expertise as delegated by authorities from time to time.</p> <p><b>Educational Qualification</b></p> <p>MBA (Finance) from recognized University /CFA</p>
	<p><b>Working experience</b></p> <p>Minimum 1-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)</p>
(v)	<p><b>Young Professional ESI Benefit – Post – 01</b></p> <p><b>Job description:</b></p> <p>Professional assistance to Benefit Branch in the finalization/execution/monitoring/analysis of various benefit schemes of ESIC.</p> <p><b>Educational Qualification</b></p> <p>Bachelor of Engineering (IT)/B. Tech (IT) from recognized University; <b>OR</b> Masters in Information Technology/ Computer Application/ Statistics/ Mathematics /Economics/ Financial Management/ Data Science / Data Analytics from recognized University</p> <p><b>Working experience</b></p> <p>Minimum one year of professional experience in Information Technology/Data Analytics/Computer Applications/ Actuarial/ Insurance/ Project Management</p>
(vi)	<p><b>Young Professional Planning &amp; Development –Post – 01</b></p> <p><b>Job description:</b></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. He could help the P&amp;D division to formulate, monitor, analyze various initiatives of ESIC, simultaneously providing inputs as being an expert in the domains specified.</p> <p><b>Educational Qualification</b></p> <p>MBA/PGDM in Finance/Masters in Data Analysis/Master in Public Policy/Masters in IT from recognized University, Masters in Actuarial Science from recognized University</p> <p><b>Working Experience:</b></p> <p>Minimum experience of one year in Data Analytics, Public Policy, Information &amp; Communication Technology &amp; Actuarial.</p>

(vii)	<b>Young Professional Revenue – Posts-02</b>
	<b>Job description:</b> Assisting Revenue and Recovery Branch in the finalization/execution/monitoring /analysis of various revenue and recovery schemes of ESIC.
	<b>Educational Qualification</b> MBA/PGDM in Finance/Masters in Data Analysis/Masters in Public Policy/Masters in IT from recognized University, Masters in Actuarial Science from recognized University
	<b>Working experience</b> Minimum experience of one year in Data Analytics, Public Policy, Information & Communication Technology
(viii)	<b>Young Professional Legal – Post-01</b>
	<b>Job description:</b> Legal Analytics- Analysis of Court cases of ESIC and suggests measures to reduce them, helping in policies regarding Arbitration handling by branches of Hqrs, Guidelines/Policies for stopping mechanical challenge of Lower court's decision.
	<b>Educational Qualification</b> <b>Essential Qualification-</b> LLM degree from any recognized university. Preference will be given to candidates from Research Field
	<b>Desirable-</b> Person with PhD and additional qualification, published research paper, etc.
	<b>Working experience</b> 1 year in relevant fields.
(ix)	<b>Young Professional Medical Administration - Post- 02</b>
	<b>Job description:</b> 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.
	<b>Educational Qualification</b> Bachelor / Master's degree in IT (Data Analytics) from recognized University.
	<b>Working experience</b> 1 year in relevant fields.

**B. Consultant Grade-1: -**

<b>Number of Consultant - Total Post - 03</b>	
<b>Consultant Grade-1 (Information &amp; Communication Technology)- Post -01</b>	
(i)	<b>Job description:</b> a. Visualization and development of dashboards, MIS etc. b. Management of the Control Room c. Data Transformation activities including data strategies, data governance, data security and data cleaning and data analytics etc.
	<b>Educational Qualification</b> Bachelors' or post graduate degree in Computer Science/IT/Statistics/Mathematics from recognized University 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><b>Working experience</b></p> <p>3-8 years' Experience in domains like HIS, ERP, Insurance, Benefit, Revenue, Finance, etc.</p>
(ii)	<p><b>Consultant Grade-1 (Establishment/Administration) –Post -01</b></p> <p><b>Job description:</b></p> <p>Human Resource &amp; 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.</p> <p><b>Educational Qualification</b></p> <p>Masters of Business Administration in Human Resource (Regular) from recognized University</p> <p><b>Working experience</b></p> <p>3-8 years' experience of working in Govt. /PSU/ DOPT/ UPSC in relevant fields.</p>
(iii)	<p><b>Consultant Grade-1 (Actuarial) –Post -01</b></p> <p><b>Job description:</b></p> <p>Advisory on Data Collection, Collation and Management for short term and long-term Benefits, Advisory of Setting Assumptions and determining contributory rates from time to time, 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, Determination of interim relief to be granted to the Permanent Disability Benefits and Death Benefits beneficiaries on account of inflation, Projection of short term and long-term liabilities of the Employee State Insurance Corporation, Annual Valuation of Assets and Liabilities of ESIC. The liabilities include all the benefits provided by the Corporation, 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, Advisory related to Asset Liability Matching and configuration investment strategies best suited to the Corporation's goals, providing Periodic Investment Duration Matching Reports as required, Attending Investment Funding or Performance Appraisal Meetings Periodically, Advisory on enhancement of Permanent Disablement Benefit /Disable Benefit rates, Advisory on valuation of Medical Facility availed to retired IPs under rule 60/61 of ESI (Central) Rules, Advisory on valuation of Enhancement of confinement expenses under Rule 56-A of ESIC (Central) Rules, Advisory on valuation of Enhancement of minimum DB payment from 1200/- per month under Rule-58 of ESIC (Central) Rules, Advisory on valuation on future requirement of funds by ESIC and suggest the period of investment in Govt. bonds and PSU bonds, 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, Analysis of past results, revision of assumptions and methods, revision of financial projections, financing recommendations etc., Preparations of statistical reports, evaluation</p>
	<p>and analysis of Performance indicators, advisory on Social Security agreements and analysis of past experience, Analysis and advisory for demographic and macroeconomic frames for projections, Advisory on the valuation of a new scheme or modifications to an existing scheme, Financial Impact Analysis including modifications, Advisory on preparation of Annual Budget and Annual Reports, Any other project or assignment wherein the competent authority requires an Actuarial Opinion.</p> <p><b>Educational Qualification</b></p>

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.

