



**REGIONAL OFFICE
EMPLOYEES' STATE INSURANCE CORPORATION
RAJENDRA PLACE, RAJENDRA BHAWAN,
NEW DELHI-110 008
Web-site: www.esicdelhi.org.in**

RECRUITMENT OF STENOGRAPHERS

Applications in the prescribed format are invited for filling up following vacancies of Stenographers in E.S.I Corporation, Delhi State in the Pay bank of Rs. 5200-20200+Grade Pay Rs.2400/- plus other allowances as admissible to Central Government Civil Employees:

UR	SC	ST	OBC	Total
13	02	02	04	21

Age Limit: Between 18-27 years as on 18-02-2011.

RELAXATION IN UPPER AGE LIMIE:-

Category	Age Relaxation
Scheduled Caste/Tribe(SC/ST)	5 years
Persons with disability(PWD)	10 years for General, 15 years for SC/ST and 13 years for OBC
Other Backward Classes(OBC)	3 years
Ex-servicemen(EXSM)	3 years(in addition to the usual period of service in the Army, Navy & Air Force subject to a maximum age of 50 years)
Employees of ESIC and Govt. servants with 3 years continuous service	Upto 40 years for General, 45 years age for SC/ST & 43 years for OBC

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

Fee & Mode of Payment:-

A crossed Demand Draft issued on or after publication of this advertisement for Rs. 225/- (Rupees Two Hundred Twenty Five only); (Rs. 200/- Examination Fee + Rs. 25/- Postal Charges) whereas candidates belonging to SC/ST/PH/Ex-servicemen/Female applicants and employees of E.S.I. Corporation are required to pay Rs. 25/- (Rupees Twenty Five only) as postal charges drawn on any Nationalized/Schedule Bank in favour of E.S.I. Account No.1 Payable at New Delhi/Delhi.

- NOTE:-** 1. Fee/Postal Charges once paid will not be refunded under any circumstances.
2. Fee/Postal Charges paid by any other mode will not be accepted.
3. Candidates must write his/her name & address on back of the Demand Draft.

Scheme of Examination: The examination consisting of three parts which will be held at Delhi Centre.

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

- (i) English Language (ii) General Awareness. The questions in all the parts will be objective type (Multiple choice) ones. The examination will be of 1 ½ (One & Half)hours' duration.

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

Part-III: Working knowledge of computer including use of office suites and data base for 30 minutes.

Candidates who are successful in Part-I will be admitted to Paper-II and III, based on their performance in Paper-I.

How to apply:- The duly filled in application should be sent in an envelope super-scribed **"Application for the post of Stenographer 2011 by Registered post/Speed Post at the following address:-**

"Regional Director,
Regional Office, E.S.I Corporation,
3rd & 4th Floor, Rajendra Place,
Rajendra Bhawan, New Delhi-110 008
(Near Rajendra Place Metro Station)

Person with disability:-

"Candidate belonging to General/Sc/ST/OBC/Ex-servicemen etc., who are suffering from not less than 40% of the relevant disability shall alone be eligible for the benefit of reservation and have to submit disability certificate on the prescribed proforma. Application without valid disability certificate will be rejected and no correspondence in this regard will be entertained."

"The candidate applying under OBC category must submit the caste certificate in the form to be produced by other backward classes applying for appointment to the posts under the Government of India. The candidates belonging to only such castes/communities falling in the central list of the OBC prepared by Ministry of Social justice & Empowerment, Govt. of India are entitled for reservation in the services under the Government of India. The candidates who shall not be submitting the OBC certificate in the proforma prescribed for appointment to the posts under the Government of India shall not be considered for reservation under OBC category"

The following documents should be attached with the 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 Caste/Status certificate in the prescribed form of Government of India in respect of candidates belonging to SC/ST/OBC/PH/Ex-servicemen category and issued by Competent Authority.
- (d) One self-addressed envelopes of the size 23 cms.x10 cms.

Those candidates who are employed in Govt./Semi-Govt./Autonomous bodies etc. should send their application "through proper channel". However, they may send an advance copy of their application along-with attested copies of certificates and testimonials so as to reach this office on or before the due date.

Note:- 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. Demand Draft.
2. Additional photographs.
3. Application form.
4. Attested copies of certificates.
5. Self-addressed envelope.

The last date for receipt of application form is 18-02-2011.

(For candidates belonging to Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Laddakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshdweep, the last date of receipt of application form is 28-02-2011)

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. Mere submission of application does not confer any right to be called for written test/offer of appointment.
3. Application should be submitted in the prescribed Form only. They should be filled up in block/Capital Letters in candidate's own handwriting.
4. Application should be sent in a cover super-scribed "Application for the post of Stenographer-2011" by Registered Post/Speed post only so as to reach this office latest by the stipulated date. No application shall be entertained by hand.
5. Incomplete/unsigned applications and applications received without photographs, certified copies of required certificates such as educational qualification, caste/community etc. and those received after the prescribed date for receipt of application will summarily be rejected without any communication to the candidate.
6. Candidates shall generally be considered only against the vacancies available in the State.
7. No TA/DA will be paid to any candidate for appearing in the written test or in Transcription test.
8. Wrong declarations/submission of false information or any other action contrary to law shall lead to cancellation of the candidature/offer of appointment at any stage.
9. Submission of application does not vest in the candidate any right to be called for written test/offer of appointment.

Caution: Canvassing in any form will be a disqualification and shall result in cancellation of the candidature at any stage.

**Additional Commissioner &
Regional Director**

APPLICATION FOR THE POST OF STENOGRAPHER IN ESIC AT DELHI

1. Name in Full :
(In Block Letters)

2. Father's/Husband's Name :

3. Date of Birth (In Christian era) :
(in figure and in words)

Age as on _____:

4. Are you a citizen of India by birth :
Or by Domicile ?

5. Permanent Address (In Block Capital Letters)

6. Mailing Address (in block Letters) :
(with Pin Code number)
Tel/Mobile No., if Any :

7. Mobile No.:

8. E-mail ID:

9. Category of candidate:
(UR-01, SC-02, ST-03 and OBC-04)

10. Sub-category:
(PH-05 and Ex-servicemen-06)

11. Mode of payment
Demand Draft No., date and amount:
Name of issuing Bank and Branch

12. Language known:

	Hindi	English	Other Language (Specify Name)
Speak	_____	_____	_____
Read	_____	_____	_____
Write	_____	_____	_____

13. Medium opted for Stenography Test/Computer Skill Test
(Hindi or English)

**Paste your recent
passport
size photograph
(Attested by Group
A/B Officer)**

14. Educational Qualification (from Matriculation onwards including computer knowledge)

S. No.	Qualification	University/Board	Subject studied	Percentage of marks obtained	Remarks

15. Experience/particulars of previous and present employer:

S. No.	Name & Full address of Employer	Designation/Duties of post	Scale of Pay	Period of employment	
				From	To

16. Details of other academic achievement, extracurricular activities and professional achievements, if any:

17. List of enclosures :

I hereby declare that the information furnished in the 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 is liable to summary cancellation/termination without notice or any compensation in lieu thereof.

Date :

Signature of the candidate

Place:

Name of candidate: