Phone: 2544126(R.D.) 2775140 ⊃

2775140 2780723 2775476 : 0172-2542892



REGIONAL OFFICE

## EMPLOYEES' STATE INSURANCE CORPORATION

Panchdeep Bhawan, Sector 19-A, Madhya Marg, CHANDIGARH-160019

#### RECRUITMENT OF STENOGRAPHER, LOWER DIVISION CLERKS & PEON

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

BR	EAK UP OF	OUT OF W VACANCIES R				
	UR	SC	OBC	TOTAL	PH (OH, HI & VI)	Ex-SM
Stenographer	02	02	01	5	-	-
Lower Division Clerk	15	05	05	25	1 (HI)	02
Peon	10	10	04	24		05

**Abbreviations stand for** EXSM, Ex-servicemen, PH-Physically Handicapped, HI-Hearing Impaired (with 40% to 74% impairment).

**HORIZONTAL RESERVATION:** for Physically handicapped persons and Ex-Servicemen is available as per Govt. of India instructions on the subject.

- **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 in the Pay Band as given below plus allowances payable to Corporation employees:-

a. Stenographer
b. Lower Division Clerk
c. Peon
Pay Band 5200-20,200/- Grade Pay 2400/- + allowances
Pay Band 5200-20,200/- Grade Pay 1900/- + allowances
Pay Band 5200-20,200/- Grade Pay 1800/- + allowances

B. Age Limit:- Age18 to 27 years as on 14.09.2010 for all posts

# RELAXATION IN AGE IS ADMISSIBLE TO CERTAIN CATEGORIES, AS UNDER, IF VACANCY IS RESERVED FOR PARTICULAR CATEGORY:-

- 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) PH 10 years in case where the post reserved for PH category
- 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:-

#### a) FOR STENOGRAPHER:

- i) Higher Secondary Pass (Pass in 12<sup>th</sup> standard) or equivalent from a recognized Board.
- ii) Speed of 80 w.p.m. in Stenography (English / Hindi)
- iii) Working knowledge of computer including Office Suites and database

#### b) FOR LOWER DIVISION CLERK

- i) Higher Secondary Pass (Pass in 12<sup>th</sup> Standard) or equivalent from a recognized Board.
- ii) Working knowledge of computer including use of Office suites and data base with typing speed of 40 w.p.m. in English or 35 w.p.m. in Hindi.

#### c) FOR PEON:

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

#### D. FEE & MODE OF PAYMENT:-

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

Name of the Post	Fee
Stenographer	Rs. 200.00
Lower Division Clerk	Rs. 200.00
Peon	Rs. 100.00

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

Note: As per GOI, OM No. 39020/03/2009-Esstt (B) dated 03.08.2010 Women Candidates are also exempted from payment of examination fee.

#### E. SCHEME OF EXAMINATION:-

- a) STENOGRAPHER The Stenographer examination will consist of 3 parts viz:-
- **PART I:** General English / General Knowledge (The duration will be one & half hours)
- **PART-II** Stenography test at a speed of 80 wpm in English or Hindi and transcription of the same on computer (duration one hour).
- **PART-III** Working knowledge of computer including use of office suites and data base (duration 30 minutes). Candidates who are successful in Paper-I will be admitted in Paper-II & III based on their performance in Paper-I.

#### b) LOWER DIVISION CLERKS examination will consist of two parts viz:-

- **PART I:** The written test will consist of one paper for 200 marks containing 4 parts carrying 50 marks each:
  - i) English Language
  - ii) General Intelligence & General Aptitude
  - iii) Numerical Aptitude
  - 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 consists of knowledge of Computer including use of Office Suites and Database.

The Corporation reserves the right to admit only such 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 Test & Part II Computer Skill Test

- **PEON**: There will be written examination which will consist of one paper of 120 marks containing questions on knowledge of simple Arithmetic, English Language, General Intelligence and General Knowledge upto the level of 10<sup>th</sup> standard. The examination will of 2 hours duration and questions will be of objective type (multiple choice) ones.
  - F. HOW TO APPLY: Intending Candidates should first register themselves ON-LINE by visiting the ESIC Punjab Website <a href="www.esicpunjab.org">www.esicpunjab.org</a>. After successful registration, a print out of the Application may be taken and send the same along with required documents in cover super subscribed "Application for the Post of \_\_\_\_\_\_" by registered post/speed post only so as to reach at the following address by closing date.

