



EMPLOYEES' STATE INSURANCE CORPORATION
PANCHDEEP BHAWAN, C.I.G. MARG, NEW DELHI 110002

Website: www.esic.nic.in

Recruitment of Junior Hindi Translator

Applications in the prescribed format are invited for filling up the posts of Junior Hindi Translators in the pay band of Rs.9300-34800/- (Grade Pay-4200/-) with allowances as admissible to Central Government employees in similar pay scale. The break-up of the vacancies is as follows:-

Name of the Post	SC	ST	OBC	UR	Total
Junior Hindi Translator	08*	03	15*	24	50**

* including backlog vacancies.

** Out of which 02 vacancies meant for persons with disabilities, the post is identified suitable only for OL(one leg affected), BL(Both leg affected), OA(One Arm affected), MW(Muscular weakness and limited physical endurance) and FT(limited exercise to tolerance – early fatigue)
04 vacancies meant for ex servicemen.

Abbreviation used- SC- Scheduled Caste, ST- Scheduled Tribe, OBC- Other Backward Class & UR- Unreserved.

B. Pay & Allowances: - The above post will carry pay band of Rs.9300-34800/- (Grade Pay-4200/-) plus other allowances payable to the Corporation employees:-

C. Place of posting: Vacancies are at the offices of the ESI Corporation in different States and the selected candidates are liable to be posted anywhere in India with all India transfer liability.

D. Age Limit –Not exceeding 28 years (as on 31-01-2011). Upper age limit is relaxable for SC/ST candidates up to 05 years, for OBC candidates up to 03 years. Upper age limit is also relaxable for ESIC employees, Govt. Servants, Physically Handicapped & Ex. Service Man as per rules.

E. Educational & Other Qualifications: -Master's degree of a recognized University in English / Hindi with Hindi/ English as a compulsory and elective subject at degree level.

OR

Bachelor's degree with Hindi and English as main subjects (which includes the term compulsory and elective).

F. Fee:-

S. No.	Category	Amount (Rs.)
01	General / OBC	200/-
02	SC/ST/PH/Female/Ex.Servicemen and ESIC Employees.	Exempted from fee.

(ii) **Mode of payment:** - A Demand Draft of Rs.200/- in favour of "E.S.I. Corporation" drawn on State Bank of India payable at New Delhi has to be submitted alongwith the application.

Note: - i. Fee once paid will not be refunded under any circumstances.
ii. Only Demand Draft drawn on State Bank of India valid for six months will be accepted. Fee paid by any other mode will not be accepted.

G. How to apply: - Application in the prescribed Form may be submitted in an envelope super scribing "Application for the post of **JUNIOR HINDI TRANSLATOR -2010**" at the following address:

**The Joint Director (Recruitment),
Hqrs. Office, E.S.I. Corporation,
Panchdeep Bhawan, C.I.G. Marg,
NEW DELHI – 110002.**

The following documents 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 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 Community /Status certificate in the prescribed form in case of candidates belonging to SC/ST/OBC/PH/Ex.-serviceman category.
- (d) 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 15.11.93, failing which the benefit of reservation or age relaxation will not be given.
- (e) As per Govt. of India, Department of Personnel and Training OM No.-36033/4/97-Estt.(Res) dated 25.7.2003 OBC candidates have to give self declaration that he/she belong to the ____ community which is recognized as a backward class by the Govt. of India for the purpose of reservation in services and that he/she does not belong to person/section of creamy layer mentioned in column 3 of the schedule to the DOPT OM dated 8.9.93 and modified vide Govt. of India DOPT OM No.36033/3/2004 EST (Res.) dated 9/3/2004.
- (f) One self-addressed envelopes of the size 23cm. X 10cms.
- (g) Demand Draft drawn in favour of ESI Corporation, New Delhi.

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 demand draft and other certificates and testimonials so as to reach this office on or before the due date.

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) Demand Draft.
- (2) Additional Photographs.
- (3) Application Form
- (4) Attested copies of certificates
- (5) Self-addressed envelope.

NOTE-II : 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.

H. Mode of selection: Selection will be made strictly on the basis of competitive examination only as per scheme given below:

Scheme of Examination:-

- a) The Competitive examination will be held on the same day in two sessions which will consist of two papers viz :-

Paper I - General English and General Hindi (Multiple choices) for two hours.

Paper II - Translation from Hindi to English and vice versa (conventional type) for two hours.

NOTE: Paper-II of written examination shall be evaluated of only those candidates who attain a minimum qualifying standard in Paper-I as may be fixed at the discretion of the E.S.I. Corporation.

