



**REGIONAL OFFICE
EMPLOYEES' STATE INSURANCE CORPORATION
(MINISTRY OF LABOUR & EMPLOYMENT, GOVT. OF INDIA)
'PANCHDEEP BHAWAN'**

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**SPECIAL RECRUITMENT DRIVE FOR FILLING UP THE POST UNDER PWD CATEGORY OF
STENOGRAPHER, UDC & MTS IN WEST BENGAL REGION, ESI CORPORATION**

LAST DATE FOR RECEIPT OF APPLICATION IS 31.10.2015

Applications in prescribed proforma appended below along with requisite documents/certificates etc. are invited from candidates belonging to PWD (Person with Disabilities) Category for filling up the post of **Steno, UDC & MTS** in West Bengal Region on **regular basis by Direct Recruitment under Special Recruitment Drive for PWDs**. The detail of vacancies is as under:-

A. POST & VACANCIES

POST	Pay Band	Grade Pay	No. of Vacancies under Person with Disabilities category (PWDs)				Suitability and Physical requirement for Persons with Disability (VH/OH/HH)
			OH	HH	VH	TOTAL	
STENOGRAPHER	PB-1 (Rs.5200-20200/-)	Rs. 2400/-	01*	NIL	NIL	01*	Requirements: S, ST, W, L, MF, SE, RW, H, C Suitability: OA, OL, BL, OAL, B, LV
UPPER DIVISION CLERK		Rs. 2400/-	NIL	01*	02*	03*	Requirements: S, ST, W, MF, SE, RW, C Suitability: OA, OL, BL, OAL, B, LV, HH
MULTI TASKING STAFF		Rs.1800/-	02*	02*	03*	07*	Requirements: S, ST, BN, W, SE, H, RW, C Suitability: OA, OL, OAL, BL, B, LV

NOTE –

- (*) Backlog Vacancies
- Backlog vacancy advertised will be filled as per the Para 16 (C) of the DoPT OM No. 36035/3/2004-Estt(Res(dated 29.12.2005. As such the candidates fulfilling the physical requirement for the post and belonging to the categories of disabled identified as suitable for the post may also apply, however the candidature of such candidates will be considered for selection only in case the candidate is not available in the advertised category of disabled for backlog vacancy/vacancies.

Abbreviations	OH- Orthopaedically Handicapped, HH-Hearing Handicapped, VH-Visually Handicapped, S-Sitting, ST-Standing, W-Walking, L-Lifting, MF-Manipulation by Fingers, SE-Seeing, RW-Reading and Writing, H-Hearing, C-Communication, BN-Bending, OA-One Arm, OL-One Leg, BL-Both Leg, OAL-One Arm and One Leg, B-Blind, LV-Low Vision
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- The candidates appointed under PWD and Ex-Servicemen quota will be adjusted against the vacancy of respective categories of SC/ST/OBC/Unreserved (UR).
- Above vacancies may increase or decrease depending upon the actual requirement.

B. SCALE OF PAY:

Post	Pay Band	Grade Pay
Stenographer	PB- 1(Rs.5200-20200/-)	Rs. 2400/-
U.D.C.	PB-1 (Rs.5200-20200/-)	Rs. 2400/-
M.T.S.	PB-1(Rs. 5200-20200/-)	Rs.1800/-

DA, HRA, Transport Allowance and other allowances are payable as per Govt. of India rules in force.

C. CITIZENSHIP

A candidate must be either:

- (a) A citizen of India, or
- (b) A subject of Nepal, or
- (c) A subject of Bhutan, or
- (d) A Tibetan refugee who came over to India, before the 1st January, 1962, with the intention of permanently settling in India, or
- (e) A person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania (Formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India.
- (f) Provided that a candidate belonging to categories (b), (c), (d) and (e) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

Note: The application of a candidate in whose case a certificate of eligibility is necessary, may be admitted to the Examination but the offer of appointment will be given only after the necessary eligibility certificate has been issued to him/her by the Government of India.

D. AGE LIMIT AS ON CLOSING DATE

- I. **For Stenographer:** Between 18 to 27 years of age as on **31.10.2015**.
- II. **For UDC:** Between 18 to 27 years of age as on **31.10.2015**.
- III. **For MTS:** Between 18 to 25 years of age as on **31.10.2015**.

