



**REGIONAL OFFICE**  
**EMPLOYEE'S STATE INSURANCE CORPORATION**  
**18, SOUTH AVENUE, CHOUBEY COLONY, RAIPUR (C.G)**  
**PH-0771-2254589, FAX- 0771-2254598**



**Advertisement for the post of Stenographer(Hindi) and L.D.C.**

1. Application are invited in the prescribed Form to fill up the following posts in the Offices of the ESI Corporation, Chhatisgarh Region.

Sl. No.	Name of the Post	Revised pay scale	No. of Vacancy			
			Genl	SC	ST	Total
(i)	Stenographer-Hindi	Pay Band Rs. 5200-20200 Rs. 2400(Grade Pay) + Other Allowance as admissible	01	-	-	01
(ii)	Lower Division Clerk (LDC)	Pay Band Rs. 5200-20200 Rs. 1900(Grade Pay) + Other Allowance as admissible	11	03	08	22

No. of vacancies may change.

Vacancies are reserved for PH/Ex-Servicemen as per rules.

2. **Age Limit** – Between 18-27 years as on date **03/07/2011** . Only those applicants whose date of birth falls between **04/07/1984** to **04/07/1993** (both dates inclusive) can apply.

Relaxation in age :-

- i. 05 years in case of SC/ST candidates.
- ii. 03 years for OBC
- iii. In case of Ex-Servicemen, services rendered in Armed Forces plus 03 years.
- iv. In case of physically handicapped, 10 years.
- v. Relaxation in the case of government servant as per orders issued from time to time. |
- vi. Relaxation according to rules/regulations in case of ESIC Employees.

3. **Educational Qualification** :- (i) **For the post of Stenographer (Hindi)** –

(a) Higher Secondary Pass (Pass in 12<sup>th</sup> Standard) or equivalent from a recognized Board.

- (b) Speed of 80 w.p.m. in stenography (Hindi)
- (c) Working knowledge of computer including Office Suites and database.

**(ii) For the post of LDC –**

- (a) Higher Secondary pass (Pass in 12<sup>th</sup> Standard or equivalent from a recognized Board)
- (b) Knowledge of typewriting with a speed of 30/25 words per minute in English/Hindi respectively.
- (c) Working knowledge of Computer including use of Office Suites and databases.

4. **Fee & Mode of Payment :-** A crossed demand draft for Rs.225/- (Rupees two hundred and twenty five only) (Rs.200/- Examination Fee + Rs.25 Postal Charges) whereas candidates belonging to SC/ST/PH/Ex-servicemen/Female applicants and employees of ESI Corporation are required to Rs.25/- (Rupees Twenty Five only) as postal charges drawn on State Bank of India, Main Branch in favour of Regional Director, ESIC, Raipur payable at Raipur.

Note:- (i). Fee/Postal Charges once paid will not be refunded under any circumstances.

(ii) Fee/Postal Charges paid by any other mode will not be accepted.

(iii) The Demand Draft must be issued after the publication of this advertisement.

(iv) Candidates must write his/her name & address on back of the Demand Draft.

5. **Scheme of Examination :- (A) For Selection to the post of Stenographer:-**  
The Examination will consist of three parts viz.

Part-I:- The written test will consist of one paper containing 02 parts :-

(i) English Language (ii) General Awareness. The questions in all the parts will be objective type ( Multiple choice) ones. The examination will be of 1 ½ ( One & half) hours' duration.

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

Part-III:- Working Knowledge of Computer including use of office suites and data base for 30 minutes.

**Candidates who are successful in Paper-I will be admitted to Paper-II and III, based on their performance in Paper-I.**

**(B) For selection to the post of LDC:** - The examination will consist of two parts viz.

**Part-I- Written Test:-** 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 (iv) General Awareness. There will be 50 questions on each part, each question carrying one mark. The questions in all the four parts will be of objective type (multiple choice ) ones. The examination will be of 3(three) hours duration.

**Part-II- Skill Test in typing and knowledge of Computer including use of office suites and databases:-** The Corporation reserves the right to admit only that much candidates as considered necessary by it, Skill test in typewriting/knowledge of computer, based on the performance of the candidates in the written test. Skill test in typewriting/knowledge of computer shall be conducted from among the successful candidates as may be decided by the Corporation.

**6. How to apply :-** Application in the prescribed form may be submitted in an envelope superscribing “**Application for the post of Stenographer/LDC**” (whichever applicable) to the following address-

**“ Regional Director(Admn.), Regional Office, ESI Corporation, 18, South Avenue, Choubey Colony, Raipur(CG)”**

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

- (a) Two copies of recent passport size photographs duly attested in the front by a gazetted officer, (one to be pasted on the application at the appropriate place) and another to be fixed in the application form.
- (b) Attested copies of certificates and testimonials in proof of age/date of birth/educational qualifications/experience/caste etc.
- (c) Attested copies of certificates of community/status certificates in the prescribed form in the case of candidates belonging to SC/ST/OBC/PH/Ex-serviceman Category. Candidates claiming reservation/age relaxation on the ground of belonging to OBC should submit the Community Certificate in Annexure-A prescribed by the Govt. of India, DOPT O,M. 36012/22/93-Estt.(SCT) Dated.15/11/1993 failing which the benefit of reservation/age relaxation will not be given.
- (d) Demand draft of Rs.225/-/Rs. 25/- (whichever applicable) for the post of Stenographer/LDC(each) drawn in favour of Regional Director, ESI Corporation, Raipur(CG). The candidates who are employed in Govt/Semi-Gocvt/Autonomous body etc. should submit their application

through proper channel. However, they may send an advance copy of their application alongwith the demand draft and other certificates/testimonials so as to reach the Regional Director, ESI Corporation, 18, South Avenue, Choubey Colony, Raipur(CG) on or before the scheduled date.

