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File No.: A-37/12/1/2021.E.I

#Approved Date#

VACANCY CIRCULAR

मुख्य सचिव कोषांग, बिहार
Subject: Electr

Subject: Recruitment of Regional Director Grade 'A' / Director in Level-13 on deputation (Including Short-Term Contract) basis in ESI Corporation.

06 JAN 2025

1. Applications are invited for 58 (Fifty eight) vacancies in the cadre of Regional Director Grade A/ Director in Level-13 (Rs. 1,23,100-2,15,900/-) 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 Appendix-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 Appendix-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. ~~Bi-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 Govt) for last five years (i.e. 2020-21 to 2024-25 or 2021 to 2025, as maintained), Cadre Clearance, Vigilance Clearance, Integrity Certificate and No Major or Minor Penalties Certificate (or a list of major 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.

Digitally signed by
Ratnesh Kumar Gautam
Date: 24-12-2025

(Rajesh Kumar Gautam)
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).

9/1/96

207/40-01
9.1.2026

**BIO-DATA/CURRICULUM VITAE PROFORMA FOR THE POST OF
REGIONAL DIRECTOR GRADE 'A' DIRECTOR IN ESIC**

1.	Name and Address (in Block Letters)	
2.	Date of Birth (in Christian era)	
3	Date of Entry Into Service	
(i)		
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, along with supporting documents, for the same)	
	Eligibility Conditions, Educational Qualifications and Experience required as mentioned in the advertisement/ vacancy circular	Eligibility Conditions, Educational Qualification and Experience possessed by the officer.
	a. Eligibility Conditions:	a. Eligibility Conditions:
	Officers under the Central Government or State Governments or Union Territory Administrations or Public Sector Undertakings or Statutory/Autonomous Bodies or recognised Universities/Institutes/Research Institutions:	
	(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 posts in level-12 in the pay matrix (Rs.78800-209200/-) or equivalent in the parent cadre or department and	
	b. Educational Qualification with Experience:	b) Experience:
	(i) Bachelor's Degree from a recognized University/Institute; and (ii) Ten years' experience in financial or administrative matters or dealing with social security scheme or labour law.	
5.1	Note: In the case of Degree and Post Graduate Qualification elective/main subjects and subsidiary subjects may be indicated by the candidates.	
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> <u>required for the post</u> <u>applied for in 5(b) above</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 has 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 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) Union Territory Administration d) Public Sector Undertakings e) Statutory / Autonomous Bodies f) Recognized Universities/Institutes/Research Institutions	
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		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		Total Emoluments
16. A	Additional Information, if any, relevant to the post you have 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 (Including Short Term Contract) (Candidates of Non-Government Organizations are eligible only for Short Term Contract) # (The option of "Short Term Contract" are available only if the vacancy circular specially mentioned recruitment by "STC").	
18.	Whether belongs to SC/ST	
19.	Contact Details (All details Mandatory)	
	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. of 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 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.

(Signature of the candidate)

Date _____
Address _____

Certification by the Employer/ Cadre Controlling Authority(CCA) to

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 eligibility conditions and experience mentioned in the Vacancy Circular/Advertisement. 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)



एम्प्लॉयर्स स्टेट इन्शुरन्स कॉर्पोरेशन
(Ministry of Labour & Employment, Govt. of India)



Headquarters
पंचसुत पंचायत, सी.ओ. मार्ग, नई दिल्ली-110 052
Phone: 011-23404200 Email: esic@esic.nic.in
Website: www.esic.nic.in / www.esic.in

No. A.37/12/1/2021.E.I

24-12-2025

ADVERTISEMENT

Applications are invited for 58 (Fifty eight) vacancies in the cadre of Regional Director Grade 'A'/ Director In Pay Level 13 (Rs.123100-215900/-) in Employees' State Insurance Corporation on deputation (including Short-Term Contract) basis for a period not exceeding 03 years, as under:

Officers possessing the required qualifications and experience, as given below, can apply for these posts:-

Eligibility Conditions:

Officers of Central Government or State Governments or Union territory Administrations or Public Sector Undertakings or Statutory or Autonomous bodies or recognized Universities/Institutes/research Institutions :

a. (i) holding analogous posts on regular basis in the parent cadre or department; or

(ii) With five years' regular service in post in level-12 in the pay matrix (Rs. 78800-209200) or equivalent in the parent cadre or Department; and

b. Possessing the following educational qualifications and experience: -

(i) Bachelor's Degree from a recognized University; and

(ii) Ten years' experience in financial or administrative matters or dealing with social security scheme or labour laws.

Note 1: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/Department of the Central Government shall ordinarily not exceed five years. The maximum age-limit for promotion shall not be exceeding 56 years as on the last date of receipt of applications.

Note 2: The Departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.

General Conditions:

- 1. Regional Director Grade 'A'/ Director 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)-F-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-I. This proforma can be downloaded from website www.esic.gov.in. Candidates are advised to fill the Bio-data details in typed format to ensure eligibility and clearly mention the post for which the candidate has applied for.
6. Cadre Controlling Authority of candidates are advised to refer Instruction 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 super-scripted "Application for the post of Regional Director Grade 'A'/ Director on deputation/Deputation (Including Short-Term Contract) basis."
8. Bio-data/Curriculum Vitae not accompanied by supporting certificates/documents in support of Qualifications and Experience claimed by the candidates will not be processed.
9. Bio-data/Curriculum Vitae in the prescribed format (annexed with educational, experience certificate/documents etc.) duly certified and stamped by 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 Govt) for last five years (i.e. 2020-21 to 2024-25 or 2021 to 2025, as maintained), Cadre Clearance, Vigilance Clearance, Integrity Certificate and No Major or Minor Penalties 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 Insurance Commissioner (P&A), Headquarters, ESI Corporation, C.I.G. Marg, New Delhi-110002. Within 60 days from its publication in Employment News.
10. In case of non-availability of APARs/CR, reason(s) for such non-availability would be required from 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 Shri Ashish Sinha, Deputy Director (E-I) at ashish.sinha@esic.gov.in.

Digitally signed by
Ratnesh Kumar Gautam
Date: 24-12-2025
13:34:13

(Ratnesh Kumar Gautam)

Insurance Commissioner (P&A)