



EMPLOYEES' STATE INSURANCE CORPORATION
PANCHDEEP BHAWAN : CIG ROAD : NEW DELHI

Recruitment of Lower Division Clerks/Stenographers

A. Applications in the prescribed format are invited to fill up 600 vacancies in Lower Divisions Clerk and 53 vacancies in Stenographer, Grade- D in the following regions of ESIC Corporation as shown below. The break-up of the vacancies is as follows:-

(a) Lower Division Clerks

State/UT	SC	ST	OBC	General	Total	Out of which			
						OH	HI	VI	EXSM
Gujarat	05	16	12	12	45	-	01	-	04
Karnataka	18	09	27	66	120	01	01	01	12
Orissa	02	03	01	13	19	01	-	-	-
West Bengal	27	06	-	-	33	01	01	-	-
Punjab	18	-	12	23	53	-	01	-	01
Delhi	30	23	74	100	227	01	03	03	21
Haryana	04	-	13	19	36	01	01	01	03
Andhra Pradesh	08	02	11	15	36	-	01	-	04
Uttar Pradesh	05	-	08	03	16	-	01	-	01
Maharashtra	-	08	-	-	08	01	-	-	-
Goa	01	-	01	02	04	-	-	-	-
Puducherry	-	-	01	02	03	-	-	-	-
Total vacancies	118	67	160	255	600	06	10	05	46

(b) Stenographers

State/UT	SC	ST	OBC	General	Total	Out of which			
						OH	HI	VI	EXSM
Gujarat	-	-	01	04	04 (Eng.) 01 (Hindi)	-	-	-	-
Karnataka	-	-	02	05	07	-	-	-	-
Orissa	-	-	-	01	01	-	-	-	-
West Bengal	-	-	-	02	02	-	-	-	-
Punjab	-	-	-	06	06	-	-	-	-
Delhi	01	01	05	08	15	-	-	-	-
Andhra Pradesh	-	-	-	04	04	-	-	-	-
Uttar Pradesh	-	-	01	01	02 (Hindi)	-	-	-	-
Maharashtra	-	-	01	04	05	-	-	-	-
Bihar	-	-	-	02	02	01	-	-	-
Goa	-	-	-	02	02	-	-	-	-
Kerala	-	-	-	02	02	-	-	-	-
Total	01	01	10	41	53	01	-	-	-

Abbreviations stand for : OH-Orthopaedically Handicapped, HI-Hearing impaired, VI- Visually impaired (in case of visually impaired, candidates falling under VI (with 40% to 74% impairment) only need apply.

Horizontal Reservation for Physically handicapped persons and Ex-servicemen are available as per Govt. of India instructions on the subject. The categories of disabled suitable for the job are OL, OA, BL, D, PD, PB

NOTE :

- (A) Candidates belonging to reserved categories are free to apply against vacancies announced for Unreserved/General category
- (B) Applications received for posts which are not advertised at all or post not advertised in particular State will not be entertained.
- (C) The recruitment would be on Regional/State-wise basis. **Candidates can apply for vacancies in one State only and have to appear for the examination from a center of that particular State/UT and shall be liable to be posted anywhere in the State/Region.**
- (D) As the reservation for OH/HI/VI and Ex-Servicemen candidates is on horizontal basis, the selected candidates will be placed in the appropriate category to which the candidate belongs.
- (E) The number of vacancies is provisional and may vary. The Corporation reserves the right to fill up vacancies as per its actual requirement.

Pay & Allowances:- The above posts will carry pay scales as given below plus allowances payable to the Corporation employees:-

- a. **Lower Division Clerks** : Pay Scale Rs.3050-75-3950-80-4590/-.
- b. **Stenographers** : Pay Scale Rs.4000-100-6000/-.

- B. Age Limit - For both L.D.C & Stenographers**
Between 18-27 years as on **15/5/2007** for the above posts.

Relaxation in age

- a) 05 years in case of SC/ST candidates.
- b) 03 years for Other Backward Classes.
- c) In cases of Ex.-Servicemen, service rendered in the Armed forces plus 03 years.
- d) In case of Physically Handicapped 10 years
- e) Relaxable in the case of ESIC employees to the extent of their service in the corporation and Govt. servants as per rules.

