



Regional Office (Maharashtra)
EMPLOYEES' STATE INSURANCE CORPORATION
Shahid Bhagat Singh Marg, Colaba, Mumbai-400005

RECRUITMENT TO THE POST OF LOWER DIVISION CLERKS (LDC)

Applications, through on line registration, are invited from Indian Citizens, for filling up vacancies of Lower Division Clerks, in the offices of ESI Corporation in Maharashtra Region. The post carries the Pay Band of Rs.5200-20200 plus Rs.1900/- as Grade Pay, and other admissible allowances. Category-wise vacancies are as under: -

| SC | ST | OBC | General | Total |
|----|----|-----|---------|-------|
| 5* | 9* | 33* | 43 | 90 |

***Note: - These includes backlog vacancies (SC-5, ST-5 and OBC-26)**

Horizontal reservations: The number of vacancies as indicated above includes, 8 for Ex-Servicemen, EXSM) 1 for Visually impaired (VI), 1 for Orthopedically challenged, (OC) and 1 for Hearing Impaired (HI).

Number of vacancies indicated above is provisional and subject to change.

The vacancies are in various offices of the ESI Corporation in Maharashtra Region and the selected candidates will to be posted any where in Maharashtra Region. Only those candidates, who are willing to accept the postings in Maharashtra Region, need to apply.

I. EDUCATIONAL QUALIFICATION:

- i) Higher Secondary Pass (pass in 12th Standard) or its equivalent from a recognized Board of Education.
- ii) Knowledge of typewriting, with a speed of 30/25 words per minute, in English/Hindi, respectively.
- iii) Working knowledge of computer, including use of Office Suites and database.

II. AGE – Between 18 and 27 years as on 22nd March,2009

RELAXATION IN UPPER AGE LIMIT:

| Category | Age Relaxation |
|---|--|
| Scheduled Caste / Tribe (SC/ST) | 5 years |
| Persons with disability (PWD) | 10 years, 15 years for SC/ST & 13 years for OBC. |
| Other Backward Classes (OBC) | 3 years |
| Ex-Servicemen (EXSM) | 3 years (in addition to the usual period of service in the in the Army, Navy & Air Force subject to a maximum age of 50 years) |
| Employees of ESIC and Govt. servants with 3 years continuous service. | Up to 40 years age, 45 years for SC/ST. |

III. WRITTEN TEST CENTRES:

Written test will be held at the following centers.

| Sl.NO | CENTRE OF EXAMINATION | CENTRE CODE |
|-------|-----------------------|-------------|
| 1 | Aurangabad | 11 |
| 2 | Mumbai | 12 |
| 3 | Nagpur | 13 |
| 4 | Pune | 14 |

IV. APPLICATION FEE (INCLUDING POSTAGE CHARGES) (NON-REFUNDABLE):

| Category | Amount payable | | |
|--|-----------------|----------------|--------------|
| | Examination Fee | Postal charges | Total amount |
| SC/ST/PWD Employees of ESIC and EXSM | NIL | Rs.25/- | Rs.25/- |
| All other candidates, including OBC | Rs.100/- | Rs.25/- | Rs.125/- |

Note: (i) Fees **once paid will not be refunded for any reason whatsoever, nor will it be reserved for any other examination.**

- (ii) Demand Draft / Bankers' Cheque / Pay order should be drawn on State Bank of India or its subsidiary Banks, on or after the publication of this advertisement. Demand Draft / Bankers' Cheque / Pay order obtained from any other Bank or fee in any other mode will not be accepted.
- (iii) Demand Draft / Bankers' Cheque / Pay order should be drawn in favour of ESI Fund, Account Number.1 and payable at Mumbai
- (vi) Candidate's name, address, & Computer Generated Application Number should be written on the back of demand draft / Bankers' Cheque / Pay order.

V. Scheme of Examination: The examination will consist of two parts, viz: -

Part I: Written examination: The written examination will consist of one paper carrying 200 marks containing 5 sections, viz. English Language, General Awareness, General Intelligence, Numerical Aptitude and Clerical Aptitude. Questions in all the sections will be of objective type (multiple choice) and there shall be negative marks for wrong answers.

Part II: Skill Test: ESI Corporation reserves the right to admit only that much number of candidates as considered necessary by it, for skill test in typewriting/knowledge of computer including use of office suites and data base, based on the performance in the Part I written examination.