- b) **Examination Centre** - A competitive examination will be held at the following centers:

S. No.	Name of Centre	Centre Code	S. No.	Name of Centre	Centre Code
01	Banglore	12	06	Indore	22
02	Kolkata	14	07	Jaipur	23
03	Chandigarh	15	08	Kanpur	24
04	Delhi	18	09	Mumbai	26
05	Guwahati	20			

The list of Centres is provisional and the E.S.I. Corporation has the right not to conduct the examination in any one or more of the Centres incase the numbers of candidates are not adequate.

I. General conditions:-

01. Mere submission of application does not confer any right to be called for written test.
02. A candidate should submit one application only. Submission of more than one application may lead to rejection of all the applications submitted.
03. Application should be submitted in the prescribed Form only. They should be filled up in Block Capital Letters in candidate's own handwriting.
04. Application should be sent in a cover super-scribed "Application for the post of JUNIOR HINDI TRANSLATOR -2010" by Speed Post/ Registered Post so as to reach at the address mentioned above on or before the stipulated date.
05. Incomplete or unsigned application or applications received without certified copies of certificates of educational qualification, caste certificates and photographs and those received after the last date for receipt of applications will summarily be rejected without any communication to the candidate.
06. The centre of examination once opted will not be changed.
07. Wrong declarations/submissions of false information or any other action contrary to law shall lead to cancellation of the candidature at any stage.
08. Submission of application does not vest in the candidate any right to be called for written test/ other related test.
09. No interim correspondence will be entertained.

J. The last date for receipt of application form is 31-01-2011.

Applications should be sent by Speed / Registered Post only. In respect of candidates residing in Assam, Meghalya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh division of Jammu & Kashmir State, Lahul & Spiti district and Pangi sub division of Chamba district of Himachal Pradesh, Andaman & Nicobar Islands or Lakshadweep, the last date for receipt of applications is 07-02-2011. The benefit of extended time will be available only in respect of applications received by post from the above mentioned areas/regions.

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

CAUTION: CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION

Joint Director (Rectt)

APPLICATION FOR THE POST OF “JUNIOR HINDI TRANSLATOR”

01. Name of the Centre (in Block letter) : _____ Code of Centre _____
02. Name in full (in Block letters) : _____
03. (a) Amount of fee Rs. : _____
(b) Name of the Issuing Bank : _____
(c) Demand Draft No. & Date : _____
04. Father / Husband’s Name : _____
05. Date of Birth in Christian era : _____
(In figures and in words) _____
06. Are you a citizen of India by birth and / or domicile? : _____
07. Permanent Address (in Block letters) : _____
with Pin Code Number _____
(Mobile / Resident Phone No.) _____
08. Mailing Address (in Block letters) : _____
with Pin Code Number _____
(Mobile / Resident Phone No.) _____

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

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

10. Whether you are PH or Ex. Serviceman :
(PH-05, Ex. Serviceman-06)

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

12. Educational qualifications (From Matriculation onwards including) :-

S. No.	Qualification	University / Board	Subject studied	Percentage of Marks obtained	Year of Passing	Remarks

Mark Sheets / certificates duly attested is a must in support of Educational Qualification without which forms would be treated as incomplete and are liable to be rejected.

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 From to

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

15. List of enclosures: - 1. _____ 2. _____
(See Note-(1) under 3. _____ 4. _____
"How to Apply") 5. _____ 6. _____

I hereby declare that the information furnished in the application are true, complete and correct to the best of my knowledge and belief. I am fully aware that in the event of any information being found false or incorrect at any stage, my candidature / appointment is liable to summary cancellation/ termination without notice or any compensation in lieu thereof.

Date: _____

Signature of the candidate (in Box)

Place: _____

Name: _____



**EMPLOYEES' STATE INSURANCE CORPORATION
PANCHDEEP BHAWAN, C.I.G. MARG, NEW DELHI -2**

RECRUITMENT OF JUNIOR HINDI TRANSLATORS

E.S.I. Corporation intends to fill **50 vacancies** (SC-08, ST-03, OBC-15, UR-24, TOTAL-50 including 04 vacancies reserved for Ex. Servicemen) of Junior Hindi Translators in the Pay Band of Rs.9300-34800/- (Grade Pay-4200/-).

Eligibility Criteria

Age Limit –Not exceeding 28 years (as on 31-01-2011). Upper age limit is relaxable for SC/ST candidates up to 05 years, for OBC candidates up to 03 years. Upper age limit is also relaxable for ESIC employees, Govt. Servants, Physically Handicapped & Ex. Service Man as per rules.

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Hqrs. Office, E.S.I. Corporation,
Panchdeep Bhawan, C.I.G. Marg,
NEW DELHI – 110002.**

The last date for receipt of application form is **31-01-2011**. The application form and the detailed advertisement is available on the website of the ESI Corporation. Before applying for the above post, the candidates are advised to go through the detailed advertisement available at the website of the E.S.I. Corporation www.esic.nic.in

**Sd/-
Jt. Director (Rectt.)**