AGE RELAXATION

Upper age limit is relax able for ESIC Employees, Government Servants and persons belonging to reserved categories i.e. SC/ST/OBC/PWD/Ex-Servicemen & other categories of persons in accordance with the instructions of Govt. of India and is specified as under:

- (a) 03 years for OBC
- (b) 05 years for SC/ST
- (c) 10 years for PWD (additional 05 years in case of SC/ST & 03 years in case of OBC)
- (d) Ex-SM – Length of Service in Armed forces plus 3 years (additional relaxation for SC/ST/OBC as per extant Govt. of India instructions)
- (e) ESI Employees/Govt. Servants with three years regular service:- up to 40 years plus relaxation in age under their respective category/categories (SC/ST/OBC/PWD).
- (f) Relaxation in age to other categories as per instructions of Govt. Of India issued from time to time.

NOTE: Age relaxation of 10 years (15 years for SC/ST and 13 years for OBC candidates) in upper age limit shall be allowed to persons suffering from (a) blindness or low vision, (b) hearing impairment and (c) locomotors disability or cerebral palsy in case of direct recruitment to all civil posts/services under the Central Government identified suitable to be held by persons with such disabilities, subject to the condition that maximum age of the applicant on the crucial date shall not exceed 56 years.

E. ESSENTIAL QUALIFICATIONS**I. For the post of Stenographer:**

- (i) Higher Secondary pass (pass in 12th standard or equivalent from a recognized board)
- (ii) A speed of 80 words per minute in stenography in English/Hindi
- (iii) Working knowledge of Computer including use of Office Suites and databases.

Note- Candidates who have not acquired/will not acquire the educational qualification as on the last date of receipt of application will not be eligible and need not apply.

II. For the post of Upper Division Clerk (UDC):

- (i) Degree of a recognized University or equivalent.
- (ii) Working knowledge of Computer including use of office suites and Databases

Note- Candidates who have not acquired/will not acquire the educational qualification as on the last date of receipt of application will not be eligible and need not apply.

III. For the post of Multi Tasking Staff (MTS):

- (i) Matriculation or equivalent pass

Note- Candidates who have not acquired/will not acquire the educational qualification as on the last date of receipt of application will not be eligible and need not apply.

F. APPLICATION FEE

There will be “**No FEE**” as candidates belonging to PWD Category are exempted from payment of application fee.

G. SCHEME OF EXAMINATION**I. Scheme of Examination for the post of Stenographer**

The examination consisting of three parts as under:

PART - I : WRITTEN TEST

The written test will consist of one paper containing 02 subjects/sections as under:-

Type of Examination	Duration of Examination	Subject/Sections	Number of questions
Objective Type	02 Hours (10.00 AM to 12 Noon) Note- In case of V.H. candidates 02 Hours 40 Minutes (10.00 AM to 12.40 PM)	(i) General English (ii) General Awareness	100 in each

Note:- The questions will be set in English and Hindi Language for Subject/Section (ii) i.e. General Awareness. The maximum marks will be 200. The level of difficulty will be as the educational qualification prescribed for the post. **There will be negative marking at the rate of 0.25 marks for every wrong answer.**

PART - II STENOGRAPHY TEST

- Stenography test of **Qualifying Nature** for 10 minutes with a speed of 80 words per minute in English or Hindi and transcription of the same on computer for one hour. If the candidates do not indicate the medium of Stenography Test in the application form, ESIC will consider English as the medium of Stenography Test for such candidates. There is no exemption from Skill Test in Stenography for any category of candidates.

Note- VH candidate will be required to transcribe the matter in 85 minutes for English Shorthand or in 95 minutes for Hindi Shorthand for the post of Stenographer.

PART – III : COMPUTER SKILL TEST/OBJECTIVE TYPE TEST TO ASSESS WORKING KNOWLEDGE OF COMPUTERS IN CASE OF CANDIDATES UNABLE TO TYPE DUE TO THEIR PHYSICAL DISABILITY

The candidates will have to appear for Computer Skill Test of **Qualifying Nature** either in English or in Hindi language as such they are advised to opt for the medium of examination carefully for Computer Skill Test in the application form. The Computer Skill Test shall comprise of following three parts:

Part A	Preparation of two Power Point Presentations/Slides on MS-Power Point - 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 instruction given in the Question Paper.

This Test conducted is to assess the Essential Qualification of having working knowledge of Computer including use of office suites and databases. Hence, there will be no exemption from it for any category of candidates (including PWD). However, the working knowledge of computers in respect of PWD candidates, who are unable to type due to their disability, may be assessed by holding a written examination (objective type) comprising of questions related to computer. Such candidates who are unable to type due to their disability must mention in the relevant column of the application form appended below.