VI. Method of Selection:

Selection will be made as per combined merit position obtained on the basis of Part I Written Examination and Part II skill test, mentioned above

VII. HOW TO APPLY?

Candidates should apply only On-Line through website.
No other means/ mode of application will be accepted.

| | |
|--|---|
| On line Registration starts on 1 st March, 2009 | On line Registration closes on 22 nd March, 2009 |
|--|---|

Guidelines for filling up applications are –

- (a) Candidate should preferably have a valid e-mail ID.
- (b) In case a candidate does not have a valid personal e-mail ID, it is desirable that in his/her own interest, he/she should create his/ her new e-mail ID before applying on-line, so as to ensure faster receipt of communication.
- (c) Candidates are advised to keep the **Demand Draft or Bankers' Cheque**, obtained from any **Branch of the State Bank of India** or its subsidiary banks, viz, **State Bank of Bikaner & Jaipur/**

Hyderabad/ Indore/ Mysore/ Patiala/Travancore (Bank draft or banker's cheque obtained from any other bank will not be accepted), particulars of educational qualifications, work experience details, caste certificate details, ex-serviceman details, and other personal details **ready**, as these details are required to be entered in the ONLINE APPLICATION. Demand Draft or Bankers' Cheque should be drawn in favour of ESI Fund, Account Number.1 and payable at **Mumbai Branch of State Bank of India**.

- (d) Amount of Demand Draft: Rs. 125/- or Rs. 25/-, as the case may be, as indicated in Para IV above
- (e) Without details of the Demand Draft / Bankers' Cheque, the system will not accept the application.
- (f) To apply, open the web link <http://app5.ibps.in/esic> and click on the appropriate link alongside i.e. (1) "ON-LINE APPLICATION". Fill in the required details therein including the Demand Draft Number / Bankers' Cheque Number, MICR number, date etc. and click on the "SUBMIT" button at the end of the ONLINE Application Form. A unique Registration ID number will appear on the screen. The candidates should take note of registration number for the purpose of writing at back of the demand draft and for further reference. Candidates, in their own interest, should note down the unique Registration ID number and the computer generated Password carefully and retain the Registration ID number and pass word, for any reference relating to their application.
- (g) After applying ONLINE, take a print out of System Generated ON-LINE APPLICATION Form in A-4 size paper, firmly paste your recent passport size photograph (*preferably taken by Digital Camera*) affixing your signature at the appropriate space provided at the right hand top corner of the application form and again sign at the space provided at the bottom of the application form.
- (h) Attach following documents to the System Generated ON-LINE APPLICATION FORM and send by ordinary post to P.B.No. **7632, Malad West Post Office, Mumbai 400064** _____ :
- (i) Attested copy of School Leaving Certificate, in support of date of birth.
 - (ii) Attested copies certificates and testimonials in proof of educational qualification.
 - (iii) Year wise /semester-wise mark sheets in respect of all the academic and technical examinations passed.
 - (iv) Medical Certificates issued by the Competent Authority, specifying the extent of disability, in case of PH candidates.
 - (v) Attested copy of Community / Status certificate in the prescribed form in case of candidates belonging to SC/ST/OBC/PH/Ex-Serviceman category issued by competent authority. OBC category candidates claiming reservation / age relaxation should submit the community certificate in the format, as given in the Annexure 'A' to the Govt. of India, DOPT Office Memorandum No.36012/22/93-Estt. (SCT) dated 8.9.1993 and modified vide DOPT's Office Memorandum No.36033/22/3/2004-Estt. (Res.) dated **9.3.2004**, failing which the benefit of reservation or age relaxation will not be given to them.
 - (vi) Demand Draft / Banker's Cheque / Pay Order for the required amount as mentioned at Para IV above.

Candidate's name, date of birth, & Computer Generated Application Number should be written on the back of Demand Draft / Banker's Cheque/ Pay Order.

Note1: System Generated Online Application Form and 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) Print out of the System Generated Online Application Form
- c) Attested copies of all the certificates/ testimonials

Note 2: The **Demand Draft /Banker's cheque/ Pay Order** should not be tagged or stappled, but should be pinned or clipped at the top of the Print out of the System Generated Online Application Form

(i) System Generated Online Application Form, complete in all respects, enclosing the above documents and the relevant Demand Draft / Banker's Cheque/ Pay order, should be sent by ORDINARY POST ONLY, in a closed envelope, super-scribing on its left hand corner, as "APPLICATION FOR THE POST OF LDC", so as to reach before the last date, to the following address: -

POST BOX No. 7632, Malad West Post Office, Mumbai, 400062

(j) Only those registered applications, the printout of which is received duly signed along with the Demand Draft and photograph pasted along with required certificates, will be treated as valid. ESI Corporation will not be responsible for any postal delay or loss in transmission/transit. The candidates should retain a photocopy of their Demand Draft and Print out of the System Generated Application for their record and reference.

