



REGIONAL OFFICE (HARYANA)
EMPLOYEES' STATE INSURANCE CORPORATION
(Under Union Ministry of Labour and Employment, Govt. of India)
PANCHDEEP BHAWAN, SECTOR 16, FARIDABAD-121002
Tel. 0129-2222980, 2222981.; Fax : 0129-2284728
Website : www.esicharyana.org, email : rd-haryana@esic.nic.in



Applications are invited for the posts of (I) Upper Division Clerks, Group 'C' and (II) Multi Tasking Staff, Group 'D' in the offices of Haryana Region of the Corporation, which is a Statutory body owned and controlled by Union Ministry of Labour and Employment, Govt. of India, with its Head Quarters at CIG Road, New Delhi-110002. Candidates having following minimum educational qualifications, prescribed skills and fulfilling following requirements as per Recruitment Rules, may apply **ON-LINE** through the **Regional website : www.esicharyana.org** . Separate application forms for both the posts are separately uploaded on the website and candidates are required to fill them up and submit ONLINE only. Candidates are required to fill up the particular application form for that particular post for which they want to apply. If a candidate wants to apply for both the posts, he/she should apply separately through both the specified application forms along with separate fees for each post. Candidate will be considered only for the post for which he/she submits the application form along with requisite fees.

Candidates are also required to download the system generated copy of the application thus submitted **ONLINE** and submit the hard copy along with with following **Affixures/Enclosers/Signatures** :-

For U.D.C

- (i) Recent passport size photographs, duly attested by a Gazetted Officer affixed on the space provided at the top right hand corner.
- (ii) Signature in the appropriate box below the Photograph.
- (iii) Demand Draft of appropriate value (if not exempted)
- (iv) Declaration in his/her own handwriting with signature in the space provided for it at the end of the Application Form.

For M.T.S

- (i) Recent passport size photographs, duly attested by a Gazetted Officer affixed on the space provided at the top right hand corner.
- (ii) Signature in the appropriate box below the Photograph.
- (iii) Demand Draft of appropriate value (if not exempted)
- (iv) Declaration in his/her own handwriting with signature in the space provided for it at the end of the Application Form.
- (v) Attested Copies of Certificate and testimonials in support of proof of age, date of birth, educational qualifications, certificate in support of belonging to a reserved category (if claimed) etc.

(I) No. of vacancies

U.D.C

General	OBC	SC	Total
25	12	9	46 (*) (+)

(*) 02 Posts are reserved for Ex. Serviceman and 02 Posts for Physically Handicapped (one VH/One HH)

(+) Total no. of vacancies as shown in the table above may vary at the time of actual appointment.

M.T.S

General	OBC	SC	ST	Total
27	14	10	--	51*

* No. of vacancies as shown in the table above may vary at the time of actual appointment.

- (II) **Pay Scale** : Scale of Pay DA/HRA/Transport Allowance and other emoluments for both the posts are in accordance with that of other Central Govt. employees/as per rules of the Corporation. Present scale is briefly mentioned as under

Posts	Pay Band	Grade Pay
U.D.C	PB-I, Rs. 5200-20200	Rs. 2400
M.T.S	PB-I, Rs. 5200-20200	Rs. 1800

(III) **Age limit (i) UDC**

Between 18 to 27 years of age as on **10-01-2012** Relaxable for employees of the ESI Corporation and Govt. Servants up to 40 years in accordance with the instructions or orders issued by the Central Govt.

(ii) **M.T.S**

Between 18 to 25 years of age as on **10-01-2012**

Note :- Upper age limit is also relaxable for SC/ST/OBC/PWD/Ex- Servicemen and other categories of persons as per reservation policy of the govt. of India.

(IV) **Essential Qualifications**

(a) **For Upper Division Clerks**

- (i) Degree of a recognized University or equivalent.
- ii) Working knowledge of Computer including use of Office Suites and database.