Note:- 1. Application and other paper except demand draft should be kept in following order one by one and tagged on left hand side or stapled :-

- (i) Additional Photograph
- (ii) Application
- (iii) Attested photocopies of testimonials
- (iv) One self addressed envelope of size 23cm x10 cm.

Note:- 2 . Demand draft should not be tagged or stapled but should be enclosed with application form either with pin or clip.

**7. The last date of receipt of application form is 03/07/2011 at 4.00 PM. ESI Corporation will not be responsible for delay.**

Note:- The last date of submission of application form in respect of candidates of the states of Assam, Meghalaya, Arunachalpradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh division of J & K State, Lahaul & Spiti district and Pangti subdivision of Chamba district of Himachalpradesh, Andaman & Nicobar and Lakshdeep is 13/07/2011. The application form is to be sent by Registered/Speed Post.

**8. General Conditions :-**

- (i) A candidate should submit one application only for one post. However, a candidate may apply for both the posts (Stenographer/LDC) separately with requisite fees and other documents.
- (ii) Mere submission of application does not confer any right to be called for the examination.
- (iii) Applications should be submitted in the prescribed form only. Forms should be filled up in block/capital letter in candidates own handwriting.
- (iv) Application should be sent in a cover super scribed “ **Application for the post of Stenographer/LDC**”(whichever applicable) by Regd./Speed post so as to reach the office of the Regional Director, Regional Office, ESAI Corporation, 18, South Avenue, Choubey Colony, Raipur(CG) latest by the stipulated date.
- (v) Incomplete/unsigned application and application received without fee/photographs/attested copies of required certificates such as

educational qualification, caste, community etc. and those received after the prescribed last date for receipt of application will be rejected without any communication to the candidate.

- (vi) Applicants will be considered as per vacancy available in Chhattisgarh Region.
  - (vii) No TA/DA will be paid to any candidate including SC/ST candidates for appearing in the written test.
  - (viii) Wrong declaration/submission of false information/suppression of information or any action contrary to law shall lead to cancellation of the candidature at any stage.
  - (ix) No interim correspondence will be entertained.
9. Full advertisement and application form is available in our website ***www.esicraipur.org*** and ***www.esic.nic.in***.

Regional Director  
ESI Corporation, Raipur(CG)

## **Application For the Post of Stenographer/LDC**

1. For the post applied for :-----  
(Stenographer-01, LDC-02)
2. Category to which belongs :-----  
(Gen-01/SC-02/ST-03/OBC-04)
3. Are you physically handicapped/ :-----  
Ex-servicemen  
(PH-05/Ex-servicemen-06)
4. (a) Amount of Fee Rs. :-----  
(b) Name of issuing Bank :-----  
(c) Demand Draft No. and Date :-----
5. Full Name : First Middle Surname  
(In Capital Letters)

Please Suffix here a  
passport size latest  
photograph duly  
attested by Gazetted  
Officer

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6. Name of Father/Husband :-----
7. Date of Birth (in numbers) :-----  
(in words) :-----
8. Are you Indian by Birth or residence :-----
9. Permanent Address (In Block Letters):-----  
(with pin code)-----  
(Telephone No., e-mail)-----
10. Mailing Address (in Block Letters) :-----  
(with pin code)-----  
(Telephone No., e-mail)-----
11. Languages known Hindi English Other  
(Answer in Yes/No)
1. Speaking -----
2. Reading -----
3. Writing -----

12. Educational Qualifications (From Matriculation onwards including computer knowledge)

Sl. No	Qualificati on	Board/Unive rsity	Subjects	Passing Year	% of Marks	Remark s	Was English as a subject in secondary Exam (Yes/No)
1	2	3	4	5	6	7	8

13. Experience/Details of present and past Employment :

S. No.	Name of Employer and Full Address	Designation/Post held	Pay Scales	Tenure of employment	
				From	To

14. Qualification other than Academic : -----

15. List of enclosures (please see list given in Column-6, "How to Apply")
- |    |    |
|----|----|
| 1. | 2. |
| 3. | 4. |
| 5. | 6. |

I declare that the information given above is true to the best of my knowledge and in the event of any of it found false at any time and at any level then my candidature/appointment may be cancelled without any notice or compensation.

Date : -----

Signature of Applicant -----

Place: -----

Name of Applicant -----



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No.59/A/36(16)/2011/Exam.

Dated.23/05/2011

To,  
The Joint Director(Rectt.)  
Hqrs. Office, ESI Corporation,  
Panchdeep Bhawan, CIG Marg,  
New Delhi

Sub:- Recruitment of LDC/Stenographer in Chhattisgarh Region- Reg.  
Sir,

With reference to the above subject, it is informed that this office has issued an advertisement for recruitment of 22 LDCs and 01 Stenographer for vacancies under direct recruitment quota in Chhattisgarh Region for publication in Employment News at an early date (which is likely to be published in next edition i.e. 28/05/2011 to 03/06/2011). Copy of the sample advertisement is enclosed for your kind perusal.

You are kindly requested to inform forthcoming date of examination for recruitment to the Post of LDC/Stenographer and include the name of Chhattisgarh Region in the panel for conducting the said exam.

Yours faithfully,

( J.S. Ahirwal )  
Joint Director  
For Regional Director

Encl. As above.