



EMPLOYEES' STATE INSURANCE CORPORATION
REGIONAL OFFICE : ANDHRA PRADESH
5-9-31/1-B, BASHEERBAGH, HYDERABAD-063.

RECRUITMENT OF LOWER DIVISION CLERKS

Applications in the prescribed format are invited for filling up of **42** vacancies of Lower Division Clerks in **Andhra Pradesh Region** of E.S.I. Corporation in the initial pay of **Rs.5830/- + Grade Pay of Rs.1900/- per month** in the **Pay Band of Rs.5200- 20200** plus allowances as admissible to Central Govt. employees of similar rank. The break-up of the vacancies is as under:-

GENERAL	SC	ST	OBC	TOTAL
29	01	01	11	42

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

Out of the above, **01 vacancy** is reserved for Physically Handicapped (**VI-01**) and **04 vacancies** are reserved for **Ex-Servicemen**.

A. Examination Centre : HYDERABAD

B. Age limit:- Between 18-27 years as on **24.09.2010**

Age relaxation:

Category	Age-Relaxation permissible beyond the Upper age limit
SC/ST	5 years
OBC	3 years
PH	10 years
Ex-Servicemen	03 years after deduction of the military service rendered from the actual age.
Govt. Employees with 3 years or more regular and continuous service.	Up to 40 years of age

C. Qualifications

- Pass in Higher Secondary or equivalent from a recognized Board of Education.
- Working knowledge of computer including use of Office Suites and Database with typing speed of 40 words per minute in English or 35 words per minute in Hindi.

D. Fee & Mode of Payment:

A Demand Draft for **Rs.225/-** (Rupees Two Hundred Twenty Five Only) drawn in favour of Regional Director, ESI Corporation, **payable at Hyderabad from any Nationalized Bank.**

Candidates belonging to **SC/ST/PH/Ex-Servicemen category, Women Candidates** and employees of ESI Corporation are **exempted** from payment of examination fee. **However, they are required to pay Rs. 25/- (Rupees Twenty five only) towards postage charges** by way of Demand Draft from any Nationalized Bank in favour of Regional Director, ESI Corporation, payable at Hyderabad

NOTE:

- Fee once paid will not be refunded under any circumstances.
- Demand Draft should have been purchased on or after the publication of the Advertisement. Fee paid by any other mode will not be accepted.
- Candidate must write his/her name & address on back side of the Demand Draft.

E. Scheme of Examination: The examination will consist of two parts viz:-

Part-I: The written test will consist of one paper for 200 marks containing 4 parts: (i) English Language (ii) General Intelligence & General Aptitude (iii) Numerical Aptitude and (iv) General Awareness. Each question shall carry one mark. The questions in all the four parts will be of objective type (multiple choice). **The examination will be of 3 (Three) hours duration.**

Part II: Computer Skill Test: Only those number of candidates as considered necessary by the Corporation and who have qualified in the Part-I test shall be admitted to the Part-II of the test. Part-II of the test will consist of Skill Test in Computer Knowledge using an Office Suite and database with typing speed of 40 words per minute in English or 35 words per minute in Hindi.

F. How to apply: Application in the prescribed form should be sent or submitted in person, in a sealed envelope superscribed “**Application for the post of L.D.C-2010**” to the following address: -

**The Regional Director
Regional Office, E.S.I. Corporation
5-9-31/1-B, Opp. Old Gandhi Medical College
Basheerbagh, Hyderabad - 500063.**

The following documents should be attached with the application form:-

- a) Two copies of recent passport size photographs duly attested by a Gazetted Officer of which one photograph should be pasted on the application form at the appropriate place.
- b) Attested copies of certificates and testimonials in proof of age/ date of birth/ educational qualification / experience, etc.
- c) Attested copy of Community/ Caste / Category certificate in the prescribed form in case of candidates belonging to SC/ST/OBC/PH/Ex-Serviceman category issued by competent authority. Candidates claiming reservation / age relaxation on grounds of belonging to OBC should submit the Community Certificate in Annexure ‘A’ prescribed vide Govt. of India, Department of Personnel and Training OM No:36012/22/93-Est.(SCT) dated 8.9.93 and modified vide G.O.I. DOPT’s OM.No.36033/3/2004-EST(Res) dated 9.3.2004, failing which the benefit of reservation or age relaxation will not be given.
- d) Two self-addressed envelopes of the size 23 cms X 10 cms.
- e) Demand Draft drawn in favour of Regional Director, ESI Corporation, Hyderabad

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 demand draft and other certificates & testimonials so as to reach this office on or before the scheduled date.

