



**REGIONAL OFFICE
EMPLOYEES STATE INSURANCE CORPORATION
PANCHDEEP BHAWAN: SECTOR-16:FARIDABAD
Phone 0129-2222980,2222981**

RECRUITMENT OF LOWER DIVISION CLERKS-2009

Applications in the prescribed format are invited for filling up **29 (Twenty Nine)** vacancies of Lower Division Clerks in Haryana Region of E.S.I. Corporation in the scale of pay PB-I Rs.5200-20,200/- + Grade Pay Rs.1900/- plus allowances as admissible to Central Government employees. The break up of the vacancies is as under:-

Unreserved	Scheduled Caste(S.C)	Scheduled Tribe(S.T)	Other Backward Castes(O.B.C)	Total
12	03*	Nil	14*	29**

(*Includes Backlog vacancies)

** 02 vacancies are reserved for Physically Handicapped (01 for Visually Handicapped & 01 for Hearing Handicapped) and 03 vacancies are reserved for ex-servicemen out of above vacancies. Candidates , however, should note that under Physically Handicapped category, they must satisfy the conditions of physical requirement of being able to perform work by manipulating sitting/walking/seeing.

Note:-

- (A) Candidates belonging to reserved categories are free to apply against vacancies announced for unreserved/General Category.
- (B) Applications will be entertained only as per advertised format. Any change/changes in the application format will not be accepted.
- (C) The number of vacancies is provisional and may vary. The Corporation reserves the right to fill up vacancies as per its actual requirement.
- (D) Selection will be made on the basis of merit on written Test/Skill Test in Typewriting and knowledge of Computer, including use of Office Suites and Databases. However mere passing the written test/Skill Test in Typewriting and knowledge of Computer, including use of Office Suites and Databases shall not qualify for selection. The candidate must also fulfill all the other required qualifications. In this matter evaluation of selection committee will be final and dispute, if any, will be subject to the jurisdiction of Faridabad only.

Examination Centre: FARIDABAD

02.Age Limit: The candidate must be between 18-27 years as on **27.04.2009** which is the last date of receipt of application.

Relaxation in Age:

- a) 05 years in case of SC candidates.
- b) 03 years for Other Backward Classes.
- c) In case of Ex-Servicemen, service rendered in the Armed forces plus 03 years.
- d) In case of Physically Handicapped 10 years.
- e) Relaxable in the case of ESIC employees to the extent of their service in the Corporation and Govt. servants as per rules.

03 Educational Qualification:-(i) Higher Secondary Pass(Pass in 12th standard)or equivalent from a recognized Educational Institution/Board under 10+2 pattern.

(ii) Knowledge of typewriting with a speed of 30/25 words per minute in English/Hindi respectively.

(iii) Working knowledge of computer, including use of Office Suites and Databases.

04. Fee for examination.

Examination fee will be accepted only in form of Demand Draft/Banker's Cheque which should be drawn on State Bank of India in favour of Regional Director, ESI Corporation, Faridabad payable at Faridabad as detailed below:-

Category	Examination Fee	Postal Charges	Total
General/OBC	Rs.75/-	Rs. 25/-	Rs. 100/-
For SC/PH/Ex-S, Employees of ESIC	Nil	Rs. 25/-	Rs. 25/-

Candidates belonging to SC/PH/Ex-Servicemen category and employees of ESI Corporation are exempted from the payment of examination fee. They should only pay postal charges of Rs. 25/- through Demand Draft/Banker's Cheque.

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

(ii) Demand Draft/Banker's cheque should have been drawn on **State Bank of India** on or after publication of this advertisement and payable at **Faridabad** only.

(iii) Candidate must write his/her name and address on back of the Demand Draft/Banker's Cheque.

05 Disqualification: No person,

- (a) Who have entered into or contracted a marriage with a person having spouse living.
- (b) Who have a spouse living, has entered into or contracted a marriage with any person shall be eligible for appointment to the said posts, provided that the Director General of the Employees' State Insurance Corporation may, if satisfied that such marriage is permissible under the personal law applicable to such person and to the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of these Regulations.

06.Scheme of Examination:- The examination will consist of two parts viz:-

Part-I: Written Test

Part-II: Skill Test in typing and knowledge of computer, including use of Office Suites and Databases.

Part-I: The written test will consist of one paper of 200 marks containing 04 parts (i) English Language (ii) General Intelligence & General Aptitude (iii) Numerical Aptitude & (iv) General Awareness. There will be 50 questions in 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 03 (Three) hours duration.

Part-II: The Corporation reserves the right to admit only that number of candidates as considered necessary for Skill Test in typewriting/knowledge of computer, including use of Office Suites and Databases , based on the performance of the candidates in the written test. Information shall be sent to candidates after Part-1 written test.

07 How to apply: Application duly filled in all respect in the prescribed format in A-4 size plain paper may be submitted in the closed envelope super scribing

“Application for the post of LDC-2009” at the following address:-

Regional Director, Regional Office, Employees’ State Insurance Corporation, Panchdeep Bhawan, Sector-16, Faridabad (Haryana) -121002.

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 at the prescribed place.
- (b) Attested copies of certificates and testimonials in proof of age/date of birth/educational qualifications/experience etc.
- (c) Attested copy of community /Caste /Disability/Discharge Certificate in the prescribed form in respect of candidates belonging to SC/OBC/PH/Ex-servicemen category respectively. 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 and 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.

