



**EMPLOYEES STATE INSURANCE CORPORATION**  
**Panchdeep Bhawan: CIG Marg: New Delhi -110002**  
**(ISO 9001:2000 QMS Certified) Website : [www.esic.nic.in](http://www.esic.nic.in)**

**Advt. No: .....**

**Recruitment of Advisor, Medical Education (Part-time)**

**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. The Corporation is in the process of setting up of Medical Education Institutions across the country. Services of Knowledgeable and an Expert Person, capable of providing overall guidance in setting up of these institutions, are required on contractual Part-time basis.**

**Applications are invited from eligible & experienced candidates for the post of Advisor, Medical Education for appointment on part time contractual basis as per details given below:-**

**1. Eligibility Criteria**

- a. Maximum age should not exceed 60 years as on last date of application.
- b. Person should be a Medical Doctor (MBBS) with post-graduation in the field of Hospital / Administration / Management or Health Admn(Management). Person should have minimum experience of 10 years in the field of Medical Education, including setting up of various types of Medical Education Institutions, i.e. Medical (UG/PG), Dental, Nursing , P/Medical colleges/Institutions etc.. Person should be well versed with the regulatory requirements for setting up of different kinds of Medical Education projects including Physical infrastructure, Equipments and Human resource. Should have experience of setting up of minimum 05 such Institutions out of which at least 2 should be Medical Colleges.
- c. Persons with first-hand experience in an administrative capacity in a Medical Education Institution will be given preference.

**2. Activities expected to be performed by the incumbent**

- a. Liaison with different regulatory Authorities, i.e. MCI, DCI, NCI, Universities, State Governments etc. on behalf of ESIC

- b. Timely submission of applications to regulatory authorities with follow-up, for obtaining various permissions, i.e. LOI/LOP for setting up of ESIC Medical Education Institutions
- c. To act in coordination with the Deans of ESIC Medical Education Institutions to facilitate the setting up of different ESIC Medical Education Institutions
- d. To contribute technical inputs in setting up of Medical Education projects including estimation of costs of various activities involved including running of the projects.
- e. Cost analysis regarding incremental cost towards running of Medical Education Institutions and expenditure incurred each PG / UG student and consequential gain accruing to the organization.
- f. Any other related work as assigned from time to time by the Competent Authority.

**3. Terms and conditions of contract**

- a. The contract will be for a period of one year initially, extendable for further period of one year at a time up to a maximum of three years subject to satisfactory performance. The contract can be terminated at one month notice from either side without assigning any reason.
- b. He will be paid an honorarium of Rs. 50,000/- per month
- c. He will be entitled for TA / DA at par with the rank of Additional Commissioner, on reimbursement basis with prior approval of the tour program.
- d. He will be liable to submit periodic progress report to the Director General/Medical Commissioner.

**MODE OF SELECTION:** - The Selection will be made on the basis of performance of the candidate in interview before the selection Board

**HOW TO APPLY:**, The eligible and willing candidates may submit their applications in the prescribed format by 28-06-2012 at the following address:-

**Joint Director (Medical Education)  
Room No: 321, 3<sup>rd</sup> Floor,  
ESIC Hqrs office, "Panchdeep Bhavan,  
CIG Marg,  
New Delhi-110 002.**

**The following testimonials etc. should be attached with the application form.**

1. Two copies of recent passport size photographs duly self attested with one photograph pasted on the application form.
2. Attested copies of certificates and testimonials, proof of age/date of birth, educational qualifications and experience etc.

**Caution:** - Canvassing in any form will be treated as disqualification.

**(UDAY SINGH)  
JOINT DIRECTOR (ME)**

**PROFORMA**

**APPLICATION FOR THE POST OF ADVISOR, MEDICAL EDUCATION**

1. Name in full (in Block letters) : \_\_\_\_\_

2. Father's/Husband's Name : \_\_\_\_\_

3. Date of Birth (in Christian era) : \_\_\_\_\_  
(In figures and in words)

4. Are you a citizen of India by  
Birth and/ or domicile \_\_\_\_\_

5. Mailing Address in Block letters (with Pin Code Number)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E-Mail: \_\_\_\_\_

6. Mobile/Phone No. \_\_\_\_\_

7. Educational/Professional Qualifications \_\_\_\_\_  
(Provide details with month & year of passing)

Paste your  
Recent  
passport  
size  
photograph  
(Self  
Attested)

8. Experience in Chronological Order

Sl. No	CAPACITY	PERIOD

9. List of enclosures :

- a.
- b.
- c.

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

Signature \_\_\_\_\_

Place: \_\_\_\_\_

Name of Candidate \_\_\_\_\_