



कर्मचारी राज्य बीमा निगम
EMPLOYEES' STATE INSURANCE CORPORATION
क्षेत्रीय कार्यालय, पंचदीप भवन, नन्दानगर, इंदौर 452011, म0प्र0
Regional Office: Panchdeep Bhavan ,Nandanagar, Indore
452011(M.P.)
Tel/Fax-0731-2550485, Email- rd-mp@esic.nic.in
(आईएसओ 9001-2008 प्रमाणित / ISO 9001-2008 Certified)



RECRUITMENT OF UPPER DIVISION CLERKS

Online applications (through website of ESIC at esic.nic.in or www.esicmp.in) are invited from Indian Citizens to fill up 12 vacancies of Upper Division Clerks in the Madhya Pradesh Region of the ESI Corporation as per break-up given below:-

SC	ST	OBC	UR	TOTAL
2	2	2	6	12

NOTE: The number of vacancies may vary and the Corporation reserves the right to fill up vacancies as per actual requirement.

A. Pay & Allowances:- Scale of pay Rs. 5200-20200 + Grade Pay Rs.2400/- plus allowances as admissible to the employees of ESI Corporation.

B. Age Limit - Between 18-27 years as on 31/01/2012. i.e. **last date of submission of online application.**

Relaxation in age : The prescribed upper age limit is relaxable as under :-

- 05 years in case of SC/ST candidates.
- 03 years for Other Backward Class Candidates.
- In cases of Ex.-Servicemen, period of service rendered in the Armed Forces plus 03 years.
- 10 year in case of Physically challenged candidates.
- For ESIC employees and Govt. servants as per rules.

C. Qualification: -

- Degree of a recognized Indian University or equivalent.
- Working knowledge of computer including use of Office Suites and databases.

D. (I) Amount of Application Fee :-

S.No.	Category	Fee amount
o1	SC/ST/PWD/Departmental Candidates, Female Candidates and Ex.Servicemen	Nil
o2	All Other Categories	225/-

(II) Mode of payment :- A Demand Draft of Rs.225/- (As applicable) in favour of " **E.S.I. Corporation Indore** " drawn on any Nationalised Bank, **preferably State Bank of India**, payable at **Indore only** has to be submitted along with the System Generated hard copy of application .

NOTE-I:-

- Fee once paid will not be refunded under any circumstances.
- Only demand Draft will be accepted . Fee paid by any other mode will not be accepted .
- The demand draft must be issued after the issuing date of this advertisement .
- Candidates must write his/her name & address at the back of the Demand Draft .

E. Scheme of Examination:- a) The examination will be conducted in two parts :-

Part-I:- The written test will consist of 200 marks with a single paper of **2** hours duration with four parts: (i)

Numerical Ability ii) English language (iii) General Intelligence and (iv) General Awareness. Each question shall carry one mark and **0.25 marks will be deducted for every wrong answer**. The questions will be of objective type (multiple choice) ones. The questions will be set in English and Hindi both except question of English language.

Part-II:-Computer skill test will consist of three parts :-

- A- Preparation of two Power Points Presentations/ Slides on MS- Power Points - 10 Marks**
B - Typing a letter / passage/ paragraph of about 150-200 words in MS Word - 20 Marks
C- Preparation of Table/ Database in MS - Excel - 20 Marks

Only those candidates who qualify the written test (Part I) shall be eligible for appearing in part -II examination i.e. computer skill test.

Centre:- All candidates applying in response to this advertisement for Madhya Pradesh Region, the Examination Centre will be at Indore only. There is no choice or option for centre other than Indore.

F. How to apply: - Application in the prescribed form available on website should be submitted online. The candidate should submit system generated hard copy of online application duly signed by the candidate with attested Photograph by a Group A & Group B Gazetted officer pasted on it alongwith demand draft (as applicable) in an envelope super-scribed "**Application for the post of UDC in M.P. Region**" by ordinary post indicating **unique serial no. generated at the time of submission of online application** at the following address :-

**Post Bag No. 29
Okhla Industrial Estate Post Office
New Delhi - 110 020**

(The other required documents with copies of all the testimonials will be called for from the successful candidates at the time of Computer Skill Test)

Those candidates who are employed in Govt. /Semi-Govt. /Autonomous bodies etc. should send their system generated hard copy of online applications through "Proper Channel". However, they may send an advance copy of their application along with Demand Draft (as the case may be), on the above address.

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

G. Closing Date :- For submission of online application is 31-01-2012 (upto 5 p.m.).

The last date of receipt of hard copy of system generated application is 10/02/2012 by 5.00 P.M. For candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Jammu and Kashmir, Lahaul and Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands, Lakshadweep and for candidates residing abroad the last date of receipt of hard copy of system generated application is **15-02-2012**.

APPLICATION RECEIVED LATE WILL NOT BE ENTERTAINED.

The date and venue of the examination will be intimated to candidates in due course.

The system generated hard copy of online application (downloaded from esic.nic.in or www.esicmp.in) duly signed by the candidate along with the examination fee (wherever applicable) reached within the stipulated time shall only be considered as a valid application for the post advertised.

No other documents are to be submitted at this stage. Copies of all the testimonials will be called for from the successful candidates at the time of Computer Skill Test.

I. General Conditions:

1. Only a single application will be entertained. In case of multiple applications candidature may be rejected.

2. The recruitment is against vacancies on a local/regional basis. Hence anyone selected/appointed on local/regional basis shall be liable to be posted anywhere in the State/Region.

3. Mere submission of application does not confer any right to be called for written test/skill test.

4. System generated hard copy of online application should be sent in an envelop super-scribed "**Application for the post of UDC in M.P. Region**" by ordinary post indicating **unique serial no.** generated at the time of submission of online application so as to reach the given address by the stipulated date.

5. Incomplete/unsigned applications received without fee(as the case may be), photographs and those received after the prescribed **last date and time for receipt of application**, will be summarily rejected without any communication to the candidate.

6. No TA/DA will be paid to any candidate including SC/ST candidates for appearing in the written test/skill test.

7. Wrong declarations/submissions of false information or any other action contrary to law shall lead to cancellation of the candidature at any stage.

8. No interim correspondence will be entertained.

9. The centre of examination will be at Indore (M.P.)

CAUTION: - **Canvassing in any form will be a disqualification and shall lead to cancellation of the candidature. MOBILE PHONES AND OTHER ELECTRONIC GADGETS ARE BANNED IN ALL ESIC EXAMINATION/TEST CENTRES.**

Note : -- Probable Date Of Written examination 01/04/2012 (Sunday)

REGIONAL DIRECTOR



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RECRUITMENT OF MULTI TASKING STAFF

Online applications (through website of ESIC at esic.nic.in or www.esicmp.in) are invited from Indian Citizens to fill up 23 vacancies of MTS in the Madhya Pradesh Region of the ESI Corporation as per break-up given below:-

					OUT OF WHICH	
SC	ST	OBC	UR	TOTAL	EXSM	PH
3	5	3	12	23	1	--

NOTE: The number of vacancies may vary and the Corporation reserves the right to fill up vacancies as per actual requirement.

A. Pay & Allowances:- Scale of pay Rs. 5200-20200 + Grade Pay Rs1800/- plus allowances as admissible to the employees of ESI Corporation.

B. Age Limit - Between 18-25 years as on 31/01/2012. i.e. **last date of submission of online application.**

Relaxation in age : The prescribed upper age limit is relaxable as under :-

- 05 years in case of SC/ST candidates.
- 03 years for Other Backward Class Candidates.
- In cases of Ex.-Servicemen, period of service rendered in the Armed Forces plus 03 years.
- 10 year in case of Physically challenged candidates.
- For ESIC employees and Govt. servants as per rules.

C. Qualification: -

Matriculation or equivalent Pass.

D. (I) Amount of Application Fee :--

S.No.	Category	Fee amount
o1	SC/ST/PWD/Departmental Candidates, Female Candidates and Ex.Servicemen	Nil
o2	All Other Categories	125/-

(II) Mode of payment :-A Demand Draft of Rs.125/- (As applicable) in favour of " **E.S.I.Corporation Indore** " drawn on any Nationalised Bank, **preferably State Bank of India, payable at Indore only** to be submitted along with the System Generated hard copy of application .

NOTE-I:-

- Fee once paid will not be refunded under any circumstances.
- Only demand Draft will be accepted . Fee paid by any other mode will not be accepted .
- The demand draft must be issued after the issuing date of this advertisement .
- Candidates must write his/her name & address at the back of the Demand Draft .

E. Scheme of Examination:- The written test will consist of 200 marks with a single paper of **2** hours duration with four parts: (i) Numerical Ability (ii) English language (iii) General Intelligence and (iv) General

Awareness. Each question shall carry one mark and **0.25 marks will be deducted for every wrong answer**. The questions will be of objective type (multiple choice) ones. The questions will be set in English and Hindi both except question of English language.

Centre:- All candidates applying in response to this advertisement for Madhya Pradesh Region, the Examination Centre will be at Indore only. There is no choice or option for centre other than Indore.

F. How to apply: - Application in the prescribed form available on website should be submitted online. The candidate should submit system generated hard copy of online application duly signed by the candidate with attested Photograph by a Group A & Group B Gazetted officer pasted on it along with demand draft, attested copies of certificates and testimonials in support of proof of age, date of birth, educational qualifications etc. and copy of certificate in support of belonging to SC/ST/OBC/PWD/Ex-Servicemen category (as applicable) in an envelope super-scribed "**Application for the post of MTS in M.P. Region**" by ordinary Post indicating unique serial no. generated at the time of submission of online application at the following address :-

**Post Bag No. 29
Okhla Industrial Estate Post Office
New Delhi - 110 020**

Those candidates who are employed in Govt. /Semi-Govt. /Autonomous bodies etc. should send their system generated hard copy of online applications through "Proper Channel". However, they may send an advance copy of their application along with Demand Draft (as the case may be), on the above address.

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

**G. Closing Date: - For submission of online application is 31-01-2012 (upto 5 p.m.)
The last date of receipt of hard copy of system generated application is 10/02/2012 by 5.00 P.M.** For candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Jammu and Kashmir, Lahaul and Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands, Lakshadweep and for candidates residing abroad the last date of receipt of hard copy of system generated application is **15-02-2012**.

APPLICATION RECEIVED LATE WILL NOT BE ENTERTAINED.

The date and venue of the examination will be intimated to candidates in due course.

The system generated hard copy of online application (downloaded from esic.nic.in or www.esicmp.in) duly signed by the candidate along with the examination fee (wherever applicable) reached within the stipulated time shall only be considered as a valid application for the post advertised.

I. General Conditions:

1. Only a single application will be entertained. In case of multiple applications candidature may be rejected.
2. The recruitment is against vacancies on a local/regional basis. Hence anyone selected/appointed on local/regional basis shall be liable to be posted anywhere in the State/Region.
3. Mere submission of application does not confer any right to be called for written test.
4. system generated hard copy of online application should be sent in an envelope super-scribed "**Application for the post of MTS in M.P. Region**" by ordinary Post indicating unique serial no. generated at the time of submission of online application so as to reach the given address by the stipulated date.
5. Incomplete/unsigned applications received without fee(as the case may be), photographs, attested copies of certificates and testimonials, those received after the prescribed **last date and time for receipt of application**, will be summarily rejected without any communication to the candidate.
- 6 No TA/DA will be paid to any candidate including SC/ST candidates for appearing in the written test.
7. Wrong declarations/submissions of false information or any other action contrary to law shall lead to cancellation of the candidature at any stage.

8. No interim correspondence will be entertained.
9. The centre of examination will be at Indore (M.P.)

CAUTION: - Canvassing in any form will be a disqualification and shall lead to cancellation of the candidature. MOBILE PHONES AND OTHER ELECTRONIC GADGETS ARE BANNED IN ALL ESIC EXAMINATION/TEST CENTRES.

Note : -- Probable Date Of Written examination 29/04/2012 (Sunday)

REGIONAL DIRECTOR