



EMPLOYEES' STATE INSURANCE CORPORATION
PANCHDEEP BHAWAN: C.I.G. MARG: NEW DELHI-2.
(ISO 9001:2008 CERTIFIED)

Recruitment to the post of Junior Hindi Translator

Employees' State Insurance Corporation is a statutory body constituted under an Act of Parliament (ESI Act, 1948) and works under the administrative control of Ministry of Labour and Employment, Government of India. Employees' State Insurance Corporation proposes to fill up the 62 posts of **Junior Hindi Translators on regular basis by Direct Recruitment**. Applications are invited in the prescribed format appended below. The break-up of the vacancies is as follows :-

Name of the Post	SC	ST	OBC	UR	Total
Junior Hindi Translator	11	03	15	33	62#

- # (i) Out of which 04 vacancies are reserved for Person with Disabilities as mentioned below :-
02 vacancies meant for Persons with Disabilities (PWDs) are reserved for LV(Low Vision) and HH (Hearing Handicap) under the category VH & HH respectively and 02 vacancies are reserved for OH category with suitability for the post & physical requirement as OA, OL, BL & S,ST,W,MF,SE,RW,H respectively.
- (ii) 05 vacancies are meant for Ex-Servicemen.
- (iii) The candidates appointed under PWD and Ex-Serviceman quota will be adjusted against the vacancy of respective categories of SC/ST/OBC/UR.

NOTE – The vacancies mentioned above may increase or decrease depending upon the actual requirement.

Abbreviations used – SC- Scheduled Caste, ST- Scheduled Tribe, OBC- Other Backward Class & UR- Unreserved, VH-Visually Handicapped, OH- Orthopaedically Handicapped, OA- One Arm, OL- One Leg, BL- Both Leg, S-Sitting, ST- Standing, W- Walking, MF-Manipulation of Fingers, SE- Seeing, RW- Reading and Writing, H- Hearing.

- B. Pay & Allowances :-**The above post will carry pay band of Rs. 9300-34800/- (Grade Pay – 4200/-) plus other allowances payable to the Corporation employees.
- C. Place of Posting:-** Vacancies are at the Offices of the ESI Corporation in different States and the selected candidates are liable to be posted anywhere in India with all India transfer liability.
- D. Age Limit:-** Not exceeding 28 years (as on 01.10.2013). Upper age limit is relaxable for SC/ST candidates up to 5 years, for OBC candidates up to 3 years. Upper age limit is also relaxable for Govt. Servants (including ESIC Employees), PWDs, Ex. Serviceman and other categories of persons as per the instructions/orders Government of India.

E. Educational & Other Qualifications:- Master's Degree of a recognised University in English/Hindi with Hindi/English as a compulsory and elective subject at degree level

OR

Bachelor's Degree with Hindi and English as main subjects (which includes the term compulsory and elective).

Note:

- (i) Those candidates who have passed B.A. (Hons.) in English/Hindi with Hindi/English as subsidiary/ MIL (Modern Indian Language) subject are eligible for the post of Junior Hindi Translators.
- (ii) Candidate must ensure that they have studied English and Hindi as main subjects and not as a paper in all three years of BA Pass course.

F. Fee:-

S. No.	Category	Fee Amount
01	SC/ST/PWD/Female Candidates, Ex Servicemen and ESIC Employees	NIL
02	All other categories	200/-

G. Mode of payment: -

A Demand Draft/Banker's Cheque of Rs.200/-(as applicable) in favour of 'ESI Fund Account No. 1', drawn on any scheduled bank payable at 'New Delhi' has to be submitted along with the Application Form.

- Note:**
- i. Fee once paid will not be refunded under any circumstances.
 - ii. Only Demand Draft/Banker's Cheque drawn on any Scheduled Bank will be accepted. Application Fee paid by any other mode will not be accepted.
 - iii. The Demand Draft must be issued after the date of issue of this advertisement and should be valid for 03 (three) months from the date of issue.

H. Mode of Selection : Selection will be made strictly on the basis of competitive examination only as per scheme given below :

a) **Scheme of Examination:-**

The Competitive examination will be held on the same day in two sessions which will consist of two papers viz :-

Paper I – General English and General Hindi (Multiple choices) of two hours duration.

Paper II – Translation from Hindi to English and vice versa (conventional type) of two hours duration.

NOTE : Paper II of written examination shall be evaluated of only those candidates who secure minimum qualifying marks in Paper-I as may be fixed by the ESI Corporation. Qualifying marks for Paper I and Paper II will be fixed by ESIC taking into consideration among others, category wise vacancies and category wise number of candidates. Only those candidates who will secure marks above the cut off marks fixed by ESIC and fulfilling the eligibility criteria will be considered for selection.

