



**Regional office Maharashtra
Employees' State Insurance Corporation
Panchdeep Bhavan, N.M. Joshi Marg,
Lower Parel, Mumbai – 400 013
(An ISO 9001:2008 Certified Organization)**

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Engagement of IT Manpower for the Regional Offices, Sub Regional Office, Divisional Office and ESIC Hospitals for Maharashtra Region.

3rd Round of Walk-in-Interview for engagement of “Information Technology Manager” and “Information Technology Assistant” for the Regional Offices/ Sub Regional Offices of ESI Corporation and ESIC Hospitals, on contractual basis will be held on 8/7/2016 from 10.00 a.m. onwards at Regional Office Maharashtra, Employees State Insurance Corporation (ESIC), 108, N.M.Joshi Marg, Lower Parel, Mumbai – 400 13.

Details of Posts (location wise):

Sl. No.	Location of Office	Approved IT Manpower	Category
1	Regional Office Maharashtra, E.S.I. Corporation, 108, N.M. Joshi Marg, Lower Parel, Mumbai – 400 013	One IT Manager	OBC - 1 UR - 1
2	ESIC Model Hospital & ODC, Central Road, MIDC, Andheri (E), Mumbai.	One IT Manager	
3	Sub Regional Office Nashik, ESI Corporation, Panchdeep Bhawan, Plot No. P/4, MIDC Area, Trimbak Road, Satpur, Nashik – 422 007	One IT Assistant	ST - 1

1. Role of IT Manager/ IT Assistant

- i) Address requests 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 documentation of customer issues and their resolutions.
- viii) Perform regular evaluation on all incident trends and prepare all preventative maintenance for Infra components.
- ix) Provide support in system upgrades, installing workstations and other office tools.
- x) Escalate complex issues to appropriate tams for resolutions.
- xi) Any other IT Related issue.

2. Educational qualification and experience:-

Sl. No.	Role/ Designation	Qualification	Experience	Monthly Remuneration
1	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. Candidate expected to manage 5-6 people	Rs. 50,000.00
2	IT Assistant	BCA/ Diploma in CS/ 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	Rs. 22,000.00

1. Nature of Engagement: The engagement for these IT Personnel will be on contract basis. They shall have no right for absorption in the organization.

2. Tenure for engagement: The tenure for engagement of the IT Personnel will be for one year. ESIC will reserve the right to terminate the engagement by giving one month's notice for 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 equivalent to one month's remuneration in lieu of the notice period.

3. TA/ DA and Mobile Reimbursement shall be admissible as under:-

- i) IT Manager: Entitlement equivalent to Assistant Director of ESI Corporation.
- ii) IT Assistant: Entitlement equivalent to Social Security Officer.

4. Date/ Time / Venue of Interview and other instructions for the Candidates:-

- i) Walk-In-Interview to be held in Regional Office Maharashtra, E.S.I. Corporation, 108, N.M. Joshi Marg, Lower Parel, Mumbai – 400 013 on 8/7/2016 from 10:00 a.m. onwards.
- ii) Candidates should fill up the Application Form (Annexure – 1) for appearing in the interview. He should also carry two self attested passport size photograph (with his name written in Capital letter on the back) and submit it together with filled in application form at the Registration Counter to be set up in Regional Office.
- iii) Candidates should also carry with them Original Certificates of Educational Qualification and experience alongwith a self attested copy of each.
- iv) Candidates should produce any original Government issued photo identity like, Aadhar Card, Election Photo Identity Card, Passport, Driving License.
- v) Canvassing in any form will render a candidate liable for disqualification.

Regional Director

