

EMPLOYEES' STATE INSURANCE CORPORATION
PANCHDEEP BHAWAN: CIG ROAD : NEW DELHI

Recruitment of Lower Division Clerks

Applications in the prescribed format are invited to fill up 58 vacancies in Lower Division Clerks in the following regions of ESI Corporation as shown below. The break-up of the vacancies is as follows:-

Lower Division Clerks

State/UT	SC	ST	OBC	General	Total	Out of which			
						OH	HI	VI	EXSM
Thrissur	04	02	08	15	29				
Jammu & Kashmir	01	--	02	08	11				
Himachal Pradesh	01	--	01	05	07				
Uttarakhand	--	--	--	04	04				
Guwahati	01	--	02	02	05				01
Goa	01	--	01	--	02				
Total	08	02	14	34	58				

NOTE :

- (A) Candidates belonging to reserved categories are free to apply against vacancies announced for Unreserved/General category
- (B) Applications received for posts which are not advertised at all or post not advertised in particular State will not be entertained.
- (C) The recruitment would be on Regional/State-wise basis. **Candidates can apply for vacancies in one State only and have to appear for the examination from a centre of that particular State/UT and shall be liable to be posted anywhere in the State/Region.**
- (D) The number of vacancies is provisional and may vary. The Corporation reserves the right to fill up vacancies as per its actual requirement.

Pay & Allowances:- The pay scales for the above post is as given below plus allowances payable to the Corporation employees

Pay Scale **Rs.3050-75-3950-80-4590/-.**

Age Limit - Between 18-27 years as on **21.04.2008**.

Relaxation in age

- a) 05 years in case of SC/ST candidates.
- b) 03 years for Other Backward Classes.
- c) In cases 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.

C. Qualifications: - For Lower Division Clerks

- i) Higher Secondary Pass (Pass in 12th standard or equivalent from a recognized Board of Education.
- ii) Working knowledge of computer including use of Office Suites and data bases.

D. Fee & Mode of Payment:-

A Demand Draft/Banker's Cheque should be drawn on State Bank of India in favour of concerned Regional Director, Regional Office, ESI Corporation, **payable at the respective centres. i.e.** Candidate applying for the post of L.D.C. from Thrissur State has to submit the D.D. in favour of Regional Director, ESIC, Thrissur State payable at Thrissur.

Category	Fee	Postal Charges	Total
For General / OBC	Rs. 50/-	Rs. 25/-	Rs. 75/-
For SC/ST/ PH/ Ex.SM / Deptt. Candidates	--	Rs. 25/-	Rs. 25/-

Candidates belonging to SC/ST/PH/Ex.-Servicemen category and employees of E.S.I. Corporation are exempted from payment of examination fee. Only postal charges are to be paid by them.

- NOTE:** - i. Fee once paid will not be refunded under any circumstances.
ii. Demand Draft should have been drawn on State Bank of India on or after publication of the advertisement and payable at the place of examination centre. Fee paid by any other mode will not be accepted.
iii. Candidates must write his/her name & address on back of the Demand Draft.

E. Scheme of Examination:-

- a) The Lower Divisions Clerks examination will consist of two parts viz :-
Part-I:- The written test will consist of one paper for 200 marks containing 4 parts : (i) English language (ii) General Intelligence & General Aptitude (iii) Numerical Aptitude and (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 03 (Three) hours' duration.**

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, based on the performance of candidates in Part-I written test.

- F. How to apply:** - Application in the prescribed Form may be submitted in an envelope super scribing "Application for the post of L.D.C" at the following address:

The Regional Director,
Regional Office, E.S.I. Corporation,

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. 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 08-9-93 and modified vide G.O.I., DOPT's OM No. 36033/3/2004-EST(Res) dated 09-3-2004 failing which the benefit of reservation or age relaxation will not be given.

- d) Two self-addressed envelopes of the size 23cm. X 10cms.
e) Demand Draft drawn in favour of Regional Director, ESIC, _____.

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 scheduled 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:-

- a) Additional Photographs. b) Application Form.
c) Attested copies of certificates.d) Self-addressed envelopes.