- b) **Examination Centre** – A competitive examination will be held at the following centres:-

S.NO.	Name of Centre	Centre Code
1.	Banglore	12
2.	Kolkata	14
3.	Chandigarh	15
4.	Delhi	18
5.	Guwahati	20
6.	Indore	22
7.	Jaipur	23
8.	Kanpur	24
9.	Mumbai	26

The list of Centres is provisional and the ESI Corporation has the right not to conduct the examination in any one or more of the Centres incase the numbers of candidates are not adequate or include a centre other than those mentioned above.

I. SYLLABUS :-

Paper-I:

- a) General Hindi : 100 marks (Objective Multiple Choice type)
- b) General English : 100 marks (Objective Multiple Choice type)

The questions will be designed to test the candidates' understanding of the languages and literature, correct use of words, phrases and idioms and ability to write the languages correctly, precisely and effectively. The questions will be of graduate level.

Paper-II :

Translation and Essay : 200 Marks (Conventional Type)

The paper will contain **two passages** for translation-one passage for translation from Hindi to English and one passage for translation from English to Hindi, and an Essay each in Hindi and English, to test the candidates' translation skills and their ability to write as well as comprehend the two languages correctly, precisely and effectively. The level of the paper will be consistent with the educational qualifications i.e. of graduate level.

J. How to Apply: -

Application in the prescribed format may be submitted in an envelope super scribing "**Application for the post of Junior Hindi Translator- 2013**" at the following address:-

**Joint Director (Recruitment),
E.S.I. Corporation,
Panchdeep Bhawan,
C.I.G. Marg, New Delhi-110 002.**

The following testimonials should be attached with application form.

- (a) One Self Attested recent passport size photograph firmly pasted at the space provided in the application form.
- (b) Self Attested copies of certificates and testimonials (including mark sheets of all the years at Graduation/Post Graduation level) in support of proof of age/date of birth, Educational qualification, Caste and category etc.
- (c) Self Attested copy of Community/Status Certificate in the prescribed form in case of candidates belonging to SC/ST/OBC/PH/Ex.Serviceman.
- (d) Candidates claiming reservation/ age relaxation under OBC category should submit the Community Certificate in Annexure -"A" prescribed vide Govt. of India, Department of Personal and Training OM No. 36012/22/93-Estt.(SCT) dated 15.11.93 along with self declaration failing which the benefit of reservation or age relaxation will not be given.
- (e) Candidates belonging to PWD category should submit certificate issued by competent medical board.
- (f) Demand Draft/Banker's Cheque in favour of '**ESI Fund Account No. 1.**

Those candidates who are employed in Govt./Semi Govt. /Autonomous bodies etc. should sent their application "Through Proper Channel". However, they may send an advance copy of the application along with demand draft and other certificates and testimonials before the last date.

Note 1:- 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.

1. Application Form.
2. Self Attested copies of certificates.

Note 2:-The Demand Draft/Banker's Cheque should not be tagged or stapled, but should be pinned or clipped at the top of the application form. **The name, address and post applied for should be written on the reverse side of the Demand Draft.**

K. General Conditions:-

- (i) Mere submission of application does not confer any right to the candidate for being called for written examination.
- (ii) A candidate should submit one application only. Submission of more than one application may lead to rejection of all the applications submitted.
- (iii) Application should be submitted in the prescribed format only. It should be filled up in Block Capital Letters in candidate's own handwriting.
- (iv) Application should be sent in a cover super-scribed "Application for the post of Junior Hindi Translator-2013" by Speed Post/Registered Post so as to reach at the address mentioned above on or before the stipulated date.
- (v) In case of application received Incomplete or Unsigned application or the application received without the certified copies of mark sheets /certificates in support of educational qualification, age proof, service certificate in case of Govt./ESIC employee seeking age relaxation, application fee, prescribed SC/ST/OBC/PWD/Ex.SM certificate and photograph and those received after the

- last date of receipt of application, ESIC reserves the right to reject such applications without any communication to the candidate.
- (vi) Wrong declarations/submission of false information or any other action contrary to law shall lead to cancellation of the candidature at any stage.
 - (vii) The Corporation takes no responsibility for any delay in receipt or losses in postal transit of any application or communication.
 - (viii) Before applying for the post the candidate should ensure that he / she fulfils the eligibility criteria mentioned above. The Corporation would be free to reject any application at any stage of selection process if the candidate is found ineligible for the post for which he has applied.
 - (ix) Fee once paid is not refundable.
 - (x) **Disqualification – No person:-**
 - (a) who has entered into or contracted a marriage with a person having a spouse living; or
 - (b) Who, having a spouse living, has entered into or contracted a marriage with any person; shall be eligible for appointment to the said posts. Provided that the Director General may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this Regulation.

