



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

Tele. No. : 2544126 (R.D.), PBX No: 2775140, 2775476, 2780723,
Fax No : 0172-2542892, Website: www.esicpunjab.org



RECRUITMENT OF STENOGRAPHER, UPPER DIVISION CLERK & MULTI TASKING STAFF

1. Online applications are invited to fill up following vacancies in the cadre of Stenographer, Upper Division Clerk & Multi Tasking Staff in the ESI Corporation, Punjab. The break up of the vacancies is as under :

Break up of Vacancies					Out of which Vacancies Reserved	
	UR	SC	OBC	TOTAL	PH (OH, HI & VI)	Ex-SM
Stenographer	01	02*	--	03	--	--
Upper Division Clerk	23	13	10	46	03**	05
Multi Tasking Staff	22	34*	15	71	02**	07

* Includes Backlog Vacancies.

** Reservation for PH for U.D.C.: One post each for the three sub-categories
M.T.S.: One post for HI and One post for VI

Abbreviations stand for UR – Unreserved, SC – Scheduled Caste, OBC – Other Backward Class, Ex-SM - Ex-Servicemen, PH – Physically Handicapped (OH – Orthopaedically Handicapped, HI – Hearing Impaired, VI – Visually Impaired).

HORIZONTAL RESERVATION: For Physically Handicapped Persons (with not less than 40% impairment) 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 at the time of final selection. The Corporation reserves the right to fill up vacancies as per its actual requirement.

2. **PAY & ALLOWANCES:** The above posts will carry pay in the Pay Band as given below:

Sr.No.	Post	Pay Band (PB - 1)	Grade Pay
1.	Stenographer	Rs. 5200 – 20200/-	Rs. 2400/-
2.	Upper Division Clerk	Rs. 5200 – 20200/-	Rs. 2400/-
3.	Multi Tasking Staff	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.

3. **AGE LIMIT:**

For Stenographer: Between 18 to 27 years of age as on 19.01.2012.
For Upper Division Clerk: Between 18 to 27 years of age as on 19.01.2012.
For Multi Tasking Staff: Between 18 to 25 years of age as on 19.01.2012.

RELAXATION IN UPPER AGE IS ADMISSIBLE TO CERTAIN CATEGORIES, AS UNDER, WHERE 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-Servicemen, service rendered in the Armed Forces plus 03 years.
- (d) 10 years in case where the post reserved for PH Category.
- (e) Relaxable for employees of the ESI Corporation and Government Servants upto 40 years in accordance with the instructions or orders issued by the Central Govt. provided they have rendered at least three years continuous service under Govt. / ESI Corporation.

4. ESSENTIAL QUALIFICATIONS:

For Stenographer: 1. Higher Secondary Pass (12th Standard Pass) or equivalent from a Recognized Board.
2. Speed of 80 w.p.m. in Stenography (English / Hindi).
3. Working Knowledge of Computer including use of office suites and databases.

For Upper Division Clerk: 1. Degree of a Recognized University or equivalent
2. Working Knowledge of Computer including use of office suites and databases.

For Multi Tasking Staff: Matriculation or equivalent pass.

5. AMOUNT OF APPLICATION FEE & MODE OF PAYMENT:

(a) For Stenographer:

Sr.No.	Category	Fee Amount
1.	SC / ST / PH / Departmental Candidates / Female Candidates & Ex-Servicemen	NIL
2.	All Other Categories	225/-

(b) For Upper Division Clerk:

Sr.No.	Category	Fee Amount
1.	SC / ST / PH / Departmental Candidates / Female Candidates & Ex-Servicemen	NIL
2.	All Other Categories	225/-

(c) For Multi Tasking Staff:

Sr.No.	Category	Fee Amount
1.	SC / ST / PH / Departmental Candidates / Female Candidates & Ex-Servicemen	NIL
2.	All Other Categories	125/-

Candidates are advised to download the [fee payment challan](#), where applicable and to fill in the same, in a clear and legible handwriting in Block letters. Go to the nearest branch of Punjab National Bank with the fee payment challan duly filled in and **pay in cash the appropriate application fee in downloaded challan form only. Candidates are required to pay Rs.225/- or Rs.125/- as the case may be + Rs.25/- as banks service charges. Obtain the counter foil of the fee payment challan duly received by the bank.** Thereafter candidates are advised to apply Online & fill the details regarding fee payment challan viz. Branch Name & Address, Transaction ID / Journal Number and Date of Deposit & Amount and send the print out of the system generated hard copy alongwith fee payment challan and other required documents, to Regional Office, ESI Corporation, Sector 19-A, Madhya Marg, Chandigarh by 30.01.2012.

NOTE: APPLICATION FEE WILL NOT BE ACCEPTED IN ANY OTHER MODE.

6. SCHEME OF EXAMINATION:

- (a) Multiple Choice Objective Type Paper (Part - I) for Stenographer, Upper Division Clerk & Multi Tasking Staff:

Post	Type of Examination	Duration	Subjects		Number of questions in each subject
Stenographer	Objective	One & half hours	(I)	General English	50 questions
			(II)	General Knowledge	50 questions
Remarks: The questions will be set in English and Hindi for subject (II). The maximum marks will be 100.					
Upper Division Clerk & Multi Tasking Staff	Objective	Two hours	(I)	Numerical Ability	50 questions
			(II)	English Language	50 questions
			(III)	General Intelligence	50 questions
			(IV)	General Awareness	50 questions
Remarks: The questions will be set in English and Hindi for subject (I), (III) & (IV). The maximum marks will be 200.					

