



**REGIONAL OFFICE: BIHAR**  
**EMPLOYEES' STATE INSURANCE CORPORATION**  
**PANCHDEEP BHAWAN, JL NEHRU MARG, PATNA.**

**RECRUITMENT OF STENOGRAPHERS**

Applications in the prescribed format are invited for filling up 02(One Hindi & One English) vacancies of Stenographers in Bihar Region of ESI Corporation in the initial pay of Rs. 5200+ Grade pay of Rs. 2400/- per month in the Pay Band of Rs. 5200 – 20200, Grade Pay 2400 plus allowances as admissible to Central govt. employees of similar rank . The breakup of the vacancies is as under :-

GENERAL	SC	ST	OBC	TOTAL
02	NIL	NIL	NIL	02

The number of vacancies is provisional and may vary. The Corporation reserves the right to fill up vacancies as per its actual requirement.

A. Examination Centre:- PATNA-

B. Age limit: Between 18-27 years as on 31.12.2010

**Age relaxation :**

- a) 05 years in case of SC/ST candidates
- b) 03 years for Other Backward Classes recognized by Govt. of India.
- c) In case 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 and Govt. servants as per Rules.

**C Qualifications:**

- i) Higher Secondary pass (pass in 12<sup>th</sup> standard or equivalent from a recognized Board .
- ii) Speed 80 words W.P.M.in Stenography (English/Hindi) per minute.

iii) Working knowledge of computer including use of office suites and Database.

D. Fee & Mode of Payment:-

A Demand draft for Rs. 225/- (Exam.Fee Rs. 200/- and postage Rs.25/- ) should be drawn on State Bank of India or any other nationalized bank in favour of Regional Director, ESI Fund A/c No.I payable at Patna.

**NOTE:-**

- (i) Fee once paid will not be refunded under any circumstances.
- (ii) Demand Draft should have been drawn on State Bank of India or any other nationalized bank on or after the publication of the Advertisement . Fee paid by any other mode will not be accepted.
- (iii) The demand draft should be drawn in favour of Regional Director, ESI Fund A/c No.I payable at Patna.
- (iv) Candidates must write his/her name & address on back side of the Demand draft.
- (v) Female candidates are exempted from the examination fee.

**Scheme of Examination :** The examination will consist of three parts viz:-

**A. Part-I:General English/General Knowledge( the duration will be One and Half Hour).**

**B. Part II: Stenography Test at a speed of 80 word W.P.M. in English or in Hindi and transcription of same on computer (duration one hour).**

**C. Part-III: Working knowledge of computer including use of office suites and data base(duration 30 minutes) .Candidates who are successful in part-I will be admitted in part-II and paper III based on their performance in part-I .**

**D How to apply:-** Application in the prescribed form may be submitted in an envelope superscribed ‘ Application for the post of Stenographers 2010 to the following address:-

**The Regional Director ,(Establishment)**

**Regional Office,ESI Corporation**

**Panchdeep Bhawan**

**JL Nehru Marg, Patna-800 001.**

**The following documents should be attached with the 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) Two self –addressed envelopes of the size 23 cms x 10 cms.
- (d) Demand Draft drawn in favour of Regional Director, ESI Fund A/c No. I Patna. The candidates who are employed in Govt./Semi-Govt./Autonomous bodies etc. should send their application through ‘Proper Channel’. However, they may send an advance copy of their application along with demand draft and other certificates & testimonials so as to reach this office on or before the scheduled 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.

- a) Additional photograph
- 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 on the top of the application form.

**E. The last date for receipt of Application Form is 31.12.2010 till 5.00 PM.**

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

**F 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 the vacancies on a local /regional basis. Hence anyone selected /appointed on local /regional basis shall be liable to be posted any where in the state/region.
- 3) Mere submission of the application does not confer any right to be called for written test.
- 4) Application should be submitted in the prescribed format only. Form should be filled up in Block/Capital letters in candidate's own handwriting .The Blank form can be downloaded from our website [www.esic.nic.in](http://www.esic.nic.in).
- 5) The duly filled in application should be sent in a cover super scribed 'Application for the post of Stenographer 2010 by Registered post/speed post so as to reach the Regional office, ESI Corporation, Patna on or before 31.12.2010.
- 6) Incomplete /unsigned applications and applications received without fee, photographs, certified copies of required certificates such as educational qualification , caste/community etc. and those received after the prescribed last date for receipt of application will summarily be rejected without any communication to the candidates.
- 7) No TA/DA will be paid to any candidate for appearing in the Written test.
- 8) Wrong declarations /submission 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.

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

**REGIONAL DIRECTOR.**



