



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

Recruitment of Stenographers

Applications in the prescribed format are invited for filling up **48** vacancies of **Stenographer** in **19 Regions** of ESIC as shown below in the scale of pay of Rs.4000-100-6000 . The break-up of the vacancies are as under:-

S. No.	State/UT	SC	ST	OBC	General	Total
01.	Gujarat	--	--	--	02	02
02.	Karnataka	01	--	--	01	02
03.	Punjab	--	--	--	01	01
04.	Tamilnadu	01	--	--	02	03
05.	Delhi (Hqrs./ RO, Delhi/D(M)D)	01	01	01	02	05
06.	Assam	--	--	--	02	02
07.	Andhra Pradesh	01	--	01	--	02
08.	Rajasthan	--	--	01	01	02
09.	Uttar Pradesh	--	--	01	01	02
10.	Maharashtra	--	--	02	06	08
11.	Bihar	--	--	--	03	03 (Hindi-01, English-02)
12.	Goa	--	--	--	02	02
13.	Kerala	--	--	01	--	01
14.	Jammu & Kashmir	--	--	--	01	01
15.	Himachal Pradesh	--	--	--	02	02
16.	Chattisgarh	--	--	--	01	01
17.	Uttrakhand	--	--	--	01	01
18.	Jharkhand	--	--	--	06	06
19.	Puducherry	--	--	--	02	02
	Total	04	01	07	36	48

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 above posts will carry pay scales as given below plus allowances payable to the Corporation employees:-

Stenographers: Pay Scale Rs. 4000-100-6000/-

B. **Age Limit** :- Between 18-27 years as on **25.08.08**.

Relaxation

- 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. **Qualification** :-

- i) Higher Secondary pass (pass in 12th standard or equivalent from a recognized Board.)
- ii) A speed of 80 words per minutes in stenography in (English/ Hindi) respectively.
- iii) Working knowledge of computer including use of Office Suites and database.

04. **Fee for examination** :-

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. Candidates applying from Gujarat States has to submit the D.D. in favour of Regional Director, ESIC, Gujarat State payable at Ahmedabad.

Category	Fee	Postal Charges	Total
General/OBC	80/-	25/-	105
For SC/ST/PH/EXS, Deptt. candidates	-	25/-	25

Candidates belonging to SC/ST/EX-Servicemen category and employees of E.S.I. Corporation are exempted from the payment of examination fee. They should only pay postal charges.

- 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.
(iii) Candidates must write his/her name & address on back of the Demand Draft.

(D) Scheme of Examination :- The examination will consist of three parts viz :-

Part-I : General English/General Knowledge (The duration will be of **One & Half hours**).

Part-II : Stenography test at a speed of 80 words per minutes in English or Hindi and transcription of the same on typewriter **for one hour**.

Part-III : Working knowledge of computer including use of office suites and data bases **for 30 minutes. Candidates who are successful in Paper-I will be admitted to Paper-II and III, based on their performance in Paper-I.**

E. **How to apply** :- Application in the prescribed form may be submitted in the envelope super scribed "Application for the post of Stenographer" at the following address:-

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

_____.

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) Attested copy of Community/ Status certificate in the prescribed form in respect of candidates SC/ST /PH/Ex-servicemen 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 08.09.93 and modified vide G.O.I, DOPT's OM No. 36033/3/2004-EST (Res) dated 06.03.2004 failing which the benefit of reservation or age relaxation will not be given.
- (d) 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 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. Additional photographs.
2. Application form.
3. Attested copies of certificates.

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

07. The last date for receipt of application form is 25-08-2008 .

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:

Sl.No	State/Region	Centre Code	Address of regions where applications are to be sent	Examination Centre
01.	Gujarat	11	The Regional Director, Regional Office, ESI Corporation, Ashram Marg; AHMEDABAD 380014 – (Gujarat)	Ahmedabad
02.	Karnataka	12	The Regional Director, Regional Office, ESI Corporation, Panchdeep Bhawan, NO.-10, Binny Peth, Near Sirsi Circle, Biny Fields, BANGALURU – 560023 – (Karnataka)	Bangalore
03.	Punjab	15	The Regional Director, Regional Office , ESI Corporation, Panchdeep Bhawan, Block No. -3, Sector – 19/A, Madhya Marg, CHANDIGARH – 160020 (Punjab)	Chandigarh
04.	Tamilnadu	16	The Regional Director, Regional Office, ESI Corporation, Panchdeep Bhawan, 143, Sterling Road, CHENNAI – 600034 (Tamil Nadu)	Chennai