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

II. Scheme of Examination for the post of UDC

The examination shall consist of following two parts as under:

PART –I WRITTEN EXAMINATION (MULTIPLE CHOICE OBJECTIVE TYPE PAPER):

Type of Examination	Duration of Examination	Subjects	Number of questions	Remarks
Objective Type Examination	02 Hours (10.00 AM to 12 Noon) Note- In case of VH candidates 02 Hours 40 Minutes (10.00 AM to 12.40 PM)	(i) Numerical Ability (ii) English Language (iii) General Intelligence (iv) General Awareness	50 questions in each	The questions will be set in English and Hindi Language for subject (i), (iii) & (iv). The maximum marks will be 200. The level of difficulty will be as the educational qualification of the respective post. There will be negative marking at the rate of 0.25 marks to be deducted for every wrong answer to eliminate the element of chance.

PART - II : COMPUTER SKILL TEST/OBJECTIVE TYPE TEST TO ASSESS WORKING KNOWLEDGE OF COMPUTERS IN CASE OF CANDIDATES UNABLE TO TYPE DUE TO THEIR PHYSICAL DISABILITY

The candidates will have to appear for Computer Skill Test of **Qualifying Nature** either in English or in Hindi language as such they are advised to opt for the medium of examination carefully for Computer Skill Test in the application form. The Computer Skill Test shall comprise of following three parts:

Part A	Preparation of two Power Point Presentations/Slides on MS-Power Point - 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 instruction given in the Question Paper.

This Test conducted is to assess the Essential Qualification of having working knowledge of Computer including use of office suites and databases. Hence, there will be no exemption from it for any category of candidates (including PWD). However, the working knowledge of computers in respect of PWD candidates, who are unable to type due to their disability, may be assessed by holding a written examination (objective type) comprising of questions related to computer. Such candidates who are unable to type due to their disability must mention in the relevant column of the application form appended below.

Note:- The Corporation reserves the right to admit only such number of candidates to Part-II of Upper Division Clerk Recruitment as are considered necessary by it for Computer Skill Test, based on the performance of candidates in Part-I examination.

III. Scheme of Examination for the post of MTS

The examination shall consist of single stage as under:

WRITTEN EXAMINATION (MULTIPLE CHOICE OBJECTIVE TYPE PAPER):

Type of Examination	Duration of Examination	Subjects		Number of questions	Remarks
Objective Type Examination	02 Hours (10.00 AM to 12 Noon) Note- In case of Visually Handicapped candidates 02 Hours 40 Minutes (10.00 AM to 12.40 PM)	(i)	Numerical Ability	50 questions in each	The questions will be set in English and Hindi Language for subject (i), (iii) & (iv). The maximum marks will be 200. The level of difficulty will be as the educational qualification of the respective post. There will be negative marking at the rate of 0.25 marks to be deducted for every wrong answer to eliminate the element of chance.
		(ii)	English Language		
		(iii)	General Intelligence		
		(iv)	General Awareness		

H. MODE OF SELECTION/SELECTION CRITERIA

I. MODE OF SELECTION/SELECTION CRITERIA FOR THE POST OF STENOGRAPHER

(a) The **Final Selection for the post of Stenographer** will be made on the basis of

- (i) Part – I: Written Test (Objective Type),
- (ii) Part – II: Stenography test for 10 minutes with a speed of 80 words/minute in English or Hindi and transcription of the same on computer for one hour &
- (iii) Part – III: Computer Skill Test/Objective Type Test to assess working knowledge of Computers in case of candidates unable to type due to their disability.

Note: The candidates for Part-II and III shall be shortlisted on the basis of their performance in Part-I Written Examination.

(b) The candidates will be **shortlisted** for Stenography and Computer Skill Test in the following ratio:

No. of Vacancies	No. of Candidates to be shortlisted for Part-II and Part - III
01	10

(c) The Qualifying Marks in Paper-I will be 30% in respect of all PWD candidates including candidates belonging to SC/ST/OBC category and other sub categories.

(d) The Stenography Test will be of Qualifying Nature.

(e) The Qualifying Marks in PART-III i.e. 'Computer Skill Test/Objective Type Test to assess working knowledge of Computers in case of candidates unable to type due to their disability' will be 17 Marks out of Total 50 Marks irrespective of marks obtained in each part.

II. MODE OF SELECTION/SELECTION CRITERIA FOR THE POST OF UDC

(a) The **Final Selection for the post of UDC** will be made on the basis of

(i) Part – I : Written Test (Objective Type),

(ii) Part – II: Computer Skill Test/Objective Type Test to assess working knowledge of Computers in case of candidates unable to type due to their disability.

Note: The candidates for Part-II shall be shortlisted on the basis of their performance in Part-I Written Examination.

