



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, 2284728  
Website : www.esicharyana.org, email : rd-haryana@esic.nic.in

### Recruitment of Stenographers

Applications in the prescribed format are invited for filling up following vacancies of **Stenographers (Either Hindi or English)** in various offices' and Hospitals of Haryana Region in the Pay band of Rs. 5200-20200 + Grade Pay Rs. 2400/- plus other allowances as per rules in force from time to time applicable to the employees of the E.S.I. Corporation.

General	OBC	SC	ST	Total
4	1	--	--	5*

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

**2. Age Limit :** Between 18-27 years as on **30.03.2012**

#### RELAXATION IN UPPER AGE LIMIT :-

Category	Age Relaxation
Scheduled Caste/Tribe (SC/ST)	5 years
Persons with disability (PWD)	10 years for General, 15 years for SC/ST & 13 year for OBC
Other Backward Classes (OBC)	3 years
Ex-servicemen (EXSM)	3 year (in addition 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 year continuous service.	Upto 40 years

#### Persons 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."

"Candidates applying under **OBC** category must submit their caste certificate in the prescribed form and awarded by prescribed authority as in case of appointment to analogous posts under Union Government of India. Candidates belonging to only such caste/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 Corporation. The candidates who shall not be submitting the OBC certificate in the proforma prescribed for appointment to the posts under the Govt. of India shall not be considered for reservation under OBC category."

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

**4. Fee & Mode of payment :-**

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

**N.B - Fees is to be remitted through Demand Draft of any Nationalized Bank paid in favour of Regional Director, ESI Corporation, Faridabad payable at Faridabad. Fees paid in any other form will not be accepted.**

- 5. Scheme of Examination :** - The examination consisting of three parts which will be held at Faridabad.

**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	50 questions
		(ii)	General Awareness.	50 questions

**Remarks :-** The questions will be set in English and Hindi for subject (ii). The maximum marks will be 100. The level of difficulty will be as 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.

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**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 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.

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.

**6. Mode of Selection :** The selection will be strictly on the basis of combined merit of written test (Part-I Objective Type) followed by Stenography Test & Computer Skill Test. Clearance/minimum aptitude in each individual test will be Must.

**7. How to apply :-** The duly filled in application should be sent in an envelope super-scribed "**Application for the post of Stenographer 2012**" by **Registered/Speed Post only** at the following address :- "**Regional Director, Regional Office, E.S.I. Corporation, Panchdeep Bhawan, Sector 16, Faridabad-121002 (Haryana) on or before the prescribed date.**

**8. The following documents must 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, and the other attached with the form.
- (b) Attested copies of certificate 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 23cm. x 10cms.

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**IMPORTANT :** Candidate's are required to write the **DECLARATION** (given at the bottom of the format) in their own handwriting in ball point pen. This is must and if a candidate fails to comply with this requirement, his candidature will not be accepted.

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.

**9. The last date for receipt of application form is : 30.03.2012**

(For candidates belonging to Assam, Meghalaya, Arunchal 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, Andam and Nicobar Islands or Lakeshadweed, the last date of receipt of application form is : **15.04.2012** )

**10. 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-2012" by **Registered/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 copied of required certificates such as educational, 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.

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8. Wrong declaration/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. Fees once remitted shall not be refunded on any ground.

**Note :** - The application and the other document 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.

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

**Additional Commissioner cum Regional Director**

**APPLICATION FOR THE POST OF STENOGRAPHER-2012**

1 Name in full (in Block Capital letter) 

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2 Father's/Husband's Name 

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3 (i) Date of Birth in Christian era (inf figures and in words) 

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 (ii) Age as on **30.03.2012** .....

Paste your recent passport size photograph attested by a G. "A"/Gr. "B"/Gazetted office

4 Are you a citizen of India by birth and/or domicile? .....

5 Permanent Address (In Block Capital Letter) With PIN Code number .....

.....

6 Mobile No. ....

Land line No. with Code .....

7(i) E-Mail address .....

7(ii) Mailing Address (in Block Capital Letters) with PIN Code number .....

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8 Category you belong to Code of Category (UR-01, SC-02, ST-03, OBC-04) 

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9 Whether you are PH or Ex-Servicemen Code of Category (PH-05, Ex-Servicemen - 06) 

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10 Mode of Payment :

Demand Draft No.			
Date and amount			
Name of issuing Bank			
11 Language known :	Hindi	English	Other Language (Specify Name)
1. Speak	.....	.....	.....
2. Read	.....	.....	.....
3. Write	.....	.....	.....

12	(i) Medium opted for Stenography Test & Computer Skit Test:	English	Hindi
	If applied for English Stenography test tick ( √ )English		
	If applied for English Stenography test tick ( √ ) Hindi		

13 Educational qualification (from Matriculation onwards including computer knowledge)

Sl. No	Qualification	University/Board	Subject studied	%age of Marks obtained	Remarks

14 Experience/particulars of previous and present employment

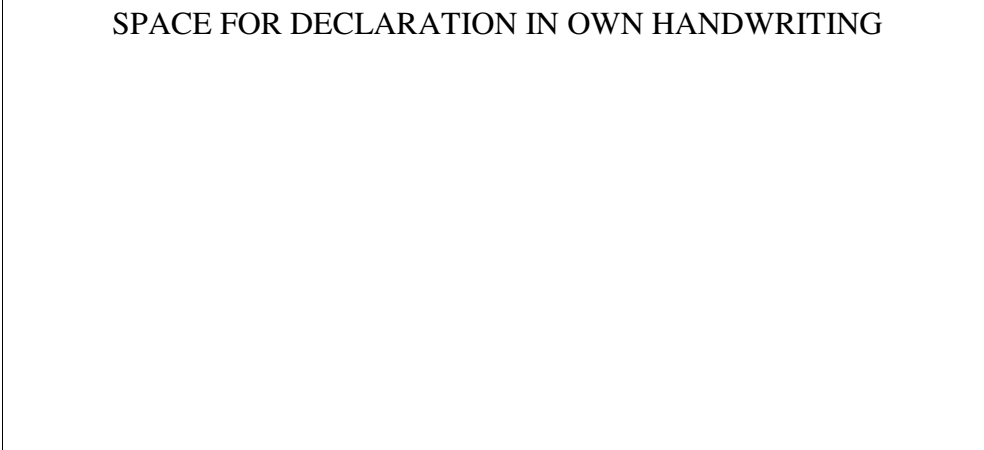
Sl. No	Name & full address of Employer	Designation	Scale of pay	Period of employment	
				From	To
1					
2					

15. Details of other academic achievement, extra curricular activities, and professional achievements, if any. : .....

16. List of enclosures :-
- 1.
  - (See note-(1) under "How to Apply) 2.
  - 3.
  - 4.
  - 5.
  - 6.

I hereby declare that the information furnished in the application are true, complete and correct to 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.

SPACE FOR DECLARATION IN OWN HANDWRITING



Date : .....

Signature of Candidate : .....

Place : .....

Name : .....