L. The last date for receipt of application form is 01.10.2013.

Applications should be sent by Speed Post/Registered Post only. In respect of candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangri Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep, the last date for receipt of application is 08.10.2013. The benefit of extended time will be available only in respect of applications received by post from the above mentioned areas/regions.

CAUTION : Canvassing in any form will be a disqualification.

Dated: 14.08.2013

Joint Director (Rectt.)

The form of certificate to be produced by Other Backward Classes candidates applying for appointment to posts under the Government of India.

This is to certify that Shri/Shrimati/Kumari*son/daughter* of Shri..... of village/town*in District/Division* of the State/Union Territory*belongs to theCommunity which is recognised as a backward class under:

- @ Government of India, Ministry of Welfare Resolution No. 12011/68/93-BCC (C) dated 10th September, 1993 published in the Gazette of India Extraordinary Part-I, Section-1, No. 186 dated 13th September, 1993.
- @ Government of India, Ministry of Welfare Resolution No. 12011/9/94-BCC dated 19-10-94, published in the Gazette of India Extraordinary Part-I, Section-1, No. 163 dated 20-10-1994.
- @ Government of India, Ministry of Welfare Resolution No. 12011/7/95-BCC dated 24-5-95, published in the Gazette of India Extraordinary Part-I, Section-1, No. 88 dated 25-5-1995.
- @ Government of India, Ministry of Welfare Resolution No. 12011/96/94-BCC dated 9th March, 1996 published in the Gazette of India Extraordinary Part-I, Section-1, No. 60 dated 11th March, 1996.
- @ Government of India, Ministry of Welfare Resolution No. 12011/44/96-BCC dated 6th December, 1996 published in the Gazette of India Extraordinary Part-I, Section-1, No. 210 dated 11th December, 1996.
- @ Government of India, Ministry of Welfare Resolution No. 12011/99/94-BCC dated 11th December, 1997 published in the Gazette of India Extraordinary Part-I, Section-1, No. 236 dated 12th December, 1997.
- @ Government of India, Ministry of Welfare Resolution No. 12011/13/97-BCC dated 3rd December, 1997 published in the Gazette of India Extraordinary Part-I, Section-1, No. 239 dated 17th December, 1997.
- @ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/68/98-BCC dated the 27th October, 1999 published in the Gazette of India Extraordinary Part-I, Section-1, No. 241 dated the 27th October, 1999.
- @ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/88/98-BCC dated 6th December, 1999 published in the Gazette of India Extraordinary Part-I, Section-1, No. 270 dated 6th December, 1999.
- @ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/36/99-BCC dated 4th April, 2000 published in the Gazette of India Extraordinary Part-I, Section-1, No. 71 dated 4th April, 2000.
- @ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/44/99-BCC dated the 21st September, 2000 published in the Gazette of India Extraordinary Part-I, Section-1, No. 210 dated the 21st September, 2000.
- @ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12015/9/2000-BCC dated 6th September, 2001 published in the Gazette of India Extraordinary Part-I, Section-1, No. 246 dated 6th September, 2001.
- @ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/1/2001-BCC dated 19th June, 2003 published in the Gazette of India Extraordinary Part-I, Section, 1 No. 151 dated 20th June, 2003.
- @ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/4/2002-BCC dated 13th January, 2004 published in the Gazette of India Extraordinary, Part-I Section-1, No. 9 dated 13th January, 2004.
- @ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/14/2004-BCC dated 12th March, 2007 published in the Gazette of India Extraordinary, Part-I, Section-1, No. 67 dated 12th March, 2007.

Shri/Shrimati/Kumari*and/or* his/her* family ordinarily resides in village/town* of District/Division* of the State/ Union Territory* of This is also to certify that he/she* does not belong to the persons/sections* (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt. (SCT) dated 8-9-1993, O.M. No. 36033/3/2004-Estt. (Res.) dated 9th March, 2004, O.M. No. 36033/3/2004-Estt. (Res.) dated 14th October, 2008 and OM No. 36033/1/2013-Estt. (Res.), dated: 27th May, 2013.

Signature.....

**Designation.....

(With seal of Office)

State/Union Territory

Place.....

Date.....

*Please delete the words which are not applicable.

@ Strike out whichever is not applicable.

NOTE: The term "ordinarily reside (s)" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

****List of authorities empowered to issue OBC Certificate:**

(i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate/† Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.

†(not below of the rank of 1st Class Stipendiary Magistrate).

(ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.

(iii) Revenue Officers not below the rank of Tehsildar.

(iv) Sub Divisional Officer of the area where the candidate and/or his/her family normally resides.

