



क. रा. बी. नि.  
E.S.I.C.

मुख्यालय/ HEADQUARTERS  
कर्मचारी राज्य बीमा निगम  
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)  
EMPLOYEES' STATE INSURANCE CORPORATION  
(Ministry of Labour & Employment, Govt. of India)



स्थापना शाखा - 1/ ESTABLISHMENT BRANCH - 1  
पंचदीप भवन, सी. आई. जी. मार्ग, नई दिल्ली-110 002  
PANCHDEEP BHAWAN, CIG MARG, NEW DELHI - 110-002  
Website: esic.nic.in/ esic.in

File No: A-33/13/02/2015-E.I

Date: 04.03.2022

**VACANCY CIRCULAR**

Sub : **Recruitment of Additional Commissioners on deputation (Including Short-Term Contract) basis in ESI Corporation.**

Applications are invited for 12 (Twelve) vacancies in the cadre of Additional Commissioner In Level - 13A (Minimum Pay Rs. 131100/-) in ESI Corporation on deputation (Including Short-Term Contract) basis for a period not exceeding 3 years.

2. Eligibility conditions, Educational qualifications, experience and general conditions for the above post are indicated in Annexure-I.
3. Applications of eligible Officers, who are willing to take up the appointment immediately and can be spared after being selected, may be sent through proper channel in the prescribed proforma placed at Annexure-II.
4. Cadre Controlling Authority of candidates are advised to refer instructions of Annexure-II of DoPT OM No. AB.14017/28/2014-Estt.(RR) dated 02.07.2015 before forwarding applications.
5. Bio-data/Curriculum Vitae in the prescribed format(annexed with educational, experience certificates/documents etc) duly certified and stamped by the Employer along with the APARs/CRs (Photocopies of each page of APARs/ CRs duly attested by an officer not below the rank of Under Secretary to the GoI) for last five years (i.e. 2016-2017 to 2020-2021 or 2017 to 2021, as maintained), Cadre Clearance, Vigilance Clearance, Integrity Certificate and No Major or Minor Penalties certificate (or a list of major or minor penalties imposed on him during the last ten years, if any) must reach **through proper channel to Insurance Commissioner (P&A), Hqs. Office, ESI Corporation, C.I.G Marg, New Delhi-110002** within 60 days from its publication in the **Employment News**.
6. It is requested that wide publicity may be given to the above vacancies for information of all the eligible Officers.

(S. Ravichandran)  
Insurance Commissioner (P&A)

Encl: As above

To,

1. Secretaries of Union Ministry(as per list enclosed).
2. Chief Secretaries of States/Union Territories (as per list enclosed).
3. Heads of various Organisations (as per list enclosed).

S. No	Post Name	Eligibility Conditions and Experience
1.	<b>Additional Commissioner</b>  <b>Vacancy- 12</b>	<p>Officers under the Central Government or State Government or Union territories or Autonomous Bodies or Statutory Bodies or Public Sector Undertakings :</p> <p>A. (i) holding analogous post on regular basis in the parent cadre or department; or  (ii) with two years' regular service in posts in Level 13 (Minimum pay Rs. 123100/-) of the Pay Matrix or equivalent.</p> <p>B. Possessing 13 years' experience in financial or administrative matters or dealing with social security scheme or labour law.</p> <p><b>Note 1:</b> The departmental officers in the feeder category who are in direct line of promotion shall not be eligible for consideration for appointment on deputation (including short-term contract). Similarly, deputationist shall not be eligible for consideration for appointment by promotion. Period of deputation (including short-term contract) including period of deputation (including short-term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Govt. shall ordinarily not exceed five years. The maximum age limit for appointment by deputation (including short-term contract) shall be not exceeding fifty six years as on the closing date of the receipt of applications.</p> <p><b>Note 2:</b> For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to the 1<sup>st</sup> January, 2016, the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended shall be deemed to be service rendered in the corresponding level in the Pay Matrix extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised grade pays into one level in the Pay Matrix and where this benefit shall extend only for the post for which that level in the Pay Matrix is the normal replacement grade without any up-gradation.</p>

## GENERAL CONDITIONS

- 1) Additional Commissioner on deputation (including short-term contract) basis will be liable to be posted anywhere in India.
- 2) Terms and conditions of the appointment of officers selected on deputation basis will be regulated in accordance with the orders contained in Govt. of India, Ministry of Finance O.M. No. F.1(11)-E-III(B)/75 dated 07.11.75 read with Govt. of India, Ministry of Home Affairs, Department of Personnel & Administrative Reforms OM No. 6/8/2009-Estt and (Pay-II) dated 17.06.2010 as amended from time to time.
- 3) Applications should reach this office within 60 days from its publication in the Employment News.
- 4) Date for determining the upper age limit, qualification and experience will be the closing date prescribed for receipt of application.
- 5) Application must be sent in the Bio-data/ Curriculum Vitae proforma given in Annexure -II enclosed herewith. This proforma can be downloaded from ESIC website [www.esic.nic.in](http://www.esic.nic.in). Candidates are advised to fill the Bio-data details in typed format to ensure legibility and clearly mention the post for which the candidate has applied for.
- 6) Cadre Controlling Authority of willing candidates are advised to refer instructions of Annexure-II of DoPT OM No. AB.14017/28/2014-Estt.(RR) dated 02.07.2015 before forwarding applications.
- 7) Application duly filled and supported by all relevant documents should be placed in an envelope which should be superscripted: "*Application for the Post of Additional Commissioner on Deputation (including short-term contract) basis.*"
- 8) Bio-data/ Curriculum Vitae not accompanied by supporting certificates/ documents in support of Qualification and Experience claimed by the candidates will not be processed.
- 9) Bio-data/ Curriculum Vitae in the prescribed format (annexed with educational, experience certificates/ documents etc.) duly certified and stamped by the Employer along with the APARs/ CRs (Photocopies of each page of APARs/ CRs duly attested by an officer not below the rank of Under Secretary to the GoI) for last five years (i.e. 2016-2017 to 2020-2021 or 2017 to 2021, as maintained), Cadre Clearance, Vigilance Clearance, Integrity Certificate and 'No Major or Minor Penalty for last ten years' certificate (or a list of major or minor penalty imposed during last ten years, if any) must reach through proper channel to Shri S. Ravichandran, Insurance Commissioner (P&A), Headquarters, ESI Corporation, C.I.G Marg, New Delhi - 110 002 within 60 days from its publication in Employment News.
- 10) In case of non- availability of APAR/ CR, reason for such non-availability may be informed by the Cadre Controlling Authority.
- 11) Candidates who once apply for the post will not be allowed to withdraw their candidature subsequently.
- 12) Any query regarding the application may be addressed to Sh. Bhupender Kumar, Deputy Director (E-I) at [bhupender.kumar@esic.nic.in](mailto:bhupender.kumar@esic.nic.in)

Place: New Delhi

Date: 04/03/2022



(S. Ravichandran)  
Insurance Commissioner (P&A)

**BIO-DATA/CURRICULAM VITAE PROFORMA  
FOR THE POST OF ADDITIONAL COMMISSIONER IN ESIC**

1.	Name and Address (in Block Letters)	
2.	Date of Birth (in Christian era)	
3 (i)	Date of Entry into Service	
3(ii)	Due date of retirement under Central/State Government Rules	
4.	Educational Qualifications	
5.	Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	
	Eligibility Conditions and Experience required as mentioned in the advertisement/ vacancy circular	Eligibility Conditions and Experience possessed by the officer.
	a) Eligibility Conditions:	a) Eligibility Conditions:
	Officers under the Central Government or State Government or Union territories or Autonomous Bodies or Statutory Bodies or Public Sector Undertakings :  (i) holding analogous post on regular basis in the parent cadre or department; or (ii) with two years' regular service in posts in Level 13 (Minimum pay Rs. 123100/-) of the pay matrix or equivalent.	
	b) Experience:	b) Experience:
	Possessing 13 years' experience in financial or administrative matters or dealing with social security scheme or labour law.	
6.	Please state clearly whether in the light of entries made by you above, you meet the requisite eligibility conditions and work experience of the post	

7. Details of Employment, in chronological order. (Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient)

Office/ Institution	Post held on regular basis	From	To	* Pay Level/Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) <u>highlighting experience</u> required for the post applied for in 5(b) above

\*Important: Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay Scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below:

Office/ Institution	Pay, Pay Band, and Grade Pay drawn under ACP/ MACP Scheme	From	To

8.	Nature of present employment i.e. Ad-hoc on Temporary or Quasi-Permanent or Permanent	
9.	In case the present employment is held on deputation/ contract basis, please state:-	
(a) The date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the parent office/organization to which the applicant belongs.
		d) Name of the post and Pay of the post held in substantive capacity in the parent organization

**9.1 Note:** In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.  
**9.2 Note:** Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organization

10.	If any post held-on Deputation in the past by the applicant, date of return from the last deputation and other details.		
11.	Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column) a) Central Government b) State Government c) Autonomous Bodies d) Public Sector Undertakings		
12.	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.		
13.	Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale		
14.	Total emoluments per month now drawn :		
	Basic Pay in PB/ Level as per 7 <sup>th</sup> CPC	Grade Pay	Total Emoluments
15.	In case the applicant belongs to an Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.		
	Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief /other Allowances etc. (with break-up details)	Total Emoluments
16. A	Additional information, if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement) (Note: Enclose a separate sheet, if the space is insufficient)		
16. B	Achievements: The candidates are requested to indicate information with regard to; (i) Research publications and reports and special projects (ii) Awards/Scholarships/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research/ innovative measure involving official recognition vi) any other information. (Note: Enclose a separate sheet if the space is insufficient)		
17.	Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis.# (Officers under Central/State Governments are only eligible for "Absorption". Candidates of Non-Government Organizations are eligible only for Short Term Contract) # (The option of "STC" / "Absorption"/ "Re-employment" are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or Re-employment").		
18.	Whether belongs to SC/ST		
19.	<b>Contact Details (All details Mandatory)</b>		
	a) Postal Address of the Candidate:		a)
	b) Phone No. of Candidate (official):		b)
	c) Phone No. of Candidate (Personal):		c)
	d) Email Id of the Candidate:		d)
	e) Phone No. Administration Department (Cadre Controlling):		e)
	f) Email ID of the Administration Department (Cadre Controlling):		f)

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Eligibility Condition/ Work Experience submitted

provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the candidate)

Date \_\_\_\_\_

Address \_\_\_\_\_

**Certification by the Employer/ Cadre Controlling Authority**

Information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses eligibility conditions and experience mentioned in the vacancy Circular/Employment News. If selected, he/she will be relieved immediately.

**2. Also certified that;**

i) There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt. \_\_\_\_\_

ii) His/ Her integrity is certified.

iii) His/ Her CR Dossier in original is enclosed/photocopies of the APARs for the last 5 years (from \_\_\_\_\_ to \_\_\_\_\_) duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.

iv) No major/ minor penalty has been imposed on him/ her during the last 10 years Or A list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed. (as the case may be)

Countersigned

\_\_\_\_\_  
(Employer/ Cadre Controlling Authority with Seal)