



चिन्ता से मुक्ति

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क्षेत्रीय कार्यालय  
कर्मचारी राज्य बीमा निगम,  
राजेन्द्र भवन (तृतीय तथा चतुर्थ तल), राजेन्द्र प्लेस,  
(राजेन्द्र प्लेस मेट्रो स्टेशन के नजदीक), नई दिल्ली-110008  
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)

फोन : 25710017, 25711801, 25711730, 25711687, 25711803

**RECRUITMENT OF UPPER DIVISION CLERKS AND MULTI TASKING STAFF IN EMPLOYEES' STATE INSURANCE CORPORATION, DELHI STATE (HEAD OFFICE, REGIONAL OFFICE AND DIRECTORATE MEDICAL DELHI)-2011**

**Online Applications** (through website of ESIC at [www.esicdelhi.org.in](http://www.esicdelhi.org.in) and [www.esic.nic.in](http://www.esic.nic.in)) are invited for filling up the following vacancies of Upper Division Clerk and Multi Tasking Staff in the Pay Band + Grade Pay as mentioned below:

**01. Scale of Pay:**

Post	Pay Band	Grade Pay
Upper Division Clerks	PB-1 (Rs.5200-20200/-)	Rs. 2400/-
Multi Tasking Staff	PB-1 (Rs.5200-20200/-)	Rs.1800/-

In addition to Pay they will also be eligible for DA, HRA and Transport Allowance as per rules in force from time to time applicable to the employees of the E.S.I. Corporation.

**02. Details of vacancies:**

Post	UR	OBC	SC	ST	Total	Ex-ser.*	PH*		
							OH	VH	HH
Upper Division Clerks	74	35	19	09	137	14	02	03	03
Multi Tasking Staff	35	31	00	01	67	07	01	01	01

\*Horizontal Reservation

**Note: The actual number of vacancies may increase or decrease.**

**03. Age Limit:**

**For Upper Division Clerks:** Between 18 to 27 years of age as on 20-01-2012. (Relaxable for employees of the ESI Corporation and Government Servants up to 40 years in accordance with the instructions or orders issued by the Central Govt.). Upper age limit is also relaxable to SC/ST/OBC/PWD/Ex-Servicemen & other categories of persons as per rules/instructions of Govt. of India.

**For Multi Tasking Staff:** Between 18 to 25 years of age as on 20-01-2012. Upper age limit is also relaxable to SC/ST/OBC/PWD/Ex-Servicemen & other categories of persons as per rules/instructions of Govt. of India.

**Desirable:**

Three years regular service is required in a Government Organization for relaxation as employee of ESI Corporation or Government Servant.

**04. Essential Qualifications:**

**For Upper Division Clerks:**

1. Degree of a recognized University or equivalent.
2. Working knowledge of Computer including use of office suites and databases.

**For Multi Tasking Staff:** Matriculation or equivalent qualification.

**05. Amount of Application Fee:-**

**(a) For Upper Division Clerks:**

S. No.	Category	Fee Amount
01	SC/ST/PWD/ Departmental Candidates, Female Candidates & Ex Servicemen	NIL
02	All other categories	225/-

**(b) For Multi Tasking Staff:-**

S. No.	Category	Fee Amount
01	SC/ST/PWD/ Departmental Candidates, Female Candidates & Ex Servicemen	NIL
02	All other categories	125/-

**06. Mode of payment: -**

A Demand Draft of Rs.225/- or 125/- (as applicable) in favour of “**ESI Fund, Account No.1**” drawn on any scheduled bank **payable at New Delhi/Delhi** has to be submitted along with the System Generated hard copy of application.

**Note: -**

- Fee once paid will not be refunded under any circumstances.
- Only Demand Draft drawn on State Bank of India or any scheduled bank valid for six months will be accepted. Application Fee paid by any other mode will not be accepted.
- The Demand Draft must be issued after the issuing date of this advertisement.
- The Demand Draft should not be tagged or stapled, but should be pinned or clipped at the top of the application form. The name and address of the candidates should be written on the reverse side of the Demand Draft.

**07. Multiple Choice Objective Type Paper (Part - I) for UDC & MTS Both:**

Type of Examination	Duration of Examination	Subjects	Number of questions in each subject	Remarks
Objective Type Examination	02 Hours (10.00 AM to 12 Noon)	(i) Numerical Ability	50 questions	The questions will be in English and Hindi for subject (i), (iii) & (iv). The maximum marks will be 200. The level of difficulty will be as the educational qualification of the respective post.
		(ii) English Language	50 questions	
		(iii) General Intelligence	50 questions	
		(iv) General Awareness	50 questions	
		Total 200 questions		

**08. Scheme of Computer Skill Test and Syllabus for U.D.C.:-**

The candidates will have to appear for Computer Skill Test either in English or in Hindi language as such they are advised to opt for the medium of examination carefully for Computer Skill Test in the application form. The Computer Skill Test shall comprise of following three parts:

**Part A - Preparation of two Power Points Presentations/Slides on MS-Power Points - 10 Marks.**

- Part B – Typing a letter/passage/paragraph of about 150-200 words in MS-Word – 20 Marks.**
- Part C – Preparation of Table/Database in MS-Excel – 20 Marks.**

**The total marks of the Computer Skill Test shall be 50 (Fifty) with duration of 30 minutes for completing all the three parts.** The candidates shall be given the text/matter in the Question Paper which they have to type/reproduce in the Answer Sheet including formatting of text and use of formulae etc. as per instruction given in the Question Paper.

**09. Mode of Selection:**

- (a) The Selection for the post of UDC will be made on the basis of written test (Part – I Objective Type) followed by Computer Skill Test of the candidates shortlisted on the basis of their performance in the written test (Part – I).
- (b) The Selection for the post of MTS will be made on the basis of written test only.

There is the pattern of negative marking i.e. 0.25 marks to be deducted for every wrong answer.

**10. How to apply: -**

01. Candidates should provide the valid email ids and mobile numbers for communication purpose in the online application form.
02. For Upper Division Clerks, 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 and Demand Draft (as the case may be).
- (No other documents are to be required at this stage. Application along with copies of all the testimonials may be called from the successful candidates at the time of Computer Skill Test)**
03. For Multi Tasking Staff 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 the 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 wherever applicable. 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 Personal and Training OM No. 36012/22/93-Estt. (SCT) dated 15.11.93 failing which the benefit of reservation or age relaxation will not be given.
04. The system generated hard copy of Online Application duly signed by the Candidate along with the examination fee (wherever applicable) received within the stipulated time shall only be considered as a valid application for the post advertised.
05. **The OBC candidates will also ensured that their caste will be appeared in the State-wise Central List of OBC as notified by Government of India, Ministry of Social Justice & Empowerment.**
06. Those candidates who are employed in Central Government, etc. should send their **system generated hard copy of online application** “Through Proper Channel”. However, they may send an advance copy of their **system generated hard copy of**

**online application** along with demand draft and other required certificates and testimonials before the last date.

07. **Only System Generated Applications (through website of ESIC) along with the required necessary document** in an envelope super scribed “**Application for the post of Upper Division Clerk/Multi Tasking Staff**” should be submitted at the following address through Ordinary post only:-

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

**General conditions:-**

- a. Before applying, applicants must ensure that they are eligible as per the eligibility criteria. The applicants who submit applications with requisite fees and the required documents may be called for the written test without scrutinizing their applications. The candidature of applicants who are found ineligible will be cancelled at any stage of selection.
- b. Mere submission of application does not confer any right to be called for written test.
- c. A candidate should submit one application only. Submission of more than one application may lead to rejection of all the applications submitted.
- d. **Only system generated hard copy of online application with unique serial number (through website of ESIC at [www.esicdelhi.org.in](http://www.esicdelhi.org.in))** should be submitted along with other required documents.
- e. Application should be sent in a cover super-scribed “**Application for the post of Upper Division Clerk/Multi Tasking Staff-2011**” *through Ordinary post only* so as to reach at the address mentioned above on or before 31-01-2012 till 5.30 PM at the address given above.
- f. Incomplete or unsigned application, application without photograph or applications received without Demand Draft and required certified and those received after the last date for receipt of applications will summarily be rejected without any communication to the candidate.
- g. No TA/DA will be paid to any candidate including SC/ST candidates for appearing for the written test or in computer skill test.
- h. No interim correspondence on any issues/matter will be entertained.

**Candidates can generate / submit their online application up to 20-01-2012 (up to 5.00 PM ). The link of making online application will not be available after 05.00 PM on 20-01-2012.**

**Last date of submission of hard copies of system generated online application (Generated up to 20-01-2012 up to 05.00 PM) is 31-01-2012.**

**For candidates from “Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep”, the last date for receipt of hard copy of system generated online application (generated up to 20-01-2012 at 05.00 PM) will be 15-02-2012.**

(A.K. VERMA)  
ADDITIONAL COMMISSIONER &  
REGIONAL DIRECTOR,  
ESIC, DELHI REGION