



ESI-PGIMSR AND ESIC HOSPITAL & ODC (E.Z.)
DIAMOND HARBOUR ROAD, JOKA, KOLKATA, 700 104
(A statutory body under the Ministry of Labour & Employment, Government of India)
AN ISO 9001:2008 CERTIFIED ORGANIZATION
Fax: 2467 2795, Phone: 2467 1764 / 6280 / 1322

Advertisement No-1/2012

Recruitment to Nursing / Para-Medical posts for State of West Bengal

Online applications on Website of ESIC Regional Office at www.esicwestbengal.org are invited from eligible candidates for filling up nursing / Para-medical posts for State of West Bengal for which a written test will be held at different venues in Kolkata on 23. 12.2012(any change in date of written test will be notified for all concerned). The details of posts and number of vacancies are as under:

"A"

S. No.	Post Code	Name of Post	Pay Band & Gr. Pay	UR	SC	ST	OBC	Total	Horizontal Reservation	
									PWD	Ex-SM
1.	01	Staff Nurse	PB-2(9300-34800) + 4600 (Gr. Pay)	16	08	-	06	30	3(OL)	12
2.	02	Occupational Therapist	PB-2(9300-34800) + 4200 (Gr. Pay)	01	-	-	-	01	-	-
3.	04	Dental Hygienist	PB-2(9300-34800) + 4200 (Gr. Pay)	01	-	-	-	01	-	-
4.	06	Pharmacist(Allopathic)	PB-1(5200-20200)+2800(Gr.Pay)	05	02	-	02	09	-	1
5.	13	Auxiliary Nurse Midwife	PB-1(5200-20200)+2400(Gr.Pay)	06	02	-	01	09	-	-
6.	15	Lab Assistant	PB-1(5200-20200)+2000(Gr.Pay)	01	-	-	-	-01-	-	-
7.	18	Nursing Orderly	PB-1(5200-20200)+1800(Gr.Pay)	10	04	-	04	18	03(OL,HH,LV)	09
8.	19	Dresser	PB-1(5200-20200)+1800(Gr.Pay)	04	01	-	-	05	-	-
9.	33	Linen Keeper	PB-1(5200-20200)+1900(Gr.Pay)	01	-	-	-	01	-	-
10.	34	Dietician	PB-2(9300-34800) + 4600 (Gr. Pay)	01	-	-	-	01	-	-
11.	35	Blood Bank Technician	PB-1(5200-20200)+2800(Gr.Pay)	03	01	-	01	5	-	-
12.	38	Lab Technician	PB-1(5200-20200)+2800(Gr.Pay)	01	-	-	-	01	-	-
13.	40	E.C G Technician	PB-1(5200-20200)+2400(Gr.Pay)	01	-	-	-	01	-	-
14.	43	Medical Record Technician (Jr.)	PB-1(5200-20200)+1900(Gr.Pay)	03	-	-	-	03	-	-
15.	49	Medical Record Officer	PB-2(9300-34800) + 4200 (Gr. Pay)	01	-	-	-	01	-	-

Abbreviation: HH = Hearing Handicapped LV = Low Vision OL=One Leg

Note:

* Reservation to persons with disabilities (PWD) and Ex-Serviceman (Ex-SM) is as per Govt. of India instructions. The candidates appointed under PWD / Ex-SM quota will be adjusted against the vacancy

of respective categories of SC/ST/OBC/Minority Quota of OBC/UR, if any will be regulated as decided by Govt. Of India

* In addition to pay, the appointees will also be eligible for DA, HRA, Transport Allowance and HPCA / Nursing Allowance, if any as per rules in force from time to time to the Nursing / Para-Medical staff of ESI Corporation.

* The vacancies are for ESI PGIMSR and ESIC Hospital & ODC (EZ), Joka / ESIC Model Dispensary cum Diagnostic Centre(MDDC) , Falta /Proposed ESIC MDDC, Haldia and other office / institutions of ESIC situated in the state of West Bengal. However some of the vacancies are exclusively for MDDC Falta/HaldiaThe number of vacancies/reservation roster may decrease/increase substantially depending upon operationalization of the proposed units/grant of MCI recognition and actual requirement at the time of select ion/appointment. Those candidates who are willing to accept the posting anywhere in the state of West Bengal and are willing to be transferred in any part of West Bengal/India as per policy of ESIC, need apply. The candidates so appointed for the above-mentioned posts shall be initially appointed in the state of West Bengal and are liable to be transferred to any Medical Institution / Establishment / SSMC Office on the same post in that state and also liable to be transferred to any part of West Bengal/ India as per policy of ESI Corporation. Request for Inter-Regional Transfer on the same post will not be considered for a period of three (3) years from the date of appointment.

*** “THERE SHALL BE NEGATIVE MARKING FOR WRONG ANSWER. FOR EACH WRONG ANSWER 0.33 MARKS WILL BE DEDUCTED.”**

SELECT /RESERVE LIST WILL ORDINARILLY REMAIN VALID FOR ONE YEAR UNLESS OTHERWISE CANCELLED/EXTENDED.

*** Candidates are advised to submit only one one application because written examination for all the categories of posts will be held on same day and same time.**

*** ESI CORPORATION RESERVES THE RIGHT TO CONDUCT THE WRITTEN OR ONLINE EXAMINATION.**

“B”

Age limit, Educational Qualification, other Essential Qualification, Experience and mode of selection as per R.R.s for the specified posts is / are as under:-

Sl. No.	Name of the post	Post Code	Educational & Other Qualification (as per R.R.s)	Age (as per R.R.s)	Mode of selection (as per R.R.s / Instruction of Hqrs.)
1)	Staff Nurse	01	1.Diploma in General Nursing and Midwife or equivalent for male nurse 2.Registered nurse with Nursing Council	Not exceeding 37 years	Written Examination
2)	Occupational Therapist	02	i)10+2/Sr.Secondary with Science ii)Three years Degree course or Diploma Training Course in Occupational Therapist from a Central Govt./State Govt./AICTE recognized institution iii)Six months internship in the field	Not exceeding 32 years (Relaxable up to 37 years in case of Government Servants and employees of ESI Corporation)	Written Examination
3)	Dental Hygienist	04	Essential-(A) Degree in Science (Biology)from a recognized University or equivalent	Not exceeding 32 years	Written Examination

Sl. No.	Name of the post	Post Code	Educational & Other Qualification (as per R.R.s)	Age (as per R.R.s)	Mode of selection (as per R.R.s / Instruction of Hqrs.)
			(B) Diploma in Dental Hygienist from a Central Govt./State Government/AICTE recognized university or equivalent (C) Registered with Dental Council as Dental Hygienist and (D) Two Years Experience as Dental Hygienist Desirable- Working Knowledge of Computer	(Relaxable up to 37 years in case of Government Servants and employees of ESI Corporation)	
4)	Pharmacist(Allopathic)	06	Degree in Pharmacy/Sr.Secondary with Diploma in pharmacy from a recognized institution and qualified & registered as Pharmacist under pharmacy Act.1948	Not exceeding 32 years (Relaxable up to 37 years in case of Government Servants and employees of ESI Corporation)	Written Examination
5)	Auxiliary Nurse Midwife	13	Essential i)Sr.Secondary ii) Diploma in Auxiliary Nursing OR Midwifery from a Central/state govt./AICTE recognized Institution and registered as Auxiliary Nurse iii)One year experience in the field concerned	Not exceeding 32 years (Relaxable in case of Government Servants and employees of ESI Corporation)	Written Examination
6)	Lab Assistant	15	Essential i)Sr. Secondary/ (10+2) or equivalent qualification with Diploma in MLT from an Institute recognized by the AICTE	Not exceeding 32 years (Relaxable up to 37 years in case of Government Servants and employees of ESI Corporation)	Written Examination
7)	Nursing Orderly	18	Matriculation or equivalent from recognized Board. Elementary knowledge of First Aid. One (1) year experience in handling and dressing wounds in Govt. approved / registered Nursing Home / Hospital	18 to 27 years (Relaxable up to 37 years in case of Government Servants and employees of ESI Corporation)	Written Examination
8)	Dresser	19	Essential:- 1. Matriculation or equivalent from recognized Board 2. Two (2) years experience in application of plasters in an Orthopaedic unit of a registered / recognized hospital.	18 to 27 years (Relaxable up to 37 years in case of Government Servants and employees of ESI Corporation)	Written Examination
9)	Linen Keeper	33	Matric from a recognized from a Board /school and one (1) year experience in handling of linen in a recognized hospital or other recognized organization dealing in linen.	Not exceeding 27 years. (Relaxable up to 37 years in case of Government Servants and employees of ESI Corporation)	Written Examination
10)	Dietician	34	Masters Degree in <i>Dietetics</i> or Nutrition or in Home Science with Nutrition as a subject from a Recognised University or equivalent OR B.Sc. (Home Science with Nutrition as special subject) from a recognized University or equivalent with Post Graduate Diploma in	Not exceeding 32 years (Relaxable up to 37 years in case of Government Servants and	Written (80 marks) + Interview (20 marks)

Sl. No.	Name of the post	Post Code	Educational & Other Qualification (as per R.R.s)	Age (as per R.R.s)	Mode of selection (as per R.R.s / Instruction of Hqrs.)
			Dietetics from a recognized Institution and One year practical experience in the Dietetics Department of a Hospital. Desirable: Research or practical experience in the field of Nutrition and / or related subjects	employees of ESI Corporation)	
11)	Blood Bank Technician	35	Degree in Science from a Recognised University with two years experience in Blood Bank Laboratory Techniques OR Senior Secondary / 10+2 or equivalent from Recognised Board with Diploma in Medical Laboratory Technology from a Central Government / State Government / AICTE recognized institution and two years experience in Blood Bank Laboratory Techniques.	18 to 32 years. (Relaxable up to 37 years in case of Government Servants and employees of ESI Corporation)	Written (80 marks) + Interview (20 marks)
12)	Lab Technician	38	1. Senior Secondary / 10+2 or equivalent qualification with Diploma in MLT from an Institute Recognized by AICTE or any other statutory body authorized by Government for the purpose. 2. One year experience in the field of Laboratory techniques.	Not exceeding 32 years. (Relaxable up to 37 years in case of Government Servants and employees of ESI Corporation)	Written (80 marks) + Interview (20 marks)
13)	E.C G Technician	40	Science graduate preferably with one year experience of handling of ECG machine in a recognized institution OR Sr.Secondary /10+2 or equivalent qualification from a recognized Board with three years experience of handling ECG Machine in a re cognized institution.	Not exceeding 32 years. (Relaxable up to 37 years in case of Government Servants and employees of ESI Corporation)	Written (80 marks) + Interview (20 marks)
14)	Medical Record Technician (Jr.)	43	1. 10+2 or equivalent qualification 2. Should have attended at least six months training course for Medical Record Technician in a recognized Institute OR should have at least six months experience of working in the Record Registration and Statistical Section of a recognized / registered hospital specially in coding and indexing work. 3. Should have working knowledge of computers	18 to 27 years. (Relaxable up to 37 years in case of Government Servants and employees of ESI Corporation)	Written (80 marks) + Interview (20 marks)
15)	Medical Record Officer	49	1. Degree from a recognized university or equivalent. 2. One year training course in Medical Record Keeping from a Central Government / State Government / AICTE recognized institute 3. Should have working knowledge of computers	Not exceeding 32 years (Relaxable up to 37 years in case of Government Servants and employees of ESI Corporation)	Written (80 marks) + Interview (20 marks)

"C"

AGE RELAXATION :-

Upper age limit is relaxable for Govt. Servant and employee of ESI Corporation, SC/ST/OBC/ PWD/Ex-SM and other categories of persons as per rules / instructions of Govt. of India and is specified as under:-

- a. 03 years for OBC
- b. 05 years for SC/ST
- c. 10 years for PWD (additional 05 years in case of SC/ST and 03 years in case of OBC)
- d. The EX-SM – Length of service in armed forces + 03 years (additional relaxation in case of SC/ST/OBC as per item “c” above)
- e. Corporation / Govt. employee :- Upto 40 year provided he/she has completed 03 years regular service in Corporation / Govt. Department.

Crucial date for determining age limit shall be the closing date i.e 07.12.2012 of Online application for all candidates.

The link for submission of online application is available at ESIC Web Site www.esicwestbengal.org from date 22.11.2012 up to 07.12.2012

“D”

FEE & MODE OF PAYMENT:-

* Demand Draft / Banker’s Cheque, Money Order, Postal Order, Cheques, etc., will not be accepted.

No fee is required to be paid by Female/SC/ST/Ex-SM/PWD/ESIC employee/ Govt. employee candidates.

Fee once paid will neither be refunded nor adjusted under any circumstances, even if recruitment to post is cancelled because of decrease in the number of vacancies for any reason. Whatsoever.

(1) Amount of Fee:-

Sl. No.	Category	Fee Amount (Grade pay 1800-2400)	Fee Amount (Grade pay 2401 and above)
1.	SC/ST/PWD/Departmental Candidates/Female Candidates & Ex-Servicemen	NIL	NIL
2.	All other categories	125/-	225/-

(2) Mode of payment of Fee:-

PAYMENT OF FEE (OFFLINE PAYMENT THROUGH CHALLAN)

For applying to the aforesaid post candidates are advised to remit the requisite fee in SBI at any branch. For remittance of fee, candidates have to generate the prescribed challan from ESIC Website. The account number in which the amount of fee is to be deposited is available on challan. The candidates have to fill in the challan and deposit the amount of fee in the bank. One copy of challan duly signed and stamped alongwith deposit scroll / journal number should be collected from the bank for filling up

necessary details in the application form. The challan receipt from the bank will have to be sent alongwith the hard copy of the application form and relevant documents for the post.

GUIDELINES FOR FILLING ONLINE APPLICATION:

- I. Candidates should first scan their photograph and signature as detailed under guidelines for scanning the photograph, signature and thumb impression. Candidates have to visit ESIC website www.esicwestbengal.org for filling the online application form.
- II. Fill the application carefully and submit the application. When the application is successfully submitted, a Registration number and password will be generated by the system and displayed on the screen. Candidate should note down the registration number and password for further reference. Candidate can reopen the saved data by using registration number, password and can edit the particulars, if needed. This facility will be available till the last date i.e. 07.12.2012 of submission of online application. Once the application is filled completely, candidate should submit the data. **No change/edit will be allowed after the last date of submission of data i.e 07.12.2012.** The registration at this stage is provisional.
- III. **The candidates will have to download the admit card and other information from the said website. No hard copy would be sent by post.**

GENERAL INSTRUCTIONS:

Only system generated application (through website of ESIC namely www.esicwestbengal.org) in an envelope superscribed "APPLICATION FOR THE POST OF _____ /POST CODE NO. _____/STATE_____/ ONLINE REGISTRATION NUMBER_____" should reach at the following address by Speed Post or Registered post on or before 12.12.2012 (date)

Address:- Medical Superintendent,
ESIC PGIMSR and ESICH & ODC (EZ) JOKA,
Diamond Harbour Road,Kolkata-700104.

- a) Documents required to be attached with the application. Only attested photocopies of certificates are to be attached :-
 - Date of Birth
 - All Education Qualification (alongwith marks sheet).
 - Technical / professional Qualification alongwith Mark Sheets.
 - Registration certificate with the concerned council wherever required.
 - Caste / Tribe certificate wherever required

- Experience certificate wherever required.
 - Completion of Internship Certificate wherever required
 - Disability certificate in case of candidate with disabilities (Physically Challenged)
 - Discharge certificate for Ex-Serviceman
 - Copy of Challan payment receipt in support of payment of fee wherever required.
 - Certificate showing to be Govt./ESIC Servant/Employee from employer
 - Certificate regarding working knowledge of computer, if any
 - No objection certificate/ disciplinary clearance certificate in r/o Govt./ESIC Servant/Employee
- b) Incomplete application / wrongly filled in application or application (hard copy) received without the prescribed documents would summarily be rejected.
- c) Experience would be recognized only after completion of internship and/or training period.
- d) No TA shall be paid to any candidate including SC/ST candidates for appearing in the written examination. TA shall be paid to SC/ST candidates for interview only as per Govt. of India orders as adopted by ESIC.
- e) All eligibility criteria for the above posts i.e. Age, Educational / Technical Qualification / Registration / Internship and experience will be reckoned on or before __ (Last date for receipt of application) i.e. 07.12.2012.
- f) Because of large number of applications, Corporation may not undertake detailed scrutiny of applications to ascertain the eligibility and other aspects at the time of written examination. Therefore, the candidates are advised to go through the eligibility criteria and other requirements of educational qualification, age, experience, etc. and satisfy themselves that they are eligible before applying. When scrutiny is undertaken even after preparation of merit list, the claim of the candidate can be rejected if the claim made in the application is not found substantiated and the decision shall be final.
- g) **Candidates claiming reservation/age relaxation on ground 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 08-09-1993 which is modified vide G.O.I. DOPT's OM no. 36033/3/2004-EST (Res.) dated 09-03-2004 failing which the benefit of reservation/relaxation will not be given or their application shall be rejected and no request/correspondence will be entertained. A declaration conforming that he does not belong to Creamy Layer as per DOPT O.M. No. 36033/3/2004 Estt. (Res.) dated 09-03-2004 should also be furnished by the candidates.**
- h) Original documents/certificates should not be enclosed/sent with application.
- i) The candidates already in Govt. Service must specifically mention the details of employment and should submit their hard copy of application (generated by the

system) through proper channel. However, they may send an advance hard copy of their application (generated by the system) alongwith Fee Challan and other certificates & testimonial so as to reach this office on or before the last date for receipt of application.

- j) The applicant should keep visiting ESIC website for important announcements / information throughout the selection process at its various stages.
- k) In case of selection, persons working in Central / State Govt. / PSU will have to submit a disciplinary clearance and NO OBJECTION CERTIFICATE from their employer.
- l) Last date of ONLINE application: 07.12.2012. Hard copy of ONLINE APPLICATION with required documents should reach to the address as given above under General instruction by Speed post/Registered post on or before 12.12.2012 by 4 P.M.candidates residing in Assam,Meghalaya,Arunachal Pradesh,Mizoram,Manipur,Nagaland,Tripura,Sikkim,Ladakh Division of Jammu and Kashmir state ,Lahul and Spiti District and pangi sub-Division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep will be 18.12.2012 up to 4 P.M.
- m) ESI Corporation will not be responsible for postal delay. Hence, candidates should post their dispatch well ahead of closing date.
- n) Corporation reserves the right to conduct written or online examination.

The ESI Corporation also reserves the right to cancel the recruitment as well as the notified vacancies at its discretion in respect of all or as many posts as may be considered necessary and such decision will be binding on all concerned. In the event of cancellation of notified vacancies at any stage of the recruitment, the examination fee will not be refunded

(CAUTION :- CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION)

GUIDELINES FOR SCANNING THE PHOTOGRAPH, SIGNATION AND THUMB IMPRESSION:

Before applying online a candidate will be required to have a scanned (digital) image of his / her photograph and signature as per the specifications given below.

(i) PHOTOGRAPH IMAGE:

- Photograph must be a recent passport size colour picture
- The picture should be in colour, against a light-coloured, preferably white background
- Look straight at the camera with a relaxed face.

- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows.
- If you have to use flash, ensure there is no “red-eye”
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious head wear is allowed but it must not cover your face.
- Dimensions 200X230 pixels (preferred)
- Size of file should be between 00 kb – 100 kb.
- Ensure that the size of the scanned image is not more than 100 KB. If the size of the file is more than 100 KB, then adjust the settings of the scanner such as the DPI resolution no. of colours etc. during the process of scanning.

(ii) SIGNATURE IMAGE:

- The applicant has to sign on white paper with Black Ink pen.
- The signature must be signed only by the applicant and not by any other person.
- The signature will be used to put on the Hall Ticket and wherever necessary
- If the Applicant’s signature on the answer script, at the time of the examination, does not match the signature on the Hall Ticket, the applicant will be disqualified.
- Dimensions 140X60 pixels (preferred)
- Size of file should be between 00 kb – 50 kb.
- Ensure that the size of the scanned image is not more than 50 KB

(iii) THUMB IMPRESSION IMAGE

- The applicant has to put his / her thumb impression (left thumb impression for male and right thumb impression for female candidate) on white paper with blue stamp inking pad.

- The thumb impression must be put only by the applicant and not by any other person.
- The thumb impression will be used to put on the Hall Ticket and wherever necessary.
- If the Applicant's thumb impression on the answer script at the time of the examination does not match the signature on the Hall Ticket, the applicant will be disqualified.
- Dimensions 140X60 pixels (preferred)
- Size of file should be between 00 kb – 20 kb.
- Ensure that the size of the scanned image is not more than 20 KB

SCANNING THE PHOTOGRAPH, SIGNATURE & THUMB IMPRESSION

- Set the scanner resolution to a minimum of 200 dpi (dots per inch).
- Set Color to true Color
- File Size as specified above.
- Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).

The image file should be JPG or JPEG format. An example file name is : image01.jpg or image01.jpeg. Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.

Candidates using MS Windows / MS Office can easily obtain photo, signature and thumb impression in .jpeg format not exceeding 100 KB, 50 KB & 20 KB respectively by using MS Paint or MS Office Picture Manager. Scanned photograph, signature and thumb impression in any format can be saved in .jpg format by using 'Save as' option in the File menu and size can be reduced below 100 KB (photograph), 50 KB (signature) & 20 KB (thumb impression) by using crop and then resize option (Please see point (i), (ii) & (iii) above for the pixel size) in the 'Image' menu. Similar options are available in other photo editor also.

If the file size and format are not as prescribed, an error message will be displayed.

Procedure for Uploading the Photograph, Signature & Thumb impression:

- i. There will be three separate links for uploading Photograph, Signature & thumb impression
- ii. Click on the respective link "Upload Photograph / Signature / Thumb impression"

- iii. Browse & Select the location where the Scanned Photo / Signature / Thumb impression file has been saved.
- iv. Select the file by clicking on it
- v. Click the "Upload" button

Your Online Application will not be registered unless you upload your photo, signature and thumb impression as specified.

In case the face in the photograph, signature and thumb impression is unclear the candidate's application may be rejected.

Candidates are advised to take a printout of their system generated online application forms before submitting.

In case the photograph, signature and thumb impression is unclear, the candidate may edit his application and re-upload his photograph, signature and thumb impression.

Candidates should keep a copy of the Application printout and Fee Challan Receipt for their record.

Candidates serving in Govern/ Quasi Government offices, Public Sector Undertaking will be required to submit 'No Objection Certificate' from their employer at the time of interview / joining where required.

The candidate seeking reservation as SC/ST/OBC should submit the Caste certificate in the prescribed proforma from the competent authority indicating clearly the candidate's caste, the Act / Order under which the case is recognized as SC/ST/OBC and the village / town the candidate is originally a resident of.

Candidates seeking reservation as OBC has to submit a declaration in the prescribed format confirming that he / she does not belong to Creamy Layer on the crucial date.

Candidates belonging to reserve category but applying for unreserved category post shall not be entitled for any type of relaxation, including age relaxation, etc.

NO OTHER MODE OF APPLICATION / PRINTOUT OR DRAFT ETC. WILL BE ACCEPTED

Action against candidates found guilty of conduct.

Candidates are warned that they should not furnish any particulars that are false, tampered / fabricated/ distorted or should not suppress any material information while filling up the application form.

Medical Superintendent