



Regional Office (Tamil Nadu)
EMPLOYEES' STATE INSURANCE CORPORATION
143, Sterling Road, Nungambakkam, Chennai – 600 034.
www.esichennai.org

RECRUITMENT OF LOWER DIVISION CLERKS AND STENOGRAPHERS

- A. Applications, **through ON LINE mode**, are invited to fill up following vacancies of Lower Division Clerks and Stenographer in the offices of ESI Corporation, in Tamil Nadu Region. Break up of the vacancies is as under:

POST	SC	ST	OBC	GENERAL	TOTAL
Lower Division Clerk	4	Nil	13	22	39*
Stenographer	1	1	Nil	1	3

Note: Number of vacancies is likely to increase.

HORIZONTAL RESERVATION: * Number of vacancies as indicated above includes, 3 for Ex-Servicemen, (EXSM) 1 for visually impaired (VI) and 1 for Hearing Impaired (HI).

The vacancies are in various offices of the ESI Corporation in Tamil Nadu Region and as such the selected candidates are liable to be posted in any of the offices of the ESIC in Tamil Nadu Region. Only those candidates, who are willing to accept the posting in Tamil Nadu Region, need to apply

- B. PAY & ALLOWANCES:** The posts will carry pay in the Pay Band as given below plus allowances as admissible to the employees of ESI Corporation:-

- Stenographer** : Pay Band 5200-20,200/- with Grade Pay of Rs. 2400/-
- Lower Division Clerk** : Pay Band 5200-20,200/- with Grade Pay of Rs. 1900/-

Note:

- Total monthly emoluments of Lower Division Clerk will vary from Rs.11,700/- to Rs.13,500/- depending upon place of posting.
- Total monthly emoluments of Stenographer will vary from Rs.15,400/- to Rs.18,500/- depending upon place of posting .
- Other fringe benefits like, leave Travel Concession, Re-imbursement of Tuition Fees for children, and Annual Productivity Bonus (PLB) as per relevant rules.

C. Career advancement prospects:

Lower Division Clerk is eligible for promotion to the post of Upper Division Clerk on completion of 3 years service as per regulations and further promotion up to the level of Social Security Officer as per regulations and depending upon availability of vacancies.

Stenographer is eligible for promotion to the post of Personal Assistant (Pay Band Rs.9300-34800 with Grade Pay of Rs.4600/-) on completion of 3 years service as per regulations and further promotion up to the level of Private Secretary, as per regulations and depending upon availability of vacancies.

D. Age Limit: - 18 to 27 years as on 20th October, 2010 for both the posts

RELAXATION IN AGE, AS UNDER, IS ADMISSIBLE TO CERTAIN CATEGORIES:-

Category	Age Relaxation
Scheduled Caste / Tribe (SC/ST)	5 years
Persons with disability (PWD)	10 years, 15 years for SC/ST & 13 years for OBC
Other Backward Classes (OBC)	3 years
Ex-Servicemen (EXSM)	Actual period of service in the Army or Navy or Air Force, as the case may be plus three years, subject to a maximum age of 50 years.
Employees of ESIC and Govt. servants with 3 years continuous service.	Up to 40 years age, 45 years for SC/ST.

E. QUALIFICATIONS:-**1) FOR STENOGRAPHER:**

- i) Higher Secondary Pass (Pass in 12th standard) or equivalent from a recognized Board.
- ii) Speed of 80 w.p.m. in Stenography (English / Hindi)
- iii) Working knowledge of computer, including Office Suites and database

2) FOR LOWER DIVISION CLERK

- i) Higher Secondary Pass (Pass in 12th Standard) or equivalent from a recognized Board.
- ii) Working knowledge of computer including use of Office suites and data base with typing speed of 40 w.p.m. in English or 35 w.p.m. in Hindi.

F. FEE & MODE OF PAYMENT:-

A Demand Draft, which should be obtained from Nationalized Banks only, for the under-mentioned amount of fee, to be drawn in favour of **ESI Fund Account No.1** and payable at Chennai.

S.No.	Category	Amount payable		
		Examination Fee	Postal charges	Total amount
1	SC/ST/Persons with disability/ Employees of ESIC/ Ex-service men	Nil	Rs.25/-	Rs.25/-
2	Women candidates	Nil	Rs.25/-	Rs.25/-
3	All other candidates, including OBC	Rs.200/-	Rs.25/-	Rs.225/-

- Note: (i) Fees once paid will not be refunded for any reason whatsoever, nor will it be adjusted for any other examination.
(ii) Candidate's name, address, & Computer Generated Reference Number should be written on the back of demand draft.

G. CENTRES FOR WRITTEN EXAMINATIONS:

Written examination and skill test will be held at the following centres.

Sl.No.	CENTRE
1	Chennai
2	Coimbatore
3	Madurai
4	Salem
5	Tirunelveli

F. (1) Scheme of Examination for the post of Lower Division Clerk:**The examination will consist of two parts, viz: -**

Part I: Written examination will consist of one paper containing 4 sections, viz. English Language, General Awareness, General Intelligence and General & Numerical Aptitude. Questions in all the sections will be of objective type (multiple choices)

Part II: Skill Test: ESI Corporation reserves the right to admit only that much number of candidates as considered necessary by it, based on the performance in the Part I written examination, for skill test in typewriting and knowledge of computer, including use of office suites and data base.

(2) **Scheme of Examination for the post of Stenographer:****The examination will consist of 3 parts viz:-****PART – I :** General English / General Knowledge**PART-II :** Stenography test at a speed of 80 wpm in English or Hindi and transcription of the same on computer**PART-III:** Working knowledge of computer including use of office suites and data base (duration 30 minutes).

