



REGIONAL OFFICE
EMPLOYEES' STATE INSURANCE CORPORATION
PANCHDEEP BHAWAN : SARVODAYA NAGAR : KANPUR-05

Recruitment of Stenographers

Applications in the prescribed format are invited for filling up following vacancies of Stenographers (02 Hindi and 01 English) in E. S. I. Corporation, Uttar Pradesh Region in the Pay band of Rs. 5200-20200 + Grade Pay 2400/- plus other allowances as admissible to Central Government Civil Employees.

General	Other Backward Class	ST	Total
01	01	01	03

The number of vacancies may increase or decrease. The Corporation reserves the right to fill up the vacancies as per its actual requirement.

Age Limit: Between 18-27 years as on **21.01.2011**

RELAXATION IN UPPER AGE LIMIT:-

Category	Age Relaxation
Scheduled Caste/Tribe (SC/ST)	5 years
Persons with disability (PWD)	10 years for General, 15 years for SC/ST and 13 years for OBC.
Other Backward Classes (OBC)	3 years
Ex-Servicemen (EXSM)	3 years (in addition to the usual period of service in the Army, Navy & Air Force subject to a maximum age of 50 years)
Employees of ESIC and Govt. servants with 3 years continuous service.	Upto 40 years for General 45 years age for SC/ST & 43 years for OBC.

- Qualification:-**
- Higher Secondary pass (pass in 12th standard or equivalent from a recognized board)
 - A speed of 80 words per minutes in stenography in (English/Hindi) respectively.
 - Working knowledge of computer including use of Office Suites and database.

Fee & Mode of Payment:-

A crossed demand Draft issued on or after publication of this advertisement for Rs. 225/- (Rupees Two hundred 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 E.S.I. Corporation are required to pay Rs. 25/- (Rupees Twenty five only) as postal charges drawn on State Bank of India, Main Branch, Kanpur in favour of Regional Director, E.S.I. Corporation, Kanpur. Payable at Kanpur.

- NOTE:-**
- Fee/Postal Charges once paid will not be refunded under any circumstances.
 - Fee/Postal Charges paid by any other mode will not be accepted.
 - Candidates must write his/her name & address on back of the Demand Draft.

Scheme of Examination:- The examination consisting of three parts which will be held at Kanpur.

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^{1/2} (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.

How to apply:- The duly filled in application should be sent in a envelope super-scribed "**Application for the post of Stenographer 2010 by Registered post/Speed Post only at the following address:-**

" Regional Director,
Regional Office, E.S.I. Corporation,
Panchdeep Bhawan, Sarvodaya Nagar
Kanpur-208005"

Person with disability:-

"Candidate belonging to General/SC/ST/OBC/Ex-Servicemen etc., who are suffering from not less than 40% of the relevant disability shall alone be eligible for the benefit of reservation and have to submit disability certificate on the prescribed proforma. Application without valid disability certificate will be rejected and no correspondence in this regard will be entertained."

"The candidates applying under OBC category must submit the caste certificate in the form to be produced by other backward classes applying for appointment to the posts under the Government of India. The candidates belonging to only such castes/communities falling in the central list of the OBC prepared by Ministry of Social justice & Empowerment, Govt. of India are entitled for reservation in the services under the Government of India. The candidates who shall not be submitting the OBC certificate in the proforma prescribed for appointment to the posts under the Government of India shall not be considered for reservation under OBC category."

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

- (a) Two copies of recent passport size photographs duly attested by a Group "A"/Group "B" /Gazetted Officer with one photograph pasted on the application form.
- (b) Attested copies of certificates and testimonials in proof of age/date of birth/educational qualification/caste/experience etc.
- (c) Attested copy of Caste/Status certificate in the prescribed form of Government of India in respect of candidates belonging to SC/ST/OBC/PH/Ex-servicemen category and issued by competent authority.
- (d) One self-addressed envelopes of the size 23 cms. x 10 cms.

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 attested copies of certificates and testimonials so as to reach this office on or before the due date.

Note:- The application and the other documents should be arranged in the following order one below the other and tightly tagged or stapled on the left hand side top corner:

1. Demand Draft.
2. Additional photographs.
3. Application form.
4. Attested copies of certificates.
5. Self-addressed envelope.

The last date for receipt of application form is **21-01.2011**.

(For candidates belonging to Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Laddakh 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 of receipt of application form is **07.02.2011**)

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. Mere submission of application does not confer any right to be called for written test/offer of appointment.
3. Application should be submitted in the prescribed Form only. They should be filled up in block/Capital Letters in candidate's own handwriting.
4. Application should be sent in a cover super-scribed "Application for the post of Stenographer-2010" by Registered Post/Speed post only so as to reach this office latest by the stipulated date. No application shall be entertained by hand.
5. Incomplete/unsigned applications and applications received without photographs, certified copies of required certificates such as educational qualification, caste/community etc. and those received after the prescribed date for receipt of application will summarily be rejected without any communication to the candidate.
6. Candidates shall generally be considered only against the vacancies available in the State,
7. No TA/DA will be paid to any candidate for appearing in the written test or in Transcription test.
8. Wrong declarations/submission of false information or any other action contrary to law shall lead to cancellation of the candidature/offer of appointment at any stage.
9. Submission of application does not vest in the candidate any right to be called for written test/offer of appointment.

Caution: *Canvassing in any form will be a disqualification and shall result in cancellation of the candidature at any stage.*

Regional Director

APPLICATION FOR THE POST OF STENOGRAPHER (Hindi/English)

1. Name in full (in Block Capital letters)

2. Father's/Husband's name : -----

3. (I) Date of Birth in Christian era :
(in figures and in words)

(II) Age as on 21.01.2011 -----

Paste your recent
passport size
photograph
attested by a
Gr."A"/Gr."B"/
Gazetted Officer

4. Are you a citizen of India by birth
and/or domicile ? : -----

5. Permanent Address (In Block Capital letters):-----
(with PIN Code number) -----

6. Telephone No. ----- Mobile No. -----
Landline No. with Code. -----

7. Mailing Address (in Block Capital letters) :-----
with PIN Code Number -----

8. Category you belong to :
Code of category(UR-01, SC-02,
ST-03, OBC-04)

9. Whether you are PH or Ex-Serviceman :
Code of category(PH-05, Ex-Serviceman-06)

10. Mode of Payment :
Demand Draft no., date and amount -----
Name of Issuing Bank -----

11. Language known:	Hindi	English	Other Language
(Indicate Yes/No)			(Specify Name)
1. Speak	-----	-----	-----
2. Read	-----	-----	-----
3. Write	-----	-----	-----

12. (i) Medium opted for Stenography Test & Computer Skill Test : English or Hindi
If applied for English Stenography test tick () English
If applied for Hindi Stenography test tick () Hindi

13. Educational qualifications (From Matriculation onwards including computer knowledge):-

Sl. No.	Qualification	University/Board	Subject studied	Percentage of marks obtained	Remarks

