



16 DEC 2020

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HEADQUARTERS OFFICE
EMPLOYEES STATE INSURANCE CORPORATION
PANCHDEEP BHAWAN, CIG MARG, NEW DELHI- 110002

www.esic.nic.in

(A Statutory Body establishment under ESIC Act, 1948)

No. A-37/14/2020-E.I

Dated: 18-11-2020

VACANCY CIRCULAR

Subject: Recruitment of Actuary and Assistant Actuary on deputation including Short Term Contract basis and promotion in ESIC Corporation.

Applications are invited from eligible Officers for filling following posts on deputation (including Short Term Contract) basis:

S. No	Name of Post	Scale of Pay	No. of Vacancy
1	Actuary	Level 13 (Rs.1,23,100- 2,15,900)	01
2	Assistant Actuary	Level 11 (Rs.67,700- 2,08,700)	01

- Eligibility conditions, Educational qualifications, experience and general conditions for the above posts are indicated in Appendix-I.
- 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 Appendix-II.
- 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.
- 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. 2015-2019 to 2019-2020 or 2015 to 2019, as they are 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 P.B Mani, Insurance Commissioner (P&A), Hqrs. Office, ESI Corporation, C.I.G Marg, New Delhi-110002 within 60 days from its publication in the Employment News.
- It is requested that wide publicity may be given to the above vacancies for information of all the eligible Officers.

Encl: As above

P.B. Mani
(P B Mani)
Insurance Commissioner (P&A)

To,

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

Services-II Branch

Diary No 120941

Date 22/12/2020

APPENDIX-I

S. No	Post Name	Eligibility Conditions And Experience
1.	Actuary Level 13 (Rs.123100-215900) Vacancy- 01	<p>Eligibility Conditions: Officers of central government or state governments or union territory administrations or public sector undertakings or universities or recognized research institutions or statutory or autonomous organizations :</p> <p>a. (i) holding analogous post on regular basis in the parent cadre or Department; or (ii) with five years' service in the grade rendered after appointment thereto on a regular basis in Level-12 (Rs.78,800-2,09,200) in the pay matrix or equivalent in the parent cadre or Department; or (iii) with ten years' service in the grade rendered after appointment thereto on a regular basis in Level-11(Rs.67,700-2,08,700) in the pay matrix or equivalent in the parent cadre or Department; and</p> <p>b. possessing the following educational qualifications and experience: Essential : (i) Degree from a recognized University or equivalent. (ii) Fellow of the Actuarial Society of India or Institute of Actuaries of India. (iii) Twelve years' experience in actuarial work or matters relating to insurance sector in a Government Office or Public Sector Undertakings or Statutory or Autonomous Body. Desirable: (i) One year experience in Labour Laws and Social Insurance.</p> <p>NOTE 1:The Departmental Assistant Actuary in level-11 (Rs.67,700 – 2,08,700) in the pay matrix with ten years' regular service shall also be considered along with deputationists and in case he or she is selected for appointment, the post shall be deemed to have been filled by promotion.</p> <p>NOTE 2:The Departmental officers in the feeder category who are in direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists 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 Government shall ordinarily not to exceed 5 years. The maximum age limit for appointment by deputation (including short term contract) shall <u>be not exceeding Fifty-Six years</u> as on the closing date of the receipt of applications.</p>
2.	Assistant Actuary Level 11 (Rs.67,700-2,08,700) Vacancy- 01	<p>Eligibility Conditions: Officers of central government or state governments or union territory administrations or public sector undertakings or universities or recognized research institutions or statutory or autonomous bodies:</p> <p>a. (i) holding analogous post on regular basis in the parent cadre or Department; or (ii) with five years' service in the grade rendered after appointment thereto on a regular basis in Level-10 (Rs.56,100-1,77,500) in the pay matrix or equivalent in parent cadre or Department; and</p> <p>b. possessing the following educational qualifications and experience: Essential : (i) Bachelor's degree from a recognized university or institute; and (ii) Associateship in the Actuarial Society of India or Institute of Actuaries of India; and</p>

		<p>(iii) Five years' experience in actuarial work or matters relating to insurance sector in Government Office or public sector undertakings or statutory or autonomous body.</p> <p>NOTE 1: The Departmental Deputy Director (Actuarial) in level-10 (Rs.56,100 – 1,77,500) in the pay matrix with five years' regular service shall also be considered along with deputationists and in case he or she is selected for appointment to the post, the same shall be deemed to have been filled by promotion.</p> <p>NOTE 2: The Departmental officers in the feeder category who are in direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>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 Government shall ordinarily not to exceed four years.</p> <p>NOTE 3: The maximum age limit for appointment by deputation (including short term contract) shall <u>be not exceeding Fifty-Six years</u> as on the closing date of the receipt of applications.</p>
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GENERAL CONDITIONS

- 1) Actuary/Assistant Actuary appointed on deputation (ISTC) basis will be posted in ESIC, Hqrs. Office, New Delhi.
- 2) The 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(Pay-II) dated 17.06.2010 as amended from time to time.
- 3) Applications should reach the office within 60 days from its publication in the Employment News.
- 4) Date for determining the upper age limit, qualification and/or 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 Appendix-II. This proforma can be downloaded from ESIC's website 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) Application duly filled and supported by all relevant documents should be placed in envelop which should be superscripted: "Application for the Post of _____ on deputation/deputation (including short term contract) basis."
- 7) Bio-data/Curriculum Vitae not accompanied by supporting certificates/documents in support of Qualification and Experience claimed by the candidates would not be processed.
- 8) 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. 2015-2019 to 2019-2020 or 2015 to 2019, as they are 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 P.B Mani, Insurance Commissioner (P&A), Hqrs. Office, ESI Corporation, C.I.G Marg, New Delhi-110002 within 60 days from its publication in the Employment News.

- 9) In case APAR/CR for a period is unavailable, reason for such unavailability would be required from Cadre Controlling Authority.
- 10) Candidates who once apply for the post will not be allowed to withdraw their candidature subsequently.
- 11) Any query regarding the application may be addressed to Sh. Bhupender Kumar, Deputy Director(E-I) at bhupender.kumar@esic.nic.in.

Place: New Delhi
Date:


(P B Mani)
Insurance Commissioner (P&A)

BIO-DATA/CURRICULAM VITAE PROFORMA
FOR THE POST OF _____

1.	Name and Address (in Block Letters)	
2.	Date of Birth (in Christian era)	
3(i)	Date of Entry into Service	
3(ii)	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, Educational Qualifications and Experience required for the post applied for as mentioned in the advertisement/ vacancy circular.		Eligibility Conditions, Educational Qualifications and Experience possessed by the officer.
a) Eligibility Conditions:		a) Eligibility Conditions:
b) Educational Qualifications:		b) Educational Qualifications:
Essential:		
i.		
ii.....		
c) Experience:		c) Experience:
Essential:		
Desirable: (if, any)		
5.1 Note In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.		
6.	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications 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 Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) <u>highlighting experience</u> <u>required for the post</u> <u>applied for</u>

***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 ACP/ MACP Scheme	From	To

8.	Nature of present employment i.e. Ad-hoc or Temporary or Quasi- Permanent or Permanent	
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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 Organization d) Government Undertaking e) Universities f) Others		
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 th 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 Organization 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.	Contact Details (All details Mandatory)
a)	Postal Address of the Candidate:
b)	Phone No. of Candidate (official):
c)	Phone No. of Candidate (Personal):
d)	Email Id of the Candidate:
e)	Phone No. Administration Department (Cadre Controlling):
f)	Email ID of the Administration Department (Cadre Controlling):

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 Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details 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.

Date _____

(Signature of the candidate)
Address _____

Certification by the Employer/ Cadre Controlling Authority

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications 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 ACRs for the last 5 years (in this case, APARs/ CRs for either Financial year from 2015-2019 to 2019-2020 or Calendar Year from 2015 to 2019) 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)