Candidates, who are successful in Paper-I alone will be admitted in Paper-II & III, based on their performance in Paper-I.

G. Method of Selection:

Selection will be made as per combined merit position obtained on the basis of Part I Written Examination and Part II skill test, in the case of Lower Division Clerks and in the case of Stenographers final selection will be as per combined merit position obtained in all the three parts of the examination.

H. HOW TO APPLY?

Candidates should apply through On-Line only on our website.

No other means/mode of application will be accepted.

On line Registration starts on 20th September 2010	On line Registration closes on 18th October 2010
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Guidelines for filling up applications

- (a) Candidate should preferably have a valid e-mail ID.
- (b) In case a candidate does not have a valid personal e-mail ID, it is desirable that in his/her own interest, he/she should create his/her new e-mail ID before applying on-line, so as to ensure faster receipt of communication.
- (c) Candidates are advised to keep the **Demand Draft**, obtained from any of **the Nationalized Banks**, particulars of educational qualifications, work experience details, caste certificate details, ex-serviceman details, and other personal details **ready**, as these details are required to be entered in the **ONLINE APPLICATION**. Demand Draft should be drawn in favour of **ESI Fund, Account Number.1** and payable at Chennai
- (d) Without details of the Demand Draft, the system will not accept the application.
- (f) To apply, open the web link <http://www.esichennai.org> and click on the appropriate link alongside i.e. (1) "ON-LINE APPLICATION". Fill in the required details therein, including the Demand Draft Number, date etc. and click on the "SUBMIT" button at the end of the ONLINE Application Form. A unique Reference number will appear on the screen. The candidates should take note of Reference number for the purpose of writing it at the back side of the demand draft and for further reference.
- (g) After applying ONLINE, take a print out of System Generated ON-LINE APPLICATION Form in A-4 size paper, firmly paste your recent passport size photograph (*preferably taken by Digital Camera*) affixing your signature at the appropriate space provided at the right hand top corner of the application form and again sign at the space provided at the bottom of the application form.
- (h) Attach the following documents with the System Generated ON-LINE APPLICATION FORM
 - (i) Attested copy of School Leaving Certificate, in support of date of birth.
 - (ii) Attested copies certificates and testimonials in proof of educational qualification.
 - (iii) Year wise /semester-wise mark sheets in respect of all the academic and technical examinations passed.
 - (iv) Medical Certificates issued by the Competent Authority, specifying the extent of disability, in case of Persons with disabilities.

- (v) Attested copy of Community / Status certificate in the prescribed form in case of candidates belonging to SC/ST/OBC/PH/Ex-Serviceman category issued by competent authority. OBC category candidates claiming age relaxation should submit the community certificate in the format, as given in the Annexure 'A' to the Govt. of India, DOPT Office Memorandum No.36012/22/93-Estt. (SCT) dated 8.9.1993 and modified vide DOPT's Office Memorandum No.36033/22/3/2004-Estt. (Res.) dated **9.3.2004**, failing which the benefit of reservation or age relaxation will not be given to them.
- (vi) Demand Draft for the required amount as mentioned at Para D above. Candidate's name, date of birth, & Computer Generated Reference Number should be written on the back of Demand Draft

Note1: System Generated Online Application Form and 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.

- a) Print out of the System Generated Online Application Form
- b) Attested copies of all the certificates/ testimonials

Note 2: **Demand Draft should not** be tagged or stapled, but should be pinned or clipped at the top of the Print out of the System Generated Online Application Form

- (i) System Generated Online Application Form, complete in all respects, along with the above documents and the relevant Demand Draft, should be sent by Post/Courier, in a closed envelope, super-scribing on its left hand corner, as "**APPLICATION FOR THE POST OF LDC/STENOGRAPHER**", so as to reach **on or before 20th October,2010**, to the following address: -

**Additional Commissioner, ESI Corporation, Regional Office, 143 Sterling Road,
Nungambakkam, Chennai-600034.**

- (j) Only those registered applications, the printout of which is received duly signed along with the Demand Draft and photograph pasted along with required certificates, before the last date, will be treated as valid. ESI Corporation will not be responsible for any postal delay or loss in transmission/transit. The candidates should retain a photocopy of their Demand Draft and Print out of the System Generated Application for their record and reference.

I. Last date for receipt of application print outs with Demand Draft and other documents is 20-10-2010

J. General Conditions: -

NOTE: - Before applying, applicants must ensure that they are eligible as per the eligibility criteria. The candidature of applicants, who are found ineligible, will be cancelled at any stage of selection

- a) **Separate application, with separate fees, should be sent, if any candidate wishes to apply for both the posts, ie, Lower Division Clerk and Stenographer.**
- b) Mere submission of application does not confer any right to be called for examination.
- c) Incomplete/unsigned application and applications received without the required fee/postal charges, as the case may be, photograph, attested copies of required certificates and those received after the prescribed last date will be summarily rejected without any communication to the candidates.
- d) Candidates seeking relaxation in age limit and/or exemption from payment of examination fee should enclose attested copy of relevant certificates in support of their claim and in the absence of such documentary support, their claim for relaxation in age limit and/or exemption from payment of examination fee will not be considered.
- e) No TA/DA will be payable to any candidate, including candidates belonging to SC/ST/PWD/OBC/EXSM categories, for appearing in the written examination or in skill test.
- f) No interim correspondence on any issues/matter will be entertained.

Caution: *Canvassing in any form will be a disqualification and shall result in cancellation of the candidature at any stage.*