

<b>S.No</b>	<b>Topic</b>
1	Accounting Process , Evaluation of Assets & Liabilities & Annual Accounts
2	ACP/MACP
3	Administrative & Preventive Vigilance
4	Appointment of Social Security officer, their functions & duties
5	Artificial Intelligence
6	Attachment and Sale of Immovable Property
7	Attachment and Sale of Movable Property
8	Benefits Under ESI Act
9	CCS (CCA) Rules
10	CCS Conduct Rules
11	CCS Leave Rules
12	CCS LTC Rules
13	Challenges Faced by Women Workforce & Welfare Measures
14	Composition of ESI Corporation/ Standing Committee, its Powers and Duties
15	Concurrence & Budget
16	Contract Management
17	Contributions of ESI Act- Chapter 4
18	Cyber Hygiene and Cyber Security
19	DDO Functions
20	Definitions under ESI Act, 1948 : Registration of Factories & Establishments
21	Determination of contributions in certain cases (45A) and appeals thereof (45AA)
22	Disciplinary Proceedings
23	Duties and responsibilities of Rajbhasha Officers and brief overview of e-tools
24	Duties of Directors & Formalities on Joining the Service on Deputation
25	E-office & E-mail tools
26	ERP/Dhanwantri
27	ESI Act Overview
28	ESI Scheme, History and evolution/ Implementation and extension of ESI Scheme
29	ESI Scheme, History, Evolution / Organizational Set Up & Vision of ESIC (ESIC 2.0 Vision)
30	ESIC Act 1948 vis-a-vis ESIC (Central Rules), 1950, ESIC (General) Regulations, 1950 and Amendments thereof
31	ESIC Budgeting and Finance
32	ESIC Hospital/ ESIC Hospital & Medical College Administration
33	ESIC Staff & condition of services regulation 1959 vis-vis CCS/CCA
34	ESIC Staff & condition of services regulation 2023 & disciplinary proceedings
35	Execution and monitoring of the work of the Committee
36	Experience Sharing
37	Financial Management in ESIC
38	Fixation of Pay
39	FR.SR I, II, III, IV
40	GeM

<b>S.No</b>	<b>Topic</b>
41	Gender Sensitization, Prevention of Sexual Harrassment at workplace
42	General lecture on Benefit, Revenue, Recovery
43	GFR and FRSR
44	Governance of the Corporation & Funding
45	Implementation and Extension of ESI Scheme & ESI Act - 1948
46	Internal & External Audit (including Performance Audit
47	Introduction of DMD Office/ESIC Hospital/ESIC Hospital & Medical College Administration
48	Issue of Certificate to the recovery officer
49	Judicial Rulings - Recovery
50	Legal Framework for Recovery in Income Tax Act
51	Legal Proceedings and ESI Court
52	Medical Benefit and Other Medical Related Processes – e.g. Medical Reforms, Medical Boards etc.
53	Medical Benefit Council – their constitution and working
54	Medical Education
55	Microsoft Powerpoint
56	Miscellaneous Provisions in Second Schedule
57	MoU/Construction Guidelines
58	MS-Office Applications
59	Organisation of Works in the Office of the Recovery Officer
60	Organizational Set Up, ESI Act, 1948, Implementation of ESI Act
61	Organizing Hindi training/workshops, quarterly meetings, NARAKAS, etc. – various subjects
62	Overview of Benefits Under ESI Act
63	Overview of Finance & Concurrence & Budget
64	Overview of Finance in ESIC
65	Overview of Recovery Procedure
66	Overview of Revenue Process
67	Parliamentary Committee on Official Language inspections and related preparation
68	Pension Rules & NPS
69	Practical Challenges & Case Studies
70	Process of filling monthly/quarterly reports and inspection questionnaires
71	Procurement & Purchase Management
72	Public Grievance & Parliament Matters
73	Rajbhasha
74	Recovery officers functions, Modes of Recovery & law, vigilance
75	Recovery Procedure - Legal Issues
76	Recovery through Arrest and Detention
77	Recovery through Certificate Cases - Practical Aspects
78	Recovery through Other Modes
79	Recruitment Regulation & Appointment in ESIC
80	Recruitment Rules

<b>S.No</b>	<b>Topic</b>
81	Reimbursement, SST Rate Contract
82	Reservation in Service
83	Revenue Organisation
84	Role of Deputy Directors
85	Role of DR/RO
86	Roster Preparation
87	RTI Act, 2005
88	RTI Act, 2005 & Public Grievance
89	RTI, Leadership Skills & Team Building, POSH
90	Seniority Rules, DPC and Promotion
91	Sensitization to Gender Issues
92	Service of Notices for Recovery
93	Soft Skills & Behavioural Science
94	Various schemes in operation in the Corporation
95	Vigilance and complaint handling, ESI Staff Regulations, CCS (CCA) Rules,
96	Vision of ESIC (2.0)
97	Working of PMD (work procedure)