(b) The candidates will be **shortlisted** for Stenography and Computer Skill Test in the following ratio:

No. of Vacancies	No. of Candidates to be shortlisted for Part - II
01	05
02	08
03 or more	03 times the no. of vacancies

(c) The Qualifying Marks in Paper-I will be 35% in respect of all PWD candidates including candidates belonging to SC/ST/OBC category and other sub categories.

(d) The Qualifying Marks in PART-II i.e. 'Computer Skill Test/Objective Type Test to assess working knowledge of Computers in case of candidates unable to type due to their disability' will be 17 Marks out of Total 50 Marks irrespective of marks obtained in each part.

III. MODE OF SELECTION/SELECTION CRITERIA FOR THE POST OF MTS

a) The **Selection for the post of MTS** will be made on the basis of Written Test only.

b) The **Qualifying Marks in Written Examination will be 35% in respect of all PWD candidates including candidates belonging to SC/ST/OBC category and other sub categories.**

I. CENTRE OF EXAMINATION

The centre of examination shall be : **KOLKATA**

NOTE:

- The ESIC reserves the right to cancel any Centre and ask the candidates of that centre to appear from another centre. ESIC also reserves the right to divert candidates of any centre to some other Centre to take the examination in case of insufficient number of candidates at a particular center.
- No TA/DA will be paid to any candidate for appearing in the written test.

J. HOW TO APPLY

a) The duly filled **Application Form** along with enclosures shall be submitted at the following address:

THE REGIONAL DIRECTOR
E.S.I. CORPORATION
REGIONAL OFFICE
ESTABLISHMENT BRANCH - I
PANCHDEEP BHAWAN
5/1, GRANT LANE
KOLKATA – 700012

- b) Duly filled and signed Application Form in the Proforma appended below along with self-attested copies of certificates are to be sent in a cover super scribed “**Special Recruitment Drive for filling up the posts under PWD category of (Name of the post applied for)**” by Registered Post/Speed Post so as to reach the office of the concerned Regional Director at the above mentioned address.
- c) **IN CASE A CANDIDATE WANTS TO APPLY FOR MORE THAN ONE POST, HE/SHE SHOULD SUBMIT SEPARATE APPLICATION FOR EACH POST APPLIED FOR.**
- d) **THE WRITTEN EXAMINATION FOR A PARTICULAR POST i.e. STENO, UDC AND MTS FOR DIFFERENT REGIONS IN ESIC UNDER SPECIAL RECRUITMENT DRIVE FOR PWDs WILL BE CONDUCTED ON THE SAME DATE. AS SUCH THE CANDIDATES ARE ADVISED TO CAREFULLY APPLY FOR A PARTICULAR POST IN A PARTICULAR REGION OF HIS/HER CHOICE. FOR EXAMPLE IF A CANDIDATE WANTS TO APPLY FOR THE POST OF UDC, HE/SHE SHOULD SUBMIT SINGLE APPLICATION FOR THE POST OF UDC FOR HIS/HER REGION OF CHOICE. HOWEVER, IF THE CANDIDATE ALSO WANTS TO APPLY FOR THE POST OF STENO AND/OR MTS, HE/SHE SHOULD SUBMIT SEPARATE APPLICATION FOR THE POST OF STENO AND/OR MTS FOR HIS/HER REGION OF CHOICE.**

The following testimonials should be attached with application form:

- (i) One copy of recent self-attested passport size photograph firmly pasted on the application form.
- (ii) Self-attested copies of certificates and testimonials in support of proof of age (Date of Birth), Educational Qualification etc.
- (iii) Self-attested copy of Community Status Certificate in the prescribed form in case of candidates belonging to SC/ST/OBC 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 Personal and Training OM No. 36012/22/93-Estt.(SCT) dated 15.11.93 along with self-declaration given in Annexure – ‘B’ failing which the benefit of reservation and age relaxation will not be given.
- (iv) Certificate of Disability in the prescribed proforma of Govt. of India appended below at Annexure -‘C’

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 and other certificates and testimonials before the last 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:

1. Application Form.
2. Self-attested copies of certificates.

The E.S.I. Corporation reserves the right not to call candidate for the written examination.

