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**REGIONAL OFFICE**  
**EMPLOYEES' STATE INSURANCE CORPORATION**  
Panchdeep Bhawan, Madhya Marg, Sector 19-A,  
CHANDIGARH-160019

**RECRUITMENT OF LOWER DIVISION CLERKS, STAFF CAR DRIVER & PEON**

- A. Applications, in the prescribed format are invited to fill up following vacancies in the cadre of Lower Division Clerks, Driver and Peon in the ESI Corporation, Punjab. The break up of the vacancies is as under :

				Out of which post reserved for						
				PH	Ex SM	Sports Quota				
	UR	OBC	Total	(OH, HI & VI)		T.T.	Volleyball	Badminton	Carrom	Athlete
Lower Division Clerk	16	05	21	02	02	01	01	01	01	01
Peon	-	-	01	-	-	-	-	-	-	01
Driver	01	-	01	-	-	-	-	-	-	-

**Abbreviations stand for** EXSM, Ex-servicemen: OH-Orthopaedically Handicapped, HI-Hearing Impaired, VI – Visual Impaired (with 40% to 74% impairment).

**Horizontal Reservation:** for Physically handicapped persons and Ex-Servicemen and also under Sports Quota is available as per Govt. of India instructions on the subject. The categories of disabled suitable for the job for LDC are OL, OA, BL, D, PD, PB, B.

**Physical requirements for LDC under PH quota:** S-Work performed by Manipulating sitting  
W-Work performed by Manipulating Walking  
SE--Work performed by Manipulating seeing

- Note :** 1. Candidates belonging to reserved categories are free to apply against vacancies earmarked for Unreserved/General category.
2. As the reservation for PH and Ex-Servicemen candidates is on horizontal basis, the selected candidates will be placed in the appropriate category to which the candidate belongs. **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 band as given below plus allowances payable to Corporation employees:-

- a. Lower Division Clerks : Pay Band 5200-20,200/- Grade Pay 1900/- + allowances
- b. Driver : Pay Band 5200-20,200/- Grade Pay 1900/- + allowances
- c. Peon : Pay Band 5200-20,200/- Grade Pay 1800/- + allowances

- B. Age Limit:- For both LDC and Peon  
between 18-27 years as on 07.08.09  
Driver 23-30 yrs. as on 07.08.09

**Relaxation in age**

- a) 05 years in case of SC candidates.
- b) 03 years for Other Backward Classes.
- c) In cases of Ex.serviceman, service rendered in the Armed Forces plus 03 years.
- d) In case of physically handicapped 10 years.

**For Sports persons:-**

- UR - 5 years
- OBC - 8 years
- SC - 10 years

**For Departmental Candidate:**

Relaxable in the case of ESIC employees to the extent of their service in the Corporation and Govt. servants as per rules

**C Qualifications:-**

**a) For Lower Division Clerk**

- i) Higher Secondary Pass (Pass in 12<sup>th</sup> Standard or equivalent from a recognized Board of Education).
- ii) Working knowledge of computer including use of Office suites and data bases.

**b) For Peon:**

- i) 10<sup>th</sup> standard pass with English from a recognized educational Institution under the 10+2 system.

**c) For Driver:**

- i) Possessing a valid Driving Licence for driving motor-car. Knowledge of motor mechanics and experience of driving a motor car for at least 5 years.

**Desirable:** Pass in 8<sup>th</sup> standard.

**Eligibility for Sports Person:-**

- i) Sportsmen who have represented a State or the Country in the National or International Competition in any of the games/sports mentioned in Para A above. (Certificate is to be issued in Form 1 or 2 as prescribed )
- ii) Sportsmen who have represented their University in the Inter-University Tournaments conducted by the Inter-University Sports Board in any of the sports/game mentioned in Para A above. (Certificate is to be issued in Form 3 as prescribed)
- iii) Sportsmen who have represented the State Schools Teams in the National Sports/Games for Schools conducted by the All India School Games Federation in any of the games/sports mentioned in Para A above.(Certificate is to be issued in Form 4 as prescribed)
- iv) Sportsmen who have been awarded National Awards in Physical Efficiency under the National Physical Efficiency Drive. (Certificate is to be issued in Form 5 as prescribed)

**(Specimens of Forms 1,2,3,4 & 5 referred to above are given in Appendix 3)**

**D. Fee & Mode of Payment:-**

A Demand Draft/Banker's Cheque should be drawn on the State Bank of India in favour of Regional Director, ESI Corporation, Chandigarh payable at Chandigarh.