Important: Under no circumstances the application should be sent to the office of the ESI Corporation

VIII. Last date for receipt of application print outs with Demand Draft and other documents:

| | |
|--|------------------|
| Last date for receipt of "Print out of the System Generated Applications" at the address given above by ordinary post before | 27/3/2009 |
|--|------------------|

IX General Conditions: -

NOTE:- Before applying, applicants must ensure that they are eligible as per the eligibility criteria. The applicants who submit applications with requisite fees and the required documents may be called for the written test without scrutinizing their applications. The candidature of applicants who are found ineligible will be cancelled at any stage of selection

- A candidate should submit one application only. Submission of more than one application may lead to rejection of all the applications submitted.
- Mere submission of application does not confer any right to be called for examination.
- Incomplete/unsigned application and applications received without the required fee/postal charges, as the case may be, photograph, attested copies of required certificates and those received after the prescribed last date will be summarily rejected without any communication to the candidates.
- Candidates seeking relaxation in age limit and/or exemption from payment of examination fee should enclose attested copy of relevant certificates in support of their claim and in the absence of such documentary support their claim for relaxation in age limit and/or exemption from payment of examination fee will not be considered.
- No TA/DA will be payable to any candidate, including candidates belonging to SC/ST/PWD/OBC/EXSM categories, for appearing in the written examination or in skill test.
- No interim correspondence on any issues/matter will be entertained.

Caution: *Canvassing in any form will be a disqualification and shall result in cancellation of the candidature at any stage.*

Employees' State Insurance Corporation (ESIC)

Basic Details, Category & Relaxations, Centre of Examination

| | | | |
|-----------------------------|---|-------|------------------------|
| Category* | : | _____ | Passport size photo |
| (drop down) SC/ST/OBC/GEN / | | | |
| | | | |

| | | |
|---|---|-----------------------------|
| Whether Physically Challenged | : | Yes/No |
| Definition of disability | | |
| Type of Disability | : | _____ (drop down)(VI/Hi/OC) |
| Percentage of Disability | : | _____ (drop down) |
| Do you belong to Religious Minority Community | : | Yes/No |
| Are you an Ex-Serviceman | : | Yes/No |
| No of years of Service in the Army/Navy/ Air Force | : | _____ (drop down) |
| Are you an employee of ESIC/Central Govt./State Govt. : | | Yes/No |
| No of years of continuous Govt. Service rendered | : | _____ (drop down) |
| Centre of Examination * | : | _____ |
| Centre Code: | : | _____ |

Application Fee/Postal Charges Details

| | | |
|---------------------------|---|-------|
| Name of the Issuing Bank* | : | _____ |
| Place of Issue* | : | _____ |
| Demand Draft Number*. | : | _____ |
| MICR No. * | : | _____ |
| Date of Issue * | : | _____ |
| Amount:.* | : | _____ |

Personal Details

| | | |
|------------------------------|---|------------------------------|
| Name * | : | _____ |
| Date of Birth* | : | _____ |
| Age in completed years as on | : | Days/Months/Years (dropdown) |
| Gender * | : | _____ (drop down) |
| Male/Female | | |

| | | |
|------------------------------|---|-------|
| Husband's Name/Father's Name | : | _____ |
| Mother's Name | : | _____ |

Contact Details

| | | |
|-----------------------------|---|-------------------|
| Email id | : | _____ |
| Confirm Email id | : | _____ |
| Address for correspondence* | : | _____ |
| Location | : | _____ |
| City/District | : | _____ |
| State * | : | _____ (drop down) |
| Pin code* | : | _____ |
| STD Code | : | Phone No.: _____ |
| Mobile No. | : | _____ |

Qualifications Details

| Exam Passed | Subject /Stream | Board/ University | Year of Passing | %age of Marks |
|-----------------|-----------------|-------------------|-----------------|---------------|
| H.S.C. | | | | |
| Graduation | | | | |
| Post Graduation | | | | |

Computer Skills

| | |
|-------------------------------------|-----------------------------------|
| Computer Certificate/Diploma: _____ | Duration of Course attended _____ |
| months | |
| Knowledge of | |
| | MS-OFFICE Application |
| | Database/Dbase/FoxPro/Access |
| | Programming |
| Typing Speed English*/Hindi* | : _____ |
| (* Specify the language) | |