Those candidates who are employed in Govt./Semi-Govt./Autonomous Bodies etc. should send their applications **“ Through Proper Channel”**. However, they may send an advance copy of their application alongwith certificates and testimonials so as to reach the same to this office on or before the last date fixed for receipt of application. Application alongwith “No Objection Certificate” from the employer in such cases may be submitted subsequently but before the Examination.

Note-I: 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. Additional Photograph.
2. Application Form
3. Attested Copies of certificates

Note-II : The Demand Draft/Banker’s cheque should not be tagged or stapled but should be pinned or clipped at the top of the application form.

08. The last date for receipt of application form is **27.04.2009**

The application form can be downloaded from our website www.esic.nic.in.

The application form is to be sent by Registered/Speed post to the Regional Office, ESI Corporation, Panchdeep Bhawan, Sector-16, Faridabad, Haryana-121002 as mentioned at Sl. No. 07 above. No application will be accepted in person/by Hand.

The date and venue of the written examination etc. shall be intimated later.

09. General Conditions:-

01. A candidate should submit one application only. Submission of more than one application may lead to rejection of all the applications submitted by the candidate.
02. Mere submission of application by the candidate does not confer any right upon him to be called for Written test/Skill Test in typewriting and knowledge of Computer/ selection.
03. Application should be submitted in the prescribed format only and should be filled up in Block/Capital Letters in candidate's own handwriting.
04. Application should be sent in a closed cover super scribed "**Application for the post of LDC-2009**" by Registered Post/Speed Post so as to reach the same to the Regional Office, E.S.I.Corporation, Sector-16, Faridabad, Haryana-121002 on or before the prescribed date for receipt of the application .
05. 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 last date prescribed for receipt of application will summarily be rejected without any communication to the candidate.
06. No TA/DA will be paid to any candidate for appearing in the written test.
07. Wrong declaration/submission of false information or any other action contrary to law shall lead to cancellation of the candidature/offer of appointment at any stage.
08. No interim correspondence shall be entertained.

REGIONAL DIRECTOR

Application for the post of Lower Division Clerk in E.S.I.Corporation, Haryana Region

1. Name in full (in Capital letters) _____
2. Father's/Husband's Name _____
3. Nationality _____ 4. Religion _____
5. Date of Birth (in Christian era) / / (dd/mm/yyyy)
6. Are you a citizen of India by birth and/or domicile :- Yes No
7. Permanent Address with Pin Code number :

_____ Pin Code _____

8. Category code, Category to which you belong to :-

General 01 SC 02 OBC 03 --

9. Whether you are PH or Ex-Servicemen :-

PH 04 Ex-servicemen 05 --

10. Language known : Hindi English Other language (Specify name)
1. Speak _____
2. Read _____
3. Write _____

11. Mailing Address (in Capital letters) with Pin Code

Name _____
Address _____

PIN CODE _____

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

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Signature of Applicant
(In box)

12. Educational qualifications (From matriculation onwards including computer knowledge) :-

S.No.	Qualifications	University/ Board	Subject studied	Percentage of Marks obtained	Remarks

13. Experience / Particulars of previous and present employment :-

S.No.	Name & full address of Employer	Designation/ Duties of post	Scale of Pay	Period of employment

14. Details of other academic achievement, extra curricular activities, and professional achievements, if any.

15. Medium opted for typewriting/Computer Skill Test
(Write Hindi or English in the box)

16. Application Fee :

- A. Amount of Fee _____
- B. Name of issuing Bank & Place _____
- C. Demand Draft/Banker's Cheque No. _____ Date _____

17. List of enclosures :

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

DECLARATION

I hereby declare that all the information furnished in the application is true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage, my candidature/appointment is liable to be cancelled/terminated without any notice or any compensation in lieu thereof.

Date : _____

Signature of candidate _____

Place _____

Name _____

ANNEXURE-A

Form of certificate to be produced by other backward classes applying for appointment to posts under the Govt. of India.

(G.I., Dept. of Per. & Trg. O.M. No. 36033/28/94-Estt. (Res.), Dated 02-07-1997)

This is to certify that _____, son of _____, of Village District/Division _____ in the _____ State _____ belongs to the _____ Community

Which is recognized as a backward Class under: -

* (i) Government of India, Ministry of Welfare, Resolution No. 12011/68/93-BCC (C), dated the 10th September, 1993, published in the Gazette of India, Extraordinary, Part-I, Section I, No. 186, dated the 13th September, 1993.

* (ii) Government of India, Ministry of Welfare, Resolution No. 12011/9/94-BCC, dated the 19th October, 1994, published in the Gazette of India, Extraordinary, Part -I, Section I, No. 163 dated the 20th October, 1994.

*(iii) Government of India, Ministry of Welfare, Resolution No. 12011/7/95-BCC, dated the 24th May, 1995, published in the Gazette of India, Extraordinary, Part -I, Section 1 No. 88, dated the 25th May, 1995.

*(iv) Government of India, Ministry of Welfare, 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.

Shri _____ 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 Government of India, Department of Personnel and Training, OM. N. 36012/22/93-Estt. (SCT), dated 8-9-1993.

District Magistrate,
Deputy commissioner,
etc.,

Dated :

SEAL

*Strike out whichever is not applicable.

N.B. - (a) The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People's Act, 1950.

(b) The authorities competent to issue caste certificates are indicated below:-

- (i) District Magistrate/Additional Magistrate/Collector/Deputy Commissioner/ Additional Deputy Commissioner/ Deputy Collector/ First Class Stipendiary Magistrate/Sub-Divisional Magistrate / Taluk 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.
- (iii) Revenue Officer not below the rank of Tehsildar; and
- (iv) Sub-Divisional Officer of the area where the candidate and/or his family resides.