



EMPLOYEES' STATE INSURANCE CORPORATION

MODEL HOSPITAL, Beltola, Guwahati

Assam-781022

Ministry of Labour and Employment, Govt. of India

Phone No. 0361-2361082 Email:- mh-guwahati.esic@nic.in

Recruitment of Paramedical Staff for Assam

Online Applications (on the website of ESIC at www.esicner.org.in) are invited from eligible candidates for filling up the posts of Paramedical staff for ASSAM state. The detail of posts & number of vacancies are as under:-

“A”

Sr. No.	Post Code	Name Of Post	Pay-Band & Grade Pay	UR	SC	Total	Horizontal Reservation	
							P.W.D.*	EX. S.M.*
1	03	Physiotherapist	PB-2 & Rs. 4200/-	1		1	1	
2	40	ECG Technician	PB-1 & Rs. 2400/-		1	1		
3	14	OT Assistant	PB-1 & Rs. 2000/-	1		1		1
4	20	Cook / Cook Mate	PB-1 & Rs. 1800/-	1		1		1

Note:- Number of vacancies may be increased or decreased depending upon the actual requirement.

• Reservation to Person with Disabilities (PWD) and Ex. Servicemen (Ex. SM) is as per Govt. of India instructions. The candidates appointed under PWD/Ex. S.M. quota will be adjusted against the vacancy of respective categories of SC/ST/OBC/U.R.

- In addition to Pay, the appointees will also be eligible for DA, HRA, Transport Allowance & HPCA, if any as per rules in force from time to time to the Paramedical Staff of E.S.I. Corporation.
- The vacancies are in various ESIC Hospitals of ESI Corporation of the specified State. Those candidates who are willing to accept the posting anywhere in the Specified-State and are willing to be transferred in any part of India on promotional posts, as per policy of ESIC, need apply. The candidates so appointed for the above mentioned posts shall be appointed in the State for which application is submitted and are liable to be transferred in any Medical Institution / Establishment / SSMC Office on the same post in that state and also liable to be transferred in any part of India on promotional posts as per policy of ESI Corporation. Request for inter regional transfer on the same post will not be considered for a period of 3 years from the date of appointment.
- “THERE SHALL BE NEGATIVE MARKING FOR WRONG ANSWER. FOR EACH WRONG ANSWER 0.33 MARK WILL BE DEDUCTED”.
- Candidates are advised to submit only one application because written examination for all the categories of posts will be held on the same day and same time.
- CORPORATION RESERVES THE RIGHT TO CONDUCT THE WRITTEN OR ONLINE EXAMINATION.

“B” Age Limit, Educational Qualification, other Essential Qualification, experience & Mode of Selection (As per R.Rs) for the Specified posts is/are as under:-

Sl. No	Name Of Post	Post Code	Educational & Other Qualification	Age	Mode of Selection
1	Physiotherapist	03	(I) 10+2/Sr.Secondary with science (II) 3 years degree course or diploma training course in physiotherapy from a central/state govt./AICTE recognized institution. (III) 6 month internship in the field.	NOT EXCEEDING 32 YEARS * (Relaxable up to 37 years in case of Govt. Servants and employees of ESIC)	Written Test only
2	ECG Technician	40	Science Graduate with one year experience of handling ECG machine in a recognized institution. OR Sr. Secondary/10+2 or equivalent qualification from a recognized board with 3 years experience of handling ECG machine in a recognized institution	NOT EXCEEDING 32 YEARS * (Relaxable up to 37 years in case of Govt. Servants and employees of ESIC)	Written Test + Interview
3	O.T. Assistant	14	Essential: - Senior Secondary with Science /10+2 with Science or equivalent qualification from a recognized board with one year experience in O.T. of a recognized hospital.	NOT EXCEEDING 32 YEARS * (Relaxable up to 37 years in case of Govt. Servants and employees of ESIC)	Written test only
4	Cook / Cook Mate	20	Essential: - Matriculation or equivalent from a recognized board with Two years experience in cooking of Indian food.	NOT EXCEEDING 27 YEARS * (Relaxable up to 37 years in case of Govt. Servants and employees of ESIC)	Written test only

