

श्रम एवं रोजगार मंत्रालय, भारत सरकार कर्मचारी राज्य बिमा निगम अस्पताल

500 क्वाटर्स के पास, अंकलेश्वर जी,आई,डी,सी., अंकलेश्वर, जिल्ला - भरुच (393002)

Website - www.esic.nic.in



M.o.L.E., Govt. of India, **Employees' State Insurance** Corporation Hospital, Near 500 Quarters, GIDC, Ankleshwar, Dist. Bharuch - 393002

Email: ms-ankleshwar.gj@esic.nic.in

Date: 21/02/2021



No.375/EISC/ANK/Admin/PTSP/ADVT.

Advt. No: 01/2021

WALK-IN-INTERVIEW on 03/03/20221 and 05/03/2021 Time 10.00 AM To 3.00 PM

ESIC Hospital Ankleshwar, invites eligible candidates for Walk-in-interview for engagement of Full Time Contractual Specialist (FTS)/Staff Surgeon (Dentistry), Part Time Specialist (PTS), and Senior Resident (SR)against GDMO, Ayush physician (Homeopathy), (Ayurvedic) on one (01) year contract basis or till the regular joins, whichever is earlier, in ESIC Hospital, Ankleshwar, Dist. Bharuch, and Gujarat.

Interested candidates meeting the above requirement may appear for the WALK-IN-INTERVIEW for selection at ESIC Hospital, Near 500 Quarters, GIDC, Ankleshwar, Gujarat-393002 at 10:00 Hours to 15:00 Hours on 03/03/2021 and 05/03/2021. Candidates especially those who are applying for Dental Surgeon are advised to visit ESIC website latest update.

The detailed advertisement, application form & qualification requirement, application fees etc./latest updates are available on our website: www.esic.nic.in/recruitment.php.

> MEDICAL SUPERINTENDENT ESIC HOSPITAL, ANKLESHWAR

DETAILS OF POST/EDUCATIONAL QUALIFICATIONS/EXPERIENCE ETC.

SI. No	Details	Department	No. of Position	Category	Date of Interview
1.	FTS -Dentistry or Dental Staff Surgeon	Dentistry	01	UR-01	Please see the
	Pat Time Specialist	General Medicine	01		
2.		Orthopaedics	01		
		ENT 01 UR-05,		detailed	
		Obstetrics & Gynaecology	01	OBC-01,	advertisement below, however
		Pathology	01	SC-01	
		Radiology	01		candidates are
		Anaesthesia 01			advised to visit
		TOTAL	07		website www.esic.nic.in for any change.
		General Medicine	02 [for ICU]		
	SR against the	Obstetrics &	01		
3.	GDMO vacancy	ENT	01		
		Orthopaedics	01	UR-05,	
		Casualty Emergency	01	OBC-01,	
		TOTAL	06		
4.	Ayush Physician	Ayurveda	01	UR-01	
		Homeopathy	01	OBC-01	
		TOTAL ALL POSTS	16		

Post wise Details

No. of vacancies	7(Seven)				
FTS/Dental Staff Surgeon	UR-01 (One), Total -01 (one)				
PTS Reservation	UR-05; OBC-01; SC-1, Total 07 (seven)				
Tenure of contract	For FTS - Dentistry – One year on contract or till regular incumbent joins, whichever is earlier. The contract will be extendable for a period of 3 years based on satisfactory performance OR Dental Staff Surgeon: BDS/MDS as per instructions of ESIC HQ. Candidates are advised to visit website for latest updates on date of interview and qualification/post etc. For PTS- One year on contract or till regular incumbent joins, whichever is earlier.				
Qualification	PG Degree/Diploma in concerned specialty and registered with Medical Council				
Experience	PG Degree or equivalent in concerned specialty from Recognized University With 3 (three) years experience after acquiring PG Degree/OR minimum of 5 (Five) years experience in the concerned specialty after acquiring PG Diploma.				
Consolidated Remuneration and Duties of FTS/Staff Surgeon Dental	Full Time Dentistry Specialist/ Staff Surgeon Dental As per ESIC HQ Guidelines (Under revision) Working hours: 09.00 AM to 04.00 PM on week days and 09.00 AM to 01.00 PM on Saturdays. Should make emergency visit as and when it is required.				
Consolidated	Particulars	Part Time Specialist (PTS)			
Remuneration and Duties of PTS	Fixed Remuneration	Rs 60,000 per month (As per HQ guidelines issued vide letter no. U-13/14/38/ 2020/Med-I (ESIC/SC) dated 02.02.2021)			
	Working Hours	16 hours a week as per Direction of M.S.			
	Charges for Emergency visit, if willing	Rs15,000			
	Additional Remuneration beyond 16 hours/week	Rs.800/- for every additional hour			
Age	For FTS- Age not to exceed 67 years as on date of interview. Relaxation for reserved categories as per rules. For PTS- Age not to exceed 67 years as on date of interview.				