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

Note: Online Registration for candidates applying for the post of Peon is optional. They can apply on the prescribed proforma as per annexure-I and their application must reach at above address by 14.09.2010 at 05:00 P.M

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.
- 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/SC/PH should submit the Community Certificate as per Annexure 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 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/affixed on one of the envelope.
- e) Demand draft drawn in favour of Regional Director, ESIC, Chandigarh only.
- f) Candidates must write his/her name & address on back of the Demand Draft

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 closing 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.

**IMP**: 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 SUBMISSION OF ONLINE APPLICATION FORM IS 14-09-2010 BY 5 P.M.

# THE LAST DATE FOR SUBMISSION OF HARD COPY/PRINT OUT OF ONLINE REGISTERED APPLICATION FORM ALONGWITH NECESSARY TESTIMONIALS/CERTIFICATES IS 21.09.2010 BY 5:00 P.M

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

#### **GENERAL INSTRUCTIONS:**

- i) Candidate should submit one application for one post only. They may apply separately for more than one post. Candidates who are applying for more than one post has to submit examination fee separately if applicable. Submission of more than one application for same post may lead to rejection of all the applications submitted for the post applied for.
- (ii) The candidate selected / appointed shall be liable to be posted anywhere in Punjab Region.
- (iii) Mere submission of application does not confer any right to be called for examination.
- (iv) Application downloaded from the website after completing the Registration process will only be accepted. However, the Candidates applying for the post of Peon can apply on the prescribed proforma given at Annexure-I. The last date for receipt of OFF-LINE application is 14.09.2010.
- (v) Incomplete / unsigned applications and applications received without fee, photographs, certified copies of the 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.
- (vi) No TA/ DA will be paid to any candidate including SC/ST candidates for appearing in the written test.
- (vii) Wrong declaration, submission of false information or any other action contrary to law shall lead to cancellation of candidature at any stage.
- (viii) Fee once paid will not be refunded under any circumstances.
- (ix) Demand Draft should be drawn from any Scheduled Bank on or after publication of the advertisement and be made payable at Chandigarh. Fee paid by any other mode will not be accepted.

CAUTION: CONVASSING IN ANY FORM WILL BE A DISQUALIFICATION AND SHALL LEAD TO CANCELLATION OF THE CANDIDATURE.

Sd/-B.B. PURI REGIONAL DIRECTOR

## APPLICATION FOR THE POST OF PEON IN ESIC

am	e of the Post Applied For: PEC	JN		
l.	Name in full (in Block letters)	) :		
	Father/Husband's Name	:		
	Date of Birth in Christian era :	[	d d	m m y y y y
•	Are you a citizen of India by birth and/or domicile?	:		
•	Permanent Address (in Block with Pin Code No.	Letters) :		
б.	Category you belong to Code of category (GEN-01., S (No vacancy is reserved for S) the candidate belonging to ST may fill 03 in order to get fee	T. However, category		
7.	Whether belong to PH or Ex-s (PH-05, Ex-Serviceman-06)	serviceman:		(Candidate must fill the category code at S
). ).	Whether employee of ESI Co. Language Known	rporation	:	Yes/No
	Language know (Indicate Yes/No) 1. Speak	Hindi	English	(specify Name)
	2. Read			
	3. Write			
).	Correspondence Address (In Correspondence Addres	Capital letters)	with Pin Code	e
	Name:			Paste your recent passpost size photograph attested by a
	Address:			Gr.A/Gr.B/ Gazetted Officer
	PIN CO	DE:		
			(S	pecimen Signature of Applicant in box

1.	S.N	0	Qualification	Un	rom Matricu iversity/	Sul	bjects studied		Percentage	Remarks
		<u>.</u>	Quanticulion	Box	-				of marks obtained	remarks
·•	Exp	erie	nce/Particulars	of pre	evious and p	oreser	nt employment,	if any	:-	
			ne & full addres	ss of	Designation Duties of		Scale of Pay	Perio From	od of employm	nent
		шр	лоуеі		Duties of j	posi		TTOIL	1 10	
	Det:	ails c	of other acaden	nic acl	hievements	extr	a curricular acti	vities :	and profession	nal achieveme
	any,	, _		nic ac	hievements,	, extra	a curricular acti	vities a	and profession	nal achieveme
	any,	, _ plica	of other acaden  ation Fee:  Amount of Fee	nic ac	hievements,	, extra	a curricular acti	vities a	and profession	nal achieveme
	any, App A. B.	, _ plica A I	ation Fee: Amount of Fee Demand Draft I	No.		-	a curricular acti	vities a	and profession —	nal achieveme
	any, App A.	, _ plica A I	ation Fee: Amount of Fee	No.		-	a curricular acti	vities a	and profession	nal achieveme
l.	any, App A. B. C.	, _ plica A I N	ation Fee: Amount of Fee Demand Draft I Name of the iss	No. uing l		- - ce			and profession	
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33. 44.	any, App A. B. C.	, _ plica A I N	Ation Fee: Amount of Fee Demand Draft I Name of the iss	No. uing l l	Bank & Plac	- 		2 4		
1.	any, App A. B. C.	, _ plica A I N	Ation Fee: Amount of Fee Demand Draft I Name of the iss	No. uing l l	Bank & Plac			2 4		
l.	any, App A. B. C.	oplica	Ation Fee: Amount of Fee Demand Draft I Name of the iss	No. uing l 3 5	Bank & Plac		RATION	2 4 6		
i. 5.	any, App A. B. C. List	plica I I of e	Ation Fee: Amount of Fee Demand Draft I Name of the iss enclosures:-	No.  uing l 3 5	Bank & Place  DEC	ce CLA	RATION  ed in the applic	2 4 6	are true, com	aplete and corr
i.	App A. B. C. List	plica  I  S  of e	Amount of Fee Demand Draft I Name of the iss enclosures:-	No. uing l  3  5  belief	Bank & Place  DEC  Tormation further formation	ce CLA	RATION	245of any	are true, com	aplete and corr
e be	App A. B. C. List	plica  I  S  of e  ereby  my keep any	Amount of Fee Demand Draft I Name of the iss enclosures:-	No.  uing l   3  belief	DEC formation fure/appoints	ce CLA	RATION  ed in the application the event	245of any	are true, com	aplete and corr
e becorr	App A. B. C. List	plica  P  I  of e  ereby  my k  t any  ny co	Amount of Fee: Amount of Fee Demand Draft I Name of the iss enclosures:-	No. uing l 3 5 belief didat lieu t	DEC formation furniture/appoints thereof.	ce CLA	RATION  ed in the application the event	2 4 6 of any mmary	are true, com	plete and corr being found fa

#### **FORMAT FOR SC/ST CERTIFICATE**

A candidate who claims to belong to one of the Scheduled Caste or the Scheduled Tribes should submit in support of his claim an attested/certified copy of a certificate in the form given below, from the District Officer or the sub-Divisional Officer or any other officer as indicated below of the District in which his parents (or surviving parent) ordinarily reside who has been designated by the State Government concerned as competent to issue such a certificate. If both his parents are dead, the officer signing the certificate should be of the district in which the candidate himself ordinarily resides otherwise than for the purpose of his own education. Wherever photograph is an integral part of the certificate, the Commission would accept only attested photocopies of such certificates and not any other attested or true copy.

(The format of the certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under Government of India)

