



क्षेत्रीय कार्यालय : आंध्र प्रदेश :: REGIONAL OFFICE : ANDHRA PRADESH
 कर्मचारी राज्य बीमा निगम :: EMPLOYEES' STATE INSURANCE CORPORATION
 पंचदीप भवन, ई एस आई सी रोड :: PANCHDEEP BHAWAN ESIC ROAD
 गुणदला, विजयवाड़ा :: GUNADALA VIJAYAWADA - 520004
 दूरभाष: Tel 0866-2453498, फ़ैक्स Fax 0866-2453490

APPLICATION FOR THE POST OF IT ASSISTANT

1. Name of the Candidate: _____
2. Father's/Husband's Name: _____
3. Mother's Name: _____
4. Gender: _____ Male/Female/Transgender
5. DOB as per SSC Certificate: _____
6. Mobile Number: _____
7. E-mail ID: _____
8. Address (Permanent): _____

9. Address for correspondence: _____

10. Educational Qualifications: (From S.S.C. onwards)

| S.No. | Name of the Exam | Name of the Board/University | Percentage of Marks | Year of Passing |
|-------|------------------|------------------------------|---------------------|-----------------|
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11. Experience:

| S.No. | Name of the Organization with designation | From | To | Job description |
|-------|---|------|----|-----------------|
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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 of Candidate)

**ENGAGEMENT OF IT MANPOWER FOR THE REGIONAL OFFICE,
ESI CORPORATION, VIJAYAWADA**

1. Details of Posts:

Name of the post: **Information Technology Assistant**

No. of Posts: 01

Category: Un-Reserved

Location: Regional Office, ESI Corporation, Gunadala, Vijayawada.

2. Role of 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 documentations 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:-BCA/Diploma in CS/IT with 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 contract basis. They shall have no right for absorption in the organization

5. Tenure of 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/she will have to pay an amount equivalent to one month's remuneration in lieu of the notice period.

6. Monthly Remuneration: Rs. 22,000-00

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

- i) Walk-In Interview to be held in Regional Office, ESI Corporation, Gunadala, Vijayawada – 520004 on **11-07-2017 from 11:00 A.M.**
- ii) Candidates should fill up the Application Form (Annexure-1) for appearing in the interview. He/She should also carry two self-attested passport size photographs (with his/her name written in Capital letters on the back) and submit them together with filled in application form at the Registration counter to be set up at Regional Office.
- iii) Candidates should also carry with them Original Certificates of Educational Qualification and experience along with a self-attested copy of each.
- iv) Candidates should produce any original Government issued photo identity like, Aadhaar Card, Election Photo Identity Card, Passport, Driving License, etc.
- v) Venue: Regional Office, Employees' State Insurance Corporation, ESIC Road, Gunadala, Vijayawada, Andhra Pradesh – 520004.
- vi) Canvassing in any form will render a candidate liable for disqualification.

(P.R. DASH)

REGIONAL DIRECTOR