(b) **For Multi Tasking Staff :**

Matriculation or equivalent.

(V) **Amount of Application Fee**

(a) **For Upper Division Clerks**

S.No	Category	Fee
1	SC/ST/PWD/Departmental Candidate, Female Candidates & Ex-servicemen	Nil
2	All other categories	225/-

(b) **For Multi Tasking Staff :**

S.No	Category	Fee
1	SC/ST/PWD/Departmental Candidate, Female Candidates & Ex-servicemen	Nil
2	All other categories	125/-

N.B - Fees is to be remitted through Demand Draft of appropriate value, paid in favour of Regional Director, ESIC Rectt Fees A/c payable at Andhra Bank, Sector 17, Faridabad. Fees paid in any other form will not be accepted.

(VI) **Mode of Selection**

Candidates will be selected strictly in accordance with merit in examination to be held by the Corporation. For the post of UDC, examination will be conducted in two parts. **Part-I Written Test, Part-II** Computer skill Test. but for the post of MTS, only written exam will be held. Relaxation in qualifying marks in the exams for reserved category candidates may be considered, if sufficient no. of such category of candidates do not qualify normal standards. Written Test for both the posts will be of Multiple Choice objective type.

Details of Examinations to be held

For U.D.C

Candidates will first be subjected to **Part-I** Exam., Comprising of Multiple Choice Objective Type questions. Through this part-I exam, sufficient no. of candidates will be shortlisted category wise and then informed through post and/or website of their qualifying the first part of the exam. They will then be required to undertake part-II of the exam, comprising of Computer Skill Test. Candidates will be required to separately qualify this Test since this test will determine their possessing minimum required skill, it is by all count mandatory on their part to secure minimum qualifying marks in order to finally ascertain their ranks by aggregating marks obtained in both the distinct parts. Category wise, merit list be then prepared and selected candidates informed accordingly.

For M.T.S

Candidates will be selected on the basis of their performance in Multiple Choice objective Type Test. A category wise select list will be prepared and selected candidates will be informed accordingly.

Details Description of Multiple Choice Objective Type Paper. (for both the post UDC and MTS)

Duration of Examination	Subjects		Number of questions in each subject	Remarks
02 Hours (10.00 AM to 12 Noon)	(i)	Numerical Ability	50 questions	The Questions will be set in English and Hindi for (i), (iii) & (iv). The maximum marks will be 200. The level of difficulty will be as the educational qualification of the respective post.
	(ii)	English Language	50 questions	
	(iii)	General Intelligence	50 questions	
	(iv)	General Awareness	50 questions	
		Total	200 questions	

Note : There will be negative marking at the rate of 0.25 marks to be deducted for every wrong answer.

Scheme of Computer Skill Test and syllabus (for the post of UDC only)

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 Points Presentations/Slides on **MS-Power Points - 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.

LAST DATE FOR SUBMISSION OF APPLICATION FORM.

- (I) Candidates must submit **ONLINE** Application form on or before **10-01-2012**

- (II) Candidates must also submit the system generated Hard Copy of the application form, submitted **ONLINE**, affixing a recent passport size photograph in the space provided on the top right hand corner of form, and enclosing the required Certificates/testimonials/Demand Draft, super scribing the envelope as **“APPLICATION FOR THE POST OF – UDC/MTS”** so that it reaches the **Regional Office, Employees' State Corporation, Sector -16, Faridabad-121002 latest by 17-01-2012.** Candidates may please note that **both** the **ON-LINE** application and system generated hard copy of it are necessary for acceptance of their candidature. In case of any form missing, his candidature will not be considered and no correspondence be made in this regard. Incomplete application or applications without prescribed fees (where applicable) will be summarily rejected.

IMP: Merely qualifying the examination will not secure the desired job in the corporation. Candidates will be subject to enquiry into the details of his eligibility for the appointment as a public servant and furnishing correct information.

REGIONAL DIRECTOR