



Employees' State Insurance Corporation
Headquarters Office
2, CIG Marg, New Delhi – 110 002.
Email jd-rectthq@esic.in

WALK-IN-INTERVIEW ON 25.04.2016

RECRUITMENT OF CONSULTANT HOSPITAL MANAGER & CONSULTANT MANAGER
(ON CONTRACTUAL BASIS) IN ESIC HOSPITALS

Employees' State Insurance Corporation is a statutory body constituted under an Act of Parliament (ESI Act 1948) and works under the administrative control of Ministry of Labour and Employment, Government of India. In order to improve medical care services, ESI Corporation is looking for bright committed and energetic professional with rich experience for the post of **CONSULTANT HOSPITAL MANAGER & CONSULTANT MANAGER** for ESI Hospitals **ON CONTRACTUAL BASIS** as per details given below:-

1. VACANCY POSITION:

Sl. NO.	STATE	ESIC HOSPITAL	VACANCY POSITION									
			CONSULTANT HOSPITAL MANAGER					CONSULTANT MANAGER				
			SC	ST	OBC	UR	TOTAL	SC	ST	OBC	UR	TOTAL
1	Andhra Pradesh	Ashram, Hyderabad	-	-	1	1	2	1	1	1	3	6
		Sanathnagar										
2	Delhi	Basaidarapur										
		Jhilmil										
		Rohini	1	-	2	2	5	2	1	5	11	19
		Okhla										
		Noida										
3	Gujarat	Bapunagar	-	-	-	1	1	-	-	1	2	3
4	Haryana	Gurgaon	1	-	-	1	2	1	-	2	3	6
		Manesar										
5	Himachal Pradesh	Baddi	-	-	-	1	1	-	-	1	2	3
6	Karnataka	Rajajinagar, Bangalore	-	-	1	1	2	1	1	1	4	7
		Peenya, Bangalore										
7	Kerala	Ashramam, Kollam										
		Ezukone	1	-	1	2	4	2	1	3	6	12
		Peripally										
		Udyogmandal										
8	Madhya Pradesh	Nanda Nagar, Indore	-	-	-	1	1	1	-	1	2	4
9	Maharashtra	Andheri, Mumbai	-	-	-	1	1	1	-	1	2	4
10	Punjab	Ludhiana	-	-	-	1	1	1	-	1	1	3
11	Rajasthan	Jaipur	-	1	-	-	1	-	1	1	1	3
12	Tamilnadu	K K Nagar, Chennai	-	-	-	1	1	1	-	1	2	4
13	West Bengal	Joka, Kolkata	-	-	-	1	1	1	-	1	2	4
Total			3	1	5	14	23	12	5	20	41	78

Note 1: Walk-In-Interview for both these posts for all these States will be held simultaneously. As such candidates are advised to choose the post (i.e. Consultant Hospital Manager/ Consultant Manager) and State of their choice carefully before applying. In case of more than one application in more than one Post/ State, the candidature of the candidate is liable to be rejected.

Note 2: Above vacancies may increase or decrease, depending upon the actual requirement.

Note 3: Age relaxation is applicable as per the norms of Govt. of India.

2. DETAILS OF ESSENTIAL QUALIFICATION, EXPERIENCE, AGE LIMIT & REMUNERATION ETC.

Post	Qualification	Experience	Age Limit	Remuneration (Consolidated)
Consultant Hospital Manager	MBA	2-3 Years	Not more than 40 years of age	Rs. 40,000 – 45,000 P.M.
Consultant Manager	MBA	0-2 Years	Not more than 35 years of age	Rs. 20,000 – 25,000 P.M.

Note 1: All educational qualification should be recognized from a recognized Institution or University in India.

Note 2: Preference will be given to candidate having MBA degree in HOSPITAL MANAGEMENT stream.

Note 3: Only Post qualification experience will be counted.