Note: The level of difficulty will be as per educational qualification of the respective post. There will be Negative marking i.e. 0.25 marks will be deducted for every wrong answer.

- (b) Syllabus for Stenography Test & Computer Skill Test (Part – II & III) for Stenographer & Computer Skill Test (Part - II) for Upper Division Clerk.

The candidates will have to appear for Stenography Test & Computer Skill Test for Stenographer and Computer Skill Test for Upper Division Clerk either in English or in Hindi Language. As such they are advised to opt for the medium of examination carefully for Stenography Test / Computer Skill Test in the application form. If no option is given, it will be presumed that candidate has opted for English. The Stenography Test / Computer Skill Test shall comprise the following:

(I)	Stenography Test	Stenography test for 10 minutes with a speed of 80 w.p.m. in English / Hindi and transcription of the same on computer for one hour.	
(II)	Computer Skill Test (For Stenographer & UDC both)		
Part A	-	Preparation of two Power Points Presentations / Slides on MS-Power Points	10 Marks
Part B	-	Typing a letter / passage / paragraph of about 150-200 words in MS-Word	20 Marks
Part C	-	Preparation of Table / Database in MS-Excel	20 Marks

The total marks of the Computer Skill Test shall be 50 (Fifty) with duration of 30 minutes for completing all the three parts. The candidates shall be given the text / matter in the Question Paper which they have to type / reproduce in the Answer Sheet including formatting of text and use of formulae etc. as per instructions given in the Question Paper.

The Corporation reserves the right to admit only such number of candidates to Part - II & III of Stenographer recruitment and to Part - II of the Upper Division Clerk recruitment as are considered necessary by it for Stenography Test / Computer Skill Test, based on the performance of candidates in Part – I examination.

7. MODE OF SELECTION:

- (a) The Selection for the post of Stenographer & Upper Division Clerk will be made on the basis of written test (Part – I Objective Type) followed by Stenography Test & Computer Skill Test (For Stenographer) and Computer Skill Test (For Upper Division Clerk).

- (b) The Selection for the post of Multi Tasking Staff will be made on the basis of written test (Objective Type) only.

8. Candidates are advised to provide the valid Email ID and mobile number for communication purpose.

9. HOW TO APPLY:

Intending candidates should first register themselves Online by visiting the ESIC Punjab Website www.esicpunjab.org. However, before entering the details in the Online application form, the candidates are advised to keep the following documents ready with them:

- (i) Detailed Marks Sheets.
- (ii) Date of Birth Certificate.
- (iii) Caste Certificate.
- (iv) Duly paid copy of fee payment challan (where applicable).

After successful registration, a system generated hard copy of Online application duly signed alongwith testimonials mentioned at Sr.No.10 may be sent in the cover super subscribed **“Application for the Post of ----- & category (UR/SC/OBC/PH/EX-SM) -----”** by **registered post / speed post only** so as to reach at the following address by **closing date i.e. 30.01.2012**.

The Regional Director
Regional Office
ESI Corporation,
Sector 19-A,
Madhya Marg,
Chandigarh – 160 019.

10. The following documents should be attached with application form:

- (a) For **Stenographer & Upper Division Clerk**, the Candidates should submit system generated hard copy of Online application duly signed by the candidate with attested photograph, by a Group “A” or Group “B” Gazetted Officer, pasted on it and fee payment challan wherever required. **No other documents are to be sent at this stage.**
- (b) For **Multi Tasking Staff**, the Candidates should submit system generated hard copy of Online application duly signed by the candidate with attested photograph, by a Group “A” or Group “B” Gazetted Officer, pasted on it along with the fee payment challan wherever required, attested copies of certificates and testimonials in support of proof of age, date of birth, educational qualifications etc. and copy of certificate in support of belonging to SC / ST / OBC / PH / Ex-Servicemen Category.

11. Those candidates who are employed in Govt. / Semi Govt. / Autonomous Bodies etc. should send their system generated hard copy of Online applications through “Proper Channel”. However, they may send an advance copy of their system generated hard copy of Online application alongwith requisites mentioned at Sr.No.10 so as to reach this office on or before the closing date.

12. 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 have 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.
- (v) Incomplete / Unsigned system generated hard copy of Online applications received without fee payment challan wherever applicable, attested photograph, attested copies of certificates and testimonials as mentioned in Sr.No.10, will summarily be rejected without any communication to the Candidates.
- (vi) Wrong declaration, submission of false information or any other action contrary to law shall lead to cancellation of candidature at any stage.

(vii) Fee once paid will not be refunded under any circumstances.

13. The last date for submission of Online application form is **19.01.2012 by 11:59 P.M.**

14. The last date for submission of system generated hard copy of Online application alongwith documents required as per Sr.No.10 is **30.01.2012 by 5.00 P.M.** Application received **after 30.01.2012** for whatever reason of delay including postal delay shall be treated as invalid and therefore, rejected.

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

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

(B.B. PURI)
REGIONAL DIRECTOR