



कर्मचारी राज्य बीमा निगम
EMPLOYEES' STATE INSURANCE CORPORATION
क्षेत्रीय कार्यालय : झारखण्ड / REGIONAL OFFICE: JHARKHAND
नामकुम , रांची - 834010 / NAMKUM, RANCHI- 834010
फ़ोन : (0651) 2261569, 2261581,2261127 (फ़ैक्स)
Telephone: (0651) 2261569, 2261581,2261127 (Fax)

CONTRACTUAL APPOINTMENT OF IT MANAGER AND IT ASSISTANT IN JHARKHAND REGION OF EMPLOYEES STATE INSURANCE CORPORATION.

- 1 **Regional Office, ESIC, Jharkhand, Ranchi invites application from eligible candidates for appointment as IT Manager / IT Assistant on contractual basis as per the details given below.**

Sl No	Name of the Post	Number of Vacancy	Vacancy Reserved for applicant belonging to	Monthly consolidated Remuneration
1	IT Manager	1	Scheduled Tribe (ST)	Rs. 50,000/-
2	IT Assistant	1	Scheduled Caste (SC)	Rs. 22,000/-

In addition to the monthly remuneration mentioned above, the candidates selected as IT Manager and IT Assistant shall be entitled for reimbursement of expenses on mobile phone and TA/DA as per the entitlement applicable to Assistant Director and Social Security Officer of Employees State Insurance Corporation respectively.

- 2 The tentative place of posting of the persons selected for the aforementioned post is as under.

Sl No	Name of the Post	Tentative place of Posting
1	IT Manager	ESIC Hospital Adityapur
2	IT Assistant	ESIC Model Hospital Namkum, Ranchi

- 3 **The selection shall be done through Interview of the eligible candidates. The interview is tentatively scheduled to be held in the first week of July.**

- 4 The interested and eligible candidates are required to submit the application as per the attached proforma (Annexure-A). Candidates should duly fill up the Application Form giving all the information required therein. One Passport size photograph shall be pasted on the application form in the space provided for the same. The self attested photocopies of all the certificates required in support of Date of Birth, Essential Qualification and Experience, Caste Certificate as per prescribed proforma, Identity Certificate (Aadhar card, PAN Card etc) , shall be attached with the application form. The duly filled in application form is to be submitted either by post or by hand to the following address.

**REGIONAL DIRECTOR
EMPLOYEES STATE INSURANCE CORPORATION,
PANCHDEEP BHAVAN, NAMKUM,
JHARKHAND, RANCHI-834010.**

The following should be superscribed on the envelope containing the application form.

“Application for contractual appointment of IT Manager and IT Assistant in Jharkhand region of Employees State Insurance Corporation.

- 5 **The last date for receipt of applications at Regional Office, ESIC, Jharkhand Ranchi is 20-06-2016. The applications received after that shall not be entertained.**

6 The candidates called for interview shall ensure to bring with them one passport size photograph identical to the photograph pasted on the application form. They shall also bring with them original documents in support of Date of Birth, Identity, Essential Qualification and Experience and Caste status in the prescribed proforma.

7 **The Role of the IT Manager / IT Assistant shall be as under.**

- i. Address request 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 preventive maintenance for Infra components.
- ix. Provide support in system upgrades, installing workstations and other office tools.
- x. Escalate complex issues to appropriate teams for resolutions.
- xi. Any other IT related issue.

8 **The Essential educational qualification and experience required for being called for the interview is as under.**

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. Candidates is expected to manage 5-6 people.
IT Assistant	BCA / Diploma in Computer Science/ 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.

The candidates not fulfilling the criteria as mentioned above shall not be called for Interview.

9 **Nature of Engagement :**

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

10 **Tenure for engagement**

The tenure for engagement of the IT Manager / IT Assistant 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 of equivalent to one month's remuneration in lieu of the notice period.

11. The Date, Time and Venue for Interview of the candidates selected for interview shall be intimated by means of a notice published on the website. Therefore, the candidates are advised to visit the website www.esicjharkhand.org and www.esic.nic.in on regular basis.

12 **Canvassing in any form will render a candidate liable for disqualification.**

(Aruna Sharma)
Regional Director



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 वेबसाइट पता/Website Address: www.esicjharkhand.org

**Application form for contractual appointment to the post of IT Manager / IT Assistant*
 (SC-ST Category).**

1.	Name of the Candidate: (In Block letters of English)		(Affix recent pasport size photograph and sign across the same)
2.	Father's / Husband's Name:		
3.	Mother's Name:		
4.	Gender:	Male/Female / Transgender*	
5.	DOB as per SSLC Certificate:		
6.	Reserved Category to which applicant belongs i.e. SC or ST	(Write SC or ST as applicable)	
7.	Mobile Number:		
8.	E-mail ID:		
9.	Address (Permanent):		
10.	Address for correspondence		

11. Educational Qualification: (From S.S.L.C. Onwards)

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

12. Experience:

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

13. Preference, if any, for place of posting –
1.
 2.
 3.

(Please give preference for posting within the State of Jharkhand.)

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)