3. APPLICATION FEE:-

S. No.	Category	Fee Amount
01	SC/ST/PWD/ Departmental Candidates, Female Candidates & Ex Servicemen	NIL
02	All other categories	225/-

4. MODE OF PAYMENT: -

A Demand Draft of Rs.225/- (as applicable) drawn in favour of 'ESI Fund Account No. I', from any scheduled bank payable at the respective city of the State for which the candidate wants to apply as mentioned in the **Table 'A'** has to be submitted along with the Application Form.

Note: -

- (i) Fee once paid will not be refunded under any circumstances.
- (ii) Only Demand Draft drawn on any Scheduled Bank valid for three months will be accepted.
- (iii) Application Fee paid by any other mode will not be accepted.
- (iv) The Demand Draft must be issued after the issuing date of this advertisement.

5. JOB PROFILE:

- (i) Upkeep of Indoor Wards/Facilities
- (ii) Monitoring availability of medicines and other consumables.
- (iii) Monitoring upkeep of OTs.
- (iv) Cleanliness.
- (v) Horticulture.
- (vi) Queue Management in OPDs.
- (vii) Functioning of Canteen and Kitchen.
- (viii) Will report to Senior-Most Officer in Administration Wing of the Hospital.
- (ix) Any other work assigned by Senior-Most Officer in Administration Wing/Medical Superintendent.

6. OTHER CONDITIONS AND IMPORTANT INSTRUCTIONS:-

- (i) Only Indian nationals are eligible to apply.
- (ii) Mere submission of application does not confer any right on the candidate to be interviewed.
- (iii) Before applying, the candidate should ensure that he / she fulfills the eligibility criteria and other norms mentioned in the detailed advertisement available on www.esic.nic.in
- (iv) Application should be submitted in the prescribed form only; it should be filled up in block/capital letters in the candidate's own handwriting.

- (v) **Walk-In-Interview will be held simultaneous for both the post and across all the State where vacancies are notified. As such candidates are advised to choose the post (i.e. Consultant Hospital Manager/ Consultant Manager) and State of their choice carefully before applying/ appearing. Reporting time for Walk-In-Interview will be 25.04.2016 at 9 AM sharp.**
- (vi) **Interview will commence only after Registration of candidates reported for Walk-In-Interview. Interview may continue for subsequent day but only for those candidates who reported for Registration on Day One i.e. 25.04.2016.**
- (vii) Incomplete applications without the certified copies of mark sheets/certificates of educational qualification, caste certificate and photographs will be summarily rejected.
- (viii) Candidature is liable to be rejected at any stage of recruitment / selection process or after joining , if any information provided by the candidate is not found in conformity with the eligibility criteria notified or if ESIC comes across any evidence / knowledge that the qualification, experience and any other particulars indicated in the application / other forms /formats are not recognized /false/misleading and / or amounts to suppression of information / particular which should have been brought to the notice of ESIC.
- (ix) Opportunity of interview given to candidates will be on provisional basis.
- (x) No TA/DA will be paid to the candidates for attending the interview.
- (xi) Applicants are advised to check the website (www.esic.nic.in) periodically for important updates.

7. MODE OF SELECTION:

- (i) **SHORTLISTING CRITERIA: In case of large no. of application is received, ESIC reserved the right to shortlist the candidate. Preference will be given to candidate having MBA degree in HOSPITAL MANAGEMENT stream.**
- (ii) **FINAL SELECTION: Final Selection will be purely on the basis of performance of the candidate in the Walk-In-Interview before the selection Board.**

8. TERM OF CONTRACT: For an initial period of one year extendable annually as per the requirement subject to satisfactory performance up to a period of 3 years. The contractual engagement will commence from the date of resumption of duty in the respective hospital as mentioned in the agreement entered into between the Medical Superintendent and the selected candidate.

9. CRUCIAL DATE: The Crucial date for determining eligibility with regards to essential qualification including experience & age limit etc shall be 25.04.2016.

