



REGIONAL OFFICE
EMPLOYEES' STATE INSURANCE CORPORATION
(Ministry of Labour & Employment, Govt. of India)
10-B (RADHA BHAWAN), SHASTRI NAGAR, JAMMU (J&K) -180004.
Phone: -0191-2435136, 2459682, 2435149, Fax: - 0191-2459568
E-mail:- rd-jnk@esic.nic.in

Recruitment of Stenographer

Applications in the prescribed format are invited for filling up One Vacancy of Stenographer in Jammu Region of the ESI Corporation in the Pay Band of Rs.5200-20200/-; Grade Pay of Rs.2400/- plus allowances as admissible to Central Government Employees of similar rank. The breakup of vacancies is as under:-

General	SC	ST	OBC	Total
01	00	00	00	01

The number of vacancies are provisional and may vary. The Corporation reserves the right to fill up the vacancies as per its actual requirements.

A. Stenographer Pay Band 5200-20200/-; Grade Pay Rs.2400/-.

B. **Age Limit**:- Between 18-27 years as on **31/01/2011**.

Relaxation:-

- In case of Ex- Servicemen, Service rendered in the Armed Forces plus 03 years.
- In case of Physically Handicapped, 10years.
- Relaxable in the case of ESIC Employees to the extent of their service in the Corporation and Govt. Servants as per rules.

C. **Qualification**:-

- Higher Secondary pass (pass in 12th standard or equivalent from a Recognized Board).
- A speed of 80 words per minutes in Stenography in (English/Hindi) respectively.
- Working Knowledge of Computer including use of Office Suites and Database.

D. **Fee for Examination**:-

A ***Demand Draft (only)*** of Rs.200/-(examination fee) + Rs.25/-(postal charges) = Rs.225/- should be drawn on ***State Bank of India*** in favour of ESI Fund A/c No. 1 payable at Jammu.

Candidates belonging to SC/ST/EX- Servicemen Category/Female Candidates and employees of ESI Corporation are exempted from the payment of examination fee. They should only pay postal charges i.e. Rs.25/-

Note:-

- Fee once paid will not be refunded under any circumstances.**
- Demand Draft should have been drawn on State Bank of India on or after the publication of the advertisement and payable at the ESI A/c No. 1, Jammu.**
- Candidates must write his/her name & address on back of Demand Draft.**

E. **Scheme of Examination:-** The Examination will consist of three parts viz:-

Part - I:- General English/General Knowledge (The duration will be of **One & Half Hour**).

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

Part - III:- Working knowledge of Computer including use of Office Suites and data bases for 30 minutes. Candidates who are successful in Paper - I will be admitted to Paper - II and III, bases on their performance in Paper - I.

F. **How to apply:-** Application in the prescribed form may be submitted in the envelop superscribed "Application for the post of Stenographer" at the following address:-

**The Regional Director,
Regional Office,
ESI Corporation,
10-B, Radha Bhawan,
Shastri Nagar,
Jammu-180004.**

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/experience etc.
- (c) Attested copy of Community/Status Certificate in the prescribed form in respect of candidates SC/ST/PH/Ex-Servicemen category.
- (d) Demand Draft drawn in favour of ESI Fund A/c No. 1 payable at Jammu.

Those candidates who are employed in Govt./Semi-Govt./Autonomous Bodies etc. should send their applications "through Proper Channel". However, they may send an advance copy of their application along with certificates and testimonials so as to reach this Office on or before the due date.

Note - I:- 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. Additional Photographs.
2. Application form.
3. Attested copies of certificates.

Note - II:- The Demand Draft should not tagged or stapled, but should be pinned or clipped at the top of the application form.

G. **The last date for receipt of application form is 31/01/2011 till 5:00PM.**

The application form is to be sent by registered/speed post only to the Office of the Regional Director, Regional Office, ESI Corporation, 10-B, Radha Bhawan, Shastri Nagar, Jammu-180004. No other mode of submission of application shall be accepted.

The date and venue of the written examination shall be informed later.

H. **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.
3. Application should be submitted in prescribed Form only. They should be filled up in Block/Capital Letters in Candidate's own handwriting. ***The blank form can be downloaded from our website www.esic.nic.in.***
4. Application should be sent in cover superscribed "Application for the post of Stenographer" by Registered post/Speed post so as to reach by the stipulated date.
5. Incomplete/unsigned applications and applications received without photographs, certified copies of required certificates such as educational qualification, Cast/Community etc and those received after the prescribed last date for receipt of applications will summarily be rejected without any communication to the candidate.
6. No TA/DA will be paid to any candidate for appearing in written test.
7. 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.
8. Submission of application does not vest in the candidate any right to be called for written test/officer of appointment.

(Rattan Kumar)
(Regional Director)

APPLICATION FOR THE POST OF "STENOGRAPHER"

Paste your recent
passport size
photograph attested by
a
Gr.'A'/Gr.'B'/Gazette
d Officer.

1. Name in full (in block letters):- _____

2. Amount of fee Rs.:- _____

3. Name of Issuing Bank:- _____

4. Demand Draft No./Date:- _____

5. Father/Husband's Name:- _____

6. Date of Birth in Christian era:- _____

(in figures & in words) _____

7. Are you a citizen of India:- _____

by birth and/or domicile?

8. Permanent Address (in Block letters)with Pin Code Number. _____

9. Mailing Address (in Block letters) with Pin Code Number. _____

10. Whether you are PH or Ex.-Ser. _____

11. Medium for Computer Test:- _____

(Hindi/English)

12. Language Known:-	Hindi	English	Other Language
(indicate Yes/No)			(Specify Name)

1. Speak	_____	_____	_____
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2. Read	_____	_____	_____
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3. Write	_____	_____	_____
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13. Educational Qualifications (From Matriculation onwards including Computer Knowledge):-

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

14. Experience/Particulars of previous and present employment:

Sl. No.	Name & Full address of Employer	Designation/Duties of Post	Scale of Pay	Period of Employment From To

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

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16. List of Enclosures:- 1._____ 2._____
- 3._____ 4._____
- 5._____ 6._____

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 Candidate:- _____

Place:- _____

Name:- _____