



**Instructions to the Candidates called for Interviews for Recruitment to the post of  
Social Security Officer / Superintendent / Manager Gr.II**

1. Candidates are advised to bring their Original Call letter for Interviews in order to allow them to enter in the Interview Premises.
2. Candidates are advised to report at the Interview Venue strictly as per the reporting time. They shall not be allowed to enter at the venue after commencement of the interviews.
3. Candidates are required to bring all of their Original Certificates in support of Age, Educational Qualification, Caste, Experience etc, as claimed by them at the time of submitting online application, for verification purpose failing which they shall not be allowed for Interview.
4. Candidates are required to carry with them their Valid Identity Proof viz. Voter ID Card, Driving License, PAN Card, Identity Card issued by any Govt. Office / Department etc. A photocopy of the same should also be handed over at the time of verification of the documents.
5. After verification of the documents, candidates will not be allowed to leave the venue until their interview is over.
6. Before appearing in the interviews candidates must satisfy that they fulfill the eligibility criteria for the post as laid down in the advertisement uploaded on the website [www.esic.nic.in](http://www.esic.nic.in) and published in the newspapers.
7. Candidates are called for interviews provisionally and their candidature shall be terminated unilaterally at any stage of the recruitment process, if it is found that he / she do not fulfill the eligibility criteria.
8. Mobile Phone / Pagers or any other communication devices are not allowed inside the premises.
9. SC/ST Candidates shall be paid TA for 2<sup>nd</sup> Class Rail Fare / Bus Fare against production of Original Tickets if they are not employed anywhere. Such candidates must submit an undertaking to this effect in the prescribed format along with their tickets for reimbursement of fare as per rules.
10. The information / declaration given by candidate at any time during the entire Selection Process is found false / wrong then his /her Candidature / Selection is summarily liable to be cancelled.

**Important Note:**

01. The candidates selected against reserve category/sub category must ensure that they belong to the respective category/sub category under which their result has been declared.
02. All the candidates shortlisted for interview shall be required to bring all the Original Certificates/Mark Sheets etc. in support of educational qualification, experience, caste/category/sub category, age etc. at the time of Interview.
03. Those who are in Government Service (including ESIC Employees) are required to produce No Object Certificate(NOC) at the time of interview.
04. Candidate seeking age relaxation as an Government Servant (including ESIC Employees) shall have to produce a service certificate that they have completed 3 years of service on the last date of submission of Application Form i.e. 31.01.2011.
05. Candidates belonging to OBC category shall have to produce OBC certificate in the prescribed proforma given at Annexure 'A' and Form of Declaration given at Annexure 'B' at the time of interview failing which they will be considered against unreserved category.

Dated: 07.02.2012.

Joint Director

PREScribed PROFORMAE

ANNEXURE 'A'

The form of certificate to be produced by Other Backward Classes candidates applying for appointment to posts under the Government of India.

This is to certify that Shri/Shrimati/Kumari\*.....son/daughter\* of Shri..... of village/town\* .....in District/Division\*..... of the State/Union Territory\*.....belongs to the .....Community which is recognised as a backward class under:

- @ Government of India, Ministry of Welfare Resolution No. 12011/68/93-BCC (C) dated 10th September, 1993 published in the Gazette of India Extraordinary Part-I, Section-1, No. 186 dated 13th September, 1993.
@ Government of India, Ministry of Welfare Resolution No. 12011/9/94-BCC dated 19-10-94, published in the Gazette of India Extraordinary Part-I, Section-1, No. 163 dated 20-10-1994.
@ Government of India, Ministry of Welfare Resolution No. 12011/7/95-BCC dated 24-5-95, published in the Gazette of India Extraordinary Part-I, Section-1, No. 88 dated 25-5-1995.
@ Government of India, Ministry of Welfare Resolution No. 12011/96/94-BCC dated 9th March, 1996 published in the Gazette of India Extraordinary Part-I, Section-1, No. 60 dated 11th March, 1996.
@ Government of India, Ministry of Welfare Resolution No. 12011/44/96-BCC dated 6th December, 1996 published in the Gazette of India Extraordinary Part-I, Section-1, No. 210 dated 11th December, 1996.
@ Government of India, Ministry of Welfare Resolution No. 12011/99/94-BCC dated 11th December, 1997 published in the Gazette of India Extraordinary Part-I, Section-1, No. 236 dated 12th December, 1997.
@ Government of India, Ministry of Welfare Resolution No. 12011/13/97-BCC dated 3rd December, 1997 published in the Gazette of India Extraordinary Part-I, Section-1, No. 239 dated 17th December, 1997.
@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/68/98-BCC dated the 27th October, 1999 published in the Gazette of India Extraordinary Part-I, Section-1, No. 241 dated the 27th October, 1999.
@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/88/98-BCC dated 6th December, 1999 published in the Gazette of India Extraordinary Part-I, Section-1, No. 270 dated 6th December, 1999.
@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/36/99-BCC dated 4th April, 2000 published in the Gazette of India Extraordinary Part-I, Section-1, No. 71 dated 4th April, 2000.
@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/44/99-BCC dated the 21st September, 2000 published in the Gazette of India Extraordinary Part-I, Section-1, No. 210 dated the 21st September, 2000.
@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12015/9/2000-BCC dated 6th September, 2001 published in the Gazette of India Extraordinary Part-I, Section-1, No. 246 dated 6th September, 2001.
@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/1/2001-BCC dated 19th June, 2003 published in the Gazette of India Extraordinary Part-I, Section, 1 No. 151 dated 20th June, 2003.
@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/4/2002-BCC dated 13th January, 2004 published in the Gazette of India Extraordinary, Part-I Section-1, No. 9 dated 13th January, 2004.
@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/14/2004-BCC dated 12th March, 2007 published in the Gazette of India Extraordinary, Part-I, Section-1, No. 67 dated 12th March, 2007.

Shri/Shrimati/Kumari\*.....and/or\* his/her\* family ordinarily resides in village/town\*..... of..... District/Division\* of the State/ Union Territory\* of..... This is also to certify that he/she\* does not belong to the persons/sections\* (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt. (SCT) dated 8-9-1993 O.M. No. 36033/3/2004-Estt. (Res.) dated 9th March, 2004 and O.M. No. 36033/3/2004-Estt. (Res.) dated 14th October, 2008.

Signature.....
\*\*Designation.....
(With seal of Office)
State/Union Territory

Place.....
Date.....

\*Please delete the words which are not applicable.
@ Strike out whichever 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 OBC Certificate:**

(i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate/† Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.

†(not below of the rank of 1st Class Stipendiary Magistrate).

(ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.

(iii) Revenue Officers not below the rank of Tehsildar.

(iv) Sub Divisional Officer of the area where the candidate and/or his/her family normally resides.

(v) Administrator/Secretary to Administrator/Development Officer (Lakshadweep)

**Note 1:** Candidates claiming to belong to OBCs should note that the name of their caste (including its spellings) as indicated in their certificates, should be exactly the same as published in the lists notified by the Central Government from time to time. A certificate containing any variation in the caste name will not be accepted.

**Note 2:** The OBC claim of a candidate will be determined in relation to the State (or part of the State) to which his/her father originally belongs. A candidate who has migrated from one State (or part of the State) to another should, therefore, produce an OBC certificate which should have been issued to him/her based on his/her father's OBC certificate from the State to which he (father) originally belongs.

**Note 3:** No change in the community status already indicated by a candidate in his/her simplified application form for this examination will ordinarily be allowed by the Commission.

**Form of declaration to be submitted by the OBC candidate  
(in addition to the community certificate)**

I ..... Son/daughter of Shri.....resident of village/town/city..... district..... state.....hereby declare that I belong to the.....community which is recognized as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No 36102/22/93-Estt. (SCT) dated 8-9-1993. It is also declared that I do not belong to persons/ sections/sections (Creamy Layer) mentioned in column 3 of the Schedule to the above referred Office Memorandum dated 8-9-1993, O.M. No. 36033/3/2004-Estt. (Res.) dated 9th March, 2004 and O.M. No. 36033/3/2004-Estt. (Res.) dated 14th October, 2008.

Signature:.....

Full Name:.....

Address:.....