This	is	to	certify	that	Shri/Shrimati/Kumari*	_ son/daughter	of
					of village/town/* in District/Division *		_ of
	•		Territory				
belor	ngs to	the C	aste/Tribe	es	which is recognized as a Scheduled Castes/Sch	reduled Tribes* und	er:-
			-		s) order, 1950		
The C	Consti	tution	(Schedul	ed Tribe	s) order, 1950		
The C	Consti	tution	(Schedul	ed Caste	s) Union Territories order, 1951 *		
The C	Consti	tution	(Schedul	ed Tribe	s) Union Territories Order, 1951*		
As a	mend	ed b	y the Sc	heduled	Castes and Scheduled Tribes Lists(Modification) order	er, 1956, the Bom	าbay
Reorg	ganiza	ition /	Act, 1960	& the	Punjab Reorganization Act, 1966, the State of Himachal	Pradesh Act 1970,	the
North	า-East	ern A	rea(Reorg	ganizatio	n) Act, 1971 and the Scheduled Castes and Scheduled Tri	bes Order(Amendm	ent)
Act, 1	L976.						
			-		nir) Scheduled Castes Order, 1956		
The	Const	itutior	ո (Andam	an and	Nicobar Islands) Scheduled Tribes Order, 1959 as amer	nded by the Schedi	uled
Caste	s and	Sche	duled Trib	es ordei	(Amendment Act), 1976*.		
The C	Consti	tution	(Dadra a	nd Naga	r Haveli) Scheduled Castes order 1962.		
The C	Consti	tution	(Dadra a	nd Naga	r Haveli) Scheduled Tribes Order 1962@.		
The C	Consti	tution	(Pondich	erry) Sch	neduled Castes Order 1964@		
The C	Consti	tution	(Schedul	ed Tribe	s) (Uttar Pradesh) Order, 1967 @		
The C	Consti	tution	(Goa, Da	man & D	iu) Scheduled Castes Order, 1968@		
The C	Consti	tution	(Goa, Da	man & D	iu) Scheduled Tribes Order 1968 @		
The C	Consti	tution	(Nagalar	ıd) Sched	luled Tribes Order, 1970 @		
The C	Consti	tution	(Sikkim)	Schedule	ed Castes Order 1978@		
The C	Consti	tution	(Sikkim)	Schedule	ed Tribes Order 1978@		
The C	Consti	tution	(Jammu	& Kashm	nir) Scheduled Tribes Order 1989@		
The C	Consti	tution	(SC) orde	ers (Ame	ndment) Act, 1990@		
The C	Consti	tution	(ST) orde	ers (Ame	ndment) Ordinance 1991@		
The C	Consti	tution	(ST) orde	ers (Seco	nd Amendment) Act, 991@		
				-	ndment) Ordinance 1996		
<b>%2.</b>	App]	licable	e in the	case of	Scheduled Castes, Scheduled Tribes persons who have	ve migrated from	one

State/Union Territory Administration.

This certifica	ite is issued	on the basis of	the Schedu	ıled Caste	s/ Scheduled t	ribes certific	cate issued	to
Shri/Shrimati		Fathe	r/mother			of		
Shri/Srimati/Kumari*			of village	e/town*				
	in District/	Division*		of	the State/Unior	າ Territory*_		
	who b	elong to the				Caste/Tr	ribe which	is
recognized as a		Caste/Schedul			State/Union	Territory*	issued	by
the		date	ed		·			
<b>%3.</b> Shri/Shrima	ti/Kumari	and /or	* his	/her f	amily ordi	narily re	eside(s)	in
village/town*				of		Dis	strict/Division	n*
	of the State/U	Inion Territory of	f					
Signature								
** Designation								
(with seal of office)								
Place	_							
Date								
* Please delete the w	ords which ar	o not annlicable						

- Please delete the words which are not applicable
- @ Please quote specific presidential order
- % Delete the paragraph which is not applicable.

NOTE: The term ordinarily reside(s) used here will have the same meaning as in section 20 of the Representation of the People Act, 1950.

- \*\* List of authorities empowered to issue Caste/Tribe Certificates:
- (i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Dy.Collector/Ist Class Stipendiary Magistrate/Sub-Divisional Magistrate/Extra-Assistant Commissioner/Taluka Magistrate/Executive Magistrate.
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- (iii) Revenue Officers not below the rank of Tehsildar.
- (iv) Sub-Divisional Officers of the area where the candidate and/or his family normally resides.

NOTE: ST candidates belonging to Tamil Nadu state should submit caste certificate ONLY FROM THE REVENUE DIVISIONAL OFFICER.