**Working experience**

Work experience of 3-8 years in actuarial/risk management work for Central Government / Autonomous Bodies /Ministries/ Department/PSUs/Banks

**C. Consultant Grade-2 :-**

<b>Number of Consultant Grade – 2 - Total Post-02</b>	
<b>Consultant Grade-2 (ICT-Network and Infrastructure –Post -01</b>	
<b>(i)</b>	<b>Job description:</b>
	Consultancy during any/all phases of the project on conceptualization/design/architecture/ analysis/ monitoring/ Performance improvement for Large/ Medium/ Small Server Room/ Data center Cooling requirements.
	<b>Educational Qualification</b>
	Bachelors' or Post Graduate degree in Computer Science/Information technology from recognized University with relevant industry experience in the area of Network and Infrastructure consultancy with requisite certifications/ credentials like CCN, CCNP, CISSP, CISM, PMP, RHCE, cloud technology etc. Individuals with experience in Government and PSU shall be preferred
	<b>Working experience</b>
	8-15 years' experience in related domains.
<b>(ii)</b>	<b>Consultant Grade-2 (Medical Service)– Post-01</b>
	<b>Job description:</b>
	Propose a comprehensive systematic plan for fulfilling the gap for provision of medical services in ESI health facilities as per norms, Responsible for monitoring the delivery of medical services in ESIC/ESIS health facilities, identification of challenges and prepare a systematic plan for implementation, Co-ordinate with Medical Services division for data collation and analysis to extract insights to improve medical service delivery, Future plan for expansion and upgradation of medical services.
	<b>Educational Qualification</b>
	<b>Essential:</b> Masters in Hospital Administration,
	<b>Desirable:</b> Certificate in QCI (e.g.: NABH, NABL) assessor
<b>Working experience</b>	
	8 -15 years in relevant fields.



#### D. Senior Consultant:

<b>Number of Senior Consultant Total Post - 02</b>	
<b>Senior Consultant (ICT -Management and Technology Profile)– Post - 01</b>	
<b>(i)</b>	<b>Job description:</b> Overall driving, monitoring and facilitating the Data Analytic Unit and e-Governance Projects.
	<b>Educational Qualification</b> Bachelors' or Post Graduate degree in Computer Science/IT / Software Engineering with MBA (regular) from a reputed institute/ recognized University with Relevant experience in management or heading e-Governance projects in Government or PSU.
	<b>Working experience</b> 15 years and above in relevant fields.
	<b>Senior Consultant Management Service Unit (MSU) –Post -01</b>
<b>(ii)</b>	<b>Job description:</b> Examination/ Evaluation of Rules/Regulations/Delegation of Power/ Standard Operating Procedure etc. in relation to Administrative Reforms, Structural Reforms and Transformational Reforms in the organisation.
	<b>Educational Qualification</b> MBA/ MCA/ M. Tech/ CA/ CS/ ICWA from Recognised University/ Institutions
	<b>Working experience</b> Minimum overall 15 years' experience in relevant fields including in the rank of Executive Director in Corporate Sector (Listed Company) or in the rank of Joint Secretary in Govt. /PSU

#### 3. HOW TO APPLY:

Candidates are required to apply online by using the link on ESIC Website.

#### 4. FACILITATION COUNTER FOR GUIDANCE OF CANDIDATES:

In case of any guidance/information/clarification regarding their applications, candidature etc. candidates can contact at 011-23604700 (Ext. 214) on working days (i.e. Monday to Friday) between 10.00 hrs. and 17.00 hrs.

#### 5. AGE LIMIT AS ON CLOSING DATE: -

5.1 The closing date of inviting application will be treated as the date of reckoning for Upper age limit for respective post.

5.2 Upper age limit is relaxable for persons belonging to reserved categories i.e. SC/ST/OBC/PwBD/ Ex- servicemen etc. are as under: -

Sl. No.	Category	Age Relaxation permissible beyond the upper age limit
1.	SC/ST	5 years
2.	OBC	3 years
3.	PwBD	i. UR-10 years. ii. OBC-13 years. iii. SC/ST- 15 years. As per instructions of DOPT, a PwBD applicant is entitled to age concession in different combinations.
4.	Ex-Servicemen	i. UR- 3 years (*) ii. OBC- 6 years (*) iii. SC/ST- 8 years (*) (* ) after deduction of the military service rendered from the actual age

5.	Other Categories of persons	In accordance with the instructions and orders issued from time to time.
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5.3 The date of birth, as recorded in Matriculation or Secondary School examination Certificate or in a certificate recognized by an Indian University as equivalent to Matriculation or in the Higher Secondary examination certificate or an equivalent examination certificate.

