



REGIONAL OFFICE
EMPLOYEES' STATE INSURANCE CORPORATION
Panchdeep Bhawan, 5/1, Grant Lane, Kolkata - 700012

RECRUITMENT OF LIBRARIAN GR.I, LIBRARY ASSISTANT & STENOGRAPHERS

Applications are invited from the eligible candidates for filling up the post of Librarian Gr. I, Library Assistant & Stenographers in the Offices of ESI Corporation, West Bengal Region.

The category wise vacancies are as under:

Cadre	SC	ST	OBC	UR	TOTAL	PH (OH)	ESM
Librarian Gr. I	0	0	0	1	1	1	0
Library Assistant	0	0	1	5	6	1	0
Stenographers	0	0	2	3	5	1	0

Abbreviation:OH – Orthopaedically Handicapped

NOTE:

i) As the reservation for PH & Ex-Servicemen candidates is on horizontal basis, the selected candidates will be placed in the appropriate category to which the candidate belongs.

ii) Physical standard required for Librarian (OH) is S.ST.W.SE.RW.H and for Stenographer (OH) is S.ST.W.L.MF.SE.RW.H.C. The work is mostly performed inside as well as outside. The employees usually work alone. Mobility and bilateral hand activities of the person should be adequate. The incumbent may be considered with aids and appliances.

Abbreviation: S=sitting, ST=standing, W=walking, L=Lifting, MF=Manipulation by fingers, SE=Seeing, RW=Reading and writing, H=Hearing, C=Communication.

iii) The persons with disabilities (PWD) belonging to other category/categories for which the post is identified can also apply if no vacancies are reserved for them. Such candidates will however be considered for selection for appointment to the post on general standards of merit.

iv) The number of vacancies is provisional and may vary. The Corporation reserves the right to fill up vacancies as per actual requirement.

1. Multiple Choice Objective Type Paper :

(i) Librarian Gr. I & Library Assistant

Scheme of Examination : - The examination shall consist of following two parts :-

Part-I :- Written Examination (100 marks)

Type of Examination	Duration of Examination	Remarks
Objective Type Examination	02 Hours (10.00 AM to 12 Noon)	There will be total of 100 questions with emphasis on testing the knowledge of related field in the written examination. Questions will also be designed on Numerical ability, English Language and General Awareness/Intelligence. There will be negative marking at the rate of 0.25 marks to be deducted for every wrong answer to eliminate the element of chance.

Part-II :- Interview (20 marks)

(ii) **Stenographer**

Scheme of Examination :- The examination shall consist of following three parts :-

Part-I :- The written test will consist of one paper containing 02 parts:-

Type of Examination	Duration	Subject	Number of questions in each subject
Objective	One & half hours	(i) General English (ii) General Awareness	50 questions 50 questions

Remarks :- The questions will be set in English and Hindi for subject. The maximum marks will be 100. The level of difficulty will be as per the educational qualification of the post. **There will be negative marking at the rate of 0.25 marks to be deducted for every wrong answer.**

Part-II :- Stenography test for 10 minutes with a speed of 80 words per minute in English or Hindi and transcription of the same on computer for one hour.

Part-III :- The candidates will have to appear for Computer Skill Test either in English or in Hindi language as such they are advised to opt for the medium of examination carefully for Computer Skill Test in the application form. The Computer Skill Test shall comprise of following three parts :

Part A - Preparation of two Power Point Presentations/Slides on **MS-Power Point - 10 Marks**

Part B - Typing a letter/passage/paragraph of about 150-200 words in **MS-Word - 20 Marks**

Part C - Preparation of Table/Database in **MS-Excel - 20 Marks**

The total marks of the Computer Skill Test shall be 50 (fifty) with duration of 30 minutes for completing all the three parts. The candidates shall be given the text/matter in the Question Paper which they have to type/reproduce in the Answer Sheet including formatting of text and use of formulae etc. as per instruction given in the Question Paper. The Corporation reserves the right to admit only such number of candidates to Part-II & III of Stenographer recruitment as are considered necessary by it for Stenography Test/ Computer Skill Test, based on the performance of candidates in Part-I examination.

(iii) **Scale of Pay:**

Post	Pay Band	Grade Pay
Librarian Gr. I	PB-2 (Rs.9300-34800/-)	Rs. 4200/-
Library Assistant	PB-1 (Rs.5200-20200/-)	Rs. 1900/-.
Stenographer	PB- 1(Rs.5200-20200/-)	Rs. 2400/-

In addition to Pay they will also be eligible for DA, HRA and Transport Allowance as per rules in force from time to time & as applicable to the employees of the E.S.I. Corporation.

(iv) **Age Limit:**

For Librarian Gr. I : Between 21 to 28 years of age as **on last date of submission of Online application** (Relaxable upto 40 years in the case of Govt. Servants and employees of ESIC). Upper age limit is also relaxable to SC/ST/OBC/PWD/Ex-Servicemen & other categories of persons as per rules/instructions of Govt. of India.

For Library Assistant : Between 19 to 25 years of age **as on last date of submission of Online application** (Relaxable upto 40 years in the case of Govt. Servants and employees of ESIC). Upper age limit is also relaxable to SC/ST/OBC/PWD/Ex-Servicemen & other categories of persons as per rules/instructions of Govt. of India.

For Stenographer: Between 18 to 27 years of age **as on last date of submission of Online Application** (Relaxable upto 40 years in the case of Govt. Servants and employees of ESIC). Upper age limit is also relaxable to SC/ST/OBC/PWD/Ex-Servicemen & other categories of persons as per rules/instructions of Govt. of India.

(v) **Essential Qualifications:**

For Librarian Gr. I: Graduate with Degree or Diploma in Library Science (one year course after graduation) of a recognized University or its equivalent. Two years experience in a public college, University or Departmental Library.

For Library Assistant : Matriculation with certificate in Library Science (1 year course after Matriculation).

For Stenographer:

- (i) Higher Secondary pass (pass in 12th standard or equivalent from a recognized board)
- (ii) A speed of 80 words per minute in stenography in English/Hindi
- (iii) Working knowledge of Computer including use of Office Suites and database

(vi) **Amount of Application Fee:-**

(a) **For Librarian Gr. I and Stenographer:**

Sl. No.	Category	Fee Amount
01	SC/ST/PWD/ Departmental Candidates, Female Candidates & Ex Servicemen	NIL
02	All other categories	225/-

(b) **For Library Assistant:**

Sl. No.	Category	Fee Amount
01	SC/ST/PWD/ Departmental Candidates, Female Candidates & Ex Servicemen	NIL
02	All other categories	125/-

Application Fee has to be deposited in the any of branches of Union Bank of India, A/c No. 43901010036771, through Challan (in triplicate) which can be downloaded from the link provided in website www.esicwestbengal.org . The applicants are required to enclose ESIC copy of Challan duly received by the Bank authorities along with application form.

Further application fee can be paid through Demand Draft/Banker's Cheque drawn on State Bank of India in favour of The Regional Director, ESI Corporation, Kolkata, payable at Kolkata.

Fee paid by any other mode will not be accepted.

The system generated hard copy of Online Application duly signed by the Candidate along with ESIC copy of Challan of the application fee or the Demand Draft (wherever applicable), received within the stipulated time shall only be considered as a valid application for the post advertised.

(vii) MODE OF APPLICATIONS :

For Stenographers, the candidate should submit system generated hard copy of online application duly signed by the candidate with attested photograph, by a Group "A" or Group "B" Gazetted Officer, pasted on it and Demand Draft (as the case may be).

(No other documents are to be called at this stage. Application along with copies of all the testimonials may be called from the successful candidates at the time of Computer Skill Test)

For Librarian Gr. I & Library Assistant, the candidate should submit system generated hard copy of online application duly signed by the candidate with attested photograph, by a Group "A" or Group "B" Gazetted Officer, pasted on it along with the Demand Draft, attested copies of certificates and testimonials in support of proof of age, date of birth, educational qualifications, experience etc. and copy of certificate in support of belonging to SC / ST / OBC / PWD / Ex. Servicemen category wherever applicable.

(viii) The system generated hard copy of Online Application duly signed by the Candidate along with the examination fee (wherever applicable) received within the stipulated time shall only be considered as a valid application for the post advertised.

(ix) Mode of Selection :

(a) The Selection for the post of Stenographer will be made on the basis of Written Test- Part – I Objective Type, Part-II - Stenography test for 10 minutes with a speed of 80 words per minute in English or Hindi and transcription of the same on computer for one hour & Part-III Computer Skill Test. The candidates for Part-II and III shall be called on the basis of their performance in Part-I.

(b) The Selection for the post of Librarian Gr. I / Library Assistant will be made on the basis of written test followed by interview.

(x) There will be negative marking i.e. 0.25 marks to be deducted for every wrong answer to eliminate the element of chance.

(xi) The number of vacancies may vary at the time of final selection.

(xii) Candidates should be advised to provide the valid email ids and mobile numbers for communication purpose.

The actual dates of examination will be intimated in due course.

THE LAST DATE FOR SUBMISSION OF ONLINE APPLICATION FORM IS 24.06.2013 by 5.00 PM.

(Xiii) HOW TO APPLY:

The intending applicant should follow the following steps –

- Confirm the eligibility for the post applied for as per advertisement.
- Download the challan for payment of fees (wherever applicable) from the link provided in the site.
- On deposit of the requisite fees & bankers' charges as provided in the Challan the applicant is required to register themselves ONLINE.
- After successful registration take a print out of the application form with the UNIQUE REGISTRATION NO.

- Fill up all columns in the application form, append signature in full, with clear thumb impression and write the declaration on his own handwriting in the space provided in the application and send the same along with required documents in a cover superscribed “Application for the Post of_____” by post/ by hand/in the drop box kept in the premises of Regional office only so as to reach at the following address by closing date at 5.00 PM.

**The Regional Director,
Regional Office, E.S.I. Corporation,
5/1, Grant Lane,
Kolkata-700012.**

LAST DATE FOR SUBMISSION OF HARD COPY/PRINT OUT OF APPLICATION FORM ALONG WITH NECESSARY TESTIMONIALS/ CERTIFICATES IS 01.07.2013 upto 5:00 PM.

For Applicants from Assam Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu & Kashmir, Lahul & Spiti Dist. & Pangi Sub-Division of Chamba Dist. in Himachal Pradesh, Andaman & Nicobar Islands, Lakshadweep by 08.07.2013, 5:00 PM.

(XIV) GENERAL INSTRUCTIONS :

- a) One should submit only one application for one post. They may apply separately for more than one post. Candidates who are applying for more than one post has to submit application fee separately if applicable. Submission of more than one application for same post may lead to rejection of all the applications submitted for the post applied for.
- b) The candidate selected / appointed shall be liable to be posted anywhere in West Bengal.
- c) Mere submission of application does not confer any right to be called for examination.
- d) Application only with unique number obtained after (printed out) On-line registration from the website after completing the Registration process will only be accepted with a Digital Colour photograph not older than 3 (Three) month. The identical photograph should be used in the subsequent process of selection.
- e) Clear Thumb Impression should be given by the candidate on the print out of application form.
- f) Full Signature and full declaration in running hand, **block letters not to be used.**
- g) Incomplete / unsigned applications and applications received without fees, photographs will be summarily rejected. In case of of post of LIBRARIAN GR. I and LIBRARY ASSISTANT certified copies of the required certificates such as educational qualifications, caste, community certificates etc. are also to be enclosed and applications without supporting documents or received after last date for receipt of application, will summarily be rejected without any communication to the applicant.
- h) No TA/DA will be paid to any candidate including SC/ST candidates for appearing in the written test.
- i) Wrong declaration, submission of false information or any other action contrary to law shall lead to cancellation of candidature at any stage.
- j) Fee once paid will not be refunded under any circumstances.
- k) Application fee should be deposited in any of branches of Union Bank of India, through specified Challan given in the website. The application fee through DD/Bankers' cheque should be drawn only after the date of advertisement. The applicants may also submit Application fee through Demand Draft/Banker's Cheque in favour of The Regional Director, ESI Corporation, Kolkata, payable at Kolkata only. Fee paid by any other mode will not be accepted. (Demand Draft/Banker's Cheque should not be tagged/ stapled instead of it should be pinned/clipped at the top of the application form). Applicants paying in Union Bank of India are advised to confirm before leaving the counters of the Bank that the copy of Challan of application fee must contain the Transaction Id, Date of deposit & Branch Code. All the above details are to mentioned in his/her online application.

CAUTION: CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION AND SHALL LEAD TO CANCELLATION OF THE CANDIDATURE.

Kolkata

Dated, 31.05.2013

JOINT DIRECTOR (I/C)

Disclaimer: The contents of this page are informatory in nature. Kindly verify the same from the Corporation's Office.

FORMAT FOR SC/ST CERTIFICATE

A candidate who claims to belong to one of the Scheduled Caste or the Scheduled Tribes should submit in support of his claim an attested/certified copy of a certificate in the form given below, from the District Officer or the sub-Divisional Officer or any other officer as indicated below of the District in which his parents (or surviving parent) ordinarily reside who has been designated by the State Government concerned as competent to issue such a certificate. If both his parents are dead, the officer signing the certificate should be of the district in which the candidate himself ordinarily resides otherwise than for the purpose of his own education. Wherever photograph is an integral part of the certificate, the Commission would accept only attested photocopies of such certificates and not any other attested or true copy.

