



**EMPLOYEES' STATE INSURANCE CORPORATION
REGIONAL OFFICE
PANCHDEEP BHAWAN, BHAWANI SINGH ROAD,
JAIPUR-302001**

"Special Recruitment / Drive for filling up the backlog reserved vacancies of SC/ST/OBC's" in Direct Recruitment Quota of Lower Division Clerks

Applications in the prescribed format are invited for filling up the following backlog vacancies of Lower Division Clerks in Rajasthan Region of ESIC in the scale of pay Rs. 5200-20200 + Grade Pay Rs. 1900/- plus other allowances as admissible to the Corporation Employees. The break-up of the vacancies is as follows:-

Name of the post	SC	ST	OBC
Lower Division Clerk	02	01	04

One Vacancy is reserved for physically handicapped and **One** vacancies are reserved for ex-servicemen.

A. Examination Centre...- JAIPUR

B. Age limit :-

Between 18-27 years as on **27-02-2009**

Relaxation in age

- 05 years in case of SC/ST candidates.
- 03 years for other Backward Classes recognized by Govt. of India.
- In cases of Ex. Servicemen, service rendered in the Armed Forces plus 03 years.
- In case of Physically Handicapped 10 years.
- Relaxable in the case of ESIC employees and Govt. servants as per Rules.

C. Qualifications :-

- Higher Secondary Pass (Pass in 12th standard or equivalent from a recognized Board of Education.
- Working knowledge of computer including use of Office Suites and databases..

D. Fee & Mode of Payment :-

A Demand draft for Rs. 125/- (Rupees One hundred twenty five only) should be drawn on State Bank of India in favour of Regional Director, Regional Office, ESI Corporation, **payable at Jaipur.**

Candidates belonging to SC/ST/PH/Ex-servicemen category and employees of E.S.I. Corporation are exempted from payment of examination fee.

- NOTE :-**
- (i) Fee once paid will not be refunded under any circumstances.
 - (ii) Demand Draft should have been drawn on **State Bank of India** on or after the publication of the advertisement. Fee paid by any other mode will not be accepted.
 - (iii) Candidates must write his/her name & Residential address on back of the Demand Draft.

E. Scheme of Examination :- a) The 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. There will be 50 questions on each part, each question carrying one mark. The questions in all the four parts will be of objective type (multiple choice) ones. **The examination will be of 3 (Three) hours' duration.**

Part-II :- Skill Test ...The Corporation reserves the right to admit only that many candidates as considered necessary by it for skill test in knowledge of computer including use of office suites and data bases, based on the performance of candidates in part-I written test.

F. How to apply :- Application in the prescribed Form may be submitted in an envelope super scribing "**Application for the post of Lower Division Clerk under special Recruitment Drive-2009**" at the following address –

**The Regional Director,
Regional Office,
E.S.I. Corporation,
Panchdeep Bhawan, Bhawani Singh Road,
Jaipur-302001 (Rajasthan)**

The following documents should be attached with the application form :-

- (a) 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.
- (b) Attested copies of certificates and testimonials as proof of age, date of birth, educational qualification, caste, experience etc.
- (c) Attested copy of Community/Status certificate in the prescribed form in case of candidates belonging to OBC/PH/Ex-serviceman category. Candidates claiming reservation/age relaxation on grounds of belonging to OBC should submit the Community Certificate as prescribed vide Govt. of India, Department of Personnel and Training OM No. 36033/28/94-Estt.(RES) dated 02.07.97 failing which the benefit of reservation or age relaxation will not be given.

The candidates applying under OBC category must submit the certificate in the form to be produced by other backward classes applying for appointment to the posts under the Government of India. The candidates belonging to only such castes communities falling in the central list of the OBC prepared by Ministry of Social Justice & Empowerment, Govt. of India are entitled for reservation in the services under the Government of India. **The candidates who shall not be submitting the OBC certificate in the proforma prescribed for appointment to the posts under the Government of India shall not be considered for reservation under OBC category.**

- (d) Two self-addressed envelopes of the size 23 cms. X 10 cms.
- (e) Demand Draft drawn in favour of Regional Director, ESIC, Jaipur.

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 along with demand draft and other certificates and testimonials so as to reach this office on or before the due 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 except the Demand Draft which should be pinned or clipped at the top of the application form ...-

- (1) Additional photograph.
- (2) Application Form.
- (3) Attested copies of certificates.
- (4) Self-addressed envelopes.
- (5) Demand Draft

G. The last date for receipt of application form is 27-02-2009

H. General Conditions :-

1. A candidate should submit one application only. Submission of more than one application may lead to rejection of all the applications submitted.
2. Mere submission of application does not confer any right to be called for written exam/interview/other related tests.
3. Application should be submitted in the prescribed Form only. They should be filled up in Block/Capital Letters in candidate's own handwriting.
4. Application should be sent in a cover super-scribed "**Application for the post of Lower Division Clerk under special Recruitment Drive-2009**" by Registered post/Speed post so as to reach the Regional Office latest by the stipulated date.
5. Incomplete/unsigned applications and applications received without photographs, certified copies of 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.
6. No TA/DA will be paid to any candidate including SC/ST candidates for appearing in the written test.
7. Wrong declarations/submission of false information or any other action contrary to law shall lead to cancellation of the candidature at any stage.
8. No interim correspondence will be entertained.
9. The advertisement and application form is also available on the website of Regional Office, Employees State Insurance Corporation, Jaipur i.e. www.esicrajasthan.com

Regional Director
ESI Corporation
Jaipur (Rajasthan)

APPLICATION FOR THE POST OF LOWER DIVISION CLERK

1. Category you belong to
Code of category ...
(SC-02, ST-03, OBC-04)
2. Whether you are PH or
Ex. Serviceman ? ...
(PH-05/ Ex. Serviceman-06)
3. (a) Amount of fee Rs. ... _____
(b) Name of the Issuing Bank ... _____
(c) Demand Draft No. & Date ... _____
4. Name in Full

Paste your recent
passport size
photograph attested
by a Gr.'A'/Gr.'B'/
Gazetted Officer

	FIRST	MIDDLE	SURNAME
(in English in Block Letters)	<input type="text"/>	<input type="text"/>	<input type="text"/>

Full name in Hindi _____

5. Father/Husband's Name ... _____
6. Date of Birth in Christian era ... _____
(in figures and in words)
7. Are you a citizen of India by ... _____
birth and/or domicile ?
8. Permanent Address ... _____
(in Block letters) with Pin Code Number.
- Telephone No./E-mail address ... _____
9. Mailing Address (in Block Letters) ... _____
with Pin Code Number.
- Telephone No./E-mail address ... _____
10. Languages Known ... Hindi English Other Language
(Indicate Yes/No) (Specify name)
- | | | | |
|----------|-------|-------|-------|
| 1. Speak | ----- | ----- | ----- |
| 2. Read | ----- | ----- | ----- |
| 3. Write | ----- | ----- | ----- |

11. Educational qualifications

S. No.	Qualification	Name of Board / Educational Institution	Subject	Pass in year	Percentage of marks obtained	Remarks	Whether secondary examination passed with English as a subject (Yes or No)

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 extra curricular activities. if any.

14. List of enclosures : 1. 2.
3. 4.
5. 6.

I hereby declare that the information furnished in the application are true, complete and correct to the best of my knowledge and belief. I am fully aware 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 candidate : _____

Place : _____

Name : _____