



**HEADQUARTERS OFFICE
EMPLOYEES' STATE INSURANCE CORPORATION
PANCHDEEP BHAWAN, C.I.G. MARG, NEW DELHI-2
ISO 9001-2000 (QMS) CERTIFIED**



**RECRUITMENT OF MERITORIOUS SPORTSPERSON FOR THE POST OF UPPER
DIVISION CLERK AND MULTI TASKING STAFF IN E.S.I. CORPORATION,
HEADQUARTERS OFFICE-2012**

Applications in the prescribed proforma are invited from young and talented Sports persons who are Indian Citizens for filling up the **01 post of Upper Division Clerk and 02 posts of Multi Tasking Staff** by Direct Recruitment on Regular Basis in ESI Corporation, Headquarters Office in the pay band with allowances as admissible to Central Government employees in similar pay band as mentioned below:

S. No.	Name of the post	Vacancies	Sports discipline-wise vacancy	
01	Upper Division Clerk	01	Volleyball (Men)	01
02	Multi Tasking Staff	02	Volleyball (Men)	01
			Football (Men)	01

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. Age Limit (As on 25-10-2012):

For Upper Division Clerks: Between 18 to 27 years.

For Multi Tasking Staff: Between 18 to 25 years.

Upper age limit is relaxable to Sportsperson and to reserved category in terms of Govt. of India rules as under:

01. UR – 05 Years.
02. OBC – 08 Years.
03. SC/ST – 10 Years.

The relaxation in Age Limit will be available only to those sports persons who satisfy all other eligibility conditions relating to sports qualification/achievement, etc. They will furnish a certificate of participation in the form prescribed duly signed by the authorities prescribed as per Appendixes 1 & 2.

03. (a) 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.

(b) Sports qualification:

The candidate should have represented the country in an International competition / State in a National competition / University in an inter-University competition with distinction / State schools in the National Sports / games of Schools. The prescribed certificate for participating in the sports event(s) is given at page No. 6 to 10. The candidate should submit the participation certificate only in the prescribed format.

Note: -

- 1) **The Selected candidates on appointment will be on Probation for a period of two years. During the Probation period, the candidates selected to the post of Upper Division Clerk shall be required to pass Computer Skill Test.**

04. Amount of Application Fee:-

(a) For Upper Division Clerks:

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

05. 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 application.

Note: -

- i. Fee once paid will not be refunded under any circumstances.
- ii. Only Demand Draft drawn on any scheduled bank will be accepted. Application Fee paid by any other mode will not be accepted.
- iii. The Demand Draft must be issued after the issuing date of this advertisement.
- iv. 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.

06. Selection Procedure:

- a) All eligible candidates should apply in the application as per format prescribed through **Speed Post/Regd. Post only** on or before the last date for receipt of applications. Applications received after the last date will not be considered.
- b) Selection will be made on the basis of the guidelines/instructions issued by Department of Personnel & Training, Govt. of India.

07. How to apply: -

The following testimonials should be attached with application form:

- a) Two copies of recent passport size photographs duly attested by a Group “A” / Group “B” /Gazetted Officer with one photograph firmly pasted on the application form.
- b) Attested copies of certificates and testimonials in support of proof of age, Date of Birth, Educational qualification, Experience (if any) etc.
- c) Participation certificate in the Sports event as prescribed by DOPT, Government of India. (Specimens of the form-1, 2, 3, 4 & 5 referred to above are given in Appendix-2)
- d) Attested copy of Community Status Certificate in the prescribed form in case of candidates belonging to SC/ST/OBC category. The OBC Candidates will also ensure that their caste is listed in the State-wise Central List of OBC as notified by Government of India, Ministry of Social Justice & Empowerment.
- e) One self addressed envelopes of 23 cms. x 10 cms.
- f) Those candidates who are employed in Government organizations should send their applications **“Through Proper Channel”**. However, they may send an advance copy of their

application along-with demand draft and other certificates and testimonials before the last date.

Note 1:- 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.
4. Participation certificates in sports event in prescribed format.
5. Self addressed envelope.

Note 2:-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.

Application in an envelope super scribed "**APPLICATION FOR RECRUITMENT OF MERITORIOUS SPORTS PERSON UNDER SPORTS QUOTA IN ESIC, HEADQUARTERS OFFICE-2012**" should be submitted through **Speed Post/Regd. Post** at the following address:-

**The Joint Director (E-V),
Headquarters office, Employees' State Insurance Corporation,
Panchdeep Bhawan, C.I.G. Marg, New Delhi-110002**

08. General Conditions:-

- I. The crucial date for determining the age limit and other eligibility criteria shall be the closing date for receipt of applications from candidates i.e. 25-10-2012 and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangti Sub-Division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep.
- II. Mere submission of application does not confer any right to the candidate for being called for field trial.
- III. A candidate should submit one application for one post.
- IV. Application should be submitted in the prescribed form only. It should be filled up in **block/capital letters in the candidates own handwriting.**
- V. Incomplete or Unsigned applications or the applications received without the attested copies of mark sheets/certificates of educational qualification, Participation certificates in sports event in prescribed format, application fee, caste certificate and photographs and those received after the last date of receipt of applications will summarily be rejected without any communication to the candidate.
- VI. Wrong declarations/submission of false information or any other action contrary to law shall lead to cancellation of the candidature at any stage.
- VII. The ESI Corporation has the discretion not to fill any vacancies and the vacancy position shown may also increase or decrease.
- VIII. Application should be sent in an envelope super-scribed "**APPLICATION FOR RECRUITMENT OF MERITORIOUS SPORTS PERSON UNDER SPORTS QUOTA IN ESIC, HEADQUARTERS OFFICE-2012**" by **Speed Post/Regd. Post** so as to reach at the address mentioned above on or before the stipulated date i.e. till 25-10-2012 at 5.00 PM. Specimen of envelope is given at page no.11 of this advertisement.
- IX. The Corporation takes no responsibility for any delay in receipt or losses in postal transit of any application or communication.
- X. Before applying for the post the candidate should ensure that he/she fulfills the eligibility criteria mentioned above. The Corporation would be free to reject any application at any stage of selection process if the candidate is found ineligible for the post for which he has applied. The decision of the Corporation regarding eligibility of the candidates the stage at

which scrutiny of eligibility is to be undertaken, qualifications, experience and other eligibility norms, the documents to be produced for the purpose of conduct of selection etc. and any other matter relating to recruitment of Sports persons will be final and binding on the candidates. No correspondence or personal enquiries shall be entertained by the Corporation in this behalf.

XI. Fee once paid is not refundable.

XII. Canvassing in any form will be disqualification.

Note: Application without signature, without thumb impression, without handwritten declaration, incomplete applications or the applications received without the supporting documents, Participation certificate in prescribed format, application fee, caste certificate, without photographs and those received after the last date of receipt of applications will summarily be rejected without any communication to the candidate.

09. Disqualification - No person:-

- a) who has entered into or contracted a marriage with a person having a spouse living; or
- b) Who, having 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 may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this Regulation.

10. Last date of receipt of application is 25-10-2012.

For candidates **from Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahul and Spiti District and Pangti Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshdweep**, the last date for receipt of application will be 01-11-2012.

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

**JOINT DIRECTOR (E-V),
HEADQUARTERS OFFICE,
ESIC, NEW DELHI**

List of Authorities awarding Certificate

S. No.	Competition	Authority Awarding Certificate	Form in which certificate is to be awarded
1.	International Competition	Secretary of the National Federation of game concerned.	1
2.	National Competition	Secretary of National Federation or Secretary of the State Association of the game concerned.	2
3.	Inter-University Tournaments	Dean of Sports or other Officer in overall charge of sports of the University concerned.	3
4.	National /Sports /Games for Schools.	Director or Additional/Joint or Deputy Director in overall charge of sports/games for Schools in the Directorate of Public Instructions/ Education of the state.	4
5.	Physical Efficiency Drive.	Secretary or other officer in overall charge of Physical Efficiency in the Ministry of Education & Social Welfare, Govt. of India.	5

NOTE: Specimens of the forms 1, 2, 3, 4 & 5 referred to above are given in Appendix 2.

FORM-1

(For representing India in an International Competition in one of the Games/Sports)

recognized

NATIONAL FEDERATION/NATIONAL ASSOCIATION OF _____

Certificate to meritorious sportsman for employment to Groups 'C' and 'D' Services under the Central Government

Certified that Shri/Smt./Km. _____ son/wife/daughter of Shri _____ resident of _____ (complete address) represented the Country in the game/event of _____ in _____ Competition/Tournament held at _____ from _____ to _____.

The position obtained by the individual/team in the above-said Competition/Tournament was _____.

The Certificate is being given on the basis of record available in the Office of National Federation/National Association of _____.

Place :	Signature	_____
Date:	Name	_____
	Designation	_____
	Name of Federation/National Association	_____
	Address	_____
	Seal	_____

Note: This Certificate will be valid only when signed personally by the Secretary, National Federation/National Association.

FORM-2

(For representing a State of India in a National Competition in one of the
Games/Sports)

recognized

**STATE ASSOCIATION OF _____ IN THE
GAME OF _____**

**Certificate to a meritorious sportsman for employment to
Groups 'C' and 'D' Services under the Central Government**

Certified that Shri/Smt./Km. _____ son/wife/daughter of Shri
_____ resident of _____ (complete address) represented the State
of _____ in the game/event of _____ in the National Competition/Tournament
held at _____ from _____ to _____.

The position obtained by the individual/team in the above-said Competition/Tournament
was _____.

The Certificate is being given on the basis of record available in the Office of the State
Association of _____.

Place :	Signature	_____
Date:	Name	_____
	Designation	_____
	Name of the State Association	_____
	Address	_____
	Seal	_____

Note: This Certificate will be valid only when signed personally by the Secretary of State
Association.

FORM-3

(For representing a University in the Inter-University Competition in one of the Games/Sports)

recognized

UNIVERSITY OF _____

**Certificate to a meritorious sportsman for employment
to Groups 'C' and 'D' Services under the Central Government**

Certified that Shri/Smt./Km. _____ son/wife/daughter of Shri _____ resident of _____ student of _____ represented the University of _____ in the game/event of _____ in Inter- University Competition/Tournament held at _____ from _____ to _____.

The position obtained by the individual/team in the above-said Competition/Tournament was _____.

The Certificate is being given on the basis of record available in the office of Dean of Sports or Officer in overall charge of sports in the University of _____.

Place :	Signature	_____
Date:	Name	_____
	Designation	_____
	Name of University:	_____
	Address	_____
	Seal	_____

Note: This Certificate will be valid only when signed personally by Dean/Director or other officer in overall charge of sports in the University.

FORM-4

(For representing a State School Team in the National Games for School in one of the recognized Games/Sports)

**DIRECTORATE OF PUBLIC INSTRUCTIONS/
EDUCATION OF THE STATE OF**

Certificate to a meritorious sportsman for employment to Groups 'C' and 'D' Services under the Central Government

Certified that Shri/Kumari..... son/daughter of Shri..... resident of..... *(complete address)* student ofrepresented the State School Team in the game/event of..... in the National Games for Schools held at.....from..... to.....

The position obtained by the individual/team in the above said Competition/Tournament was _____.

The Certificate is being given on the basis of records available in the Office of Directorate of Public Instructions/Education of.....

Place :	Signature	_____
Date:	Name	_____
	Designation	_____
	Address	_____
	Seal	_____

NOTE : This certificate will be valid only when signed personally by the Director or Additional/Joint or Deputy Director in overall charge of sports/games for schools in the Directorate of Public Instruction/Education of the State.

FORM 5

*(For the awardees in Physical Efficiency performances conducted by the
of Education and Social Welfare)*

Ministry

GOVERNMENT OF INDIA/MINISTRY OF EDUCATION AND SOCIAL WELFARE

Certificate to a meritorious sportsman for employment to Groups 'C' and 'D' posts/services under the Central Government

Certified that Shri/Kumari..... son/daughter of Shri.....
resident of (*complete address*) represented the
.....School team in the game/event of..... in the National
Competition held at.....from..... to

The Certificate is being given on the basis of records available in the Ministry of Education and Social Welfare.

Place :	Signature	_____
Date:	Name	_____
	Designation	_____
	Address	_____
	Seal	_____

NOTE: This certificate will be valid only when signed personally by the Secretary or other Officer in overall charge of Physical Efficiency in the Ministry of Education and Social Welfare.

SPEED POST /REGD. POST

APPLICATION FOR RECRUITMENT OF MERITORIOUS SPORTS PERSON UNDER SPORTS QUOTA IN ESIC, HQRS. OFFICE-2012

Name of the post:

Sports Discipline:

Category of candidate:

From,

Name of candidate: _____

Address of candidate: _____

Pin Code: _____

To,

**THE JOINT DIRECTOR,
ESTABLISHMENT BRANCH V,
HEADQUARTERS OFFICE, E.S.I. CORPORATION,
PANCHDEEP BHAWAN, C.I.G. MARG,
NEW DELHI-110002**