



**REGIONAL OFFICE**  
**EMPLOYEES' STATE INSURANCE CORPORATION**  
**SECTOR-19-A, MADHYA MARG, CHANDIGARH**  
**(ISO 9001:2008 Certified)**

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**RECRUITMENT OF MERITORIOUS SPORTSPERSONS FOR THE POST OF**  
**UPPER DIVISION CLERK AND MULTI TASKING STAFF IN**  
**E.S.I. CORPORATION, PUNJAB REGION-2012**

Applications in the prescribed proforma are invited from young and talented Sports persons who are Indian citizens for filling up 04 posts of Upper Division Clerks and 04 posts of Multi Tasking Staff by Direct Recruitment on regular basis in ESI Corporation, Punjab Region in the Pay Band with allowances as admissible to Central Government employees in similar Pay Band as mentioned below:

Sr. No.	Name of Post	Vacancies	Sports Discipline -wise vacancy		Gender
1	Upper Division Clerk	4*	Badminton	2	1-Male 1-Female
			Table Tennis	1	Female
			Volleyball	1	Male
2	Multi Tasking Staff	4*	Badminton	1	Female
			Table Tennis	1	Male
			Volleyball	1	Male
			Football	1	Male

\* No. of posts can vary

**01 Scale Of Pay:**

Post	Pay Band	Grade Pay
Upper Division Clerk	PB-I (Rs. 5200-20200/-)	Rs. 2400/-
Multi Tasking Staff	PB-I (Rs. 5200-20200/-)	Rs 1800/-

In addition to Pay, they will also be eligible for DA, HRA and Transport Allowance as per rules in force from time to time applicable to the employees of the E.S.I. Corporation.

**02. Age Limit (As on 22.10.2012):**

**For Upper Division Clerks** : Between 18 to 27 years.

**For Multi Tasking Staff** : Between 18 to 25 years.

Upper age limit is relaxable to Sports person and to reserved category in terms of Govt. of India rules as under:

- 1.UR – 05 Years.
- 2.OBC – 08 Years.
- 3.SC/ST – 10 Years.

The relaxation in Age Limit will be available only to those sports persons who satisfy all other eligibility conditions relating to sports qualification/achievement, etc. They will furnish a certificate of participation in the prescribed form duly signed by the authorities prescribed as per Appendix 1.

### 03. (a) Essential Qualifications:

#### For Upper Division Clerks:

1. Degree from a recognized University or equivalent.
2. Working knowledge of Computer including use of office suites and databases.

#### For Multi Tasking Staff:

Matriculation or equivalent qualification.

### (b) Sports qualifications:

The candidate should have represented the country in an International competition / State in a National competition / University in an inter-University competition with distinction/State schools in the National Sports / games of Schools. The prescribed certificate for participating in the sports event(s) is given at Appendix 1 . **Participation certificate in any other format will not be accepted and candidature of such candidates will be summarily rejected.**

#### Note: -

- 1) The selected candidates on appointment will be on probation for a period of two years.
- 2) The selected candidates on appointment will be on Probation for a period of two years. During the Probation period, the candidates selected to the post of Upper Division Clerk shall be required to pass Computer Skill Test.

### 04. Amount of Application Fee:-

#### (a) For Upper Division Clerks:

Sr No.	Category	Fee Amount
1	SC/ST/PWD/Departmental Candidates, Female Candidates & Ex-Servicemen	Nil
2	All other categories	Rs. 225/-(Excluding postal charges )

#### (b) For Multi Tasking Staff:-

Sr No.	Category	Fee Amount
1	SC/ST/PWD/Departmental Candidates, Female Candidates & Ex-Servicemen	Nil
2	All other categories	Rs. 125/-(Excluding postal charges )

### 05. Mode of payment: -

A Demand Draft of Rs. 225/- or Rs. 125/-(as applicable) in favour of " ESI Fund, Account No.-1" drawn on any scheduled bank payable **at Chandigarh** has to be submitted along with the application.

**NOTE:**

- i. **APPLICATION FEE WILL NOT BE ACCEPTED IN ANY OTHER MODE.**
- ii. Fee once paid will not be refunded under any circumstances.