(v) Administrator/Secretary to Administrator/Development Officer (Lakshadweep)

Note 1: Candidates claiming to belong to OBCs should note that the name of their caste (including its spellings) as indicated in their certificates, should be exactly the same as published in the lists notified by the Central Government from time to time. A certificate containing any variation in the caste name will not be accepted.

Note 2: The OBC claim of a candidate will be determined in relation to the State (or part of the State) to which his/her father originally belongs. A candidate who has migrated from one State (or part of the State) to another should, therefore, produce an OBC certificate which should have been issued to him/her based on his/her father's OBC certificate from the State to which he (father) originally belongs.

Note 3: No change in the community status already indicated by a candidate in his/her simplified application form for this examination will ordinarily be allowed by the Commission.

**Form of declaration to be submitted by the OBC candidate
(in addition to the community certificate)**

I Son/daughter of Shri.....resident of village/town/city.....
district..... state.....hereby declare that I belong to
the.....community which is recognized as a backward class by the Government of India
for the purpose of reservation in services as per orders contained in Department of Personnel and
Training Office Memorandum No 36102/22/93-Estt. (SCT) dated 8-9-1993. It is also declared that I
do not belong to persons/ sections/sections (Creamy Layer) mentioned in column 3 of the Schedule
to the above referred Office Memorandum dated 8-9-1993, O.M. No. 36033/3/2004-Estt. (Res.)
dated 9th March, 200, O.M. No. 36033/3/2004-Estt. (Res.) dated 14th October, 2008 and OM No.
36033/1/2013-Estt. (Res.), dated: 27th May, 2013.

Signature:.....

Full Name:.....

Address:.....

APPLICATION FORM FOR THE POST OF JUNIOR HINDI TRANSLATOR IN ESI CORPORATION-2013

1. Name of the Centre (in Block letters) _____

2. Code of Centre _____

3. Particulars of the Draft/Banker's Cheque

Amount Rs. _____

Name of issuing bank branch _____

D.D./Banker's Cheque No. _____ dated _____

Affix self attested recent
passport size photo

4. Name in full (in block letters) _____

5. Father's / Husband's Name _____

6. (a) Date of Birth (in figures) _____

(in words) _____

(b) Age as on closing date (i.e. **01.10.2013**) _____

7. (a) Religion _____

(b) Nationality _____

8. Mailing address _____

Telephone number _____

9. Permanent Address _____

Valid e-mail id _____

Telephone number _____

10. Sex (write 1 for Male, 2 for Female)

11. (i) (a) If Person With Disability (PWD) Yes / No
(b) Percentage of Disability _____
(c) For PH whether OH/HH/VH _____

(ii) Whether Ex-Serviceman Yes / No

(iii) Whether ESIC / Govt. Employee Yes / No

12. Community to which applicant belongs
(Write 1 for Genl.
2 for SC
3 for ST
4 for OBC)

13. Whether seeking Age relaxation Yes / No

14. If VH whether SCRIBE is required Yes / No

15. EDUCATIONAL QUALIFICATIONS (FROM MATRICULATION ONWARDS) :-

S.NO.	QUALIFICATION	UNIVERSITY/BOARD	SUBJECT STUDIED	PERCENTAGE OF MARKS OBTAINED	YEAR OF PASSING	REMARKS

COPIES OF SELF ATTESTED MARK SHEETS / CERTIFICATES MUST BE ATTACHED WITH THE APPLICATION FORM IN SUPPORT OF EDUCATIONAL QUALIFICATION FAILING WHICH APPLICATION FORM WOULD BE TREATED AS INCOMPLETE AND IS LIABLE TO BE REJECTED.

16. Language Known (indicate Yes/ No)

	HINDI	ENGLISH	ANY OTHER LANGUAGE (SPECIFY NAME)
1. Speak	_____	_____	_____
2. Read	_____	_____	_____
3. Write	_____	_____	_____

17. Experience/particulars of previous and present employment:-

S.NO.	Name of the Organization (please specify whether Central Govt./State Govt./Public Sector /Autonomous Body/Private Sector)	Designation/ Duties of Post	Scale of Pay	Period of service	
				From	to

18. Details of other academic achievements, extracurricular activities and professional achievements, if any _____

19. List of enclosures :

- | | |
|-------|--------|
| (i) | (ii) |
| (iii) | (iv) |
| (v) | (vi) |
| (vii) | (viii) |
| (ix) | (x) |

I hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief.

I understand that in the event of any information being found false or incorrect at any stage, my candidature/appointment shall be liable to be cancelled / terminated summarily without notice or any compensation in lieu thereof.

I also affirm that No Objection Certificate from the present employer for applying this post has been applied for/taken.

If selected, I am willing to serve anywhere in India.

Place _____

Date _____

Signature of the Candidate