<b>Name of the Post</b>	<b>Fee</b>
Lower Division Clerk	Rs. 150.00
Driver	Rs. 100.00
Peon	Rs. 100.00

Candidates belonging to PH/Ex.Servicemen category and employees of ESI Corporation are exempted from payment of examination fee.

**NOTE:**

- i) Fee once paid will not be refunded under any circumstances.
- ii) Demand Draft should drawn on State Bank of India on or after publication of the advertisement and payable at Chandigarh. 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 Division Clerks (non sports quota) 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 2 hours duration.

**Part – II : Computer Skill Test :** The Computer Skill Test consist of knowledge of Computer including use of Office Suites and Database. The Corporation reserves the right to admit only that much number of candidates as are considered necessary by it for Computer Skill Test, based on the performance of candidates in Part-I written test. However, the final selection will be made on the basis of performance of candidate on the basis of combined score in Part I Written & Part II Computer Skill Test.

However, the selection of candidates for appointment as LDC and Peon, as the case may be, under Sports Quota would be finalized by the Screening-cum-Selection Committee/field trial if necessary.

**Driver :** Selection of candidates for appointment as Driver will be finalized by the Screening-cum-Selection Committee/field trial if necessary.

**F. How to apply:** Application in the prescribed form may be submitted in an envelope superscribing “Application for the post of LDC/Peon/Driver through Registered/Speed Post. However, candidates applying under Sports quota must write on the envelope. **Application for the post of..... under Sports quota**, as the case may be. Application complete in all respect may be sent at the following address:-

**The Regional Director,  
Regional Office, E.S.I. Corporation,  
Madhya Marg, Sector 19-A,  
Chandigarh-160019**

The following documents should be attached with application form:-

- a) Attested copies of certificates and testimonials in proof of age/date of birth/educational qualification/caste/experience, etc. Sports certificates from appropriate authority as per DOP and AR OM no.AB-14015/1/78-Estt.(D) dated 4.8.80. (Specimen forms are given in Appendix 3)
- b) Attested copy of Community/Status certificate in the prescribed form in case of candidates belonging to SC/OBC/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 8.9.1993 and modified vide G.O.I. DOPT's OM No36033/3/2004-Estt.(Res.) dated 9.3.2004 failing which the benefit of reservation or age relaxation will not be given.
- c) 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.
- d) Two self addressed envelopes of the size 23cm. x 10 cms. with postage stamps of Rs.25/- on one of the envelope.
- e) Demand draft drawn in favour of Regional Director, ESIC, Chandigarh only.

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

**The last date for receipt of application form is 07.08.2009 by 5 p.m.**

The application form can be downloaded from our website [www.esicpunjab.org](http://www.esicpunjab.org)

Sd/-  
**G. C. JENA**  
**REGIONAL DIRECTOR**

**APPLICATION FOR THE POST OF LOWER DIVISION CLERKS/PEON/DRIVER IN ESIC**

**Name of the Post Applied For:** \_\_\_\_\_

01. Name in full (in Block letters) : \_\_\_\_\_

02. Father/Husband's Name : \_\_\_\_\_

03. Date of Birth in Christian era : 

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04. Are you a citizen of India by birth and/or domicile? : \_\_\_\_\_

05. Permanent Address (in Block Letters) : \_\_\_\_\_  
with Pin Code No. \_\_\_\_\_  
\_\_\_\_\_

06. Category you belong to : 

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Code of category (GEN-01., OBC-04)

07. Whether belong to PH or Ex-serviceman: 

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 (Candidate must fill the category code at S.No. 06)  
(PH-05, Ex-Serviceman-06)

08. Whether applying under sports quota (Yes/No) \_\_\_\_\_

(a) Name of the sport in which participated \_\_\_\_\_

**(Attach Attested copy of relevant Form given in Appendix- 3)**

09. Language Known

Language know (Indicate Yes/No)	Hindi	English	Other language (specify Name)
1. Speak	_____	_____	_____
2. Read	_____	_____	_____
3. Write	_____	_____	_____

10. Correspondence Address (In Capital letters) with Pin Code

Name:_____
Address:_____
_____
_____
PIN CODE:_____

Paste your recent passpost size photograph attested by a Gr.A/Gr.B/ Gazetted Officer
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(Specimen Signature of Applicant in box)