NOTE I: The application and the other documents should be arranged in the following order, and tightly tagged or stapled on the left hand side top corner.

- a) Additional Photograph
- b) Application Form
- c) Attested copies of certificates
- d) Self-addressed envelopes.

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

Note III: Candidates who wish to be considered against reserved vacancies for any category, must submit the requisite certificate from the competent authority along with their application for the examination. Otherwise, their claim for reservation /age-relaxation will not be entertained and their applications will be considered as if same are from General(UR) category candidates. The nature & format of certificates to be submitted by SC/ST/OBC/PH/Ex-Serviceman/Central Govt. civilian employees can be downloaded from the website www.esic.nic.in or www.apesic.nic.in

G. The last date and time for receipt of Application Form is 5 PM on 24.09.2010.

The date and venue of the 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) The recruitment is against the vacancies on a local/regional basis. Hence anyone selected/appointed on local/regional basis shall be liable to be posted any where in the state/region.
- 3) Mere submission of the application does not confer any right to be called for written test.
- 4) Application should be submitted in the prescribed format only. Form 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 or www.apesic.nic.in
- 5) The duly filled in application should be sent in a cover super scribed "**Application for the post of LDC-2010**" so as to reach the Regional Office, E.S.I. Corporation, Hyderabad-500063 on or before **24.09.2010 (Friday)**.
- 6) Incomplete/unsigned applications and applications received without fee, photographs, certified copies of required certificates such as educational qualification, caste/community etc. and those received after the prescribed last date for receipt of application will summarily be rejected without any communication to the candidate.
- 7) No TA/DA will be paid to any candidate including SC/ST candidates for appearing in the written test.
- 8) Wrong declarations/submission of false information or any other action contrary to law shall lead to cancellation of the candidature at any stage.
- 9) Submission of application does not vest in the candidate any right to be called for written test/other related test.
- 10) No interim correspondence will be entertained in this regard.

CAUTION: Canvassing in any form will be a disqualification and shall lead to cancellation of the candidature.

**U.H.RAO
REGIONAL DIRECTOR**

16. Medium opted for Computer Skill Test (**English/Hindi**) :

17. Details of other academic achievements, extra-curricular activities:
Professional achievements etc., if any

Declaration

I hereby declare that the information furnished in the application are true, complete and correct to the best of my knowledge and belief. I am fully aware that in the event of any of the said information furnished by me, being found false or incorrect at any stage, my candidature/ appointment is liable to be summarily cancelled/terminated without any notice or compensation.

Date : _____

Place : _____

Signature of Candidate

Name : _____

Phone No. _____

E-Mail : _____

CHECK LIST

- | | |
|---|--------------------------|
| a) Photograph attested by Gazetted Officer is Affixed | <input type="checkbox"/> |
| b) Application is in prescribed format and duly signed | <input type="checkbox"/> |
| c) Attested copies of Certificates attached | <input type="checkbox"/> |
| d) Proforma as applicable for SC/ST/OBC/Ex-Servicemen is attached | <input type="checkbox"/> |
| e) Proforma as applicable for Visually Handicapped candidates is attached | <input type="checkbox"/> |
| f) Bank Draft for prescribed fee attached | <input type="checkbox"/> |
| g) Particulars (Name, Tele No & Address) are written on the reverse of DD | <input type="checkbox"/> |

Signature of Candidate

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES
APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA**

This is to certify that Shri/Smt./Kum. _____ Son/Daughter of
Shri/Smt. _____ of Village/Town _____ District/Division
_____ in the _____ State belongs to the
_____ Community which is recognized as a backward class under :

(I) Resolution No.12011/68/93-BCC(C) dated 10/09/93 published in the Gazette of India
Extraordinary Part I Section I No. 186 dated 13/09/93.

(II) Resolution No.12011/9/94-BCC dated 19/10/94 published in the Gazette of India
Extraordinary Part I Section I No. 163 dated 20/10/94.

(III) Resolution No.12011/7/95-BCC dated 24/05/95 published in the Gazette of India
Extraordinary Part I Section I No. 88 dated 25/05/95.

(IV) Resolution No.12011/96/94-BCC dated 09/03/96.

(V) Resolution No.12011/44/96-BCC dated 06/12/96 published in the Gazette of India
Extraordinary Part I Section I No. 210 dated 11/12/96.

(VI) Resolution No.12011/13/97-BCC dated 03/12/97.

(VII) Resolution No.12011/99/94-BCC dated 11/12/97.

(VIII) Resolution No.12011/68/98-BCC dated 27/10/99.

(IX) Resolution No.12011/88/98-BCC dated 06/12/99 published in the Gazette of India
Extraordinary Part I Section I No.270 dated 06/12/99.

(x) Resolution No.12011/36/99-BCC dated 04/04/2000 published in the Gazette of India
Extraordinary Part I Section I No.71 dated 04/04/2000

(XI) Resolution No.12011/44/99-BCC dated 21/09/2000 published in the Gazette of
India Extraordinary Part I Section I No.210 dated 21/09/2000

Shri/Smt./Kum. _____ and/or his family ordinarily
reside(s) in the _____ District/Division of
_____ State. 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 08/09/93.

Dated :

District Magistrate/
Deputy Commissioner, etc.

Seal

NOTE :

(a) The term 'Ordinarily' used here will have the same meaning as in Section 20 of the
Representation of the People Act, 1950.

(b) The authorities competent to issue Caste Certificates are indicated below:

(i) District Magistrate / Additional Magistrate/ Collector / Deputy Commissioner /

Additional Deputy Commissioner / Deputy Collector / Ist Class Stipendary

Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate

/ Extra Assistant Commissioner (not below the rank of Ist Class Stipendary

Magistrate).

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

Magistrate.

(iii) Revenue Officer not below the rank of Tehsildar; and

Sub-Divisional Officer of the area where the candidate and / or his family resides

DECLARATION TO BE SIGNED BY O.B.C. CANDIDATES

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 Govt. of India for the purpose
of reservation in services as per orders contained in Deptt. of personnel and training
Office Memorandum No.36033/3/2004-Estt (Res) dated 9.3.2004. It is also declared that I
do not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the
Schedule to the above referred office Memorandum dated 9.3.2004.

(Signature of applicant)

Place :

Date :

NOTE : The closing date for receipt of application will be treated as the date of reckoning for OBC status of the candidate and also, for assuming that the candidate does not fall in the creamy layer.

Undertaking to be given by the Ex-Servicemen candidates

I understand that, if selected on the basis of the recruitment/examination to which the application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the appointing authority that I have been duly released / retired / discharged from the Armed Forces and that I am entitled to the benefits admissible to ex-servicemen in terms of the Ex-service men (Re-employment in Central Civil Services & Posts) Rules, 1979, as amended from time to time. I also understand that I shall not be eligible to be appointed to a vacancy reserved for Ex-Service men in regard to the recruitment covered by this examination, if I have at any time prior to such appointment, secured any employment on the civil side (including Public Sector Undertakings, Autonomous Bodies / Statutory Bodies, Nationalised Banks, etc) by availing of the concession of reservation of vacancies admissible to Ex-Service men.

Signature of candidate

Place :

Date :

Form of certificate for serving Defence personnel

I hereby certify that, according to the information available with me (No.)

_____ (Rank) _____ (Name) _____ is

due to complete the specified term of his engagement with the Armed Forces on the

(Date) _____.

Place :

Date :

Signature of Commanding Officer

Office Seal

Form of Certificate to be submitted by Government Employees

(To be filled by the Department or office in which the candidate is working)

It is certified that Shri/Smt./Km. _____ is a Central Government employee holding a Group 'C' technical/non technical post of _____ from _____ in the pay scale of Rs. _____ on regular basis .

Signature_____

Name_____

Office seal_____

Place:_____

Date:_____

The form of the certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under Government of India.

This is to certify that Shri/Shrimati/Kumari* _____
_____ son/daughter
of _____ of
Village / town* in District/Division* _____ of the
State/Union Territory* _____ belongs to the
Caste/Tribes _____ which is recognised as a
Scheduled Castes/Scheduled Tribes* under :-

The Constitution (Scheduled Castes) order, 1950 _____ the
Constitution (Scheduled Tribes) order, 1950 _____
the Constitution (Scheduled Castes) Union Territories order, 1951 *
_____ the Constitution (Scheduled Tribes) Union
Territories Order, 1951* _____

As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification) Order, 1956, the Bombay Reorganisation Act, 1960 & the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act 1970, the North-Eastern Area (Reorganisation) Act, 1971 and the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976.

The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956

The Constitution (Andaman & Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes order (Amendment Act), 1976*.

The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order 1962.

The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order 1962 @.

The Constitution (Pondicherry) Scheduled Castes Order 1964 @.