K. IMPORTANT INSTRUCTIONS TO CANDIDATES

- (i) **Persons with disability (PWD) having disability less than forty percent will not be considered.**
- (ii) Mere submission of application does not confer any right to the candidate for being called for written examination.
- (iii) ESI Corporation will **NOT** undertake detailed scrutiny of applications for eligibility and other aspects at the time of written examination and, therefore, the candidature is accepted only provisionally. Before applying, candidates are advised to go through the requirements of educational qualification, age etc. and satisfy themselves that they are eligible for the post. When scrutiny is undertaken, if any claim made in the application is not found substantiated, the candidature will be cancelled and the decision of ESIC shall be final.
- (iv) Application should be submitted in the prescribed form appended below. It should be filled up in block/capital letters.
- (v) Incomplete or Unsigned applications or the applications received without the self-attested copies of mark sheets/certificates in support of educational qualification, proof of age (Date of Birth), caste certificate, photographs and those received after the last date of receipt of applications are liable to be rejected without any communication to the candidate.
- (vi) Wrong declarations/submission of false information or any other action contrary to law shall lead to cancellation of the candidature at any stage.
- (vii) ESIC will not be responsible for postal delays.
- (viii) Candidates seeking **reservation** benefits available for SC/ST/OBC/PWD/EX-Servicemen must ensure that they are entitled to such reservation as per the identification of vacancies for PWDs for that post, physical requirements and eligibility criteria prescribed in this advertisement and as per the instructions issued by Govt. of India. They should also be in possession of the certificates in the prescribed format of Govt. of India in support of their claim. **Candidates claiming reservation/ age relaxation under OBC Category should submit the OBC Certificate given at Annexure -"A"** prescribed vide Govt. of India, Department of Personal and Training OM No. 36012/22/93-Estt.(SCT) dated 15.11.93 along with Self Declaration given at **Annexure "B"** when the scrutiny is undertaken, failing which the benefit of reservation or age relaxation will not be given. Certificate of Disability in the prescribed proforma of Govt. of India appended below at **Annexure - 'C'**
- (ix) **ESIC Employees/Government Servants claiming age relaxation** should be in possession of a certificate in the prescribed format at **Annexed- 'D'** from their office in respect of the **length of continuous and regular service which should be not less than three years in the immediate period preceding the closing date for receipt of application. They should continue to have the status of ESIC Employee/Government Servants till the time of appointment, in the event of their selection.**
- (x) **Ex-Servicemen** who have already secured employment in civil side under Government in Group 'C' & 'D' posts on regular basis after availing of the benefits of reservation given to ex-servicemen for their re-employment are NOT eligible for fee concession and for claiming benefits of reservation under Ex-Servicemen category. However, they are eligible for age relaxation only.
The period of "Call up Service" of an Ex-Serviceman in the Armed Forces shall also be treated as service rendered in the Armed Forces for purpose of age relaxation.
- (xi) For any serviceman of the three Armed Forces of the Union to be treated as Ex-Serviceman for the purpose of securing the benefits of reservation, he must have already acquired, at the relevant time of submitting his application for the Post / Service, the status of ex-serviceman and /or is in a position to establish his acquired entitlement by documentary evidence from the competent

authority that he would complete specified term of engagement with the Armed Forces within the stipulated period of one year from the Closing Date, or otherwise than by way of dismissal or discharge on account of misconduct or inefficiency. Serving Defence Personnel shall have to produce certificate issued by the competent authority in the Performa given **Annexed at 'E'**.

- (xii) **The crucial date for determining the age limit, essential qualification and other criteria regarding eligibility for the post shall be i.e. 31.10.2015.** (Last date for receipt of application from candidates residing 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 will be **07.11.2015**).
- (xiii) **Mobiles, other electronic gadgets and wireless equipment are banned within the premises of the examination centers. Their possession in switched on or switched off mode is considered by the ESI Corporation as a manipulative practice and will invite summarily cancellation of candidature, debarment from the ESIC's examinations and/or criminal prosecution.**
- (xiv) **ESIC reserves the right to conduct examination either OFFLINE (OMR Based) or ONLINE.**
- (xv) **Selection is made strictly according to merit on the basis of Written/Online examination for the vacancies advertised.**
- (xvi) **Visually handicapped (VH) candidates with visual disabilities of forty percent and above can avail the assistance of a SCRIBE in the Written Examination subject to such requests being made in the relevant column of application form. Question Papers and Answer Sheets will not be provided in BRAILLE.**
No attendant will be allowed with VH/Cerebral Palsy candidates inside the examination premises.

NOTE:

1. **Persons with visual disability of less than forty percent will not be considered as visually handicapped persons. One eyed candidates and partially blind candidates who are able to read the Question Paper with or without magnifying glass and who wish to write the answer with the help of Magnifying Glass will not be entitled to a Scribe. Such candidates will have to bring their own Magnifying Glass to the Examination Hall.**
 2. **Visually handicapped (VH) candidates with visual disabilities of Forty percent and above and candidates suffering from Cerebral Palsy can avail the assistance of a SCRIBE in written examination on their behalf. Candidates suffering from Cerebral Palsy may be provided with the facility of Scribe and compensatory time at par with VH candidates.**
 3. **Visually handicapped, including blind and partially blind, candidates with visual disability of forty percent and above may bring their own TAYLOR FRAME AND BRAILLE SLATE WITH PAPER for solving Arithmetical problems.**
- (xvii) **Success in the examination confers no right of appointment unless ESIC is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects of appointment to the service/ post.**
 - (xviii) **Videography of the candidates at the time of actual examination may be done at the discretion of the ESI Corporation.**
 - (xix) **All the posts carry liability for transfer to any station within the Region/Unit. In the event of his/her promotion/appointment to All India Cadres, he/she will be liable for transfer anywhere in India.**

L. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT

Candidates are warned that they should not furnish any particulars that are false or suppress any material information while filling the application form. If there is any inaccuracy or any discrepancy, in filling OMR Sheet, they will be awarded “ZERO” **Without prejudice to criminal action/debarment from ESIC’s examination wherever necessary, candidature will be summarily cancelled at any stage of the recruitment in respect of candidates found to have indulged in any of the following:-**

- (a) In possession of **MOBILE PHONE & ACCESSORIES AND OTHER ELECTRONIC GADGETS WITH- IN THE PREMISES OF THE EXAMINATION CENTRES, WHETHER IN USE OR IN SWITCH OFF MODE AND ON PERSON OR OTHERWISE.**
- (b) Involved in malpractices.
- (c) Using unfair means in the examination hall.
- (d) Obtaining support for his / her candidature by any means.
- (e) Impersonate/ procuring impersonation by any person.
- (f) Submitting fabricated documents or documents which have been tampered with.
- (g) Making statements which are incorrect or false or suppressing material information.
- (h) Resorting to any other irregular or improper means in connection with his/her candidature for the examination.
- (i) Misbehaving in any other manner in the examination hall with the Supervisor, Invigilator or ESIC’s representatives.
- (j) Taking away the Question Booklet (before the close of the examination) and OMR Answer Sheet with him/her from the examination hall, or passing it on to unauthorized persons during the conduct of the examination.
- (k) Intimidating or causing bodily harm to the staff employed by the ESIC for the conduct of examination.
- (l) To be ineligible for the Examination by not fulfilling the eligibility conditions mentioned in the Notice.
- (m) Candidature can also be cancelled at any stage of the recruitment for any other ground which the ESIC considers to be sufficient cause for cancellation of candidature.

CAUTION: - CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.

M. ESIC’S DECISION FINAL

The decision of the ESIC in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, allotment of examination centres, conduct of examination(s) will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.

N. DISQUALIFICATION

No person,

- (a) Who has entered into or contracted a marriage with a person having spouse living or
- (b) Who, having a spouse living, has entered into or contracted a marriage with any person shall be eligible for appointment to the said post.

Provided that the Director General of the Employees State Insurance Corporation may if satisfied that such marriage is permissible under the personal law applicable to such person and to the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of these regulations.

O. COURT JURISDICTION

Any dispute in regard to this recruitment will be subject to courts/tribunals having jurisdiction over the place of this Office of the ESIC where the candidate has submitted his/her application.

P. LAST DATE OF RECEIPT OF APPLICATION

Last date of receipt of application is 31.10.2015. (Last date for receipt of application from candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangji Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep will be **07.11.2015**).

Dated: 15th Sept. 2015

sd/-

REGIONAL DIRECTOR

**APPLICATION FORM FOR RECRUITMENT UNDER SPECIAL DRIVE (PWD CATEGORIES) FOR
THE POST OF (_____) IN E.S.I.CORPORATION-2015**

1. Name of the post applied for _____
2. Name in full (BLOCK LETTERS) _____
3. Father's / Husband's Name _____
4. Date of Birth (in figures) _____
(In words) _____
- Age as on closing date (i.e. **31.10.2015**) _____
5. Religion _____
6. Nationality _____
7. Mailing address _____

8. E-mail ID _____
9. Mobile No. _____
10. Permanent Address _____

Affix self-attested recent passport size photograph here (photograph should be firmly pasted on this space and not stapled)

11. Sex (write 1 for Male, 2 for Female, 3 for Transgender)
12. (i) Type of Disability (Whether OH/HH/VH) _____
- (ii) Percentage of Disability _____
- (iii)** If VH candidate whether SCRIBE is required Yes / No
- (iv)** Medium of Stenography Test (WHEREVER APPLICABLE) ENGLISH / HINDI
- (v)** Medium of Computer Skill Test (WHEREVER APPLICABLE) ENGLISH / HINDI
- (vi)** Whether exempted from typing (WHEREEVER APPLICABLE) Yes / No
- (vii)** Whether Ex. Serviceman Yes / No
- (viii)** Whether ESIC / Govt. Employees Yes / No

If Yes, please mention _____

13. Community to which applicant belongs

(Write 1 for SC, 2 for ST, 3 for OBC and 4 for General)

14. ESSENTIAL EDUCATIONAL (Attach annexure, if necessary)

Sl. NO.	Qualification	University/Board	Subject Studied	Percentage of Marks obtained	Year of Passing	Remarks

Note- COPIES OF SELF-ATTESTED MARKS SHEETS/CERTIFICATES MUST BE ATTACHED WITH THE APPLICATION FORM IN SUPPORT OF EDUCATIONAL QUALIFICATION FAILING WHICH APPLICATION FORM WOULD BE TREATED AS INCOMPLETE AND IS LIABLE TO BE REJECTED.

15. DETAILS OF EMPLOYMENT (IN CHRONOLOGICAL ORDER)

Name of the Organization (please specify whether Central Govt./State Govt./Public Sector /Autonomous Body/Private Sector)	Position(s) held	Period of service		Nature of Work	Scale of Pay	Whether working on Regular Basis/ Contractual Basis/ Adhoc Basis etc.
		From	To			

16. List of enclosures:

Sl. No.	Document	Sl. No.	Document

I hereby declare that all the statements made in this 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 shall be liable to be cancelled / terminated summarily without notice or any compensation in lieu thereof.

I also affirm that No Objection Certificate from the present employer for applying this post has been applied for/taken.

Place _____

Date _____

Signature of the Candidate

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 the State/Union Territory* _____ belongs to the Caste/Tribes _____ which is recognized as a Scheduled Castes/Scheduled Tribes* under:-

The Constitution (Scheduled Castes) order, 1950 _____

The Constitution (Scheduled Tribes) order, 1950 _____

The Constitution (Scheduled Castes) Union Territories order, 1951 * _____ The Constitution (Scheduled Tribes) Union Territories Order, 1951* _____

As amended by the Scheduled Castes and Scheduled Tribes Lists(Modification) order, 1956, the Bombay Reorganization Act, 1960 & the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act 1970, the North-Eastern Area(Reorganization) Act, 1971 and the Scheduled Castes and Scheduled Tribes Order(Amendment) Act, 1976.

The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956 _____

The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes order (Amendment Act), 1976*.

The Constitution (Dadra and Nagar Haveli) Scheduled Castes order 1962.

The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order 1962@.

The Constitution (Pondicherry) Scheduled Castes Order 1964@

The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967 @

The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968@

The Constitution (Goa, Daman & Diu) Scheduled Tribes Order 1968 @

The Constitution (Nagaland) Scheduled Tribes Order, 1970 @

The Constitution (Sikkim) Scheduled Castes Order 1978@

The Constitution (Sikkim) Scheduled Tribes Order 1978@

The Constitution (Jammu & Kashmir) Scheduled Tribes Order 1989@

The Constitution (SC) orders (Amendment) Act, 1990@

The Constitution (ST) orders (Amendment) Ordinance 1991@

The Constitution (ST) orders (Second Amendment) Act, 1991@

The Constitution (ST) orders (Amendment) Ordinance 1996

%2. Applicable in the case of Scheduled Castes, Scheduled Tribes persons who have migrated from one State/Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes/ Scheduled tribes certificate issued to Shri/Shrimati _____ Father/mother _____ of Shri/Srimati/Kumari* _____ of village/town* _____ in District/Division* _____ of the State/Union Territory* _____ who belong to the _____ Caste/Tribe which is recognized as a Scheduled Caste/Scheduled Tribe in the State/Union Territory* issued by the _____ dated _____.

%3. Shri/Shrimati/Kumari and /or * his/her family ordinarily reside(s) in village/town* _____ of District/Division* _____ of the State/Union Territory of _____

Signature _____

** Designation _____
(with seal of office)

Place _____

Date _____

* 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/1st 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 Shri/Smt./Kumari _____ son/ daughter of _____ of village/town _____ in District/Division _____ in the _____ State/Union Territory _____ belongs to the _____ Community which is recognized as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No. _____ dated _____*.

Shri/Smt./Kumari _____ and/or his/her family ordinarily reside(s) in the _____ District/Division of the _____ State/Union Territory. 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 & Training OM No. 36012/22/93-Estt. (SCT,) dated 08.09.1993**.

Date _____	District Magistrate/ Deputy Commissioner etc.
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Seal of Office

*-	The Authority issuing the Certificate may have to mention the details of Resolution of Government of India, in which the Caste of candidate is mentioned as OBC.
----	---

**-	As amended from time to time.
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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.
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List of authorities empowered to issue Caste/Tribe Certificate Certificates:

i.	District Magistrate / Additional District Magistrate/ Collector/ Deputy Commissioner / Additional Deputy Commission/ Dy. Collector / 1 st 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 applicant and or his family normally resides.