Terms and conditions for Part Time Specialist

- 1. The number of vacancies may be changed without any prior notice.
- 2. No. TA/DA will be admissible either for the 'Walk- in- interview' or for joining the post.
- 3. The Competent Authority reserves the right to fill up all or not to fill up any post.
- 4. Selected candidates will have no claim for regularization of the service in the hospital.
- 5. Hostel accommodation/quarters/uniform will not be provided.
- 6. The selected candidates will have to join within 07 days from the date of receipt of the Selection order.
- 7. The selection is subject to the candidates proving their medical fitness & verification of their Character & Antecedents.
- 8. The appointment shall not offer any right or preference for regular appointment.
- 9. In case regular candidate in, the appointment shall be terminated as per the condition of the contract.
- 10. No claim for any service benefit like, PF, Pension, Gratuity, medical Allowance, Seniority, Promotion and leave will be admissible.
- 11. Candidates must be registered with Gujarat Medial Council or MCI before joining the post.
- 12. The candidate who is in the Government Service should submit "No Objection Certificate" from the employer at the time of interview.
- 13. Candidate seeking reservation benefits for SC/ST/OBC/EWS must ensure that they are entitled to such reservations per eligibility prescribed in the Notice. They should also be in possession of the required certificates in the prescribed format in support of their claim as stipulated in this Notice. OBC candidates should ensure that they are in possession of valid OBC Certificate issued within the due date issued by the authority mentioned in the format.
- 14. The selected candidate will have to furnish a DD/Bankers Cheque for an amount of Rs. 10,000/-(Rupees Ten Thousand Only) drawn in favour of 'ESIC A/c No 1' payable at Kosamdi, towards security deposit. However, this amount will be appropriated towards administrative cost in case, the candidate resigns/terminates his/her contract without prior one month's notice.
- 15. Available on call 24x7 as he will be drawing emergency call charges.
- 16. The Specialist shall be responsible for all cases undergoing treatment under his supervision in his discipline.
- 17. The candidate claiming reservation / age relaxation on grounds of belonging to OBC should submit the community Certificate in Annexure "A" prescribe vide Govt. Of India, Department of Personnel and Training OM No.36036/2/2013-Estt(Res). Date 30.05.2014 failing which the benefit of reservation / relaxation will not be given or their application shall be rejected and no request/ correspondence will be entertained. Certificates issued in other format will not be accepted and the candidates will be treated as "General Category" for all purpose.
- 18. The candidates are advised to bring their application/Bio data and original certificates with one set of photocopies of the certificates.
- 19. All the candidates are directed report in the office of the Medical Superintendent **ESIC Hospital**, **Ankleshwar**, **Gujarat** as per the timing mentioned above.
- 20. On selection candidates has to open an SB Account in the State Bank of India any Branches (This is applicable to cases where SB account is not held in State Bank of India).
- 21. The decision of the selection board will be final on all aspects of selection and no further correspondence will be entertained under any circumstance.
- 22. The contractual appointment for part time specialist will be for one year from the date of joining or appointment of regular incumbents whichever is earlier. The extension of contract will be subject to ESIC policy revised from time to time.
- 23. The candidates shall be governed by the relevant Rules and Regulations adopted by the ESIC in this regard.
- 24. Other terms & conditions will be applicable as issued by the Competent Authority from time to time.