05.	Delhi (Hqrs./RO, Delhi/D(M)D)	18	The Regional Director, Regional Office, ESI Corporation, 3 – 4 th Floor, D.D.A. Office Complex, RAJENDRA PLACE -110008 (New Delhi)	Delhi
06.	Assam	20	The Regional Director, Regional Office, ESI Corporation, Panchdeep Bhawan, P.O. Bamuni Maidan, GUWAHATI – 781021 (Assam)	Guwahati
07.	Andhra Pradesh	21	The Regional Director, Regional Office, ESI Corporation, Panchdeep Bhawan, 5-9-23, Hill Fort Road, HYDERABAD – 5000463 (Andhra Pradesh)	Hyderabad
08.	Rajasthan	23	The Regional Director, Regional Office, ESI Corporation, Panchdeep Bhawan, Bhawani Singh Marg JAIPUR – 302001(Rajasthan)	Jaipur
09.	Uttar Pradesh	24	The Regional Director, Regional Office, ESI Corporation, Panchdeep, Bhawan, Sarvoday Nagar, KANPUR - 208005 – (Uttar Pradesh)	Kanpur
10.	Maharashtra	26	The Regional Director, Regional Office, ESI Corporation, Panchdeep Bhawan, 108, N.M.Joshi Marg, MUMBAI -440013 (Maharashtra)	Mumbai
11.	Bihar	28	The Regional Director, Regional Office, ESI Corporation, Panchdeep Bhawan, Baily Road, (J. N.Marg) Opp. C.R. Building PATNA – 800001 (Bihar)	Patna
12.	Goa	29	The Regional Director, Regional Office, ESI Corporation, 3 rd Floor, EDC Plot No.- 23, Patto PANAJI – 403001- (Goa)	Panaji
13.	Kerala	31	The Regional Director, Regional Office, ESI Corporation, Panchdeep Bhawan, North Swaraj Round, THRISSUR - 680020 (Kerala)	Thrissur
14.	Jammu & Kashmir	32	The Regional Director, Regional Office, ESI Corporation, Ground Floor, 11-A, Sashtri Nagar Ext. JAMMU – 180004 (J&K)	Jammu

15.	Himachal Pradesh	33	The Regional Director, Regional Office, ESI Corporation, Near ESI Hospital Complex, Sector -2 ,PARWANOO, (Himachal Pradesh)	Parwanoo
16.	Chattisgarh	34	The Regional Director, Regional Office, ESI Corporation, H. No. – 23, Chobey Colony RAIPUR – 492001 (Chattisgarh)	Raipur
17.	Uttarakhand	35	The Regional Director, Regional Office, ESI Corporation, Panchdeep Bhawan, Wing No-4, Shiv Puri, Prem Nagar, DEHRADUN – 248007 (Uttarakhand)	Dehradun
18.	Jharkhand	36	The Regional Director, Regional Office, ESI Corporation, ESI Model Hospital Complex, Namcum, Puruliya Road, RANCHI – 834010 (Jharkhand)	Ranchi
19.	Puducherry	37	The Regional Director, Regional Office, ESI Corporation, ESIC Complex, Bouvankare Street, MUDALIARPET – 605004 (Puducherry)	Puducherry

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

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

08. **General Conditions:-**

01. A candidate should submit one application only. Submission of more than one application may lead to rejection of all the applications submitted.
02. Mere submission of application does not confer any right to be called for written test.
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 Stenographer" by Registered post/ Speed post so as to reach the respective Regional Office latest by the stipulated date.
05. Incomplete/unsigned applications and applications received without 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 candidate.
06. No change in centre of examination once opted will be allowed.
07. Candidates shall generally be considered only against the vacancies available in the State.
08. No TA/DA will be paid to any candidate for appearing in the written test.
09. Wrong declarations/ submission of false information or any other action contrary to law shall lead to cancellation of the candidature/ offer of appointment at any stage.
10. Submission of application does not vest in the candidate any right to be called for written test/ offer of appointment.

Regional Director

APPLICATION FOR THE POST OF “STENOGRAPHER”

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 / 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 _____
08. Mailing Address (in Block letters) : _____
with Pin Code Number _____
09. Category you belong to : _____
Code of category (UR-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: Hindi English Other Language
(Indicate Yes/No) (Specify Name)
- | | | | |
|----------|-------|-------|-------|
| 1. Speak | _____ | _____ | _____ |
| 2. Read | _____ | _____ | _____ |
| 3. Write | _____ | _____ | _____ |

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

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

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

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 understand 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: _____