



कर्मचारी राज्य बीमा निगम
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
EMPLOYEES' STATE INSURANCE CORPORATION
(Ministry of Labour & Employment, Govt. of India)



मुख्यालय/Headquarters
पंचदीप भवन, सी.आइ.जी मार्ग, नई दिल्ली-110002
Panchdeep Bhawan, C.I.G. Marg, New Delhi-110 002
Phone: 011-23234092/93/98
Website : www.esic.nic.in / www.esic.in

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Advertisement for Engagement of 19 Professionals for Actuarial Division and Data Analytics Branch of ICT Division on purely Contractual Basis in ESI Corporation

Employees' State Insurance Corporation (ESIC) is a statutory body established under the Employees' State Insurance Act, 1948 and operates under the administrative control of the Ministry of Labour and Employment, Government of India.

ESIC is undergoing a significant expansion in its statutory and functional mandate. Under Section 37 of the ESI Act, 1948 and Section 119 of the Social Security Code, 2020, ESIC is required to undertake actuarial valuation, financial projections, and long-term sustainability of its schemes. Similarly, the enactment of Digital Personnel Data Protection (DPDP) Act, 2023 has introduced stringent requirements relating to data governance, privacy and security. In view of this, ESIC proposes to strengthen its Actuarial Branch and establish a Data & Analytics Branch (DAB) at HQ.

Accordingly, ESIC invites applications for the engagement of a total of 19 Professionals for the Actuarial Division and Data Analytics Branch ESIC Hqrs on purely contractual basis for an initial period of three (03) years, extendable for two (02) years, one year each at a time keeping in view the performances of the resources and their continued organizational requirements, at the sole discretion of the Competent Authority.

A ACTUARIAL 2.0 BRANCH					
Sl. No	Name of the Position	Domain	No. of Posts	Experience in Years	Indicative Remuneration per month (Rs.)
1.	Chief Actuary / Actuarial Advisor	Statutory Actuarial	01	Minimum 15 years post fellowship actuarial experience	2,65,000 – 3,30,000
2.	Sr. Actuarial Specialist (Valuation & Projections)	Valuation	01	Minimum 10 years	1,45,000 – 2,65,000
3.	Sr. Actuarial Specialist (Policy & Scheme Design)	Policy design	01	Minimum 8 years	1,45,000 – 2,65,000
4.	Actuarial Analyst / Modeller	Modelling	02	Minimum 3 years	80,000-1,45,000
5.	Statistical / Research Officer (Actuarial Support)	Statistics	01	Minimum 5 years	80,000-1,45,000
A.	Total		06		
B. DATA AND ANALYTICS BRANCH					
SL. No	Name of the Position	Domain	No. of Posts	Experience in Years	Indicative Remuneration per month (Rs.)
1.	Chief Data & Analytics Officer (CDAO)	DAB Leadership	01	15 years and above	2,65,000 – 3,30,000
2.	Data Governance Officer	Governance	01	10 years and above	1,45,000 – 2,65,000
3.	Data Engineering Officer	Engineering	01	10 years and above	1,45,000 – 2,65,000
4.	Data Analytics Officer	Analytics	01	10 years and above	1,45,000 – 2,65,000

5.	Data Protection Officer (DPO)	Privacy/ Security	01	8 years and above	1,45,000 – 2,65,000
6.	Technical Officer (Data Quality & Metadata)	Governance	01	5 years and above	80,000-1,45,000
7.	Technical Officer (Data Engineer)	Engineering	03	5 years and above	80,000-1,45,000
8.	Technical Officer (Data Analyst / Statistical Officer)	Analytics	03	5 years and above	80,000-1,45,000
9.	Technical Officer (Data Privacy & Access)	Privacy/ Security	01	5 years and above	80,000-1,45,000
B.	Total		13		
Grand Total			19		

2. The Job description, educational qualification and Working Experience requirements are as under:

Name of the Position, Job Description, Educational Qualification, Working Experience	
(1)	Chief Actuary / Actuarial Advisor(Unit Head-Technical)
	Role Purpose: The Chief Actuary / Actuarial Advisor shall function as the apex statutory and technical authority for all actuarial matters Of the Employees State Insurance Scheme. The role carries full ownership of actuarial judgement, interpretation, and sign-off, and provides authoritative advice to senior management, the Ministry, and statutory bodies.
	Detailed Duties & Responsibilities/Terms of Reference: 1. Lead and sign Off periodic actuarial valuations Of the ESI Scheme covering liabilities, assets, and funding position. 2. Develop long-term financial projections (25—75 years) incorporating demographic, economic, morbidity, and policy assumptions. 3. Design and oversee stress testing, scenario analysis, and sensitivity testing to assess scheme resilience. 4. Advise ESIC on contribution rate adequacy, benefit structures, wage ceiling revisions, and scheme expansion proposals. 5. Review, validate, and technically approve actuarial models and reports prepared by empanelled actuarial firms. 6. Provide expert actuarial inputs for audit observations, parliamentary matters, court cases, and policy consultations. 7. Guide adoption, calibration, and interpretation of ILO-Pension and ILO-Health models. 8. Establish actuarial standards, documentation protocols, and institutional knowledge systems within ESIC.
	Upper Age Limit : 62 Years
	Key Result Areas (KRAs): 1. Timely completion and statutory sign-off of actuarial valuations. 2. Credibility and robustness of long-term sustainability projections. 3. Quality and defensibility of actuarial advice tendered to management and Government. 4. Absence Of material adverse audit observations attributable to actuarial weaknesses.
	Parameter Details: Essential Qualification: Fellow of the Institute of Actuaries of India (FIAI). Desirable Qualification: Fellowship Of an internationally recognised actuarial exposure to social security /public insurance systems. Essential Experience: Minimum 15 years post-fellowship actuarial experience, including at least 5 years at senior leadership level handling large insurance or social security portfolios.

(2)	Senior Actuarial Specialist — Valuation & Projections
	Role Purpose: This role shall be responsible for technical execution, peer review, and quality assurance of actuarial valuation and projection exercises for the ESI Scheme.
	Detailed Duties & Responsibilities/Terms of Reference: 1. Develop, calibrate, and maintain actuarial valuation models for the ESI Scheme. 2. Execute long-term cash-flow and balance-sheet projections. 3. Conduct experience investigations and assumption analysis. 4. Perform stress testing and sensitivity analysis. 5. Peer review actuarial outputs prepared internally and by empanelled firms. 6. Prepare technical documentation, assumption papers, and valuation reports.
	Upper Age Limit: 50 Years
	KRAs: 1. Accuracy, stability, and transparency of actuarial models. 2. Timely delivery of valuation and projection outputs. 3. Reduction in dependency on external consultants.
	Parameter Details: Essential Qualification: Associate or Fellow of the Institute of Actuaries Of India. Desirable Qualification: Master's degree in Actuarial Science / Statistics / Quantitative Finance/Applied Mathematics. Essential Experience: Minimum 10 years experience in actuarial valuation, projections, stress testing, or scenario analysis in life, health, or social insurance.
(3)	Senior Actuarial Specialist — Policy & Scheme Design
	Role Purpose: To provide actuarial assessment of policy proposals, scheme design changes, and reform initiatives impacting the ESI Scheme.
	Detailed Duties & Responsibilities/Terms of Reference: 1. Conduct actuarial impact analysis of policy changes. 2. Model effects of wage ceiling changes, coverage expansion, and benefit redesign. 3. Support preparation of policy notes, cabinet references, and inter-ministerial consultations. 4. Develop simplified actuarial tools for rapid policy simulations.
	Upper Age Limit : 50 Years
	KRAs: 1. Timely delivery of policy impact assessments. 2. Clarity and usability of actuarial inputs for decision-makers.
	Parameter Details: Essential Qualification: Associate of the Institute of Actuaries of India OR Post-graduate degree with minimum 5 actuarial papers cleared from IAI. Desirable Qualification: Fellow of the Institute of Actuaries of India; exposure to public policy or social security systems. Essential Experience: Minimum 8 years post-qualification experience in actuarial work including policy impact analysis or scheme design.
(4)	Actuarial Analyst / Modeller
	Role Purpose: Execution-level actuarial modelling and analytical support for valuation and projection work.

	Detailed Duties & Responsibilities/Terms of Reference: 1. Build, test, and maintain actuarial models. 2. Prepare datasets, assumption tables, and projection runs. 3. Support experience studies and documentation. 4. Assist in preparation of valuation reports.
	Upper Age Limit: 45 Years
	KRAs: 1. Accuracy and reliability of model outputs. 2. Timeliness Of analytical support.
	Parameter Details: Essential Qualification: Bachelor's degree in Actuarial Science / Mathematics / Statistics /Economics / Engineering AND 2—6 actuarial papers cleared from IAI. Desirable Qualification: Master's degree in Actuarial Science / Statistics / Quantitative Finance/ Applied Mathematics. Essential Experience: 3—6 years experience in actuarial modelling, valuation support), or insurance analytics.
(5)	Statistical / Research Officer (Actuarial Support)
	Role Purpose: To provide statistical analysis, experience studies, and research inputs supporting actuarial valuation and projections.
	Detailed Duties & Responsibilities Terms of Reference: 1. Conduct experience studies on claims, utilisation, wages, and demographics. 2. Perform statistical validation of datasets. 3. Develop statistical summaries and trend analysis. 4. Support research and technical documentation.
	Upper Age Limit: 45 Years
	KRAs: 1. Quality and robustness of statistical inputs. 2. Research depth supporting actuarial assumptions.
	Parameter Details: Essential Qualification: Post-graduate degree in Statistics/ Applied Mathematics / Data Science. Desirable Qualification: M.Phil. / Ph.D. in Statistics, Data Science, or related discipline; exposure to insurance or health sector datasets. Essential Experience: Minimum 5 years experience in statistical analysis, experience studies, or analytical research.
(6)	CHIEF DATA & ANALYTICS OFFICER (CDAO) Nature of Post: Contractual / Full-Time Engagement Level: Equivalent to Senior Technical Head Reporting (Administrative): Insurance Commissioner (Data & Analytics) Reporting (Technical): Director General, ESIC Supervisory Control: Data Governance Officer, Data Engineering Officer, Data Analytics Officer, Data Protection Officer, and all Technical Officers attached thereto; functional coordination with Deputy Director (DAB)
	Role Purpose To act as the apex technical authority for data, analytics, and data governance in ESIC, responsible for designing, operationalising, and sustaining an enterprise- level data ecosystem that supports actuarial valuation, financial sustainability, policy formulation, administration, and statutory compliance under the ESI Scheme.
	Duties & Responsibilities/Terms of Reference: 1. To function as the overall technical head of the Data & Analytics Branch (DAB) of ESIC.

	2. To conceptualise, design, and implement the end-to-end data lifecycle for ESIC, covering data capture, validation, storage, transformation, analytics, dissemination, and archival. 3. To frame enterprise-level data architecture, analytical frameworks, and technology-agnostic design standards for ESIC. 4. To ensure availability of accurate, complete, consistent, and timely datasets for actuarial valuation, financial projections, policy analysis, and management reporting. 5. To oversee and ensure effective implementation of data governance policies, standards, metadata frameworks, and authoritative dataset certification. 6. To supervise the functioning of the following officers and units: - o Data Governance Officer and staff under him/her - o Data Engineering Officer and Data Engineers - o Data Analytics Officer and Data Analysts / Statistical Officers - o Data Protection Officer and privacy / access control staff 7. To allocate work, review outputs, and ensure accountability of all contractual technical officers working in DAB. 8. To coordinate with ICT Division for implementation of data architectures, pipelines, platforms, security backups, And disaster recovery mechanisms. 9. To ensure that data engineering and analytics activities are compliant with approved governance, privacy, and security frameworks. 10. To support the Actuarial Division by ensuring timely provision of valuation-ready and projection-ready datasets, and by resolving data-related queries of empanelled and in-house actuaries. 11. To provide technical inputs for preparation of agenda items, notes, and proposals to be placed before the Standing Committee, ESI Corporation, and Other statutory bodies. 12. To assist in preparation of replies to Parliamentary Questions, CAG audit paras, internal audit observations, court cases, and RTI applications relating to data and analytics. 13. To guide development of standard analytical reports, dashboards, and management information systems for senior management. 14. To ensure proper documentation of data models, pipelines, analytical methodologies, assumptions, and limitations. 15. To monitor data quality metrics, analytics performance indicators, and compliance parameters on a continuous basis. 16. To identify capacity gaps and recommend training, skill development, and system improvements in data and analytics. 17. To advise senior management on emerging data, analytics, and evidence- based decision-making practices relevant to social security administration. 18. To ensure institutionalisation of data processes so that systems remain sustainable beyond individual tenures. 19. To submit periodic technical and performance reports to the Insurance Commissioner (D&A) and Director General, ESIC. 20. To perform any Other duty entrusted by the Director General or Insurance Commissioner in the interest of the Corporation.
	Upper Age Limit : 62 Years
	Key Result Areas (KRAs) 1. Establishment and operationalisation of ESIC-wide enterprise data architecture. 2. Availability of certified, high-quality datasets for actuarial valuation and policy analysis. 3. Timeliness and accuracy of analytical outputs and management reports.

	4. Reduction in data-related audit observations, inconsistencies, and re-work. 5. Effective supervision and performance of all technical officers under DAB. 6. Compliance with data governance, privacy, and statutory requirements. 7. Institutional adoption of analytics in decision-making processes. 8. Sustainability and documentation of data systems and processes.
	Essential Qualifications: Post-graduate degree in Statistics / Actuarial Science / Economics / Applied Mathematics / Data Science / Operations Research / Computer Science /Engineering (Data/IT) from a recognised University or Institution OR equivalent professional qualification with demonstrated advanced training in enterprise data architecture, analytics systems, and statistical modelling. Desirable Qualifications: i. Doctoral degree in a relevant discipline. ii. Professional certifications in Enterprise Data Architecture, Advanced Analytics, Data Governance, Cloud/Data Platforms. iii. Formal training in public finance, social security systems, insurance, or large-scale administrative datasets. Essential Experience: Minimum 15 years of post-qualification professional including: o At least 7 years at senior leadership level in data, analytics, actuarial support systems, large IT/data programmes, or evidence-based policy systems. o Hands-on responsibility for enterprise-scale data ecosystems, covering architecture, governance, analytics, and institutionalisation. Desirable Experience: i. Prior leadership role in Government / PSU / Statutory Body / Large Regulated Institution. ii. Experience supporting actuarial valuation, financial projections, formulation, or audit-intensive environments. Authority & Accountability: i. Exercises functional and supervisory control over all contractual technical officers in DAB. ii. Accountable for technical correctness, consistency, and analytical soundness of all datasets and outputs generated by DAB. iii. Acts as the single technical point of accountability for data and analytics within ESIC.
(7)	DATA GOVERNANCE OFFICER
	Nature: Contractual / Full-Time Reporting To: Chief Data & Analytics Officer
	Role Purpose To establish, operationalise, and continuously maintain ESIC-wide data governance systems, ensuring standardisation, integrity, authoritative ownership, and audit-ready data structures across all functional domains Of ESIC.
	Upper Age Limit: 50 Years
	Duties & Responsibilities/Terms of Reference 1.To design, frame, and periodically update ESIC-wide data governance policies, standards, and guidelines. 2. To define, document, and maintain enterprise data definitions, metadata standards, and data dictionaries for all major ESIC datasets. 3. To identify, classify, and notify "authoritative datasets" for actuarial, financial, policy, and administrative use. 4. To frame and maintain data ownership, custodianship, and stewardship matrices for all functional domains. 5. To ensure uniform interpretation of data definitions across HQ, Regional Offices, Sub-Regional Offices, and field units. 6. To examine and vet data collection formats, instructions, and circulars issued by various branches for governance compliance. 7. To coordinate with functional branches for resolving definitional ambiguities, duplication, and inconsistencies in data.