(The format of the certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under Government of India)

This is to certify that Shri/Shrimati/Kumari* _____ son/daughter of _____ of village/town/* _____ in District/Division * _____ of the State/Union Territory* _____ belongs to the Caste/Tribes _____ which is recognized as a Scheduled Castes/Scheduled Tribes* under:-

- The Constitution (Scheduled Castes) order, 1950 _____
- The Constitution (Scheduled Tribes) order, 1950 _____
- The Constitution (Scheduled Castes) Union Territories order, 1951 * _____ The Constitution (Scheduled Tribes) Union Territories Order, 1951* _____

As amended by the Scheduled Castes and Scheduled Tribes Lists(Modification) order, 1956, the Bombay Reorganization Act, 1960 & the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act 1970, the North-Eastern Area(Reorganization) Act, 1971 and the Scheduled Castes and Scheduled Tribes Order(Amendment) Act, 1976.

- The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956 _____
- The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes order (Amendment Act), 1976*.
- The Constitution (Dadra and Nagar Haveli) Scheduled Castes order 1962.
- The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order 1962@.
- The Constitution (Pondicherry) Scheduled Castes Order 1964@
- The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967 @
- The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968@
- The Constitution (Goa, Daman & Diu) Scheduled Tribes Order 1968 @
- The Constitution (Nagaland) Scheduled Tribes Order, 1970 @
- The Constitution (Sikkim) Scheduled Castes Order 1978@
- The Constitution (Sikkim) Scheduled Tribes Order 1978@
- The Constitution (Jammu & Kashmir) Scheduled Tribes Order 1989@
- The Constitution (SC) orders (Amendment) Act, 1990@
- The Constitution (ST) orders (Amendment) Ordinance 1991@
- The Constitution (ST) orders (Second Amendment) Act, 1991@
- The Constitution (ST) orders (Amendment) Ordinance 1996

%2. Applicable in the case of Scheduled Castes, Scheduled Tribes persons who have migrated from one State/Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes/ Scheduled tribes certificate issued to Shri/Shrimati _____ Father/mother _____ of Shri/Srimati/Kumari* _____ of village/town* _____ in District/Division* _____ of the State/Union Territory* _____ who belong to the Caste/Tribe which is recognized as a Scheduled Caste/Scheduled Tribe in the State/Union Territory* issued by the _____ dated _____.

%3. Shri/Shrimati/Kumari and /or * his/her family ordinarily reside(s) in village/town* _____ of District/Division* _____ of the State/Union Territory of _____

Signature _____

** Designation _____
(with seal of office)

Place _____

Date _____

* Please delete the words which are not applicable

@ Please quote specific presidential order

% Delete the paragraph which 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 Caste/Tribe Certificates:

- (i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Dy. Collector/Ist Class Stipendiary Magistrate/Sub-Divisional Magistrate/Extra-Assistant Commissioner/Taluka Magistrate/Executive Magistrate.
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- (iii) Revenue Officers not below the rank of Tehsildar.
- (iv) Sub-Divisional Officers of the area where the candidate and/or his family normally resides.

NOTE: ST candidates belonging to Tamil Nadu state should submit caste certificate ONLY FROM THE REVENUE DIVISIONAL OFFICER.

ANNEXURE-II

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES
APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA**

This is to certify that Shri/Smt./Km. _____ son/daughter of
Shri/Smt. _____ of
village/town _____