## (FORMAT OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA)

	This	is	to	certify	that		son/	daughter of
						of village		District/Division
			in th	e		State		belongs
to the _				Commun	ty which	n is recognized as a backward class under:		
i) Resol	ution No	. 1201	1/68/93-	BCC dated t	he 10th	September, 1993, published in the Gazett	e of India Ext	traordinary – Part I,
Section	I, No. 18	86 date	d 13th Se	eptember, 19	993.			
ii) Reso	lution No	o. 1201	1/9/94-E	BCC, dated 1	9.10.199	94 published in Gazette of India extraordina	ary Part I Sect	ion I No. 163, dated
	ctober, 1							
iii) Resc	olution N	o. 1201	.1/7/95-1	BCC dated th	ie 24th N	May 1995 Published in the Gazette of India	extraordinary	/ Part-I Section I No.
	d 25th N	• •						
•				BCC dated 9				
•				•		December, 1996, published in the Gazett	e of India – F	Extraordinary-part I,
Section	-I, No. 21	LO, date	ed the 11	th Decembe	r, 1996.			
•				BCC dated 3		-		
						ember, 1997.		
						tober, 1999.		
				BCC dated 6	th Decer	mber, 1999, published in the Gazette of Ind	lia, Extra Ordi	nary Part-I, Section-
	0, 6th De		-					
-				BCC dated	4th April	l, 2000, published in the Gazette of India,	, Extra Ordina	ary Part-I, Section-I,
	dated 4th							
			1/44/99	BCC dated 2	21.9.2000	0, published in the Gazette of India, Extra	Ordinary Part	-I, Section-I, No.210
dated 2	1.9.2000	).						
Shri						s family ordinarily reside(s) in the		
						State.		
		-				g to the persons/sections (Creamy Layer)		
				-		of Personnel & Training OM No. 36012/22,		
		ide Go	vt. of Ir	ndia Deptt.	of Perso	onnel and Training OM No. 36033/3/200	4-Estt(Res) d	ated 09.03.2004 &
14.10.2								
	District N	•						
	Commis	sioner	etc.					
Seal:								
	(a) The te	erm 'Or	dinarily'	used here w	ill have	the same meaning as in Section 20 of the F	Representatio	n of the People Act,
1950.								

(b) The authorities competent to issue Caste Certificate are indicated below:-

- (i) District Magistrate/Additional Magistrate/Collector/Dy. Commissioner/ Additional Deputy Commissioner/Deputy Collector/Ist Class Stipendary Magistrate/ Sub-Divisional Magistrate/Taluka Magistrate/ Executive Magistrate/Extra Assistant Commissioner (not below the rank of 1st Class Stipendiary Magistrate).
- (ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate/ Presidency Magistrate.
- (iii) Revenue Officer not below the rank of Tehsildar
- (iv) Sub-Divisional Officer of the area where the candidate and/or his family resides.

NOTE-II: The closing date for receipt of application will be treated as the date of reckoning for OBC status of the candidate and also, for assuming that the candidate does not fall in the creamy layer.

The candidate should furnish the relevant OBC Certificate in the format prescribed for Central Government jobs as per Annexure issued by the competent authority on or before the Closing Date as stipulated in the Notice.

#### NAME & ADDRESS OF THE INSTITUTE/HOSPITAL

Certificate No.	Date
-----------------	------

DISABILITY	CERTIFICATE
	can /wife /dayabter of C

	at Shri/Smt/Kum		son/wife/daughter of Shri _	
is suffering from permanent			ark(s)	
A. Locomotor or cerebral pa	lsv:			
(i) BL-Both legs affected bu				Affix here recent
<ul><li>(ii) BA-Both arms affected</li><li>(iii) BLA-Both legs and both</li><li>(iv) OL-One leg affected (right)</li></ul>	ght or left) (a) Impaire	ess of grip d reach		attested photograph showing the disability duly attested by the chairperson of the Medical Board.
(v) OA-One arm affected	(b) Weakne (c) Ataxic (a) Impaire (b) Weakne (c) Ataxic	d reach		
(vi) BH-Stiff back and hips (C	annot sit or stoop)			
(vii) MW-Muscular weakness	s and limited physical e	endurance.		
B. Blindness or Low Vision :	(i) B-Blind (ii) PB-Partially Blind			
C. Hearing Impairment :  (DELETE THE CATEGORY WH				
2. This condition is progress recommended after a period			likely to improve. Re-asses	sment of this case is not recommended,
3. Percentage of disability in	his/her case is	percent.		
4. Sh./Smt./Kum	anipulating with finger pulling and pushing. Ye fting. Yes/No kneeling and crouching ending. Yes/No standing. Yes/No y walking. Yes/No seeing. Yes/No earing/speaking. Yes/No	s. Yes/No es/No g. Yes/No No	ements for discharge of his /	her duties :-
(Dr) Member, Medical Board	(Dr Member, N	) //edical Board	(Dr Chairperson, Medica	<del></del> ,

Countersigned by the Medical Superintendent/ CMO/Head of Hospital (with seal)