	8. To ensure version control, documentation, and archival of data standards and governance manuals. 9. To certify datasets as "governance-compliant" prior to use in actuarial valuation, analytics, or external reporting. 10. To assist in replies to audit objections, CAG observations, Parliamentary Questions, RTIs, and court matters relating to data definitions and governance. 11. To supervise and allocate work to the Technical Officer attached for data quality and metadata management. 12. To maintain liaison with ICT Division for implementation of governance rules in IT systems. 13. To submit periodic reports on data governance status to the CDAO. 14. To perform any other duty entrusted by the Chief Data & Analytics Officer or competent authority.
	Key Result Areas (KRAs) i. Approved and notified ESIC data governance framework ii. Completeness and accuracy of metadata repository iii. Reduction in definitional disputes and audit objections iv. Timely certification of authoritative datasets v. Compliance with statutory and policy requirements
	Essential Qualifications Post-graduate degree in Statistics / Economics / Data Management / Information Systems / Public Policy / Applied Mathematics from a recognised institution. Desirable Qualifications Certification or formal training in Data Governance, Metadata Management, Master Data Management, or Information Management Standards.
	Essential Experience: Minimum 10 years of post-qualification experience, including: - o Direct responsibility for data standards, metadata frameworks, data definitions, and governance controls across multiple datasets or organisational units. - o Experience dealing with audit observations, definitional disputes, and statutory reporting requirements. Desirable Experience Exposure to nationwide or data systems in Government / PSU / Insurance / Social Security organisations.
(8)	DATA ENGINEERING OFFICER (DATA ENGINEERING & PLATFORMS)
	Nature: Contractual / Full-Time Reporting To: Chief Data & Analytics Officer
	Role Purpose To design, implement, and maintain robust, scalable, and secure data engineering infrastructure enabling reliable data integration, processing, and analytics across ESIC.
	Upper Age Limit : 50 Years
	Duties & Responsibilities/Terms of Reference 1. To design enterprise-level logical and physical data models aligned with ESIC's operational IT systems. 2. To plan, develop, and maintain ETL / ELT pipelines for extraction of data from multiple source systems. 3. To integrate datasets from disparate systems, regions, and time periods into coherent analytical datasets. 4. To design and maintain data warehouses, data marts, and analytical layers. 5. To ensure data pipelines are automated, auditable, documented, and reproducible. 6. To implement data validation, reconciliation, and error-handling mechanisms in pipelines. 7. To coordinate with ICT Division for deployment, performance tuning, backup, and disaster recovery.

	8. To ensure adherence to data governance and privacy standards in all engineering processes. 9. To support actuarial valuation exercises by providing timely, structured datasets. 10. To supervise, guide, and allocate work to the three Data Engineers reporting to him/her. 11. To maintain technical documentation of pipelines, schemas, and transformations. 12. To assist in technical explanations to auditors, CAG, and Parliamentary Committees when required. 13. To submit periodic progress and performance reports to the CDAO. <u>14. To perform any Other duty entrusted by competent authority.</u>
	KRAs i. Stability and reliability of data pipelines ii. Timeliness Of dataset availability iii. Data accuracy and reconciliation success rates iv. System scalability and performance v. Documentation completeness
	Essential Qualifications i. Bachelor's degree in Engineering / Technology in Computer Science /Information Technology / Data Engineering / Electronics or equivalent. ii. Post-graduate qualification in a relevant field is desirable. Desirable Qualifications Professional certifications in data engineering platforms, cloud data services, database systems, or ETL technologies. Essential Experience: Minimum 10 years of post-qualification experience, including: o Design and implementation of enterprise-level data models, ETL/ELT pipelines, data warehouses or analytical platforms. o Responsibility for automation, validation, performance tuning, documentation, and auditability of data pipelines. Desirable Experience Experience handling large transactional or financial datasets in regulated or Government environments.
(9)	DATA ANALYTICS OFFICER (ANALYTICS & REPORTING)
	<u>Nature: Contractual / Full-Time</u> <u>Reporting TO: Chief Data & Analytics Officer</u>
	Role Purpose To convert validated data into structured analytical outputs, reports, dashboards, and insights supporting actuarial valuation, policy formulation, administration, and governance.
	<u>Upper Age Limit : 50 Years</u>
	Duties & Responsibilities/Terms of Reference 1. To design and develop standard analytical reports and dashboards for ESIC management. 2.To prepare actuarial-ready datasets and analytical summaries for actuarial valuation and projections. 3.To conduct descriptive, diagnostic, and trend analysis Of ESIC data. 4.To support preparation of replies to Parliamentary Questions, audit paras, court cases, and policy notes. 5.To ensure analytical outputs are consistent with approved data definitions and governance standards. 6.To document assumptions, and limitations of analytical

