



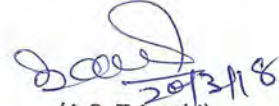
क्षेत्रीय कार्यालय
REGIONAL OFFICE
कर्मचारी राज्य बीमा निगम
EMPLOYEES' STATE INSURANCE CORPORATION
पंचदीप भवन, सर्वोदय नगर, कानपुर-208005
'PANCHDEEP BHAWAN' SARVODAYA NAGAR, KANPUR-208005
Phone No-0512-2219171-72-73, Fax:0512-2224061, e-Mail-rd-up@esic.in

WALK-IN INTERVIEW

Walk-in interview for engagement of 'Information Technology Manager' for the Regional Office, ESI Corporation, Kanpur and 'Information Technology Assistant' for the Sub Regional Offices ESI Corporation, Lucknow and Noida, on purely contractual basis, will be held on 16.04.2018 from 10.00 A.M. onwards in Regional Office, E.S.I. Corporation, Panchdeep Bhavan, Sarvodaya Nagar, Kanpur-208005.

For detailed information on number of posts, educational qualification and experience, duties and responsibilities and monthly remuneration, format of Application Form please visit website. www.esicuttarpradesh.org and www.esic.nic.in

Dated:- 20.03.2018


(A.P. Tripathi)

Additional Commissioner cum Regional Director



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Application for the post of IT Manager/IT Assistant*

01. Name of the Candidate : _____
02. Father's/Husband's Name : _____
03. Mother's Name : _____
04. Gender : Male/Female/Transgender
05. Date of Birth as per SSLC Certificate : _____
06. Mobile Number : _____
07. E-Mail ID : _____
08. Address(Permanent) : _____

09. Address for correspondence : _____

10. Educational Qualifications : (From 10th/S.S.L.C. onwards)

S.no.	Name of the Exam	Name of the Board/University	Percentage of Marks	Year of passing

11. Experience

S.No.	Name of the organization with Designation	From	To	Job Description

(P.T.O.)

12. Preference for place of posting-

1.	
2.	

(Discretion regarding the place of posting will remain with ESIC)

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

Date:

Place:

Signature

Name of the Candidate.....

Engagement of IT Manager for the Regional Office, Kanpur and IT Assistants for the Sub Regional Office, E.S.I. Corporation, Lucknow & Noida.

1. Details of Posts(location-wise):

Sl.No.	Type of Office	Vacant Post	Category
01	Regional Office, E.S.I.C. Kanpur	01- IT Manager	Un-reserved
02	Sub Regional Office, E.S.I.C Lucknow	01- IT Assistant	Un-reserved
03	Sub Regional Office, E.S.I.C Noida	01- IT Assistant	Un-reserved

2. Role of the 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 teams for resolutions.
- xi. Any other IT related issue.

3. Educational qualification and experience:-

Role	Qualification	Experience
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 is expected to manage 5-6 people.
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.

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

(P.T.O)

6. Monthly Remuneration:

Role	Monthly Remuneration
IT Manager	Rs. 50,000.00
IT Assistant	Rs. 22,000.00

7. Date/Time/Venue of interview and other instructions for the Candidates:-

- i. Walk-in Interview to be held on 16.04.2018 in Regional Office, E.S.I.C. Panchdeep Bhavan, Sarvodaya Nagar, Kanpur 208005 from 10:00 AM onwards.
- ii. Candidates should fill up the Application Form(Annexure-I) 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.

(A.P. Tripathi)
Additional Commissioner cum Regional Director