Note-I a. The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation 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 / 1st Class Stipendiary 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.

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

Annexure 'B'**Form of declaration to be submitted by the OBC candidate (in addition to the community certificate)**

I Son/daughter of Shri.....resident of village/town/city..... district..... state.....hereby declare that I belong to the.....community which is recognized as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No 36102/22/93-Estt. (SCT) dated 8-9-1993. It is also declared that I do not belong to persons/ sections/sections (Creamy Layer) mentioned in column 3 of the Schedule to the above referred Office Memorandum dated 8-9-1993, O.M. No. 36033/3/2004-Estt. (Res.) dated 9th March, 200, O.M. No. 36033/3/2004-Estt. (Res.) dated 14th October, 2008 and OM No. 36033/1/2013-Estt. (Res.), dated: 27th May, 2013.

Signature:.....

Full Name:.....

Address

NAME & ADDRESS OF THE INSTITUTE/HOSPITAL

Certificate No. _____ Date _____

DISABILITY CERTIFICATE

This is certified that Shri/Smt/Kum _____ son/wife/daughter of Shri _____ age _____ sex _____ identification mark(s) _____ is suffering from permanent disability of following category :-

A. Locomotor or cerebral palsy :

- | | |
|---|----------------------|
| (i) BL-Both legs affected but not arms. | (a) Impaired reach |
| (ii) BA-Both arms affected | (b) Weakness of grip |
| (iii) BLA-Both legs and both arms affected | (a) Impaired reach |
| (iv) OL-One leg affected (right or left) | (b) Weakness of grip |
| | (c) Ataxic |
| (v) OA-One arm affected | (a) Impaired reach |
| | (b) Weakness of grip |
| | (c) Ataxic |
| (ढ) BH-Stiff back and hips (Cannot sit or stoop) | |
| (ढु) M W - Muscular weakness and limited physical endurance | |

Affix here recent attested Photograph Showing the disability duly attested by the chairperson of the Medical Board

B. Blindness or Low Vision :

- (i) B-Blind
(ii) PB-Partially Blind

C. Hearing Impairment :

- (i) D-Deaf
(ii) PD-Partially Deaf

(DELETE THE CATEGORY WHICHEVER IS NOT APPLICABLE)

2. This condition is progressive/non-progressive/likely to improve/not likely to improve. Re-assessment of this case is not recommended/is recommended after a period of ____ years ____ months.*
3. Percentage of disability in his/her case is percent.
4. Sh./Smt./Kum meets the following physical requirements for discharge of his /her duties :-

- | | |
|--|--------|
| (i) F-can perform work by manipulating with fingers. | Yes/No |
| (ii) PP-can perform work by pulling and pushing. | Yes/No |
| (iii) L-can perform work by lifting. | Yes/No |
| (iv) KC-can perform work by kneeling and crouching. | Yes/No |
| (v) B-can perform work by bending. | Yes/No |
| (vi) S-can perform work by sitting. | Yes/No |
| (vii) ST-can perform work by standing. | Yes/No |
| (viii) W-can perform work by walking. | Yes/No |
| (ix) SE-can perform work by seeing. | Yes/No |
| (x) H-can perform work by hearing/speaking. | Yes/No |
| (xi) RW-can perform work by reading and writing. | Yes/No |

(Dr. _____)
Member, Medical Board

(Dr. _____)
Member, Medical Board

(Dr. _____)
Chairperson, Medical Board

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

***Strike out which is not applicable.**

**FORM OF CERTIFICATE TO BE SUBMITTED BY ESIC EMPLOYEES/GOVERNMENT SERVANTS
SEEKING AGE-RELAXATION**

(To be filled by the Head of the Office or Department in which the candidate is working).
(Please see Para K(6) – Important Instruction to Candidates of the Notice)

It is certified that *Shri/Smt./Km. _____ is holding the post of ----- in the pay
scale of _____ with 3 years regular service in the grade as on _____.

Signature _____

Name _____

Office seal

Place:

Date :

*(*Please delete the words which are not applicable.)*

Form of Certificate for serving Defence Personnel
(Please see Para K(7) – Important Instruction to Candidates of the Notice)

I hereby certify that, according to the information available with me (No.) _____
(Rank) _____ (Name) _____ is due to complete the specified term of his
engagement with the Armed Forces on the (Date) _____.

Place:

(Signature of Commanding Officer)

Date:

Office Seal: