



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



पंचदीप भवन, सी० आई० जी० मार्ग, नई दिल्ली
Panchdeep Bhawan, CIG Marg, New Delhi-02
Website : www.esic.nic.in

File No. A-11011/7/2025-MED-VI

Date: .04.2025

To,

The Medical Superintendent,
ESIC Hospital,
Ompura, J&K.

Subject: Sanction of Manpower of ESIC Hospital, Ompura (District Badgaon), J&K as per Human Resource Norms 2023 for ESIC Hospitals and Dispensaries.

Madam/Sir,

I am directed to convey the approval of the Director General for the sanction of manpower for 30 commissioned beds at ESIC Hospital, Ompura as per Human Resource Norms for ESIC Hospitals and Dispensaries issued vide OM dated 20-02-2024. The details are under-

Specialists/MO/SR: -

S. No.	Department	Sanctioned Strength for		
		Specialist (Pay Level 11)	Medical Officers (Pay Level 10)	Sr. Residents (Pay Level 11)
1	Anaesthesiology	1	0	2
2	Biochemistry	1	0	1
3	Pathology	1	0	1
4	Microbiology	1	0	0
5	Chest	1	0	1
6	Dermatology	1	0	1
7	ENT	1	0	1
8	Eye	1	0	1
9	Medicine	1	2	2
10	Obstetrics & Gynaecology	1	2	2
11	Orthopaedics	1	1	2
12	Paediatrics	1	2	2

13	Radiology	1	0	1
14	Surgery	1	2	2
15	Psychiatry	1	0	0
16	Dental	1 (Endodontist)	1	0

Accident & Emergency (A&E) Department: -

S. No.	Sanctioned Strength for	
	Specialist (Pay Level 11)	Medical Officers (Pay Level 10)
1	1	2

Allied Healthcare Professionals: -

S. No.	Nomenclature of the Post	Pay Level	Sanctioned Strength
1	OT Assistant	Level 3	2
2	Plaster Assistant	Level 3	2
3	Plaster Technician	Level 4	1
4	Dresser	Level 3	1
5	CSSD Assistant	Level 3	2
6	CSSD Technician	Level 4	1
7	Senior CSR Technician	Level 5	1
8	ECG Technician	Level 4	2
9	Senior ECG Technician	Level 5	1
10	Junior Medical Laboratory Technologist	Level 5	3
11	Medical Laboratory Technologist (erstwhile Lab Technician)	Level 6	2
12	Technical Officer – MLT (erstwhile Senior Technical Lab Assistant)	Level 7	1
13	Junior Radiographer	Level 3	2
14	Radiographer	Level 6	1
15	Senior Technical Assistant (Radiology)	Level 6	1
16	Physiotherapist	Level 6	1
17	Occupational Therapist	Level 6	1
18	Optometrist	Level 6	1
19	Dental Mechanic	Level 5	1
20	Respiratory Lab Assistant	Level 4	1
21	Dietician	Level 7	1
22	Pharmacist	Level 5	4
23	Senior Pharmacist (NFG)	Level 6	1
24	Pharmacy Officer (NFG)	Level 7	1
25	Senior Pharmacy Officer (NFG)	Level 8	1
26	Medical Social Worker	Level 4	1
27	Medical Record Assistant	Level 2	2
28	Medical Record Technician	Level 4	1
29	Medical Record Officer	Level 6	1

S. No.	Nomenclature of the Post	Pay Level	Sanctioned Strength
30	Library Assistant	Level 2	1

Administration (Medical): -

S. No.	Nomenclature of the Post	Pay Level	Sanctioned Strength
1	Medical Superintendent	Level 14	1
2	Deputy Medical Superintendent	Level 13	1
3	Medical Officer (I/c Medical Stores)	Level 10	1

Administration (Non-Medical) -I: -

S. No.	Nomenclature of the Post	Pay Level	Sanctioned Strength
1	Deputy Director (Admin)	Level 10	1
2	Deputy Director (Finance)	Level 10	1
3	Assistant Director (DDO/Cash)	Level 8	1

Administration (Non-Medical) - II: -

S. No.	Nomenclature of the Post	Pay Level	Sanctioned Strength
1	Office Superintendent	Level 7	1
2	Assistant	Level 6	1
3	UDC	Level 4	2
4	LDC	Level 2	1
5	Senior Translation Officer	Level 7	1
6	PPS for Medical Superintendent	Level 11	1
7	PS for Deputy Medical Superintendent	Level 8	1
8	Stenographer	Level 4	1
9	MTS (for Admin)	Level 1	2
	MTS (for A&E)		2
	MTS (for CSSD)		1
	MTS (for Radiology)		1
	MTS (for Library)		1

Note: one official from Assistant/ UDC cadre may be designated as Caretaker.

Engineering Division:

S. No.	Nomenclature of the Post	Pay Level	Sanctioned Strength
1	Junior Engineer (Civil)	Level 6	1
2	Junior Engineer (Electrical)	Level 6	1

Nursing staff:

S. No.	Nomenclature of the Post	Pay Level as per 7 th CPC	Sanctioned Strength
1	Nursing Officer	Level 7	37
2	Senior Nursing Officer	Level 8	16
3	Assistant Nursing Superintendent	Level 10	4

Outsourced services:

S. No.	Nomenclature of the Post	Sanctioned Strength
1	Hospital Manager	1
2	IT Manager	1
3	IT Assistant	1
4	Data Entry Operator	3
5	Staff for Facilitation Counter	1
6	Staff for Registration Counter	5
7	Quality Control Manager*	1
8	Sanitary Staff / Worker	10
9	House Keeping In-Charge	1
10	Security Guard	11
11	Security Supervisor	1
12	Support Staff**	15

* The quality control manager should be hired by the hospital at the time of initiating the process of NABH/ NABL/ NAAC Accreditation. They will be required for continuous assessment, rating and surveillance by board/ authorities. They may also be utilized by the hospital administration as per other functional requirement.

** For the services that were earlier being rendered by the erstwhile cadre of Nursing Orderly and allied cadres.

All outsourced services are to be procured through **GeM only** keeping in mind the existing guidelines and circulars issued from time to time from Hqrs office. Medical Superintendent, ESIH Hospital, Ompura is directed to hire the contractual and outsource staff on actual requirement basis only and not merely based on the sanction/ release letter. The sanction given for contractual and outsource staff is upper ceiling and the engagement shall never overshoot the specified number. All contractual and outsource staff engagement shall be duly concurred by local finance considering bed occupancy, actual work load, local incidences and other issues.

The Finance Division has accorded their concurrence vide their note #29 of the e-file of even number.

The above sanction is inclusive of manpower required for functioning of 3 HDU beds i.e. 10% of Commissioned Beds.

This issued with the approval of the Competent Authority.

Yours faithfully,

Digitally signed by
Pramod Kumar

Date: 17-04-2025
Assistant Director (MA)
16:37:02

Copy to: -

1. The Regional Director, ESIC Regional Office, J&K.
2. The Zonal Insurance Commissioner (North Zone).
3. The Zonal Medical Commissioner (North Zone).
4. Medical Education Cell, Headquarters, New Delhi.
5. Medical I/II/III/IV/V, ESIC Hqrs.
6. Estt. I/II/III/E-I DPC Cell, ESIC Hqrs.
7. Website Content Manager with the request to upload on the ESIC website.
8. Guard file.