	outputs. 7.To coordinate with functional branches for understanding analytical requirements. 8.To supervise, guide, and allocate work to the three Data Analysts / Statistical Officers reporting to him/her. 9.To ensure quality control and peer review of analytical outputs. To assist senior management with data-driven presentations and briefs. 10.To submit periodic analytical reports to the CDAO. To perform any Other duty entrusted by competent authority.
	KRAs i. Accuracy and reliability of analytics ii. Timely delivery of reports iii. Actuarial and policy usability iv. Responsiveness to PQ / audit requirements v. Documentation quality
	Essential Qualifications Post-graduate degree in Statistics / Economics / Actuarial Science / Applied Mathematics / Data Analytics from a recognised institution. Desirable Qualifications Advanced training in statistical modelling, forecasting, business intelligence, or data visualisation platforms. Essential Experience: Minimum 10 years of post-qualification experience, including: - o Development Of analytical reports, dashboards, trend analysis, and structured datasets for senior management or statutory use. - o Demonstrated ability to prepare valuation-ready or policy-ready analytical outputs. Desirable Experience Experience supporting actuarial analysis, social sector analytics, or public finance reporting
(10)	Data Protection (Data Privacy & Security)
	Nature: Contractual / Full-Time Reporting To: Chief Data & Analytics Officer
	• Role Purpose To ensure lawful, secure, and ethical handling Of ESIC data in compliance with DPDP Act, Government policies, and internal access controls.
	<u>Upper Age Limit : 50 Years</u>
	Duties & Responsibilities/Terms of Reference 1.To frame and implement ESIC data privacy and protection policies. 2.To design role-based access control frameworks for datasets. 3.To define anonymisation and pseudonymisation protocols. 4.To maintain audit trails of data access and usage. 5.To coordinate with ICT Division on security controls and breach response. 6.To assess privacy risks in data sharing and analytics activities. 7.To support audits, inspections, and compliance reviews. 8.To supervise the Technical Officer attached for access and audit support. 9.To submit reports to the CDAO.

	10.To perform any Other duty entrusted by competent authority.
	KRAs i. DPDP compliance ii. Access control effectiveness iii. Audit readiness iv. Incident response effectiveness
	Essential Qualifications Bachelor's degree in Law / Information Technology / Computer Science / Cyber Security / Information Security or equivalent. Desirable Qualifications Formal certification or training in Data Protection, Privacy Law, Information Security, or Risk Management. Essential Experience: Minimum 8 years of post -qualification experience, including. o Implementation Of data privacy frameworks, access controls, audit trails, and compliance mechanisms. o Experience handling regulatory compliance, audits, or data-related risk assessments. Desirable Experience: Exposure to Government IT systems, statutory Audits, or DPDP-aligned compliance environments.
(11)	TECHNICAL OFFICER - DATA QUALITY & METADATA, Reporting To: Data Governance Officer
	Duties & Responsibilities 1. To assist in maintenance of metadata repositories and data dictionaries. 2. To perform data quality checks and validations. 3. To document data lineage and definitions. 4. To support dataset certification processes. 5. To assist in audit and governance compliance activities. 6. Any Other duty entrusted by Data Governance Officer.
	KRAs i. Metadata completeness ii. Data quality metrics iii. Documentation accuracy
	Upper Age Limit : 45 Years
	Essential Qualifications Graduate or Post-graduate degree in Statistics / Data Science / Mathematics /Information Systems / Computer Applications. Desirable Qualifications: Training in data quality management, metadata tools, or data documentation standards. Essential Experience: Minimum 5 years of post-qualification experience in: o Data quality checks, validation, metadata maintenance, or data documentation activities. Desirable Experience: Experience working in audit-sensitive or governance-driven data environments.
(12)	TECHNICAL OFFICERS - DATA ENGINEERS Reporting TO: Data Engineering Officer
	Duties & Responsibilities/Terms of Reference.

	1. To develop and maintain ETL pipelines. 2. To extract, transform, and load datasets. 3. To perform reconciliation and validation checks. 4. To maintain pipeline logs and documentation. 5. To support platform performance and troubleshooting. 6. Any Other duty entrusted.
	KRAs i. Pipeline uptime ii. Data accuracy iii. Timeliness
	<u>Upper Age Limit : 45 Years</u>
	Essential Qualifications Bachelor's degree in Engineering / Technology in Computer Science / IT / Data Engineering or equivalent. Desirable Qualifications Certifications in ETL tools, databases, cloud data services, or scripting languages. Essential Experience: Minimum 5 years of post-qualification experience in: o Development and maintenance of data pipelines, extraction, transformation, and validation processes. Desirable Experience Experience with large administrative, financial, or insurance datasets.
(13)	Technical Officer (Data Analyst / Statistical Officer) Reporting To: Data Analytics Officer
	Duties & Responsibilities/Terms of Reference 1.To prepare analytical datasets and reports. 2.To perform statistical analysis and trend studies. 3.To support actuarial and analysis. 4.To document analytical methodologies. Any Other duty entrusted.
	KRAs i. Analytical accuracy ii. Timeliness iii. Documentation quality
	<u>Upper Age Limit : 45 Years</u>
	Essential Qualifications Post-graduate degree in Statistics / Economics / Mathematics / Data Analytics. Desirable Qualifications Exposure to actuarial analysis, econometrics, or policy analytics. Essential Experience: Minimum 5 years of post qualification experience in: Statistical analysis, reporting, trend analysis, or analytical dataset preparation.