C. Qualifications: -

- a) **For Lower Division Clerk (post mentioned at S.No.1.)**
- i) Higher Secondary Pass (Pass in 12th standard or equivalent from a recognized Board of Education.
- ii) Knowledge of typewriting with a speed of 30/25 words per minute in English/Hindi respectively.
- iii) Working knowledge of computer including use of Office Suites and data bases.
- b) **For Stenographer (post mentioned at S.No.2.)**
- i) Higher Secondary Pass (Pass in 12th standard or equivalent from a recognized Board of Education.
- ii) A speed of 80 words per minutes in stenography (English/Hindi).
- iii) Working knowledge of computer including use of Office Suites and databases.

D. Fee & Mode of Payment:-

A Demand Draft/Banker's Cheque should be drawn on State Bank of India in favour of concerned Regional Director, Regional Office, ESI Corporation, **payable at the respective centres. i.e.** Candidate applying for the post of L.D.C. from Punjab State has to submit the D.D. in favour of Regional Director, ESIC, Punjab State payable at Chandigarh.

Name of the Post	Fee
Lower Division Clerks	Rs.75/-
Stenographers	Rs.105/-

Candidates belonging to SC/ST/PH/Ex.-Servicemen category and employees of E.S.I. Corporation are exempted from payment of examination fee.

- NOTE:** - i. Fee once paid will not be refunded under any circumstances.
ii. Demand Draft should have been drawn on State Bank of India on or after publication of the advertisement and payable at the place of examination centre. Fee paid by any other mode will not be accepted.
iii. Candidates must write his/her name & address on back of the Demand Draft.

E. Scheme of Examination:-

- a) The Lower Divisions Clerks examination will consist of two parts viz :-
Part-I:- The written test will consist of one paper for 200 marks containing 4 parts : (i) English language (ii) General Intelligence & General Aptitude (iii) Numerical Aptitude and (iv) General Awareness. Each question shall carry one mark. The questions in all the four parts will be of objective type (multiple choice) ones. **The examination will be of 03 (Three) hours' duration.**

Part-II: - **Skill Test** : The Corporation reserves the right to admit only that much candidates as considered necessary by it for skill test in typewriting/knowledge of computer including use of office suites and data bases, based on the performance of candidates in Part-I written test.

- b) **Stenographer** – The Stenographers examination will consist of 03 papers which will be held as detailed below:

- i) **Paper – I** : General English/General Knowledge (The duration will be of **one & half hours**)
ii) **Paper-II** : Stenography test at a speed of 80 words per minute in English or Hindi and transcription of the same on typewriter/computer, **for one hour**.
iii) **Paper – III** : Working knowledge of computer including use of office suites and data bases **for 30 minutes** . **Candidates who are successful in Paper-I will be admitted to Paper - II and III, based on their performance in Paper-I.**

- F. **How to apply:** - Application in the prescribed Form may be submitted in an envelope super scribing "**Application for the post of L.D.C/ Steno**" as the case may be, at the following address:

The Regional Director,
Regional Office, E.S.I. Corporation,

The following documents should be attached with application form:-

- a) Two copies of recent passport size photographs duly attested by a Group-"A"/ Group-"B" Gazetted officer with one photograph pasted on the application form.
b) Attested copies of certificates and testimonials in proof of age/date of birth/educational qualification/caste/experience, etc.
c) Attested copy of Community /Status certificate in the prescribed form in case of candidates belonging to SC/ST/OBC/PH/Ex.-serviceman category. Candidates claiming reservation/age relaxation on grounds of belonging to OBC should submit the Community Certificate in Annexure" A" prescribed vide Govt. of India, Department of Personnel and Training OM No.-36012/22/93-Estt.(SCT) dated 08-9-93 and modified vide G.O.I., DOPT's OM No. 36033/3/2004-EST(Res) dated 09-3-2004 failing which the benefit of reservation or age relaxation will not be given.

- d) Two self-addressed envelopes of the size 23cm. X 10cms.
e) Demand Draft drawn in favour of Regional Director, ESIC, _____.

Those candidates who are employed in Govt. /Semi-Govt. /Autonomous bodies etc. should send their applications through “Proper Channel”. However, they may send an advance copy of their application alongwith Demand Draft and other certificates and testimonials so as to reach this office on or before the scheduled date.

NOTE-I : The application and the other documents should be arranged in the following order one below the other, and tightly tagged or stapled on the left hand side top corner:-

- a) Additional Photographs. b) Application Form.
c) Attested copies of certificates. d) Self-addressed envelopes.
e) Demand Draft.

NOTE-II : The Demand Draft should not be tagged or stapled, but should be pinned or clipped at the top of the application form.