“C”- AGE RELAXATION:-

Upper age limit is relaxable for Govt. Servant & Employee of ESI Corporation, SC / ST /OBC /Minority quota of OBC/PWD/Ex. SM and other categories of persons, as per rules/ instructions of Govt. of India and is specified as under:-

- a) 03 Years for OBC/Minority quota of OBC.
- b) 05 Years for SC/ST.
- (c) 10 Years for PWD (additional 05 years in case of SC/ST & 03 Years in Case of OBC /Minority quota of OBC).
- (d) Ex. S.M. - Length of Service in Armed forces + 3 Years (additional relaxation for SC/ST/OBC as per item (c) above).
- (e) Corporation/Govt. Employee:- up to 40 years provided he has completed 03 years regular service in Corporation /Govt. Deptt.

The crucial date for determining the age limit shall be the closing date of online applications for all candidates.

(The link for submission of online application is available from 9AM of 07/12/2012 to 4 PM of 27/12/2012).

“D”. FEE & MODE OF PAYMENT: NIL

GUIDELINES FOR FILLING ONLINE APPLICATION:

- (I) Candidates should first scan their photograph and signature as detailed under guidelines for scanning the photograph, signature & thumb impression. Candidates have to visit ESIC website www.esicner.org.in for filling the Online Application Form,
- (II) Fill the application carefully and submit the application. When the application is successfully submitted, a registration number and password will be generated by the system and displayed on the screen. Candidates should note down the registration number and password for further reference. Candidates can reopen the saved data by using Registration number; password and can edit the particulars, if needed. This facility will be available till the last date of submission of online application. Once the application is filled completely, candidate should submit the data. **No change/edit will be allowed after the last date of submission of data.** The registration at this stage is provisional.
- (III) Candidate will receive registration confirmation by **SMS/e-mail** after submitting the online application. It may be ensured to furnish correct Mobile number / e-mail address to receive the registration confirmation.

(Note- Candidates should have valid **email ID**. This will help him/her in getting Interview advices, information, etc. by e-mail.

GENERAL INSTRUCTIONS:

Only system generated application (through website of ESIC) in an envelope super scribed "APPLICATION FOR THE POST OF _____, POST CODE NO. _____, and STATE _____". Should reach at the following address by Speed Post or Registered post on or before **03/01/2013**.

Address: -

**The Medical Superintendent,
ESIC Model Hospital, Beltola,
Guwahati-781022.**

- a) **Documents required to be attached with the application. Only attested photocopies of certificates are to be attached**
 1. Date of Birth.
 2. All Educational Qualification (along with marks sheet).
 3. Technical/ professional Qualification along with Mark sheets.
 4. Registration certificate with the concerned council wherever required.
 5. Caste certificate wherever required.
 6. Experience certificate wherever required.
 7. Completion of Internship Certificate wherever required.
 8. Disability certificate in case of candidate with disabilities (Physically Challenged)
 9. Discharge certificate for Ex. Serviceman.
- b) Incomplete application or application received without the prescribed documents would summarily be rejected.
- c) Experience would be recognized only after compilation of internship and/or training period.
- d) No TA shall be paid to any candidate including SC/ST candidates for appearing in the written examination. TA shall be paid to SC/ST candidates for interview only as per Govt. of India orders.
- e) All eligibility criteria for the above posts i.e. Age, Educational/Technical Qualification /Registration/Internship and experience will be reckoned on or before **27/12/2012**. (Last Date for receipt of online application).

f) Because of large number of applications, Corporation may not undertake detailed scrutiny of applications to ascertain the eligibility and other aspects at the time of written examination. Therefore, the candidates are advised to go through the eligibility criteria and other requirements of educational qualification, age, experience, etc. and satisfy themselves that they are eligible before applying. When scrutiny is undertaken, even after preparation of merit list, the claim of the candidate can be rejected if the claim made in the application is not found substantiated and the decision shall be final.

g) 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-Estt (SCT) Dated 08.09.1993 which is modified vide G.O.I., DOPT's OM No. 36033/3/2004-EST (Res.) Dated 09.03.2004 failing _____ which the benefit of reservation/relaxation will not be given or their application shall be rejected and no request/ correspondence will be entertained. A Declaration conforming that he does not belong to Creamy Layer as per DOPT-O.M.No. 36033/3/2004 Estt. (Res.) dated 09-03-2004 should also be furnished by the candidates.

h) Original documents/certificates should not be enclosed / sent with application.

i) The candidates already in Govt. Service must specifically mention the details of employment and should submit their hard copy of application (generated by the system) through proper channel. However, they may send an advance hard copy of their application (generated by the system) along with other certificates & testimonial so as to reach this office on or before the last date for receipt of application.

j) The applicant should keep visiting ESIC website for important announcements / information through out the selection process at its various stages.

k) In case of selection, persons working in Central / State Govt. / PSU will have to submit a disciplinary clearance and NO OBJECTION CERTIFICATE from their employer.

l) Last date of ONLINE application: 27/12/2012

Hard copy of ONLINE APPLICATION with required documents should reach at the office by Speed post/ Registered post (address given above) on or before **4:00 p.m on 03/01/2013**. (Last date for receipt of application from candidates residing in 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 and Lakshadweep will be **10/01/2013 up to 4.00 p.m.**)

ESI Corporation will not be responsible for postal delays.

m) *Corporation reserves the right to conduct written or online examination. The ESI Corporation also reserves the right to cancel the recruitment as well as the notified vacancies at its discretion and such decision will be binding on all concerned. In the event of cancellation of notified vacancies, the examination fee will not be refunded.*

CAUTION: - CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION

GUIDELINES FOR SCANNING THE PHOTOGRAPH, SIGNATURE & THUMB IMPRESSION:

Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph and Signature as per the specifications given below.

(i) PHOTOGRAPH IMAGE :

- > Photograph must be a recent passport size color picture.
- > The picture should be in color, against a light-colored, preferably white, background.
- > Look straight at the camera with a relaxed face.
- > If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows.
- > If you have to use flash, ensure there's no "red-eye".
- > If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.

- > Caps, hats and dark glasses are not acceptable. Religious head wear is allowed but it must not cover your face.
- > Dimensions 200 x 230 pixels (preferred).
- > Size of file should be between 00 kb-100 kb.
- > Ensure that the size of the scanned image is not more than 100KB. If the size of the file is more than 100 KB, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

(ii) SIGNATURE IMAGE:

- > The applicant has to sign on white paper with Black Ink pen.
- > The signature must be signed only by the applicant and not by any other person.
- > The signature will be used to put on the Hall Ticket and wherever necessary.
- > If the Applicant's signature on the answer script, at the time of the examination, does not match the Signature on the Hall Ticket, the applicant will be disqualified.
- > Dimensions 140 x 60 pixels (preferred).
- > Size of file should be between 00kb - 50kb.
- > Ensure that the size of the scanned image is not more than 50KB.

(iii) THUMB IMPRESSION IMAGE:

- > The applicant has to put his/her thumb impression (left thumb impression for male and right thumb impression for female candidate) on white paper with blue stamp inking pad.
 - > The thumb impression must be put only by the applicant and not by any other person.
 - > The thumb impression will be used to put on the Hall Ticket and wherever necessary.
 - > If the Applicant's thumb impression on the answer script at the time of the examination, does not match the thumb impression on the Hall Ticket, the applicant will be disqualified.
 - > Dimensions 140 x 60 pixels (preferred).
 - > Size of file should be between 00kb - 20kb.
- Ensure that the size of the scanned image is not more than 20KB.

SCANNING THE PHOTOGRAPH, SIGNATURE & THUMB IMPRESSION:

- > Set the scanner resolution to a minimum of 200 dpi (dots per inch).
- > Set Color to True Color.
- > File Size as specified above.
- > Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).
- > The image file should be JPG or JPEG format. An example file name is : image01.jpg or image01.jpeg
- > Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.

Candidates using MS Windows/MS Office can easily obtain photo, signature and thumb impression in .jpeg format not exceeding 100KB, 50KB & 20KB respectively by using MS Paint or MS Office Picture Manager. Scanned photograph, signature and thumb impression in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 100KB (photograph), 50KB (signature) & 20KB (thumb impression) by using crop and then resize option (Please see point (i),(ii)&(iii) above for the pixel size) in the Image' menu. Similar options are available in other photo editor also. If the file size and format are not as prescribed, an error message will be displayed.

Procedure for Uploading the Photograph, Signature & Thumb impression:

- (i) There will be three separate links for uploading Photograph, Signature & thumb impression
- (ii) Click on the respective link "Upload Photograph / Signature/Thumb impression"
- (iii) Browse & Select the location where the Scanned Photo / Signature/Thumb impression file has been saved. Select the file by clicking on it.

Your Online Application will not be registered unless you upload your photo, signature and thumb impression as specified.

- i)
- a) In case the face in the photograph, signature and thumb impression is unclear the candidate's application may be rejected.

- b) Candidates are advised to take a printout of their system generated online application forms before submitting.
- c) In case the photograph, signature and thumb impression is unclear, the candidate may edit his application and re-upload his photograph, signature and thumb impression.
- d) Candidates should keep a copy of the Application printout for their record.
- e) Candidates serving in Government/Quasi Government offices, Public Sector undertaking will be required to submit '**No Objection Certificate**' from their employer at the time of interview/ joining where required.
- f) The candidate seeking reservation as SC/ST/OBC should submit the Caste certificate in the prescribed Performa from the competent authority indicating clearly the candidate's caste, the Act/ Order under which the caste is recognized as SC/ST/OBC and the village/town the candidate is originally a resident of.
- g) Candidates seeking reservation as OBC has to submit a declaration in the prescribed format confirming that he/she does not belong to Creamy Layer on the crucial date.
- h) Candidates belonging to reserve category but applying for unreserved category post shall not be entitled for any type of relaxation, including age relaxation, etc.

NO OTHER MODE OF APPLICATION/PRINTOUT ETC. WILL BE ACCEPTED.

Action against candidates found guilty of conduct.

Candidates are warned that they should not furnish any particulars that are false, tampered /fabricated or should not suppress any material information while filling up the application form.

***MEDICAL SUPERINTENDENT,
ESIC MODEL HOSPITAL
BELTOLA, GUWAHATI ASSAM
Annexure - 'A'***

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

This is to certify that Shri/Smt./Km.....Son/Daughter of Shri /Smt.....
District/Division _____ in the..... State belongs to the
Community----- which is
Recognized as a backward class under:

- Resolution No.12011/68/93~BCC dated the 10th September, 1993, published in the Gazette
of
India Extraordinary - Part I, Section-I, No. 186 dated 13th September, 1993.
- Resolution No.12011/9/94-BCC, dated 19-10-1994 published in Gazette of India
Extraordinary Part I Section I No. 163, dated 20th October, 1994.
Resolution No.12011/7/95-BCC dated the 24th May 1995 Published in the Gazette of India
extraordinary Part-I Section I No.88 dated 25th May, 1995.
 - Resolution No.12011/96/94-BCC dated 9th March, 1996.
 - Resolution No.12011/44/96-BCC, dated the 6th December, 1996, Published in the Gazette of
India -Extraordinary-part I, Section-I, No.210, dated the 11th December, 1996.
 - Resolution No.12011/13/97-BCC dated 3rd December, 1997.
Resolution No.12011/99/94-BCC dated 11th December, 1997.
 - Resolution No.12011/68/98-BCC dated the 27th October, 1999.
 - Resolution No.12011/88/98-BCC dated the 6th December, 1999, published in the Gazette of
India, Extraordinary Part-I, Section-I, No.270, 6th December, 1999.
Resolution No.12011/36/99-BCC dated the 4th April, 2000, published in the Gazette of
India, Extraordinary Part-I, Section-I, No 71, dated 4th April,2000.
Resolution No.12011/44/99-BCC dated the 21-09-2000, published in the gazette of India,
Extraordinary Part-I, Section-I, No.210 dated 21-09-2000.
 - Resolution No. 12015/9/2000-BCC dated 06-09-2001.
 - Resolution No. 12011/1/2001-BCC dated 19-06-2003.
 - Resolution No. 12011/4/2002- BCC dated 13-01-2004
 - Resolution No. 12011/9/2004-BCC dated 16-01-2006 published in the Gazette of India
Extraordinary Part I Section I No. 2010 dated 16-01-2006.

