



**HEADQUARTERS  
EMPLOYEES' STATE INSURANCE CORPORATION  
PANCHDEEP BHAVAN: C.I.G. ROAD:NEW DELHI-110002.**

<http://esic.nic.in>

No.A-13/11/1/2011-E.I

December 22, 2011

**CIRCULAR**

**Subject:- Engagement of Retired Officers/ Staff (Non-medical) on short-term contract basis- regarding.**

Director General, in order to streamline the engagement of retired officers/officials on contractual basis for a limited period approved the policy guidelines, which interalia stipulates -

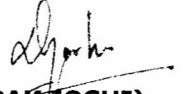
1. The retired officials may be engaged only in unavoidable cases subject to requirement. The requirement will be decided by the Head of the Division / Regional Director and they will take formal approval from the Director General.
2. The employment will be purely contractual in nature and may be terminated without any reasons thereof.
3. The engagement of officers / officials may be initially for a period of 6 months at a time which may be extended for a maximum period of 2 years or up to the age of 62 years, whichever is earlier subject to satisfactory performance. In the exceptional circumstances, the Director General may extend the services up to the age of 65 years.
4. Engagement of Group "A" & "B" will be done by the headquarters only with the approval of the Director General.
5. For Engagement of Group "C" retired employees, RD/MS will be authorized. They will engage staff as per the provisions stipulated above after following the due procedure.
6. The policy regarding engagement of retired Medical Officers / para-medical staff will be decided by the Medical Division subject to the maximum remuneration as stipulated in the policy guidelines issued vide No.A-13/11/1/2011-E.I dated 13.12.2011. However, this contractual employment will not include any other engagement by the Medical Division, for example, Academics Members of MAC etc., which have already been decided by the Medical Division with the approval of the Director General.

The detailed policy guidelines has been issued vide No.A-13/11/1/2011-E.I dated 13.12.2011, for strict compliance are available on the ESIC Headquarters' website.

The staff/officers presently engaged will continue **till 31.12.2011** only. For subsequent engagement of consultants, the procedure stipulated in the guidelines must be strictly adhered to. For

engagement of the officers / staff on contract basis, a pool of staff / officers may be formed by calling the requests from the retired ESIC staff/officers through notice/circular to retired ESIC Officers / staff and also by placing such circular on ESIC website. The engagement of retired officers/staff in Hqrs. Office shall be through Recruitment Cell, Hqrs. Office.

Draft of the vacancy circular is appended which may be suitably modified in accordance with local requirement.



**(DEEPAK JOSHI)**  
**JOINT DIRECTOR**

To

1. Commissioner (Rect.), Hqrs. Office with the request to circulate the advertisement to all concerned & upload on ESIC website for preparation of a pool of officers to be used for contractual engagement as & when demand comes from the Branches / Divisions in Hqrs.
2. PPS/PS to DG & All Divisional Heads, Hqrs. Office for information.
3. All the RDs /MS ESIC / ESIMH / D(M)D/D(M) NOIDA/ JD-V, Hqrs. Office.



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No.A-13/11/1/2011-E.I

December 21, 2011

**DRAFT CIRCULAR**

**Subject:- Engagement of Retired Officers/ Staff (Non-medical) on short-term contract basis— regarding.**

Applications are invited from willing and eligible retired officers / staff (Non-medical) for preparation of the pool for engagement on short-term contract basis as and when need arises. The engagement on contract basis will be done in accordance with the following terms & conditions -

1. The employment will be purely contractual in nature and may be terminated without any reasons thereof.
2. The engagement of officers / officials may be initially for a period of 6 months at a time which may be extended for a maximum period of 2 years or up to the age of 62 years, whichever is earlier subject to satisfactory performance. In the exceptional circumstances, the Director General may extend the services up to the age of 65 years.
3. The Retired Officers/employees from ESIC working in equivalent capacity and having the requisite experience can apply for the short-term contract basis.
4. The officers / staff already working on contractual basis on the date of issue of circular may also apply.
5. The remuneration to the retired officers / officials will be as under –

1	For Group 'C' retired employees	Rs.15,000/-
2	For Group 'B' retired employees	Rs. 20,000/-
3	For Group 'A' retired employees up to the level of Director	Rs. 25,000/-
4	Beyond Director maximum limit	Rs.30,000/-

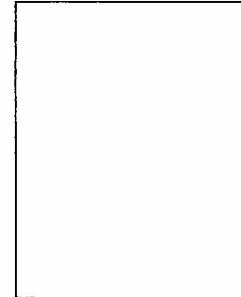
The above remuneration may be subject to the condition that their pension+ remuneration should not exceed the last pay including DA drawn by the official. Conveyance may be reimbursed according to their entitlement prior to their retirement subject to Maximum of Rs. 2,000 per month.

6. While considering the case, the APAR for the last 5 years would be taken into consideration and none of the officers in respect of whom Charge-sheet issued/ penalty imposed during the last 5 years will be considered for the contractual engagement.

The interested and willing person can apply for aforesaid posts in the enclosed proforma by 15.01.2012.

**APPLICATION FOR THE POST TO BE FILLED UP ON  
CONTRACT BASIS IN ESIC**

Name of the Post applied for : \_\_\_\_\_



1. Name & Address in Block letters: \_\_\_\_\_

2. Landline / Mobile No. \_\_\_\_\_

3. E-mail address: \_\_\_\_\_

4. Date of Birth (In Christian era): \_\_\_\_\_

5. Category to which belongs (SC/ST/OBC/Genl) \_\_\_\_\_

6. Date of retirement \_\_\_\_\_

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

(a) Name of the office \_\_\_\_\_

(b) Post held (from – to) \_\_\_\_\_

(c) Scale of Pay and basic pay at the time of retirement (copy of PPO may be enclosed )

\_\_\_\_\_

(d) Whether belongs to Group "A", "B", "C" \_\_\_\_\_

(e) Nature of duties \_\_\_\_\_

8. In case of the employment already on contract basis or other, please state :

(a) The date of initial appointment \_\_\_\_\_

(b) Period of appointment on contract or other \_\_\_\_\_

(c) Name of the parent office to which you belong : \_\_\_\_\_

9. Total emoluments per month now drawn: \_\_\_\_\_

10. Whether any disciplinary proceedings has been initiated in the last 5 years \_\_\_\_\_

11. Whether any penalty has been imposed during the last 5 years \_\_\_\_\_

12. Additional information, if any, which you would like to mention in support to your suitability for the post. Enclose a separate sheet, if the space is insufficient. \_\_\_\_\_
13. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of the candidate