SPECIAL TERMS AND CONDITIONS APPLICABLE TO PART TIME CONTRACT SPECIALISTS:

- 1. Period of contract will be one year from the date of joining.
- 2. Minimum working hours will be 16 per week (4 days x 4 hours per week)
- 3. He/She will not be entitled for any kind of leave or benefits.
- 4. Available on call 24x7 if he/she is drawing emergency call charges.
- 5. The specialist shall be responsible for all cases undergoing treatment under his supervision in his discipline.
- 6. The selected specialist must have a professional indemnity policy which should cover the period as desired by ESIC. The policy is meant to cover professional liability falling on them as a result of errors and omissions committed by them while rendering professional services. The minimum sum assured per annum should be Rs.30 lakhs for Anesthesiologists, Cardiac Surgeon, Neuro Surgeons, Plastic Surgeons etc. (2) Rs.20 lakhs for General Surgeons, Gynecologist, Obstetrician etc. (3) Rs.10 lakhs for Physicians Dentists, Radiologists, Pathologists etc. A copy of the Insurance & Premium receipt must be submitted within 7 days from the date of engagement.

FTS-Dentistry or DENTAL STAFF SURGEON.

Candidates please note that only one post of either FTS Dentistry or Dental Staff Surgeon is to be filled up after getting clarification from ESIC HQ (which is under process, accordingly, detailed terms & conditions will be posted on website, candidates are requested to visit ESIC website: www.esic.nic.in for latest updates.

<u>SPECIALTERMS AND CONDITIONS APPLICABLE TO FULL TIME CONTRACT SPECIALISTS/DENTAL SURGEON (under revision by ESIC HQ):</u>

- 1. Specialist shall be recruited for a period of 3 years with annual evaluation and term renewed every year based on satisfactory performance.
- 2. Private practice will not be allowed.
- 3. Available on call 24x7.
- 4. The specialist shall be responsible for all cases undergoing treatment under his supervision in his discipline.
- 5. He/She will be entitled for the leave @ 04 days for each month of work on pro-rata basis in a calendar year. In the event, the specialist prefers not to avail the leave, the same may be encashed to a maximum limit of 30 days/year.
- 6. The selected specialist must have a professional indemnity policy which should cover the period as desired by ESIC. The policy is meant to cover professional liability falling on them as a result of errors and omissions committed by them while rendering professional services. The minimum sum assured per annum should be Rs.30 lakhs for Anesthesiologists, Cardiac Surgeon, Neuro Surgeons, Plastic Surgeons etc. (2) Rs.20 lakhs for General Surgeons, Gynecologist, Obstetrician etc. (3) Rs.10 lakhs for Physicians Dentists, Radiologists, Pathologists etc. A copy of the Insurance & Premium receipt must be submitted within 7 days from the date of engagement.

SENIOR RESIDENTS ON CONTRACT BASIS FOR ONE YEAR AGAINST THE GDMO VACANCY

	<u></u>		
No. of vacancies	06 (Six); Against vacant posts of General Duty Medical Officers.		
Reservation	UR-5; OBC-1;		
Tenure of contract	One year on contract or till regular incumbent joins, whichever is earlier.		
Qualification	PG Degree or PG Diploma holders in concerned specialty and registered with Medical Council. In the absence of PG qualified doctors, MBBS graduates who possess at least 2 years working experience in the concerned specialty will be considered for selection. Preference shall be given to PG qualified candidate/s.		
Duties & Consolidated Remuneration	To work as per norms of Residency. Consolidated pay of 86,000/- [as per Fletter no. A-12/16/6/2018 (Contractual), dated 23.01.2018] It would be reduced by Rs1350 per month for PG Diploma holders and by Rs2250 per month for Non-PG doctors.		
Age	Not to exceed 45 years as on date of interview. Relaxation for reserved categories as per rules.		