The Constitution (Scheduled Tribes) (Uttar Pradesh) Order 1967 @.

The Constitution (Goa, Daman & Diu) Scheduled Castes Order 1968 @.

The Constitution (Goa, Daman & Diu) Scheduled Tribes Order 1968 @.

The Constitution (Nagaland) Scheduled Tribes Order 1970 @.

The Constitution (Sikkim) Scheduled Castes Order 1978 @.

The Constitution (Sikkim) Scheduled Tribes Order 1978 @.

The Constitution (Jammu & Kashmir) Scheduled Tribes Order 1989 @.

The Constitution (SC) Orders (Amendment) Act, 1990 @.

The Constitution (ST) Orders (Amendment) Ordinance, 1991 @.

The Constitution (ST) Orders (Second Amendment) Act, 1991 @.

The Constitution (ST) Orders (Amendment) Ordinance, 1996

2. Applicable in the case of Scheduled Castes, Scheduled Tribes persons who have migrated from one State/Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes/ Scheduled Tribes certificate issued to Shri/Shrimati _____ Father / Mother _____ of Shri/ Shrimati / Kumari* _____ of village/town* in District/Division* _____ of the State/Union Territory* _____ who belongs to the _____ Caste/Tribe which is recognised as a Scheduled Caste/Scheduled Tribe in the State/Union Territory* issued by the _____ dated _____.

3. Shri/Shrimati/Kumari and /or * his/her family ordinarily reside(s) in village/town* _____ of District/Division* _____ of the State/Union Territory of _____

Signature _____

** Designation _____

(with seal of office)

State/Union Territory

Place _____

Date _____

* Please delete the words which are not applicable

@ Please quote specific Presidential Order

% Delete the paragraph which 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 Caste/Tribe Certificates:

- (i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Dy. Collector/1st Class Stipendiary Magistrate/Sub-Divisional Magistrate/Extra-Assistant Commissioner/Taluka Magistrate/Executive Magistrate.
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- (iii) Revenue Officers not below the rank of Tehsildar.
- (iv) Sub-Divisional Officers of the area where the candidate and/or his Family normally resides.

NOTE: ST candidates belonging to Tamil Nadu state should submit caste certificate ONLY FROM THE REVENUE DIVISIONAL OFFICER.

CERTIFICATE FOR THE PERSONS WITH DISABILITIES

NAME & ADDRESS OF THE INSITIUTE / HOSPITAL ISSUING THE CERTIFICATE

Certificate No.

Date

This is to certify that Shri/Smt./Kum _____
son/wife/daughter _____ of Shri
_____ Age _____ old male /
female. Registration No. _____ is a case of
_____. He / She is physically disabled /
visual disabled / speech & hearing disabled and has _____%
(_____percent) permanent (physical impairment / visual impairment /
speech & hearing impairment) in relation to his / her _____.

Note:

1. This condition is progressive/ non progressive /likely to improve/not likely to improve*.
2. Re-assessment is not recommended/is recommended after a period of _____months/years*.

* Strike out which is not applicable.

Sd/-
(DOCTOR)
Seal

Sd/-
(DOCTOR)
Seal

Sd/-
(DOCTOR)
Seal

Signature/thumb impression of
the patient.

Counter signed by the
Medical

Superintendent/CMO/

Head of Hospital (with seal)

Recent Attested
Photograph showing
the disability
affixed here

(TO BE FURNISHED BY ALL THE VISUALLY HANDICAPPED CANDIDATES WITH VISUAL DISABILITY OF FORTY PERCENT & ABOVE ALONGWITH THE FILLED UP APPLICATION FORM FOR THE LDC FOR ENGAGING SCRIBE)

REQUISITION FOR ENGAGING **SCRIBE** BY VISUALLY HANDICAPPED CANDIDATES INCLUDING BLIND AND PARTIALLY BLIND CANDIDATES WITH VISUAL DISABILITY OF FORTY PERCENT AND ABOVE

1. Name in full of the candidate : _____

2. Degree of visual Disability: _____ percent.

3. Whether the assistance of SCRIBE is required for writing the answers in the above examination.:

Write 1 for "Yes" and 2 for "No" in the box

4. Indicate the **medium of language** for indicating/writing the answers by the **Scribe** Medium of Language (Write English or Hindi):

Language Code (Write 1 for English and 2 for Hindi)

5. Centre of Examination : _____

Signature / Right Hand Thumb Impression (RTI) of the Candidate