10. HOW TO APPLY:

Eligible candidate has to report to the concerned Nodal Offices (i.e. Medical Superintendent, ESIC Hospital as mentioned in TABLE 'A' on **25.04.2016 at 9 AM sharp for Walk-In-Interview** with Duly filled in and signed Application Form in the Performa appended below along with self-attested copies of all the relevant certificates.

The following testimonials should be attached with application form:

- (a) One copy of recent self-attested passport size photograph firmly pasted on the application form.
- (b) Self-attested copies of certificates and testimonials in support of proof of age (Date of Birth), Educational Qualification from Matriculation onward, Experience certificates etc.
- (c) Self-attested copy of Community Status Certificate in the prescribed form in case of candidates belonging to SC/ST/OBC category.

Note 1:- The application and the other documents should be arranged in the following order one below the other and tightly tagged or stapled on the left hand side top corner:

- (i) Application Form.
- (ii) Attested copies of certificates.

Note 2:-The Demand Draft should not be tagged or stapled, but should be pinned or clipped at the top of the application form. The name and address of the candidates should be written on the reverse side of the Demand Draft.

The application in the prescribed format as given below at Annexure-1 may be submitted at following address:

TABLE 'A'

Sl. No.	Name of the State in which the candidate wants to apply	Address of the NODAL OFFICES of the concerned State	Demand draft payable at
1.	Andhra Pradesh	Medical Superintendent, ESIC Model Hospital, Nacharam, Hyderabad – 500076	Hyderabad
2.	Delhi	Directorate (Medical) Delhi, ESI Dispensary Complex, Tilak Vihar, New Delhi-110018	New Delhi
3.	Gujarat	Medical Superintendent, ESIC Model Hospital, Bapunagar, Ahmedabad-380024	Ahmedabad
4.	Haryana	Medical Superintendent, ESIC Model Hospital, Sector-9-A, Gurgaon-122006	Gurgaon
5.	Punjab & Chandigarh UT	Medical Superintendent, ESIC Model Hospital, Bharat Nagar Chowk, Ludhiana – 141001	Ludhiana
6.	Himachal Pradesh	Medical Superintendent, ESIC Model Hospital, Post & Village- Katha, Opp. Zillited Factory, Baddi-173205	Baddi
7.	Karnataka	Medical Superintendent, ESIC Model Hospital, Rajaji Nagar, Bangalore -560010	Bengaluru
8.	Kerala	Medical Superintendent, ESIC Model Hospital, Asramam, Distt. Kollam, Kerala.	Thrissur
9.	Madhya Pradesh	Medical Superintendent, ESIC Hospital cum ODC, Nanda Nagar, Indore-452008	Indore
10.	Maharashtra	Medical Superintendent, ESIC Model Hospital & ODC, M.I.D.C., Andheri (East), Mumbai-400093	Mumbai
11.	Rajasthan	Medical Superintendent, ESIC Model Hospital, Sadala, Ajmer Road, Jaipur – 302001	Jaipur
12.	Tamil nadu	Medical Superintendent, ESIC Hospital cum ODC, Ashok Pillar Road, K.K. Nagar, Chennai– 600078	Chennai

11. CAUTION: - Canvassing in any form will be a disqualification.

DEPUTY DIRECTOR (RECTT)

13. Experience in Chronological Order (Post Held with dates) starting with the first job to current employment status:

S No	Name & Address of Employer	Post / Designation	Period (From -To)	Total Period (Y/M/D)	Last Pay (Consolidated)	Nature of duties

Note- Attach extra sheet if needed

14. Total experience in years (Y/M/D) _____

15. Telephone No / Mobile No _____

16. E-mail ID _____

17. Address for Correspondence: (In Block Letter):

I hereby declare that the information given above is true / correct to the best of my knowledge and belief. In case any information is found false / incorrect at the later stage of the recruitment / appointment, I shall be bound by the decision of ESI Corporation.

List of enclosures:

Sl. No.	Document	Sl. No.	Document

Date: _____

Signature _____

Place: _____

Name of Candidate _____