



**REGIONAL OFFICE**  
**EMPLOYEES' STATE INSURANCE CORPORATION**  
**SECTOR-19-A, MADHYA MARG, CHANDIGARH**  
**(ISO 9001:2008 Certified)**

Tele:0172-2781382,2544126, Fax: 0172-2542892  
PBX Nos.- 0172-2700972 , 2775476 (Extn. 215 & 238)  
E-mail: [rd-punjab@esic.nic.in](mailto:rd-punjab@esic.nic.in)

**RECRUITMENT OF LIBRARIAN (GR.-II) in E.S.I.C. MODEL HOSPITAL, LUDHIANA**

Applications are invited from Indian Citizens to fill up 01 vacancy of Librarian, Gr-II in ESIC Model Hospital Ludhiana in prescribed format

SC	ST	OBC	UR	TOTAL
Nil	Nil	Nil	01	01*

\* No. of posts can vary

**01 Scale Of Pay:**

Post	Pay Band	Grade Pay
Librarian(Gr.-II)	PB-I (Rs. 5200-20200/-)	Rs. 2800/-

**02. Age Limit : Between 19 to 25 years.** (As on 30.11.2012 i.e. last date of submission of application)

Relaxation in Age : The prescribed upper age limit is relaxable as under:-

- a) In case of Ex-Servicemen, period of service rendered in the Armed forces plus 03 year
- b) 10 years in case of Physically challenged candidates.
- c) for ESIC employees and Govt. servants as per rules.

Note: **There will be no age relaxation for SC/ST/OBC candidates.**

**03. (a) Essential Qualifications:**

Matric with a Diploma in Library Science (2 years course after Matriculation)

**04. Amount of Application Fee:-**

Sr No.	Category	Fee Amount
1	SC/ST/PWD/Departmental Candidates, Female Candidates & Ex-Servicemen	Nil
2	All other categories	Rs. 225/-(Excluding postal charges )

**05. Mode of payment: -**

A Demand Draft of Rs. 225/- (where applicable) in favour of " ESI Fund, Account No.-1" drawn on any scheduled bank payable **at Chandigarh** has to be submitted along with the application.

**NOTE:**

- i. **APPLICATION FEE WILL NOT BE ACCEPTED IN ANY OTHER MODE.**
- ii. Fee once paid will not be refunded under any circumstances.

**06. Selection Procedure:**

- a) All eligible candidates/applicants should apply on the prescribed format after downloading the same from our website and submit in Regional Office, E.S.I. Corporation, Panchdeep Bhawan, Sector 19-A, Madhya Marg, Chandigarh through **Speed Post/Regd. Post** only on or before the last date for receipt of applications. Applications received after the last date in Regional Office, E.S.I. Corporation, Panchdeep Bhawan, Sector 19-A Madhya Marg, Chandigarh, 160019 for any reason including postal delay will not be accepted.
- b) Selection will be made on the basis of the guidelines/instructions issued by Department of Personnel & Training, Govt. of India.

**07 Scheme of Examination:**

- a) Written examination (100 marks) + interview, (20 Marks)
- b) Negative marking i.e. 0.25 marks to be deducted for every wrong answer to eliminate the element of chance.
- c) There will be a total of 100 questions with emphasis on testing the knowledge of related field in the written examination. Questions will also be designed on Numerical ability, English Language and General Awareness/Intelligence.
- d) For all candidates applying in response to this advertisement for Punjab Region, the Examination Centre will be at Chandigarh only. There is no choice or option to the candidates for centre other than Chandigarh. However, this office reserves the right to conduct the examination/interview at any other location.

**08. 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) One self addressed envelopes of 23 cms. x 10 cms.
- d) 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 so as to reach on or 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. Self addressed envelope.

Note: - The Demand Draft should not be tagged or stapled, but should be pinned or clipped at the top of the application form. Candidates must write his/her name, address and post applied for on the back of demand draft.

Application in an envelope super scribed "**APPLICATION FOR RECRUITMENT TO THE POST OF LIBRARIAN GR.-II, IN ESIC, PUNJAB REGION-2012**" should be submitted through **Speed Post/Regd. Post** at the following address:-

**REGIONAL DIRECTOR**  
**REGIONAL OFFICE, EMPLOYEES' STATE INSURANCE CORPORATION,**  
**PANCHDEEP BHAWAN, SECTOR -19-A, MADHYA MARG,**  
**CHANDIGARH-160019**

## 09. 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. **30.11.2012** 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 Pangi Sub-Division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep.
- II. Application should be submitted in the prescribed form only. It should be filled up in block/capital letters in the candidate's own handwriting.
- III. Wrong declarations/submission of false information or any other action contrary to law shall lead to cancellation of the candidature at any stage.
- IV. The Corporation takes no responsibility for any delay in receipt or loss in postal transit of any application or communication.
- V. 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/she has applied. The decision of the Corporation regarding eligibility of the candidates, the stage at which scrutiny of applications is to be undertaken for qualifications, experience and other eligibility norms and the documents to be produced for the purpose of conduct of selection etc. will be final and binding on the candidates. No correspondence or personal inquiries shall be entertained by the Corporation in this behalf.
- VI. Canvassing in any form will be considered as disqualification.

**Note: Application without signature, without thumb impression, without handwritten declaration, incomplete applications or the applications received without the supporting documents, application fee where applicable, 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.**

## 10. 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 ESI Corporation 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 doing so, exempt any person from the operation of this Regulation.

## 11. Last date of receipt of application is 30.11.2012 at 5.00 PM

For candidates from Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep, the last date for receipt of application will be **07.12.2012 at 5.00 PM.**

The application form can be downloaded from the website [www.esic.nic.in](http://www.esic.nic.in) and [www.esicpunjab.org](http://www.esicpunjab.org)

**REGIONAL DIRECTOR  
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