Terms and conditions for Senior Resident One Year

- 1. The number of vacancies may be changed without any prior notice.
- 2. No. TA/DA will be admissible either for the 'Walk- in- interview' or for joining the post.
- 3. The Competent Authority reserves the right to fill up all or not to fill up any post.
- Selected candidates will have no claim for regularization of the service in the hospital.
- 5. Hostel accommodation/quarters/uniform will not be provided.
- 6. **Emoluments: For PG Degree:** Rs. 86000 per month [as per HQ letter no. A-12/16/6/2018 (Contractual)Exam, dated 23.01.2018].
- 7. The selected candidates will have to join within 07 days from the date of receipt of the Selection order.
- 8. The selected candidate (For Senior Resident one year) will have to furnish a DD/Bankers Cheque for an amount of Rs. 10,000/-(Rupees Ten Thousand Only) drawn in favour of 'ESIC A/c No 1' payable at Kosamdi, towards security deposit. However, this amount will be appropriated towards administrative cost in case, the candidate resigns/terminates his/her contract within Nine months of the commencement of the contract with or without prior notice and without one month's notice thereafter.
- 9. The selection is subject to the candidates proving their medical fitness & verification of their Character & Antecedents.
- 10. Private practice is strictly not allowed. If found guilty, suitable action as provided under the relevant rules shall be taken.
- 11. The appointment shall not offer any right or preference for regular appointment.
- 12. In case regular candidate in, the appointment shall be terminated as per the condition of the contract.
- 13. No claim for any service benefit like, PF, Pension, Gratuity, medical Allowance, Seniority, Promotion and leave will be admissible.
- 14. Candidates must be registered with Gujarat Medial Council or MCI before joining the post.
- 15. The candidate who is in the Government Service should submit "No Objection Certificate" from the employer at the time of interview.
- 16. Candidate seeking reservation benefits for SC/ST/OBC must ensure that they are entitled to such reservations per eligibility prescribed in the Notice. They should also be in possession of the required certificates in the prescribed format in support of their claim as stipulated in this Notice. OBC candidates

- should ensure that they are in possession of valid OBC Certificate issued with in the due date issued by the authority mentioned in the format.
- 17. The candidate claiming reservation / age relaxation on grounds of belonging to OBC should submit the community Certificate in Annexure "A" prescribe vide Govt. Of India, Department of Personnel and Training OM No.36036/2/2013-Estt(Res). Date 30.05.2014 failing which the benefit of reservation / relaxation will not be given or their application shall be rejected and no request/ correspondence will be entertained. Certificates issued in other format will not be accepted and the candidates will be treated as "General Category" for all purpose.
- 18. Candidates claiming reservation under EWS category should produce their EWS certificate as prescribed vide DoPT, Govt of India OM No. 36039/1/2019-Estt.(Res) dated 31.01.2019.
- 19. The candidates are advised to bring their application/Bio data and original certificates with one set of photocopies of the certificates.
- 20. All the candidates are directed report in the office of the Medical Superintendent **ESIC Hospital**, **Ankleshwar**, **Gujarat** as per the timing mentioned above.
- 21. On selection candidates has to open an SBI Account in the State Bank of India any Branches (This is applicable to cases where SB account is not held in State Bank of India).
- 22. The decision of the selection board will be final on all aspects of selection and no further correspondence will be entertained under any circumstance.
- 23. The tenure is for a maximum period of tenure is One year for **Senior Resident against GDMO** or till the regular incumbent joins whichever is earlier, which could be further extended up to 3 years with the approval of Medical Superintendent, subject to satisfactory performance.
- 24. The candidates shall be governed by the relevant Rules and Regulations adopted by the ESIC in this regard.
- 25. The selected specialist must have a professional indemnity policy which should cover the period as desired by ESIC. The policy is meant to cover professional liability falling on them as a result of errors and omissions committed by them while rendering professional services. The minimum sum assured per annum shall be Rs. 10 lakh or as decided by ESIC HQ which is under process. A copy of the Insurance & Premium receipt must be submitted within 7 days from the date of engagement.

AYUSH PHYSICIAN (HOMEOPATHY) PART TIME CONTRACTUAL

Date of Interview	Reporting time for Registratio n	Name of the post	Age	Qualification	Emoluments	Category
03.03.2021	09.00 AM To 10.30 AM	AYUSH Physician (Homeopath ic)	Not exceeding 35 years on the date of interview (Relaxation for SC/ST/OBC/Ex-serviceman as per rules).	 Degree in Homeopathy from recognized University/Statutory State Board/Council/Facul ty of Indian medicine or equivalent under Homeopathic Central council Act,1973. Enrolment on Central Register of Homeopathy or State Register of Homeopathy. Weightage shall be given for PG qualification and years of experience 	Consolidated remuneration of Rs. 50000/-PM (5hr for 6 days a week)	OBC-01

Terms and conditions for Ayush(Homeopathic) one year

- 1. The working hour for AYUSH(Homeopathic) will be five hours per day and six days in a week.
- 2. The consolidated remuneration will be Rs. 50000/- per month.
- **3.** The appointment is purely on contract basis for a period of one year extendable for further one year on the basis of monthly performance report or till the regular incumbent joins whichever is earlier. The appointment can be terminated on the receipt of unsatisfactory report given by the controlling Authority and approved by Competent Authority.
- **4.** The appointee is not entitled to any TA/DA for joining the place of posting on accepting the offer for appointment.
- **5.** All candidates are requested to report to the office of the Medical Superintendent, ESIC Hospital, Ankleshwar on stipulated dates with all original certificates and one set of self-attested copies of required certificates.
- 6. The appointee will not be granted claim or right for regular appointment in ESIC.
- 7. The appointee shall not be entitled to any benefit like provident fund, pension, gratuity, medical attendance treatment. Seniority, promotion, leave encashment etc. or any other benefits available to the ESIC doctors appointed on regular basis. No other allowances or monetary benefits in any from shall be admissible.

- **8.** The appointee shall perform the duties assigned to him/her by the competent authority. Competent Authority reserves the right to assign any duty as and when required. No extra/additional allowance will admissible in case of such assignment.
- 9. No accommodation will be provided to appointee by the ESIC.
- **10.** The post is for ESIC Hospital, Ankleshwar only and no request for transfer shall be entertained whatsoever.
- **11.** The appointment to the said post will be subject to Medical fitness report from the constituted ESI Standing Medical Board.
- 12. Timing of duty shall be decided by the Competent Authority/Controlling officer of the ESIC Hospital.
- 13. The medical Superintendent reserves the right to fill-up or cancel any vacancy at any time.
- **14.** The contractual appointment and continuation thereof, if any shall be governed exclusively by the terms and conditions stated herein above.
- **15.** The contractual appointment is without prejudice to the right of ESI corporation to the terminate her/his services consequent upon a receipt of an adverse report on his/her character and antecedents and veracity of Caste/community certificate (if any) by the appointing authority.
- **16.** The Panel will remain valid for a period of Six months and may be cancelled / invalidated earlier without assigning any reason.
- **17.** No correspondence will be entertained regarding the selection process and the decision of the Medical Superintendent shall be final and binding.

AYUSH PHYSICIAN (Ayurvedic) PART TIME CONTRACTUAL

Date of Intervie w	Reporting time for Registratio n	Name of the post	Age	Qualification	Emoluments	Category
05.03.2021	09.00 AM To 10.30 AM	AYUSH Physician (Ayurvedic)	Not exceeding 35 years on the date of interview (Relaxation for SC/ST/OBC/ Ex- serviceman as per rules).	(i) Degree in Ayurvedic from recognized University/Statutory State Board/Council/Facult y of Indian medicine or equivalent under Homeopathic Central council Act,1973. (ii) Enrolment on Central Register of Indian Medicine or State Register of Indian Medicine.	Consolidated remuneration of Rs. 50000/-PM (5hr for 6 days a week)	UR-01

Terms and conditions for Ayush(Ayurvedic) one year

- 1. The working hour for AYUSH(Ayurvedic) will be five hours per day and six days in a week.
- **2.** The consolidated remuneration will be Rs. 50000/- per month.
- **3.** The appointment is purely on contract basis for a period of one year extendable for further one year on the basis of monthly performance report or till the regular incumbent joins whichever is earlier. The appointment can be terminated on the receipt of unsatisfactory report given by the controlling Authority and approved by Competent Authority.
- **4.** The appointee is not entitled to any TA/DA for joining the place of posting on accepting the offer for appointment.
- **5.** All candidates are requested to report to the office of the Medical Superintendent, ESIC Hospital, Ankleshwar on stipulated dates with all original certificates and one set of self-attested copies of required certificates.
- 6. The appointee will not be granted claim or right for regular appointment in ESIC.
- 7. The appointee shall not be entitled to any benefit like provident fund, pension, gratuity, medical attendance treatment. Seniority, promotion, leave encashment etc. or any other benefits available to the ESIC doctors appointed on regular basis. No other allowances or monetary benefits in any from shall be admissible.
- **8.** The appointee shall perform the duties assigned to him/her by the competent authority. Competent Authority reserves the right to assign any duty as and when required. No extra/additional allowance will admissible in case of such assignment.
- **9.** No accommodation will be provided to appointee by the ESIC.
- **10.** The post is for ESIC Hospital, Ankleshwar only and no request for transfer shall be entertained whatsoever.
- **11.** The appointment to the said post will be subject to Medical fitness report from the constituted ESI Standing Medical Board.

- 12. Timing of duty shall be decided by the Competent Authority/Controlling officer of the ESIC Hospital.
- **13.** The medical Superintendent reserves the right to fill-up or cancel any vacancy at any time.
- **14.** The contractual appointment and continuation thereof, if any shall be governed exclusively by the terms and conditions stated herein above.
- **15.** The contractual appointment is without prejudice to the right of ESI corporation to the terminate her/his services consequent upon a receipt of an adverse report on his/her character and antecedents and veracity of Caste/community certificate (if any) by the appointing authority.
- **16.** The Panel will remain valid for a period of Six months and may be cancelled / invalidated earlier without assigning any reason.
- **17.** No correspondence will be entertained regarding the selection process and the decision of the Medical Superintendent shall be final and binding.

How to Apply

The eligible candidates, along with their application filled properly in prescribed proforma should appear for a walk-in interview on the appointed date & time. They should also bring two recent passport size photographs along with one set of attested photocopies and originals of testimonials.

Cut-off date for age, qualification etc. shall be reckoned as 04/07/2020.

It may please be noted that No TA/DA will be paid for attending the Interview or Document Verification.

Documents to be submitted:

- 1. Two passport size Photographs.
- 2. Two sets of the following testimonials along with the originals for verification:
- a) Proof of Date of Birth
- b) SSLC /Matriculation Certificate or equivalent
- c) Certificate of Qualification
- d) Certificate of registration with concerned Medical Council
- e) Caste certificate/Category Certificate in support of SC/ST/OBC (Non-creamy layer), EWS in the prescribed proforma as per Government guidelines and self-undertaking for OBC (Non-creamy layer) status in the prescribed format, a valid certificate for Persons with Disabilities (PWD); Discharge certificate in case of Exservicemen, if applicable.
- f) UID (Aadhaar certificate)
- g) **Application Fee:** Rs 300/- in the form of Demand Draft/ Bankers Cheques drawn on SBI in favour of 'ESIC Fund A/C No. 1' payable at State Bank of India, Kosamdi. **SC/ST/PH and Female candidates are exempted from payment of fees.**
- h) Experience Certificate
- i) Any other documents, if applicable/relevant (please mention)

.....

Note: Selected candidates have to report for duty immediately or the date mentioned in offer letter, failing which it will be presumed that they are not interested in joining and their appointment will be deemed to be considered as cancelled without any correspondence in this regard.

Please Note: Corrigendum/ extension etc., if any shall be published only on our website: "https://www.esic.nic.in/recruitments" column. Please visit our website regularly.

GENERAL INSTRUCTIONS TO CANDIDATES

1. Those who belong to SC/ST/OBC category should produce valid caste certificate issued by the Tahsildar/Revenue Divisional Officer. OBC certificate must be as prescribed vide DoPT, Govt of India OM

No. 36012/22/93-Estt.(SCT) dated 15.11.1993 which should certify that the candidate do not belong to anyone of the Creamy Layers. 2. Candidates claiming reservation under EWS category should produce their EWS certificate as prescribed vide DoPT, Govt of India OM No. 36039/1/2019-Estt.(Res) dated 31.01.2019.

- 3. Private practice of any kind will not be allowed for full time contractual engagements.
- 4. No TA/DA will be admissible for 'Walk in interview'.
- 5. Vacancies indicated above may change as per actual requirement on the date of interview.
- 6. The position of reservation is interchangeable among specialities within each category.
- 7. Canvassing in any form shall be disqualification.
- 8. The posts are contractual and the contractual engagement may be terminated/discontinued by either side giving one month prior notice to this effect without assigning any reason.
- 9. Hostel accommodation/quarters will not be provided.
- 10. In case of selection, the candidate has to enter into an agreement with Medical Superintendent, ESIC Hospital, Varanasi, on Non-judicial stamp paper of Rs100/-. Upon joining, the selected candidate has to submit a security deposit of Rs10,000/-(Rupees Ten thousand only) as Demand draft in favour of 'ESIC Fund Account No.1' payable at Varanasi, which is refundable after successful completion of contract and production of 'No dues certificate'.
- 11. Note: The medical Superintendent reserves the right to fill-up or cancel any vacancy at any time.