



Employee's State Insurance Corporation, Rajasthan

RECRUITMENT FOR THE POST OF UDC/MTS IN E.S.I. CORPORATION, RAJASTHAN REGION
FOR THE YEAR 2012

Guidelines/Instructions for filling In- On-Line Application Form For the Post of UDC/MTS

Candidates are advised to go through these guidelines/instructions minutely before applying- on line- for the post of UDC/MTS. Transaction ID is mandatory field in the application form. Therefore, candidates are advised that before starting filling up Online application form- they must fill challan of prescribed fee and deposit the same in any Branch Of Bank Of Baroda. **Candidates from outside Rajasthan may attach Demand Draft for Rs. 225/- or Rs. 125/- as the case may be, in favour of Employees State Insurance Corporation, Rajasthan drawn on any Scheduled bank payable at Jaipur.** However, Candidates belonging to SC, ST, PH, EXSM, Women applicants and Employees of ESIC are exempted from payment of fee.

Name of the Post

Upper Division Clerk

Multi Tasking Staff

Fee

Rs. 225.00

Rs. 125.00

In addition to above Bank will charge Rs. 25/- as service charge from the candidate.

There are different categories i.e., General, SC, ST, OBC out of which some posts are reserved for PH and Ex-Servicemen. The candidate will be considered only for the category for which he/she has filled up the form subject to fulfilling of prescribed eligibility conditions for example, if a candidate has filled up General Category form though he/she belongs to SC/ST/OBC/Ex-Serviceman Category, he/she will be considered only for General category (provided he/she fulfills eligibility conditions as a General category candidate) irrespective of his belonging to the SC/ST/OBC/Ex servicemen category. Similarly, if a General Candidate has filled up SC/ST/OBC/Ex-Serviceman form, his/her candidature will stand cancelled being not SC/ST/OBC-Ex-Serviceman, Candidates are, thus, advised to fill up the form for the category they belong to or the category to which they want to compete.

Those already in service must obtain 'no objection certificate' from their department before applying for the post of UDC /MTS in ESIC.

After Online data entry, candidate will click the "submit and print" option at the end of the Online form and two copies of print out (application form) will be taken out. One copy of the application form will be sent to "The Regional Director, Regional Office, Employees State Insurance Corporation, Above Rajasthan Small Industries Corporation, (IInd & IIrd Floor), Udyog Bhawan, Tilak Marg, Jaipur" and the second copy will be retained by the candidate for his/her record and to be shown at the time of Computer Skill Test if qualified in written exam. Before sending the downloaded/printed application form, Candidate will affix latest Passport-size coloured photograph duly attested by a Gazetted Officer

on the form alongwith signature of candidate in the box provided below the coloured photograph in application form- along with Bank Challan of prescribed fee/Demand Draft, where applicable and photocopy of required testimonials will send through Registered/Speed Post at the above address so as to reach this office by 05.00 P.M. on 10.02.2012. Cheque/Postal order will not be accepted. The candidates must understand that the last date for applying for the post of UDC/MTS in ESIC is 31.01.2012 and the last date 10.02.2012 is only for the purpose of submission of hard copy of application through Registered/Speed Post. The candidates, thus, should ensure submission of Online application by 31.01.2012 by 05:00 P.M. Candidates are advised to write their application number on the back of bank challan/Demand Draft sent alongwith their application.

Vacancies advertised for the post of UDC /MTS in ESIC are only for Indian Nationals. Candidates will be first called for written test. Thereafter candidates who will qualify the Written Part will be called for Computer Skill Test for UDC. The Schedule for Written test will be available on the official web site of ESIC, Rajasthan i.e. www.esicrajasthan.com. The Candidates from far flung areas must ensure that their hardcopy of application must reach at above address by 20.02.2012. Thereafter no application will be considered in any case. Therefore, they are advised to fill their Online application form well before 31.01.2012.

Before sending application, candidates are advised to remember their application number generated by computer after saving the form Online. Computer generated application form number will be treated as their ID code during the entire process of recruitment and all correspondence with the applicant will be made only after matching the ID code.

Duly filled in Online application forms only generated through ESIC, Rajasthan website upto 31.01.2012 By 05:00 P.M. will be accepted upto 10.02.2012 by 05:00 P.M. No application form will be available any where on cash payment.

Entire process of recruitment is being computerized. Candidates are advised to fill up only one application. Multiple applications of candidate, if found, will cause rejection of candidature.

Canvassing in any manner by applicant will be a ground for disqualification.

Cut off date for all purposes including age of qualification, etc is 31.01.2012. Standing Instructions governing the recruitment to the post of UDC /MTS containing detailed terms and conditions, criteria, etc. is available on the ESIC, Rajasthan website www.esicrajasthan.com. Candidates can download/print copy of the Standing Instructions as well as above guidelines/instructions for their information and future reference.

Last Date of Submission of Printout/Hard Copy of Online Registered Application Form alongwith necessary enclosures (through Registered/Speed Post only) is 10.02.2012 by 05:00 P.M.

I have read the above instructions carefully.