NOTE-II : The Demand Draft should not be tagged or stapled, but should be pinned or clipped at the top of the application form.

G. The last date for receipt of application form is 21.04.2008 by 5.00 p.m.

The application form is to be sent by registered/speed post to the respective State/ region for the post of which the candidates have applied. The addresses of the regions/states where the posts are existing along with the centres of the examination are given below:-

S. No.	State/Region	Centre Code	Address of regions where applications are to be sent	Examination Centre
01	Guwahati	20	Regional Office, ESI Corporation, Panchdeep Bhawan, P.O. Bamuni Maidan, GUWAHATI – 781021 (Assam)	Guwahati
02	Goa	29	Regional Director, Regional Office, ESI Corporation, Panchdeep Bhawan, EDC Plot No.23 Patto, Panaji, Goa – 403 001	Panaji
03	Kerala	31	Regional Director, Regional Office, ESI Corporation, Panchdeep Bhawan, North Swaraj Round, THRISSUR -680020	Thrissur
04	Jammu & Kashmir	32	Regional Director, Regional Office, ESI Corporation, Ground Floor, 11-A, Shastri Nagar Ext. JAMMU – 180004 (J&K)	Jammu
05	Himachal Pradesh	33	Regional Director, Regional Office, ESI Corporation, Near ESI Hospital Complex, Sector – 2, PARWANOO – (Himachal Pradesh)	Parwanoo
06	Uttrakhand	35	Regional Director, Regional Office, ESI Corporation, Panchdeep Bhawan, Wing No-4, Shiv Puri, Prem Nagar, DEHRADUN – 248007 (Uttrakhand)	Dehradun

The date and venue of the examination shall be informed later.

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

H. General Conditions:

1. A candidate should submit one application only. Submission of more than one application may lead to rejection of all the applications submitted.
2. The recruitment is against vacancies on a local/regional basis. Hence anyone selected/appointed on local/regional basis shall be liable to be posted anywhere in the State/Region.
3. Mere submission of application does not confer any right to be called for exam.
4. Application should be submitted in the prescribed Form only. Form should be filled up in Block/Capital letter in candidate's own handwriting
5. Application should be sent in a cover super-scribed "Application for the post of LDC" by Registered Post /Speed Post so as to reach the respective Regional Office latest by the stipulated date.
6. Incomplete /unsigned applications and applications received without fee, photographs, certified copies of required certificates such as educational qualifications, caste/community etc. and those received after the prescribed last date for receipt of application, will summarily be rejected without any communication to the candidate.
7. No TA/DA will be paid to any candidate including SC/ST candidates for appearing in the written test.
8. Wrong declarations/submissions of false information or any other action contrary to law shall lead to cancellation of the candidature at any stage.
9. Submission of application does not vest in the candidate any right to be called for written test/ other related test.
10. No interim correspondence will be entertained.
11. No change in centre of examination once opted will be allowed.

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

APPLICATION FOR THE POST OF LOWER DIVISION CLERK

01. Name in full (in Block letters) : _____
02. (a) Name of the Centre (in Block letter) : _____
 (b) Centre Code No. : _____
03. (a) Amount of fee Rs. : _____
 (b) Name of the Issuing Bank : _____
 (c) Demand Draft No. & Date : _____
04. Father's / 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 : _____

Paste your recent passport size photograph attested by a Group -"A"/ "B"/ Gazetted Officer

08. Mailing Address (in Block letters) with Pin Code Number : _____

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. Medium for computer test (Hindi/ English)

- | | | | |
|--|-------|---------|--------------------------------------|
| 12. Language known:
(Indicate Yes/No) | Hindi | English | Any Other Language
(Specify Name) |
| 1. Speak | _____ | _____ | _____ |
| 2. Read | _____ | _____ | _____ |
| 3. Write | _____ | _____ | _____ |

Contd....02

13. Educational qualifications (From Matriculation onwards including computer knowledge) :-

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

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14. 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

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

16. 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: _____

Place: _____ Name: _____