## 6. ELIGIBILITY FOR AVAILING RESERVATION:

- a. A candidate will be eligible to get the benefit of community reservation only in case the particular caste to which the candidate belongs is included in the list of reserved communities issued by the Central Government.
- b. Candidates seeking reservation benefits available for SC/ST/OBC/EWS/PWD must ensure that they are entitled to such reservation as per eligibility prescribed in the Notice and as per the instructions issued by Govt. of India. They should also be in possession relevant certificates in the prescribed format of Govt. of India in support of their claim. Candidates claiming reservation/ age relaxation under OBC Category should possess the OBC Certificate as given at **Annexure -" B"** prescribed vide Govt. of India, Department of Personal and Training OM No. 36012/22/93-Estt. (SCT) dated 15.11.93 along with Self Declaration to be given at later stage as given at **Annexure-"C"** failing which the benefit of reservation or age relaxation will not be given
- c. Candidates claiming reservation under EWS Category should submit the EWS Certificate as given at **Annexure -" D"**.
- d. Candidates claiming relaxation / reservation under Ex-servicemen Category should submit form of undertaking as given at **Annexure- "E"**.
- e. Candidates belonging to Persons with Benchmark Disability category are likely to have been previously tested and in possession of related medical certificates even before applying for above contractual engagement. However, it is to be noted clearly that the prescribed Medical Examination as per these Rules, also including that for benchmark disability category(ies), shall be mandatory and only the results of the prescribed Medical Examination shall be deemed valid for assessing whether a PwBD category candidate meets the requirements to be appointed.

## 7. CHANGE OF CATEGORY:

Candidates are advised to fill up the application form carefully. Once the form is submitted, no request for change in category will be entertained.

## 8. WITHDRAWAL OF APPLICATIONS:

The candidates will not be allowed to withdraw their applications after the submission of the same.

## 9. IMPORTANT INSTRUCTIONS TO CANDIDATES

- a. Candidates must apply online through the website [www.esic.gov.in](http://www.esic.gov.in). No other means/mode of application will be accepted. Applications received through any other mode viz., email etc. will not be accepted and will be summarily rejected. To apply online visit our website [www.esic.gov.in](http://www.esic.gov.in).
- b. The date for determining the eligibility of all candidates in every respect shall be the date of closing of online application.
- c. After submitting the online application, the candidates are required to take print out of the finally submitted online application and retain the same with them.
- d. Copies of certificates and testimonials in support of proof of age (Date of Birth), Educational Qualification, Experience, recent passport size photograph, specimen signature etc. should be uploaded while applying through online portal at [www.esic.gov.in](http://www.esic.gov.in).
- e. Candidates who wish to apply for more than one post are advised to select the relevant option(s) in the online application form carefully after ascertaining his/her eligibility for such post(s).

- f. Candidates can apply for a higher consultancy position in ESIC competing with external candidates provided they meet the eligibility criteria for the higher Consultancy positions that are advertised. Hence utmost care should be taken to furnish the correct details before submitting the online application.
- g. Candidates are advised to keep their personal email ID and mobile number valid and active as all correspondences pertaining to exam will be communicated on email address provided at the time of filling online application.
- h. Incomplete applications or the applications received without the testimonials of mark sheets/certificates in support of educational qualification, proof of age (Date of Birth), caste certificate, experience certificates, photographs, signature etc. are liable to be rejected.
- i. ESI Corporation will not undertake detailed verification of credentials / documents and other aspects while calling candidates for the interview and, therefore, the candidature is accepted only provisionally. The candidates fulfilling the eligibility criteria for the post will be called for interview on the basis of information furnished by them in the application form.
- j. Mere submission of application does not confer any right to the candidates for being called for interview. Before applying, candidates are advised to go through the requirements of essential qualification, age, experience etc. and satisfy themselves that they are eligible for the post. At the time of verification/submission of documents on the day of interview, if any claim made in the application is not found substantiated, the candidature of the candidate will be cancelled and the decision of ESIC in this regard shall be final.
- k. Wrong declarations/submission of false information or any other action contrary to law shall lead to cancellation of the candidature at any stage.
- l. Candidates are advised in their own interest to apply online much before the closing date and not wait till the last date to avoid the possibility of technical glitches to log on etc.
- m. The decision of the ESIC in all matters relating to eligibility, acceptance or rejection of the applications, selection of the candidates will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.
- n. ESIC reserves the right to cancel this advertisement at any stage.
- o. Canvassing in any form will lead to a disqualification of candidature.

## ANNEXURE-A

### **Procedure and Guidelines for Engagement of Senior Consultants/ Consultants Grade-2/ Consultants Grade-1/ Young Professionals in ESIC, 2023**

#### **1. Purpose and Scope of Application**

1.1 ESI Corporation, is mandated under ESI Act, 1948 (as amended time to time) to provide to Social Security to Insured Persons. Various Cash Benefits and medical care are being imparted to Insured Persons covered under ESI Scheme. ESIC performs all these functions through its various Regional offices, Sub-Regional offices, ESIC Hospitals, Branch offices, DCBOs, Hospitals and dispensaries runs by State Government under ESI Scheme. Multi facet data has been generated by ESIC while performing their task. This data needs specialized analysis in framing policies by ESIC. It is essential to create a Data Analytics Branch at Hqrs. Office. by hiring consultants, who possess the requisite skill sets for data analysis, problem definition, gap analysis with remedial measures etc. for Management Information System (MIS) & decision-making purpose. They should be high quality professionals, capable of lending their expertise in the fields as per the requirements of ESIC.

1.2 The general terms and conditions of engagement of Senior Consultants/Consultants Grade-II/ Consultants Grade-I/ Young Professionals will be incorporated into their individual Consultancy Contracts.

**2. Definition:** The following definition applies for the purpose of the present instructions:

2.1 "Individual Consultant or Service Provider" means Senior Consultant or Consultant Grade-II or Consultant Grade -I or Young Professional depending upon their experience. Individual Consultants or Service Providers are recruited for similar activities as Consultancy/ Service providing firms when a full team is not considered necessary. They may be independent experts not permanently associated with any particular firm, or they may be employees of a firm recruited on an individual basis. They may also be employees of an agency, institution, or university. They are normally recruited for project implementation of supervision, provision of specific expert advice on a highly technical subject, policy guidance, special studies, compliance supervision, training, or implementation monitoring.

2.2 "Consultancy Services" covers a range of services that are of an advisory or professional nature and are provided by consultants. These services typically involve providing expert or strategic advice e.g. management consultants, policy consultants or communications consultants. Advisory and project related Consultancy services which include, for example, feasibility studies, project management, engineering services, architectural services, finance accounting and taxation services, training and development, etc.

2.3 "Consultancy" means the nature and purpose of engagement of an Individual Consultant/Service Provider. The said Consultancy engagement will be governed by a specific contract providing for terms and conditions of engagement and by the directions, issued through Office Memoranda, post engagement, from time to time, by the Competent Authority.

2.4 "Competent Authority" for the purpose of these guidelines, would be the Director General, ESIC.

2.5 "Remuneration" means a consolidated payment that will be processed by ESIC on a monthly basis to the Individual Consultant as per terms of engagement and is distinct from Salaries.

#### **3. Consultancy terms and conditions: -**

**3.1 Legal Status:** The individual Consultant shall have the legal status of an independent vis-a vis ESIC and shall not be regarded, for any purposes, as being either a "staff member" of ESIC, or an "official" of ESIC. Accordingly, nothing within or relating to the Consultancy Contract shall establish the relationship of employer and employee, or of

principal and agent, between ESIC and the Individual Consultant. Consultancy Contract for the engagement of an Individual Consultant is annexed at **Annexure-1**.

#### **4. Terms of Reference :**

Divisions are responsible for the preparation of detailed Terms of Reference (ToR). These will give description of the work to be performed by the Individual Consultants. ToRs will be prepared by the respective divisions in the prescribed format (**Annexure-2**) and submitted to the Administration within the given time schedule.

4.1 The Terms of Reference are mandatory and shall form part of the individual Consultancy Contract. The Terms of Reference shall include the outputs to be delivered and the functions to be performed. The outputs and functions shall be specific, measurable, attainable, results based and time-bound.

#### **5. General Terms & Conditions :**

**5.1 Duration of Engagement:** Individual Consultants will be engaged for a fixed period as per requirement or two years whichever is less and may be extended by one year in exceptional circumstances. Maximum duration of engagement cannot exceed 3 years. However, their continuation in their respective position beyond the first and subsequent years would be contingent on a satisfactory Annual Performance Review based on clearly defined Key Performance Indicators. No extension will be given beyond the age of 65 years.

5.2 Professionals with requisite qualification and experience as prescribed would be engaged as Individual Consultants. Retired Government servants who fulfill the eligibility criteria with requisite experience in the relevant sector/field can also participate through the competitive process in line with the rule 177 of GFR, 2017. The remuneration of such governments servants so engaged shall be governed as per Govt. of India guidelines. Consultants cannot be engaged against regular vacant post of the Corporation. Their engagement should be for specific task and for a fixed duration with clear output - oriented goals.

5.3 The Individual Consultants may be engaged on part-time or full - time basis. Individual Consultants engaged on full-time basis would not be permitted to take up any other assignment during the period of Consultancy with ESIC under these guidelines.

5.4 The engagement of Individual Consultants is of a temporary nature and the ESIC can cancel the engagement at any time without providing any reasons thereof.

5.5 Part time Individual Consultants can be engaged by ESIC on such terms and conditions as the Competent Authority may decide, provided, that there is no conflict of interest with respect to the work they are handling in the ESIC. Full time as well as part time consultants shall declare prior to taking up the consultancy assignment that neither their previous work nor any existing interest will create any conflict of interest vis -a-vis the work assignment at ESIC.

**6. Number of Individual Consultants:** The total number of Individual Consultants engaged at ESIC will be based on the actual requirement as determined by the Competent Authority from time to time.

**7. Educational Qualification:** In general, following qualifications are required; however, any specific Educational Qualifications may be prescribed as per actual requirement of the Divisions.

**7.1 Essential-** Master's Degree in relevant subject or BE/B.Tech or 2 years PG Diploma in Management or MBBS or LLB or CA or ICWA or possessing any Professional Degree earned after a study of 4 years or more acquired after 10+2.

**7.2 Desirable** - Persons with M.Phil, M.Tech, M.S, LLM, Ph.D, additional qualifications, research experience, published papers and post qualification experience in the relevant field would be preferred.

## 8. Experience, Age and Remuneration:

Name of the position	Experience in Years	Upper Age (Limit)	Remuneration (In Rs.)
Young Professional	1	32 years	70,000
Consultant Grade-1	3-8	45 Years	80,000-1,45,000
Consultant Grade-2	8-15	50 years	1,45,000-2,65,000
Senior Consultant	15 years and above	62 years	2,65,000-3,30,000

\* **Experience includes up to 3 years for Ph.D. holder, provided no work experience is counted during those 3 years.**

**NOTE:** The Consultants Grade2/ Consultants Grad&1/ Young Professionals can apply for a higher Consultancy position in ESIC competing with external candidates provided they meet the eligibility criteria for the higher Consultancy positions that are advertised.

8.1 The Consultancy Evaluation Committee (CEC) shall fix the consolidated remuneration for the positions of Senior Consultants, Consultants Grade2 and Consultants Grade-1 based on its recommendation. The consolidated remuneration will be inclusive of all applicable taxes and no other facility or allowance will be allowed. The remuneration of governments servants so engaged as Young Professional/ Constant Grade-1/ Consultant Grade -2/ Senior Consultant shall be governed as per Govt. of India guidelines.

8.2 In case the duration of Consultancy Contract is for more than one year, the remuneration of Individual Consultants may be reviewed after completion of one year on annual basis. The enhancement in remuneration will be based on their performance during year after year the recommendation of the Performance Review Committee to be constituted duly approved by DG, ESIC, as per the following criteria.

Performance	Enhancement remuneration
Performed only routine/assigned work	Nil
Individual Consultants who made significant contribution in their domain and have shown exceptional quality in providing the desired output as expected by higher authorities on the assigned/specific task.	Up to 5% of the remuneration with the approval of DG, ESIC
In exceptional cases, where any Individual consultant has demonstrated exemplary performance in his/her domain and has made significant contributions in policy making and his or her articles have been published in reputed journals/magazine/newspaper or has authored books etc. <b>NOTE: The criteria based on which 10% enhancement is recommended should be spelt out and brought out in the recommendations made by the Committee while evaluating the performance of Individual Consultants</b>	Up to 10% of the remuneration with the approval of DG,ESIC

#Performance not to be judged merely on the grading obtained on the Annual Performance Report forwarded by the respective Heads of the Divisions. Publications of articles in the reputed journals/magazine/newspaper or books authored by the Individual Consultants will be given extra weightage while evaluating/deciding cases for enhancement in remuneration etc.

8.3 Total enhancements in remuneration shall not exceed 10% annually in any case.

8.4 Notwithstanding anything mentioned above, in no case shall be remuneration of any Individual Consultant shall exceed 1.22 times of the initial remuneration.

8.5 Engagement criteria may further be defined for specific positions depending on the specific requirements and circumstances.

8.6 Remuneration of Part-time Consultants will be decided on number of man-days basis by the CEC.

**9. Reimbursement of or grant of advance:** The Individual Consultant may require to undertake domestic official tours with due approval and they will be allowed the following reimbursement of or grant of advance for official expenditure as given below: -

<b>Position</b>	<b>Mode of Journey</b>	<b>Reimbursement of Hotel, Taxi and Food Bills</b>
Young Professional/Consultant Grade-1	Air in Economy class or by Rail in AC Two Tier	Hotel accommodation of up to Rs. 2250/- per day; taxi charges of up to Rs. 338/- per day for travel within the City and food bills not exceeding Rs. 900/- per day shall be allowed.
Consultant Grade-2	Air in Economy Class or by Rail in AC Two Tier	Hotel accommodation of upto Rs. 4500/- per day; taxi charges for AC taxi upto 50 Kms within the city and food bills not exceeding Rs. 1000/- per day shall be allowed.
Senior Consultant	Air in Economy Class or by Rail in AC Two Tier	Hotel accommodation of upto Rs. 4500/- per day; taxi charges for AC taxi upto 50 Kms within the city and food bills not exceeding Rs. 1000/- per day shall be allowed.

## **10. Selection Process**

10.1 The selection of Individual Consultants shall be made in accordance with the provisions contained in GFR, 2017 and the Manual for Procurement for Consultancy & Other Services, 2022 as amended from time to time.

10.2 Engagement of Individual Consultants by ESIC will be on a rolling basis as and when requirements arise in various Divisions. For this purpose, a Resource Pool Portal will be maintained by ESIC or its authorized agency throughout the year.

10.3 ESIC will periodically advertise from time to time, on its website as well as in at least one newspaper (both Hindi and English), its requirements in terms of areas of work/specializations and encourage interested candidates to register at any time of the year, for being considered for engagement as Individual Consultants. The requirement of ESIC will be met from the available pool of applicants on the Resource Pool Portal whenever such requirement arises. If none of the profiles in the Resource Pool Portal meet the requirements or in order to enhance the pool of candidates, a specific requirement can be advertised separately again.

**Note: The Resource Pool Portal** (To be created by ICT) is a digital platform where applicants interested in being engaged by ESIC can register their profile in the prescribed format and which will be maintained by ESIC or any agency authorized by it. This portal shall follow the principles of equal access, and open competition and facilitate transparent selection of Individual Consultants.

10.4 Periodically, normally on a quarterly basis or earlier if necessary, the Administration Division of ESIC will identify the exact number of Individual Consultants that need to be engaged for specific purposes in various Divisions. Based on the number of Individual Consultants required, a Screening Committee will shortlist eligible applicants from the available pool of applicants on the Resource Pool Portal. The **5-member Screening Committee** will have the following compositions:

External expert	Chairperson (to be nominated by DG)
Insurance Commissioner (P&A)	Member
Medical Commissioner (MS)	Member
External expert -2	Member (to be nominated by DG)

10.5 The Screening Committee shall shortlist the eligible applicants and recommend panel of at least 3 eligible candidates as per requirement.

10.6 The shortlist applications shall be placed before a **5-member Consultancy Evaluation & Selection Committee** with the following composition:

Secretary, Govt. of India (Retired) level officer	Chairperson (to be nominated by DG)
External expert- 02	Member (to be nominated by DG)
Insurance Commissioner (Recruitment)	Member
Medical Commissioner (Medical Administration)	Member

10.7 The Consultancy Evaluation Committee may devise its own method for selection of suitable candidates as per the requirement.

10.8 The Consultancy Evaluation Committee may submit its report to Director General who is the Competent Authority and his/ her decision will be final.

**10.9 Remuneration:** The consolidated remuneration will be released by ESIC within one week after completion of the month based on the biometric attendance registered by the Individual Consultant or on certification by Head of the Division concerned in case the Individual Consultant has been deputed to another place.

**10.10 Leave.** - Individual Consultants shall be entitled to leave at the rate of 1.5 days of each completed month with no accumulation of leave beyond a calendar year on pro-rate basis. Un-availed leaves cannot be carried forward to the next year. Further, leave up to one month may be considered without remuneration with the approval of DG, ESIC. However, in exceptional case for professional development, this condition maybe relaxed by DG, ESIC.

**11. Relaxation/Modifications:** Where the DG ESIC is of the opinion that it is necessary or expedient so to do, he/she may be order and for reasons to be recorded in writing, relax/modify any of the provisions of these guidelines.

**12. Police Verification:** Police verification of the individual consultants shall be done as per the latest instructions issued by MHA. In case the police verification is received as negative, the Consultancy Contract of Individual Consultant shall cease to exist with immediate effect without any notice.

**13. Termination:** The ESIC can terminate the Consultancy contract at any time without prior notice and without providing any reason for it.



**Annexure-1**

**Consultancy Contract for the engagement of an Individual Consultant**

File No:

Dated:

This contract is entered into on \_\_\_\_\_ [insert date], between the ESI Corporation and \_\_\_\_\_

(hereinafter referred to as "the Individual Consultant") whose address is \_\_\_\_\_  
\_\_\_\_\_

WHEREAS ESI Corporation desires to engage the Individual Consultant on the terms and conditions hereinafter set forth, and:

WHEREAS the Individual Consultant is ready and willing to accept this Consultancy with ESI Corporation on the said terms and conditions.

AND WHEREAS this contract and Annexure(s) to this contract constituting its integral part are collectively referred to as "Consultancy Contract".

NOW, THEREFORE, the Parties hereby agree as follows:

**1. Nature of engagement**

"Individual Consultant or Service Provider" means Senior Consultant or Consultant Grade — 2 or Consultant Grade — 1 or Young Professional depending upon their experience. Individual Consultants or Service Providers are recruited for similar activities as Consultancy/ Service providing firms when a full team is not considered necessary.

The individual Consultant shall have the legal status of an independent vis-à-vis ESIC and shall not be regarded, for any purposes, as being either a "staff member" of ESIC, or an "official" of ESIC. Accordingly, nothing within or relating to the Consultancy Contract shall establish the relationship of employer and employee, or of principal and agent, between ESIC and the Individual Consultant. The Individual Consultant shall perform the functions as described in the Terms of Reference, which are mandatory as it includes the outputs to be delivered and functions to be performed. The outputs and functions shall be specific, measurable, attainable, results-based and time-bound. The requisite functions described in the Terms of Reference is attached hereto as **Annexure-2**.

**2. Duration**

This Consultancy shall commence on \_\_\_\_\_ [insert date], and shall expire upon satisfactory completion of the engagement described in the Terms of Reference mentioned above, but not later than \_\_\_\_\_ [insert date], unless sooner terminated in accordance with the terms of this Consultancy contract. He/she is designated as \_\_\_\_\_ [Insert Consultants or Senior Consultants or Young Professionals].

The General Terms & Conditions mentioned in the "Procedure and guidelines for engagement of Senior Consultants /Consultants Grade2/Consultants Grade-1/ Young Professionals in ESIC – 2023" are that the individual Consultants will be engaged for a fixed period as per requirement or two years whichever is less and may be extended by one year in exceptional circumstances. The maximum duration of engagement cannot exceed 3

years. However, their continuation in their respective position beyond the first and subsequent years would be contingent on a satisfactory Annual Performance Review based on clearly defined Key Performance Indicators. No extension will be given beyond the age of 65 years. The Individual Consultants may be engaged on part- time or full-time basis. Individual Consultants engaged on full-time basis would not be permitted to take up any other assignment during the period of Consultancy with ESIC under these guidelines. The engagement of Individual Consultants is of a temporary nature and the ESIC can cancel the engagement at any time without providing any reasons thereof. This Consultancy is further subject to the conditions mentioned in the "Procedure and guidelines for engagement of Senior Consultants /Consultants Grade- 2/Consultants Grade-1/ Young Professionals in ESIC - 2023" is attached.

### **3. Remuneration**

A consolidated remuneration of \_\_\_\_\_per month inclusive of all applicable taxes shall be paid to the Individual Consultant subject to satisfactory performance and no other facility or allowance will be allowed. In case the duration of Consultancy Contract is for more than one year, the remuneration of Individual Consultants may be reviewed after completion of one year on annual basis. The consolidated remuneration will be released by ESIC within one week after completion of the month based on the biometric attendance registered by the Individual Consultant or on certification by Head of the Division concerned in case the Individual Consultant has been deputed to another place. The enhancement in remuneration will be based on their performance during year after year the recommendation of the Performance Review Committee to be constituted duly approved by DG, ESIC, as per the following criteria.

- A. No enhancement in the remuneration for the performance on only routine/assigned work.
- B. The enhancement upto 5% of the remuneration with the approval of DG, ESIC on accounts of the Individual Consultants who made significant contribution in their domain and have shown exceptional quality in providing the desired output as expected by higher authorities on the assigned/specific task.
- C. The enhancement upto 10% of the remuneration with the approval of DG, ESIC in an exceptional case, where any Individual Consultant has demonstrated exemplary performance in his/her domain and has made significant contributions in policy making and his or her articles have been published in reputed journals/ magazine/ newspaper or has authored books etc.

Provided that-

- i. The recommended 10% enhancement should be spelt out and brought out in the recommendations made by the Committee while evaluating the performance of the Individual Consultants.
- ii. The performance shall not be judged merely on the grading obtained on the Annual Performance Report forwarded by the respective Heads of the Divisions. Publications of articles in the reputed journals/magazine/newspaper or books authored by the Individual Consultants will be given extra weightage while evaluating/deciding cases for enhancement in remuneration etc.
- iii. The total enhancements in remuneration shall not exceed 10% annually in any case.
- iv. Notwithstanding anything mentioned above, in no case shall be remuneration of

any Individual Consultant shall exceed 1.22 times of the initial remuneration.

- v. The remuneration of Part-time Consultants will be decided on number of man-days basis by the CEC.

If unforeseen travel outside the Duty Station is requested by ESI Corporation, and upon prior written agreement, such travel shall be at ESI Corporation's expense and the Individual Consultant shall receive advance/reimbursement equivalent as prescribed in "Procedure and guidelines for engagement of Senior Consultants/Consultants Grade-2/Consultants Grade-1/ Young Professionals in ESIC, 2023".

#### **4. Rights and Obligations of the Individual Consultant**

The rights and obligations of the Individual Consultant are strictly limited to this Consultancy Contract and OMs issued by ESI Corporation from time to time on work allocation/reporting etc. Accordingly, the Individual Consultant shall not be entitled to any benefit, payment, subsidy, compensation or entitlement, except as expressly provided in this Consultancy Contract. The Individual Consultant shall be solely liable for claims by third parties arising from the Individual Consultant's own acts or omissions in the course of performing this Consultancy, and under no circumstances shall ESI Corporation be held liable for such claims by third parties.

#### **5. Leave**

The individual Consultants shall be entitled to leave at the rate of 1.5 days of each completed month with no accumulation of leave beyond a calendar year on pro-rate basis. Un-availed leaves cannot be carried forward to the next year. Further, leave up to one month may be considered without remuneration with the approval of DG, ESIC. However, in exceptional case for professional development, this condition may be relaxed by DG, ESIC.

#### **6. Termination**

The ESIC can terminate the Consultancy contract at any time without prior notice and without providing any reason for it.

IN WITNESS WHEREOF, the Parties hereto have executed this Consultancy Contract.

By signing below, I, the Individual Consultant, acknowledge and agree that I have read and accept the terms of the Consultancy Contract.

The Individual Consultant has submitted a Statement of Good Health and form for Police Verification.

AUTHORIZING OFFICER

INDIVIDUAL CONSULTANT

ESI Corporation

Name:

Name:

Signature: -----

Signature: -----

Date:

Date:

Place:

Place:

## **Annexure-2**

### **Format for assessing/TOR the requirement of engaging Individual consultants/ Professionals**

<b>1.</b>	Name of the Branch/ Division	
<b>2.</b>	Name of the position	*
<b>3.</b>	No. of individual consultant required	
<b>4.</b>	Purpose of assignment	
<b>5.</b>	Duration	
<b>6.</b>	Task related to Assignment	
<b>7.</b>	Job Description	
<b>8.</b>	Part - time/full time	
<b>9.</b>	Qualifications and Competencies Educational Qualification (Essential & Desirable)	
	(a)	Academic
	(b)	Work Experience

\* Sr. Consultant I Consultant Grade-2/ Consultant Grade-1/ Young Professional.

**ANNEXURE 'B'****(FORMAT OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA)**

This is to certify that Shri/Smt./Kumari \_\_\_\_\_ son/daughter of \_\_\_\_\_ of \_\_\_\_\_ village/town \_\_\_\_\_ in District/Division \_\_\_\_\_ in the \_\_\_\_\_ State/Union Territory \_\_\_\_\_ belongs to the \_\_\_\_\_ Community which is recognized as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No. \_\_\_\_\_ dated \_\_\_\_\_\*.

Shri/Smt./Kumari \_\_\_\_\_ and/or his/her family ordinarily reside(s) in the \_\_\_\_\_ District/Division of the \_\_\_\_\_ State/Union Territory. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India, Department of Personnel & Training OM No. 36012/22/93-Estt. (SCT,) dated 08.09.1993\*\*. OM No. 36033/3/2004Estt. (Res) dated 9th March, 2004, O.M. No. 36033/3/2004-Estt. (Res) dated 14th October, 2008 and O.M. No. 36033/1/2013-Estt. (Res) dated 27th May, 2013\*\*.