**06. Selection Procedure:**

- a) All eligible candidates/applicants should apply on the prescribed format after downloading the same from our website and submit in Regional Office, E.S.I. Corporation, Panchdeep Bhawan, Sector 19-A, Madhya Marg, Chandigarh through **Speed Post/Regd. Post** only on or before the last date for receipt of applications. Applications received after the last date in Regional Office, E.S.I. Corporation, Panchdeep Bhawan, Sector 19-A Madhya Marg, Chandigarh, 160019 for any reason including postal delay will not be accepted.
- b) Selection will be made on the basis of the guidelines/instructions issued by Department of Personnel & Training, Govt. of India.

**07. How to apply: -**

The following testimonials should be attached with application form:

- a) Two copies of recent passport size photographs duly attested by a Group "A" / Group "B" Gazetted Officer with one photograph firmly pasted on the application form.
- b) Attested copies of certificates and testimonials in support of proof of age, Date of Birth, Educational qualification, Experience (if any) etc.
- c) Participation certificate in the Sports event as prescribed by DOPT, Government of India (Specimen of the form-1, 2, 3, 4 & 5 referred to above are given in Appendix-1)
- d) Attested copy of Community Status Certificate in the prescribed form in case of candidates belonging to SC/ST/OBC category.
- e) One self addressed envelopes of 23 cms. x 10 cms.
- f) Those candidates who are employed in Government organizations should send their applications "Through Proper Channel". However, they may send an advance copy of their application along-with demand draft and other certificates and testimonials so as to reach on or before the last 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.

1. Additional Photograph.
2. Application Form.
3. Attested copies of certificates.
4. Participation certificates in sports event in prescribed format.
5. Self addressed envelope.

Note:- The Demand Draft should not be tagged or stapled, but should be pinned or clipped at the top of the application form. The name and address of the candidates should be written on the reverse side of the Demand Draft.

Application in an envelope super scribed "**APPLICATION FOR RECRUITMENT OF MERITORIOUS SPORTS PERSONS UNDER SPORTS QUOTA IN ESIC, PUNJAB REGION-2012**" should be submitted through **Speed Post/Regd. Post** at the following address:-

**Regional Director  
Regional Office,  
Employees' State Insurance Corporation,  
Panchdeep Bhawan,  
Sector -19-A, Madya Marg,  
Chandigarh-160019**

## 08. General Conditions:-

- I. The crucial date for determining the age limit and other eligibility criteria shall be the closing date for receipt of applications from candidates i.e. **22.10.2012** and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep.
- II. Mere submission of application does not confer any right to the candidate for being called for field trial.
- III. A candidate should submit one application for one post.
- IV. Application should be submitted in the prescribed form only. It should be filled up in block/capital letters in the candidate's own handwriting.
- V. Wrong declarations/submission of false information or any other action contrary to law shall lead to cancellation of the candidature at any stage.
- VI. The Corporation takes no responsibility for any delay in receipt or losses in postal transit of any application or communication.
- VII. Before applying for the post, the candidate should ensure that he/she fulfills the eligibility criteria mentioned above. The Corporation would be free to reject any application at any stage of selection process if the candidate is found ineligible for the post for which he/she has applied. The decision of the Corporation regarding eligibility of the candidates the stage at which scrutiny of eligibility is to be undertaken, qualifications, experience and other eligibility norms, the documents to be produced for the purpose of conduct of selection etc. and any other matter relating to recruitment of Sports persons will be final and binding on the candidates. No correspondence or personal inquiries shall be entertained by the Corporation in this behalf.
- VIII. Canvassing in any form will be considered as disqualification.

**Note: Application without signature, without thumb impression, without handwritten declaration, incomplete applications or the applications received without the supporting documents, Participation certificate in prescribed proforma, application fee where applicable, caste certificate, without photographs and those received after the last date of receipt of applications will summarily be rejected without any communication to the candidate.**

## 09. Disqualification – No person:-

- a) who has entered into or contracted a marriage with a person having a spouse living; or
- b) who, having a spouse living, has entered into or contracted a marriage with any person;
- c) shall be eligible for appointment to the said posts provided that the Director General ESI Corporation may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for doing so, exempt any person from the operation of this Regulation.

## 10. Last date of receipt of application is **22.10.2012 at 5.00 PM**

For candidates from Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep, the last date for receipt of application will be 31.10.2012 at 5.00 PM.

The application form can be downloaded from the website [www.esic.nic.in](http://www.esic.nic.in) and [www.esicpunjab.org](http://www.esicpunjab.org)

**REGIONAL DIRECTOR  
EMPLOYEES STATE INSURANCE CORPORATION,**