11. Educational qualifications (from Matriculation onwards including computer knowledge):-

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

12. 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

13. Details of other academic achievements, extra curricular activities and professional achievements if any, \_\_\_\_\_

14. **Application Fee:**

- A. Amount of Fee \_\_\_\_\_  
B. Demand Draft No. \_\_\_\_\_  
C. Name of the issuing Bank & Place \_\_\_\_\_

15. **Medium opted for Computer Skill Test**

(Write Hindi or English in the box)

16. List of enclosures:- 1. \_\_\_\_\_ 2. \_\_\_\_\_  
3. \_\_\_\_\_ 4. \_\_\_\_\_  
5. \_\_\_\_\_ 6. \_\_\_\_\_

### DECLARATION

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: \_\_\_\_\_

**ANNEXURE-A**

Form of certificate to be produced by other backward classes applying for appointment to posts under the Govt. of India.

(G.I., Dept. of Per. & Trg. O.M. No. 36033/28/94-Estt. (Res.), Dated 02-07-1997)

This is to certify that \_\_\_\_\_, son of \_\_\_\_\_, of Village District/Division  
\_\_\_\_\_ in the \_\_\_\_\_ State \_\_\_\_\_ belongs to the \_\_\_\_\_ Community

Which is recognized as a backward Class under: -

\* (i) Government of India, Ministry of Welfare, Resolution No. 12011/68/93-BCC (C), dated the 10th September, 1993, published in the Gazette of India, Extraordinary, Part-I, Section I, No. 186, dated the 13th September, 1993.

\* (ii) Government of India, Ministry of Welfare, Resolution No. 12011/9/94-BCC, dated the 19th October, 1994, published in the Gazette of India, Extraordinary, Part -I, Section I, No. 163 dated the 20th October, 1994.

\*(iii) Government of India, Ministry of Welfare, Resolution No. 12011/7/95-BCC, dated the 24th May, 1995, published in the Gazette of India, Extraordinary, Part -I, Section 1 No. 88, dated the 25th May, 1995.

\*(iv) Government of India, Ministry of Welfare, Resolution No. 12011/44/96-BCC, dated the 6th December, 1996, published in the Gazette of India, Extraordinary, Part -I, Section I no. 210, dated the 11th December, 1996.

Shri \_\_\_\_\_ and/ or his family ordinarily reside(s) in the \_\_\_\_\_ District/Division of \_\_\_\_\_ the State. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel and Training, OM. N. 36012/22/93-Estt. (SCT), dated 8-9-1993.

District Magistrate,  
Deputy commissioner,  
etc.,

Dated :

SEAL

\*Strike out whichever is not applicable.

N.B. - (a) The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People's Act, 1950.

(b) The authorities competent to issue caste certificates are indicated below:-

- (i) District Magistrate/Additional Magistrate/Collector/Deputy Commissioner/ Additional Deputy Commissioner/ Deputy Collector/ First Class Stipendiary Magistrate/Sub-Divisional Magistrate / Taluk Magistrate /Executive Magistrate/ Extra Assistant Commissioner (not below the rank of First Class Stipendiary Magistrate)
- (ii) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/Presidency Magistrate.
- (iii) Revenue Officer not below the rank of Tehsildar; and
- (iv) Sub-Divisional Officer of the area where the candidate and/or his family resides.



**SPECIMEN FORMS REFERRED TO IN APPENDIX-2 ABOVE****FORM – I**

(For representing India in an International Competition in one of the recognized Games / Sports)

NATIONAL FEDERATION / NATIONAL ASSOCIATION OF \_\_\_\_\_

Certificate to a meritorious sportsmen for employment in Group C&D service under the Central Government.

Certified that Shri / Smt / Kumari. \_\_\_\_\_ son / wife /  
Daughter of Shri. \_\_\_\_\_ resident of \_\_\_\_\_ represented  
the country (complete address) in the game / event of \_\_\_\_\_ in  
\_\_\_\_\_ competition / Tournament held at \_\_\_\_\_ from  
\_\_\_\_\_ to \_\_\_\_\_.

The position obtained by the individual / team in the above said Competition /  
Tournament was \_\_\_\_\_.

The certificate is being given on the basis of records available in the office of National  
Federation/National Association of \_\_\_\_\_.

Place: \_\_\_\_\_

Signature \_\_\_\_\_

Date: \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Name of the Federation/  
National Association.

Address \_\_\_\_\_

Seal \_\_\_\_\_

NOTE: This certificate will be valid only when signed personally by the Secretary, National Federation / National Association.