	Desirable Experience: Experience in social security, insurance, public finance, or Government Data systems.
(14)	Technical Officer — Data Privacy & Access Reporting TO: Data Protection Officer
	Duties & Responsibilities/Terms of Reference 1.To implement access control policies. 2. To maintain access logs and audit trails. 3. To support compliance audits. 4. To assist in privacy impact assessments. 5. Any Other duty entrusted.
	KRAs i. Compliance adherence ii. Audit support effectiveness
	Upper Age Limit : 45 Years
	Essential Qualifications Graduate degree in IT / Computer Science / Information Systems / Law. Desirable Qualifications Training in access control systems, privacy audits, or compliance management. Essential Experience: Minimum 5 years Of post-qualification experience in: Data access control, audit logging, compliance support, or information security operations. Desirable Experience Experience supporting privacy audits or statutory compliance reviews

3. Nature and Terms of Engagement

1. The engagement is purely contractual in nature and does not constitute an appointment to any post in the regular establishment/cadre of ESIC.
2. The initial period of engagement shall be for a period of three (03) years, extendable for two (02) years, one year each at a time keeping in view the performances of the resources and their continued organizational requirement, at the sole discretion of the Competent Authority.
3. No right shall accrue to the incumbent for regularization, absorption, or claim to any regular post in ESIC or the Government by virtue of this contractual engagement, at any point during or after the term.
4. The engagement may be terminated by either party by giving one month's prior notice in writing, or by payment of one month's consolidated remuneration in lieu of such notice, without assigning any reason.
5. Notwithstanding anything contained in Clause 3.4, ESIC reserves the right to terminate the engagement with immediate effect and without notice or payment in lieu thereof in the event of misconduct, fraud, breach of confidentiality, conflict of interest, unauthorized absence, furnishing of false information, violation of the terms of engagement, or any act prejudicial to the interest of ESIC. The decision of the Competent Authority in this regard shall be final.

4. Remuneration and Benefits

1. Remuneration shall be a consolidated monthly amount within the range indicated against each post and shall not be construed as "pay" in terms of applicable pay rules; no annual increment, Dearness Allowance, or other allowances admissible to regular employees shall be payable unless expressly stated.
2. The exact remuneration to be offered within the prescribed range shall be determined by the Selection Committee/Competent Authority, having regard to the candidate's qualifications, relevant post-qualification experience, and performance at the interview/selection process. The remuneration so fixed at the time of initial engagement shall be final and shall not be open to negotiation, review, or appeal on the ground of parity with other selected candidates.
3. The consolidated remuneration shall be subject to deduction of tax at source (TDS) as per applicable Income Tax provisions.
4. The engagement shall not entitle the incumbent to pension, gratuity, General Provident Fund, House Rent Allowance, Leave Travel Concession, medical reimbursement, or any other statutory/service benefit admissible to regular Government servants.
5. Leave: The selected professional shall be entitled to leave at the rate of 1.5 days of each.
6. Completed month with no accumulation of leave beyond a calendar year on pro-rata basis. Un-availed leaves cannot be carried forward to the next year. Further, leave up to one month may be considered without remuneration with the approval of DG ESIC. However, in exceptional cases for professional development, this condition may be relaxed by DG ESIC.

5. Conduct, Confidentiality, and Conflict of Interest

1. The selected candidate shall maintain strict confidentiality of all official, actuarial, statistical, and data-related information accessed during the engagement, both during the term and after cessation of the engagement and shall be bound by confidentiality clause, as applicable.
2. The incumbent shall not engage in any private practice, parallel consultancy, or outside employment.
3. All work products, models, reports, codes, and analyses developed during the engagement shall vest exclusively with ESIC.

6. Other General Conditions

1. Mere submission of an application does not confer any right to engagement; the decision of the Competent Authority in all matters relating to eligibility, shortlisting, selection, and engagement shall be final and binding.
2. Canvassing in any form shall lead to disqualification.
3. The engagement does not confer Government of India employee status on the incumbent for any external purpose (loans, visa, or otherwise).
4. Credentials, antecedents, and character of the selected candidate shall be verified; the engagement is liable to be terminated at any stage if any information furnished is found false or incorrect.
5. ESIC reserves the right to modify, relax, withdraw, or cancel this advertisement, in part or in full, at any stage without assigning any reason, and without creating any precedent.
6. Any dispute arising out of this engagement shall be subject to the exclusive jurisdiction of the courts/tribunals at New Delhi.

7. Scheme of Selection

1. Selection shall be made through a Shortlisting stage followed by a Personal Interview. There shall be no written/online test. The process shall be conducted strictly as under:

○ Stage I — Preliminary Scrutiny and Shortlisting

1. All applications received within the prescribed period shall first be scrutinized for eligibility (qualification, experience, age) based on documents/details furnished online. Applications not meeting the minimum eligibility criteria shall be summarily rejected.
2. Eligible applications shall thereafter be assessed based on: (i) essential qualification and any higher/additional qualification specified as desirable; and (ii) number of years of relevant post-qualification experience in actuarial work / data analytics, as applicable to the post.
3. Candidates shall be shortlisted for interview strictly in order of merit of the shortlisting score, subject to a shortlisting ratio of up to 1:10 candidates per vacancy, or such other ratio as may be decided by the Competent Authority. In the event of a tie at the last position, all tied candidates shall be shortlisted.
4. The shortlisting is only for the purpose of limiting the number of candidates called for interviews and shall not, by itself, amount to any assessment of suitability for the post.

○ **Stage II — Personal Interview**

1. Selection is to be made based on interview. Selection of suitable candidates shall be made on the basis of recommendations of duly constituted selection committee, keeping in view the aptitude, educational qualification, relevant experience and overall suitability for performing the assigned operational functions.
2. The Interview/Selection Committee shall consist of not less than three members, with an odd number of members, including: the Chairperson (a senior officer of the organization not below the rank of Insurance Commissioner); at least one external subject-matter expert of eminence in Actuarial Science or Data Science/Analytics, as relevant to the post (e.g., a Fellow of the Institute of Actuaries of India, or a senior academician/professional in data science).

○ **Preparation of Final Merit List**

1. The Selection Committee shall assess the candidates on the basis of their performance in the interview, taking into account their educational and professional qualifications, relevant post-qualification experience, domain knowledge, aptitude and overall suitability for the position. The final select panel shall be prepared in order of merit based on the overall assessment and recommendations of the Selection Committee, subject to approval of the Competent Authority.
2. A reserve panel of up to 3 candidates per vacancy may be maintained to fill vacancies arising out of non-joining, withdrawal, or termination shortly after selection, valid for a period not exceeding one year from the date of declaration of the panel, or till the next selection is held, whichever is earlier.
3. The result (roll numbers/names, as decided) shall be published on the official website of ESIC.
4. The decision of the Competent Authority on the selection process, including shortlisting ratio, marking scheme, and constitution of the Committee, shall be final and shall not be open to challenge except as provided under law.

8. How to Apply

1. Eligible candidates are required to submit their applications online through the application portal accessible via the official ESIC website (www.esic.gov.in) or directly through the following link:
<https://portal.esic.gov.in/ESICInsurance1/ESICEngagementRecruitment/Login.aspx>
2. The online application portal shall remain open from 22.10.2026 to 12.11.2026. Candidates are advised to submit their applications within the prescribed period.
3. Candidates shall fill in all the requisite details in the online application form and upload the relevant documents/certificates in support of their age, educational qualifications, experience and other eligibility criteria, as applicable to the post applied for.

4. Candidates are advised to carefully verify the information furnished and the documents uploaded before final submission of the application. They should ensure that the application is complete in all respects and is submitted successfully through the portal within the prescribed period.
5. Applications submitted after the closing date and time specified on the portal shall not be entertained. Applications through any mode other than the prescribed online application portal shall not be accepted.
6. Candidates are advised to visit the official ESIC website regularly for updates and further instructions, if any, regarding the recruitment process.

Competent Authority

ESI Corporation