



Regional Office

Regional Office
Employees' State Insurance Corporation
ESI Hospital Complex, Sector -2, Parwanoo (H.P.)

Recruitment for the post of Lower Division Clerk

ONLINE APPLICATIONS (Through website of ESIC , R.O., Parwanoo at www.esichp.in) are invited for filling up fourteen (14) vacancies of Lower Division Clerk (Group-C) in the revised pay structure of Rs. 5200-20200+1900 Grade Pay plus allowances in different offices of ESI Corporation in Himachal Pradesh Region as admissible to Central Government employees. The break-up of the vacancies is as under:-

Name of Post	Genl.	SC	ST	OBC	Total	Out of which	
						EXSM	PH (HI)
LDC	8	2	-	4	14	1	1

Abbreviation used : HI – Hearing Impaired.

For physically handicapped persons and ex-servicemen horizontal reservation is available as per Govt. of India instructions on the subject.

NOTE:

- Candidates belonging to reserved categories are free to apply against vacancies earmarked for Unreserved/General category.
 - The recruitment will be for the State of Himachal Pradesh only. Candidates have to appear for examination from a centre as may be decided by Regional Director, ESIC, Regional Office Parwanoo. If selected for appointment the candidates shall be liable to be posted anywhere in the state of Himachal Pradesh.
 - The number of vacancies is provisional and may vary. The Corporation reserves the right to fill up vacancies as per its actual requirement.
 - Applications received for posts which are not advertised at all will not be entertained.
01. **Age Limit:-** Between 18-27 years as on the last date of receipt of application i.e. **25.7.2011**
(Candidates born between **26.07.1984 to 26.07.1993** both dates inclusive, can only apply).

Age relaxation in upper age limit is permissible as per details below:-

S. No.	Category	Extent of relaxation	conditions
1	Scheduled Caste/Tribe (SC/ST)	5 Years	On production of copy of SC/ST certificate issued by the competent authority
2	Other Backward Classes (OBC)	3 Years	On production of copy of certificate issued by competent authority as per Govt. of India , Department of Personnel and Training OM No. 36012/22/39-Estt(SCT) dated 8.9.93 and modified vide GOI, DOPT's, OM No. 6033/3/2004-ESTT.(Res) dated 9.3.04.
3	Ex-Servicemen (Ex-Sm)	Service rendered in armed forces plus 3 years	On production of proof of service
4	Physically Handicapped (P.H.)	10 Years	On production of disability certificate as required under the rules

Note: Age is relaxable in case of ESIC employees to extent of their service in the Corporation and Govt. Servant as per rules.

02. **Qualification:-**

Sr. No.	Name of Post	Qualification
1.	L.D.C.	1. Higher Secondary Pass (pass in 12th standard or equivalent from a recognized board of education) 2. Working knowledge of computer including use of Office suites and Data Bases with typing speed of 40 words per minute in English or 35 words per minute in Hindi

03. **Scheme of Examination & Mode of selection:-**

Sr. No.	Name of Post	Scheme of examination & Mode of Selection
1	L.D.C.	A) Lower Division Examination will consist of two parts viz.:

	<p>Part I : The written test will consist of one paper of 200 marks containing four Parts (i) English Language, (ii) General Intelligence & General Aptitude (iii) Numerical Aptitude & (iv) General Awareness. Each question shall carry 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.</p> <p>Part:II : Skill Test: The Corporation reserves the right to admit only that much candidates as considered necessary by it for skill test in knowledge of Computer including use of Office suites and data bases with typing speed of 40 words per minute in English or 35 words per minute in Hindi, based on the performance of candidates in Part-I written test.</p> <p>Final selection of candidate will be on the basis of performance of candidates in Part-I & Part-II of the examination.</p>
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4. Fee & Mode of Payment:-

Name of Post	Category	Fee alongwith postage charges Amount (Rs.)
LDC	Genl./OBC	150
	SC/ST/PH/EXSM/Deptt. Candidates/women candidates	25

- Fee is payable in form of Demand Draft/Banker Cheque drawn on State Bank of India in favour of ESIC Fund Account No. I, R.D., H.P. payable at Parwanoo only.
- Fee paid in any other mode will not be accepted.
- Candidates must write his/her name and address on the back of the Demand Draft.
- Fee once paid will not be refunded under any circumstances.**
- Demand Draft/Banker's Cheque should be drawn on state Bank of India on or after publication of the advertisement.

05. How to apply:- Application in the prescribed form available on website may be submitted online through ESIC, R.O., Parwanoo website www.esichp.in & then a print of the filled in form may be taken and signed and then sent alongwith D.D. towards payment of fee and attested photographs (2 copies), copy of all certificates and testimonials in an envelope super scribed "Application for the post of "Lower Division Clerk" at the following address:-

Regional Director
Regional Office, ESI Corporation,
ESI Hospital Complex,
Sector-2, Parwanoo (H.P.) 173220

Applications received other then through online process will not be entertained and they will be rejected summarily.

The following documents should be attached with the application form in the order given below:-

- System generated hardcopy of online application duly signed and photograph duly attested and pasted upon.
- Two copies of recent passport size photographs duly attested by a Gazetted Officer with one photograph pasted on the application form.
- Attested copies of certificates and testimonials in proof of age/date of birth/educational qualification/caste/experience etc.
- Attested copy of community/status certificate in the prescribed form in respect of candidates belonging to SC/ST/OBC/PH/Ex-servicemen category. Candidates claiming reservations/age relaxation on grounds of belonging to OBC should submit the community certificate as prescribed vide Govt. of India, Department of Personnel and Training OM No. 36012/22/93- Estt. (SCT) dated 8.9.93 and modified vide GOI, DOT's OM No. 6033/3/2004-EST (Res) dated 9.3.04 failing which the benefit of reservation or age relaxation will not be given.
- Two self-addressed envelopes of the size 23 cms × 10 cms.
- Demand Draft/Banker's Cheque drawn in favour of ESIC Fund Account No.-I, R.D. payable at Parwanoo.

Note:I The System generated hardcopy of application and other documents should be arranged in the above order as from A to F above one below the other, and tightly tagged or stapled on the left hand side of the top corner.

Note:II Demand Draft /Banker Cheque should not be tagged or stapled, but should be pinned or clipped at the top of the application form.

Those candidates who are employed in Govt./Semi-Govt./Autonomous bodies etc. should send their **system generated hardcopy of online application** "Through Proper Channel". However, they may send an advance copy of their **system generated hardcopy of online application** alongwith Demand Draft/Banker's Cheque, certificates and testimonials so as to reach this office on or before the last date.

06. "Last date of receipt of application is 25.07.2011 by 5.00 PM (Last date for receipt of application from candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu & Kashmir State, Lahaul and Spiti District and Pangi sub -Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Island and Lakshdweep will be 08.08.2011".
The system generated hardcopy of application duly signed alongwith necessary enclosure is to be sent by Registered/ Speed Post to the address as mentioned under clause 05 above.

The date and venue of examination shall be informed later.

07. General Conditions:-

- i) A candidate should submit one application only for a particular post. Submission of more than one application for a particular post may lead to rejection of all such applications received.
- ii) Mere submission of application does not confer any right to be called for written test.
- iii) Only system generated hardcopy of online application with unique serial no. (through website of ESIC, R.O., HP at www.esichp.in) should be submitted alongwith other documents. Candidates can generate /submit their online application upto 18.07.2011 upto 5.00 PM.
- iv) **System generated hardcopy of application** should be sent in a cover super-scribed “Application for the post of Lower Division Clerk in ESI Corporation, Himachal Pradesh Region” by Registered post/speed post so as to reach the Regional Director, Regional Office, ESI Corporation, ESI Hospital Complex, Sector-2, Parwanoo (H.P.) 173220 , latest by the stipulated date.
- v) Incomplete/unsigned applications and applications received without photographs, examination fee, attested copies of required certificate such as educational qualification, caste/community certificate etc. and those received after the prescribed last date will summarily be rejected without any communication to the candidate.
- vi) Candidates shall be considered only against the vacancies available in the State of Himachal Pradesh. Hence, anyone selected/appointed against such vacancies shall liable to be posted anywhere in the state of Himachal Pradesh.
- vii) No TA/DA will be paid to any candidate including SC/ST candidate for appearing in the written test/skill test.
- viii) Wrong declarations/submission of false information or any other action contrary to law shall lead to cancellation of the candidature/appointment at any stage.
- ix) Submission of application does not vest to the candidate any right to be called for written test/other related test.
- x) No interim correspondence will be entertained.

CAUTION:- Canvassing in any form will be a disqualification and shall lead to cancellation of the candidature.

REGIONAL DIRECTOR

APPLICATION FOR THE POST OF LOWER DIVISION CLERK

Affix passport size
photograph duly
attested by Gazetted
Officer

self sign of candidate in box

01. Name in full (in Block Letters) :

02. Father/Husband's Name :

03. (a) Amount of Fee :

(b) Demand Draft No. :

(c) Name of Issuing Bank & Branch :

04. Date of Birth in Christian era
(In figures and in words) :

05. Are you a citizen of India by
Birth and/or domicile? :

06. Permanent Address (in Block letters)
with PIN code No. :

07. Mailing Address (in Block Letters)
With PIN Code Number :

08. Category you belong to :
Code of category (GEN/ST/OBC/PH/EXSM)

1. GEN-01, SC-02, ST-03, OBC-04,

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2. PH-05, EXSM-06

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9. Educational qualification (from Matriculation onwards including Computer knowledge):-

Sr. No.	Qualification	University/Board	Subject studied	Year of Passing	Percentage of marks obtained	Remarks

10. Details of other academic achievements extra curricular activities, if any.

11. Languages Known (Indicate) Yes/No	Hindi	English	Other language (specify name)
(a) Speak	_____	_____	_____
(b) Read	_____	_____	_____
(c) Write	_____	_____	_____

12. Experience/particular of previous and present employment , if any:-

S. No.	Name & full address of employer	Designation/Duties of Post	Scale of pay	Period of employment	
				From	To

13. Medium opted for computer skill Test
(Write Hindi or English in the box)

Note: Applicable for the post of L.D.C. only

14. List of enclosures:
- | | | |
|-------------------------------------|----|----|
| (See note (1) under "How to apply") | 1. | 2. |
| | 3. | 4. |
| | 5. | 6. |

I hereby declare that 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 summarily cancellation/termination without notice or any compensation in lieu thereof.

Date: _____

Signature of the candidate _____

Place: _____

Name: _____