G. The last date for receipt of application form is 15.05.2007 by 5 p.m.

The application form is to be sent by registered/speed post to the respective State/ region for the post of which the candidates have applied. The addresses of the regions/states where the posts are existing along with the centres of the examination are given below :-

S. No.	State/Region	Centre Code	Address of regions where applications are to be sent	Examination Centre
1.	Gujarat	11	Regional Director, Regional Office, ESI Corporation, Ashram Marg, AHMEDABAD-380 014	Ahmedabad
2.	Karnataka	12	Regional Director, Regional Office, ESI Corporation, No.10, Binnyfields, Binnyepeth, Near Sirsi Circle, Bangalore-560 023.	Bangalore
3.	-do-	12A	Joint Director (I/c), Sub-Regional Office, ESI Corporation, Niketani Avenue, Keshavapur, Hubli – 580 023 (Karnataka)	Hubli
4.	Orissa	13	Regional Director, Regional Office, ESI Corporation, Plot No.-C, Janpath Unit No.IX, BHUBANESHWAR- 751 007	Bhubaneshwar
5.	West Bengal	14	Regional Director, Regional Office, ESI Corporation, 5/1, Grant Lane, Kolkata – 700 012	Kolkata

6.	Punjab	15	Regional Director, Regional Office, ESI Corporation, Panchdeep Bhawan, Block No.-3, Sector-19 A, Madhya Marg, CHANDIGARH- 160 020	Chandigarh
7.	Delhi	18	Regional Director, Regional Office, ESI Corporation, 3-4th Floor, D.D.A. Office Complex, Rajendra Place, NEW DELHI -110008	Delhi
8.	Haryana	19	Regional Director, Regional Office, ESI Corporation, Panchdeep Bhawan, Sector-16, FARIDABAD -121002	Faridabad
9.	Andhra Pradesh	21	Regional Director, Regional Office, ESI Corporation Panchdeep Bhawan, 5-9-23, Hill Fort Road, HYDERABAD -500463	Hyderabad
10.	Uttar Pradesh	24	Regional Director, Regional Office, ESI Corporation, Panchdeep Bhawan, Sarvodaya Nagar, KANPUR -208005	Kanpur
11.	Maharashtra	26	Regional Director, Regional Office, ESI Corporation, Panchdeep Bhawan, 108, N.M. Joshi Marg, Mumbai – 440 013	Mumbai
12.	Bihar	28	Regional Director, Regional Office, ESI Corporation, Panchdeep Bhawan, Baily Road, (J.N.Marg), Opp. C.R.Building, PATNA -800001	Patna
13.	Goa	29	Regional Director, Regional Office, ESI Corporation, Panchdeep Bhawan, EDC Plot No.23 Patto, Panaji, Goa – 403 001	Goa
14.	Kerala	31	Regional Director, Regional Office, ESI Corporation, Panchdeep Bhawan, North Swaraj Round, THRISSUR -680020	Thrissur
15.	Puducherry	55	Regional Director, Regional Office, ESI Corporation, ESIC Complex, Bouvankare Street, Mudaliarpet, Puducherry-605 044	Puducherry

The date and venue of the examination shall be informed later.

* The application form can also be downloaded from our website www.esic.nic.in

H. General Conditions:

1. A candidate should submit one application only. Submission of more than one application may lead to rejection of all the applications submitted.
2. The recruitment is against vacancies on a local/regional basis. Hence anyone selected/appointed on local/regional basis shall be liable to be posted anywhere in the State/Region.
3. Mere submission of application does not confer any right to be called for exam.
4. Application should be submitted in the prescribed Form only. Form should be filled up in Block/Capital letter in candidate's own handwriting
5. Application should be sent in a cover super-scribed "Application for the post of LDC/Steno" by Registered Post /Speed Post so as to reach the respective Regional Office latest by the stipulated date.
6. Incomplete /unsigned applications and applications received without fee, photographs, certified copies of required certificates such as educational qualifications, caste/community etc. and those received after the prescribed last date for receipt of application, will summarily be rejected without any communication to the candidate.
7. No TA/DA will be paid to any candidate including SC/ST candidates for appearing in the written test.
8. Wrong declarations/submissions of false information or any other action contrary to law shall lead to cancellation of the candidature at any stage.
9. Submission of application does not vest in the candidate any right to be called for written test/ other related test.
10. No interim correspondence will be entertained.
11. No change in centre of examination once opted will be allowed.

CAUTION: - Canvassing in any form will be a disqualification and shall lead to cancellation of the candidature.