_____ District/Division _____ in the
_____ community which is recognized as a backward class under :

- i) Resolution No.12011/68/93-BCC© dated the 10th September, 1993, published in the Gazette of India Extraordinary – Part I, Section I, No.186 dated 13th September, 1993.
- ii) Resolution No.12011/9/94-BCC dated the 19.10.1994 published in the Gazette of India Extraordinary – Part I Section I No.163 dated 20th October, 1994.
- iii) Resolution No.12011/7/95-BCC dated the 24th May 1995, published in the Gazette of India Extraordinary – Part I, Section I No. 88 dated 25th May, 1995.
- iv) Resolution No.12011/96/94-BCC dated the 9th March, 1996.
- v) Resolution No.12011/44/96-BCC, dated the 6th December, 1996, published in the Gazette of India Extraordinary – Part I, Section I, No.210 dated 11th December, 1993.
- vi) Resolution No.12011/13/97-BCC dated the 3rd December, 1997
- vii) Resolution No.12011/99/94-BCC dated the 11th December. 1997..
- viii) Resolution No.12011/68/98-BCC dated the 27th October, 1999..
- ix) Resolution No.12011/88/98-BCC dated the 6th December, 1999, published in the Gazette of India Extraordinary – Part I, Section I, No.270 dated 6th December, 1999.
- x) Resolution No.12011/36/99-BCC dated the 4th April, 2000, published in the Gazette of India Extraordinary – Part I, Section I, No.71 dated 4th April, 2000.
- xi) Resolution No.12011/44/99-BCC dated the 21.9.2000, published in the Gazette of India Extraordinary – Part I, Section I, No.210 dated 21.9.2000

Shri/Smt./Km _____ and/or his family ordinarily
reside(s) _____ in
the _____ District/ Division _____
_____ of the _____ State.

**This is also to certify that he / she does not belong to the persons/section
(Creamy Layer) mentioned in column 3 of the Scheduled to the Government of
India, Department of Personnel & Training OM No 36033/3/2004 – Estt. (Res.) dated
09.03.2004 & OM No.36033/3/2004-Estt.(Res.) dated 14.10.2008.**

Dated:

District Magistrate or
Deputy Commissioner etc.

Seal

Note :(a) The term 'Ordinarily' used here will have the same meaning as in Section 20
of the Representation of the people Act, 1950.

(b) The authorities competent to issue Caste Certificate are indicated below:-

2. District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector / I st Class Stipendiary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate /Executive Magistrate./Extra-Assistant Commissioner (not below the rank of 1st class stipendary Magistrate)
3. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
4. Revenue Officers not below the rank of Tehsildar
5. Sub-Divisional Officers of the area where the candidate and/or his family resides.

NAME & ADDRESS OF THE INSTITUTE/HOSPITAL

Certificate No. _____ Date _____

DISABILITY CERTIFICATE

This is certified that Shri/Smt/Kum _____ son/wife/daughter of Shri _____ age _____ sex _____ identification mark(s) _____ is

suffering from permanent disability of following category :-

A. Locomotor or cerebral palsy :

- (i) BL-Both legs affected but not arms.
- (ii) BA-Both arms affected
 - (a) Impaired reach
 - (b) Weakness of grip
- (iii) BLA-Both legs and both arms affected
- (iv) OL-One leg affected (right or left)
 - (a) Impaired reach
 - (b) Weakness of grip
 - (c) Ataxic
- 2. OA-One arm affected
 - (a) Impaired reach
 - (b) Weakness of grip
 - (c) Ataxic
- BH-Stiff back and hips (Cannot sit or stoop)
- MW-Muscular weakness and limited physical endurance

B. Blindness or Low Vision :

- (i) B-Blind
- (ii) PB-Partially Blind

C. Hearing Impairment :

- (i) D-Deaf
- (ii) PD-Partially Deaf

Affix here recent
attested Photograph
Showing the disability
duly attested by the
chairperson of the
Medical Board

(DELETE THE CATEGORY WHICHEVER IS NOT APPLICABLE)

- a) This condition is progressive/non-progressive/likely to improve/not likely to improve. Re-assessment of this case is not recommended/is recommended after a period of _____ years _____ months.*
- b) Percentage of disability in his/her case is percent.
- c) Sh./Smt./Kum meets the following physical requirements for discharge of his /her duties :-

- | | |
|--|--------|
| (i) F-can perform work by manipulating with fingers. | Yes/No |
| (ii) PP-can perform work by pulling and pushing. | Yes/No |
| (iii) L-can perform work by lifting. | Yes/No |
| (iv) KC-can perform work by kneeling and crouching. | Yes/No |
| (v) B-can perform work by bending. | Yes/No |
| (vi) S-can perform work by sitting. | Yes/No |
| (vii) ST-can perform work by standing. | Yes/No |
| (viii) W-can perform work by walking. | Yes/No |
| (ix) SE-can perform work by seeing. | Yes/No |
| (x) H-can perform work by hearing/speaking. | Yes/No |
| (xi) RW-can perform work by reading and writing. | Yes/No |

(Dr. _____)
Member, Medical Board
Medical Board

(Dr. _____)
Member, Medical Board

(Dr. _____)
Chairperson,

Countersigned by the Medical Superintendent/
CMO/Head of Hospital (with seal)

*Strike out which is not applicable.