Date \_\_\_\_\_

District Magistrate/ Deputy Commissioner etc.

Seal of Office

\*- **The Authority issuing the Certificate may have to mention the details of Resolution of Government of India, in which the Caste of candidate is mentioned as OBC.**

\*\*\_- As amended from time to time.

Note: The term ordinarily reside(s) used here will have the same meaning as in section 20 of the Representation of the People Act, 1950.

**List of authorities empowered to issue Caste/Tribe Certificate Certificates:**

i.	District Magistrate / Additional District Magistrate/ Collector/ Deputy Commissioner / Additional Deputy Commission/ Dy. Collector / 1 <sup>st</sup> Class Stipendiary Magistrate / Sub-Divisional Magistrate / Extra-Assistant Commissioner/ Taluka Magistrate / Executive Magistrate.
ii.	Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
iii.	Revenue Officers not below the rank of Tehsildar.
iv.	Sub-Divisional Officers of the area where the applicant and or his family normally resides.

- Note-I**
- a. The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.
- b. The authorities competent to issue Caste Certificate are indicated below:-
- i. District Magistrate / Additional Magistrate / Collector / Dy. Commissioner / Additional Deputy Commissioner / Deputy Collector / Ist Class Stipendary Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner  
(not below the rank of 1st Class Stipendiary Magistrate).
  - ii. Chief Presidency Magistrate /Additional Chief Presidency Magistrate/ Presidency Magistrate.
  - iii. Revenue Officer not below the rank of Tehsildar
  - iv. Sub-Divisional Officer of the area where the candidate and/or his family resides.

**Note-II** The crucial/ cut-off date as stipulated in this advertisement will be treated as the date of reckoning for OBC status of the candidate and also, for assuming that the candidate does not fall in the creamy layer.

**Note-III** The candidate should furnish the relevant OBC Certificate in the format prescribed for Central Government jobs as per **Annexure 'B'** above issued by the competent authority on or before the Closing Date as stipulated in this advertisement.

**ANNEXURE 'C'**

**Form of declaration to be submitted by the OBC candidate (in addition to the community certificate)**

I ..... Son/daughter of Shri.....resident of village/town/city..... district..... state.....hereby declare that I belong to the ..... community which is recognized as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No 36102/22/93-Estt. (SCT) dated 8-9-1993. It is also declared that I do not belong to persons/ sections/sections (Creamy Layer) mentioned in column 3 of the Schedule to the above referred Office Memorandum dated 8-9-1993, O.M. No. 36033/3/2004-Estt. (Res.) dated 9th March, 200, O.M. No. 36033/3/2004-Estt. (Res.) dated 14th October, 2008 and OM No. 36033/1/2013-Estt. (Res.), dated: 27<sup>th</sup> May, 2013.

Signature:.....

Full Name:.....

Address

Government of \_\_\_\_\_  
(Name & Address of the authority issuing the certificate)

**INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS**

Certificate No. \_\_\_\_\_

Date: \_\_\_\_\_

VALID FOR THE YEAR \_\_\_\_\_

This is to certify that Shri/Smt./Kumari \_\_\_\_\_ son/daughter/wife of \_\_\_\_\_ permanent resident of \_\_\_\_\_, Village/Street \_\_\_\_\_ Post. Office \_\_\_\_\_ District \_\_\_\_\_ in the State/Union Territory \_\_\_\_\_ Pin Code \_\_\_\_\_ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income\* of his/her family\*\* is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year\_. His/her family does not own or possess any of the following assets\*\*\* :

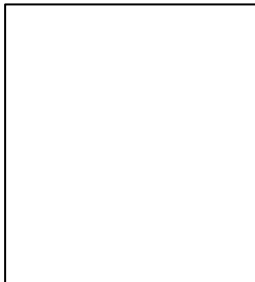
- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in. areas other than the notified municipalities.

2. Shri/Smt./Kumari \_\_\_\_\_ belongs to the caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

Signature with seal of Office \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_



\*Note 1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

\*\*Note 2: The term 'Family' for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years

\*\*\*Note 3: The property held by a 'Family' in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.



**FORM OF UNDERTAKING TO BE GIVEN BY CANDIDATES APPLYING FOR  
CIVIL  
POSTS UNDER EX-SERVICEMEN CATEGORY**

I understand that, if selected on the basis of the recruitment/examination to which this application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the Appointing Authority that I have been duly released/retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to ex-servicemen in terms of the Ex- servicemen (Re-employment In Central Civil Services and Posts) Rules, 1979, as amended from time to time.

I also understand that I shall not be eligible to be appointed to a vacancy reserved for Ex-S in regard to the recruitment covered by this examination, if I have at any time prior to such appointment, secured any employment on the civil side (including Public Sector Undertakings, Autonomous Bodies/Statutory Bodies, Nationalized Banks, etc.) by availing of the concession of reservation of vacancies admissible to Ex-Servicemen.

I further submit the following information:

- a) Date of appointment in Armed Forces \_\_\_\_\_
- b) Date of discharge \_\_\_\_\_
- c) Length of service in Armed Forces \_\_\_\_\_
- d) My last Unit / Corps \_\_\_\_\_

Place:

Date:

(Signature of Candidate)