FORM "2"

(For representing a State in India in a National Competition in one of the recognized Games / Sports).

STATE ASSOCIATION OF \_\_\_\_\_ IN THE GAME  
OF \_\_\_\_\_.

Certificate to a meritorious sportsmen for employment to a Group C&D service under the Central Government.

Certified that Shri / Smt / Kumari. \_\_\_\_\_ son / wife / daughter  
of Shri \_\_\_\_\_ resident of \_\_\_\_\_ represented the  
State of \_\_\_\_\_ in the game / event of \_\_\_\_\_ in the National Competition  
/ Tournament held at \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

The position obtained by the individual / team in the above said competition /  
Tournament was \_\_\_\_\_.

The certificate is being given on the basis of record available in the office of the State  
Association \_\_\_\_\_  
of \_\_\_\_\_

PLACE \_\_\_\_\_

DATE:

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Name of the State Association \_\_\_\_\_

Address \_\_\_\_\_

Seal \_\_\_\_\_

NOTE: This certificate will be valid only when signed personally by the Secretary of the State Association.

FORM: 3

(For representing a University in the Inter-University Competition in one of the recognized Games / Sports.)

UNIVERSITY OF \_\_\_\_\_

Certificate to a meritorious sportsmen for employment to a Group C&D service under the Central Government.

Certified that Shri / Smt / Kumari. \_\_\_\_\_ son / wife /  
daughter of Shri \_\_\_\_\_ resident of \_\_\_\_\_ Student of  
\_\_\_\_\_ represented the University of \_\_\_\_\_ in Inter-  
University Competition / Tournament held at \_\_\_\_\_ from  
\_\_\_\_\_ to \_\_\_\_\_.

The position obtained by the individual / team in the above said competition /  
Tournament was \_\_\_\_\_.

The certificate is being given on the basis of record available in the office of Dean of  
Sports or officer in overall charge of sports in the University of \_\_\_\_\_

PLACE \_\_\_\_\_

Signature \_\_\_\_\_

DATE:

Name \_\_\_\_\_

Designation \_\_\_\_\_

Name of University \_\_\_\_\_

Address \_\_\_\_\_

Seal \_\_\_\_\_

NOTE: This certificate will be valid only when signed personally by Dean/ Director or other  
officer in overall charge of sports in the university of \_\_\_\_\_.

FORM: 4

(For representing a State School Team in the National Games for School in one of the recognized Games / Sports).

Directorate of Public Instructions / Education of the State of \_\_\_\_\_

Certificate to a meritorious sportsmen for employment to a Group C&D service under the Central Government.

Certified that Shri / Smt / Kumari. \_\_\_\_\_ Son / wife / daughter of  
Shri \_\_\_\_\_ resident of \_\_\_\_\_ (Complete address) Student of  
\_\_\_\_\_ represented the \_\_\_\_\_ State School Team in the game /  
event of \_\_\_\_\_ in the National Games for Schools held at \_\_\_\_\_  
\_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

The position obtained by the individual / team in the above said competition /  
Tournament was \_\_\_\_\_.

The certificate is being given on the basis of record available in the office of Directorate  
of Public Instructions / Education of \_\_\_\_\_.

PLACE \_\_\_\_\_

Signature \_\_\_\_\_

DATE:

Name \_\_\_\_\_

Designation \_\_\_\_\_

Address \_\_\_\_\_

Seal \_\_\_\_\_

NOTE: This certificate will be valid only when signed personally by the Director or Additional / Joint or Deputy Director in overall charge of sports / games for School in the Directorate of Public Instruction / Education of the State.

**FORM 5**

(For the awardees in Physical Efficiency performances conducted by  
the Ministry of Education and Social Welfare )

**GOVERNMENT OF INDIA/MINISTRY OF EDUCATION AND  
SOCIAL WELFARE**

**Certificate to meritorious sportsman for employment to  
Group 'C' and 'D' services under the Central Government**

Certified that Shri/Kumari ----- son / daughter of Shri ----- resident of  
----- (complete address) represented the ----- School team in the  
game/event of ----- in the National National Competition held at -----  
- from ----- to -----

The Certificate is being given on the basis of record available in the Ministry of Education and  
Social Welfare.

Place -----  
Date -----

Signature -----  
Name -----  
Designation -----  
Address -----  
Seal -----

NOTE : This Certificate will be valid only when signed personally by the Secretary or other Officer in overall  
charge of Physical Efficiency in the Ministry of Education and Social Welfare.