Shri / Smt./ Km. and / or his family ordinarily reside(s) in the
_____ District/ Division of the _____ 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 G.O.I. Department of Personnel & Training OM No.3601222/93-
Estt.(SCT,) dated 8-9-1993 and modified vide the GOI, DOPT's O.M.No.-36033/3/2004 EST(Res) dated 9-3-
2004.

District Magistrate / Deputy Commissioner, etc.

Dated:-

Seal of the Office:-

Note:-

- (a) The term 'Ordinarily' used here will have the same meaning as in section 20 of the Representation of
Peoples Act, 1950.
- (b) Authorities competent to issue caste certificate are indicated below:-
 - a) District Magistrate\Additional Magistrate\Collector\Deputy Commissioner\Additional Deputy
Commissioner\Deputy Collector\First Class stipendiary Magistrate\Sub-Divisional Magistrate\Taulka
Magistrate\Executive Magistrate\Extra Assistant commissioner (not below the rank of first class
stipendiary Magistrate)
 - ii) Chief Presidency Magistrate\Additional Chief Presidency Magistrate\Presidency Magistrate
Revenue Officer not below the rank of Tehsildar. Sub-Divisional Officer of the area where the candidate
and\or his family resides

**FORM OF DECLARATION TO BE SUBMITTED BY THE OBC CANDIDATE
(IN ADDITION TO THE COMMUNITY CERTIFICATE (OBC))**

I-----Son\ Daughter of Sh. ----- resident of village\town\city -
----- district ----- state----- hereby declare
that I belong to ----- community (indicate your sub-caste) which is recognized as backward class
by the Govt. of India for the purpose of reservation in services as per orders contained in the Department of
Personnel & Training office Memorandum no. 36012/22/93-SCT dated 08/09/1993. It is also declared that I
do not belong to persons / sections (creamy layer) mentioned in column 3 of the schedule to above referred
Office Memorandum dated 08-09-1993 and its subsequent through O.M.No. 36033/3/2004 Estt. (Res.) dated
09-03-2004.

Place:---

Signature of the candidate:---

Date:-----

Name of the candidate:-----

Address:-----

**FORM OF CERTIFICATE TO BE SUBMITTED BY CENTRAL GOVERNMENT CIVILIAN EMPLOYEES /
ESI CORPORATION EMPLOYEES SEEKING AGE RELAXATION.**

(To be filled by the Head of the Office or Department in which the candidate is working)

It is to Certify that Shri/Smt./Km. ----- is a central government civilian
employee / ESI Corporation employee holding the post of in the pay scale of
Rs..... with 03 years (three years) regular service in the grade as on 17/12/2012 (last date of
receipt of Online application form).

There is NO OBJECTION to his/her appearing for the post of in ESI Corporation and /
or interview.

Signature -----

Name

Place :-----

Designation.....

Date:-----

Office seal:

UNDERTAKING TO BE GIVEN BY THE EX-SERVICEMEN CATEGORY CANDIDATE

Undertaking

I understand that, if selected on the basis of the recruitment/examination to which the application relates, my appointment will be subject to production of documentary evidence in original 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-Servicemen (Re-employment in Central Civil Services and 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-SM 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, Nationalized Banks, etc.) by availing of the concession of reservation of vacancies admissible to Ex-SM.

I further submit the following information:

a) *Date of appointment in Armed Forces* _____

b) *Date of discharge* _____

c) *Length of service in Armed Forces* _ _____

d) *My last Unit / Corps* _____

(Signature of the Candidate)

Place:

Date:

B. Form of Certificate applicable for serving Personnel

It is certified *that* No. _____ Rank Name _____ is serving in
Army/ Navy/ Air Force from _____ ,

2. He is due for release/retirement on completion of his specific period of assignment
on _____.

3. No disciplinary case is pending against him

Name: _____

Station _____

Designation of the Competent Authority _____

Date:

Seal: