



EMPLOYEES' STATE INSURANCE CORPORATION
REGIONAL OFFICE, NORTH EAST REGION
"PANCHDEEP BHAWAN"
BAMUNIMAIDAN, GUWAHATI - 21

GENERAL INFORMATION AND PROCEDURE FOR SUBMISSION OF ONLINE APPLICATION FORM.

STEP 1 : Visit our website <http://www.esicner.org.in>

STEP 2 : Click on " **Recruitment**"

STEP 3 : Click on " **Apply Online for the post of MTS / UDC** "link on this page.

STEP 4 : Now Click on " **Apply Online**" to fill up all the details of the application Form online.

STEP 5: After you filled up the Application Form ,please check up the correctness of the data by clicking on the ' SUBMIT BUTTON'. In case of filling up of incorrect data you may cancel the process before pressing submit button and re-apply again .Please note that the same draft cannot be used to apply again.

STEP 6: Now proceed to take a Print Out of the Application cum Registration Form. Please note the Registration Number carefully for future reference.

RECRUITMENT OF MULTI TASKING STAFF AND UPPER DIVISION CLERK

Applications are invited from eligible candidates for filling up the post of **Multi Tasking Staff (MTS) and Upper Division Clerk(UDC)** in the Offices of ESI Corporation ,N.E.Region.The category wise vacancies are as under:

BREAK UP OF VACANCIES						OUT OF WHICH VACANCIES RESERVED FOR	
	UR	SC	ST	OBC	TOTAL	EX- Serviceman	PWD
Multi Tasking	9	NIL	1	NIL	10	2	1

Staff							
Upper Division Clerk	8	1	2	1	12	1	NIL

HORIZONTAL RESERVATION; for Ex-servicemen and persons with disabilities(PWD) is available as per Govt. of India instructions on the subject.

NOTE :

- I) Candidates belonging to reserved categories are free to apply against vacancies earmarked for Unreserved/General category.
- II) As the reservation for Ex-Servicemen and Persons with Disabilities, candidates are on horizontal basis ,the selected candidates will be placed in the appropriate category to which the candidate belongs .The number of vacancies can vary at the time of final selection..The Corporation reserves the right to fill up vacancies as per its actual requirement.

2. Scale of Pay :

Post	Pay Band	Grade Pay
Upper Division Clerk	PB-I (Rs. 5200-20200/-)	Rs.2400/-
Multi Tasking Staff	PB-I (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 Upper Division Clerks: Between 18 to 27 years of age as on last date of submission of Online application.(Relaxable for employees of the E.S.I.Corporation and Government Servant up to 40 years in accordance with the instructions or orders issued by the Central Govt.).Upper age limit is also relaxable to SC/ST /OBC /PWD/Ex-Servicemen & other Categories of persons as per rules/instructions of Govt. of India .

For Multi Tasking Staff : Between 18 to 25 years of age as on last date of submission of Online Application.Upper age limit is also relaxable to SC/ST/OBC/PWD/Ex-Servicemen and other categories of persons as per rules/instructions of Govt. of India.

RELAXATION IN AGE IS ADMISSIBLE TO CERTAIN CATEGORIES AS UNDER ,IF VACANCY

IS RESERVED FOR PARTICULARS CATEGORY:-

CATEGORY	AGE RELAXATION
Scheduled Caste/Tribe (SC/ST)	5 years
Other 'Backward Class	3 years
Ex-Servicemen	Service rendered in Armed Forces plus 3 years.
Person with Disabilities (PWD)	10 years
ESIC & Govt. Employees with 3 years regular & continuous service	40 years of age,45 for SC/ST & 43 for OBC.

4. Essential Qualifications:

For Upper Division Clerks:

1. Degree of a recognised University or equivalent.
2. Working knowledge of Computer including use of Office suites and Database

For Multi Tasking Staff : Matriculation(HSLC) or equivalent passed.

5. Amount of Application Fee:-

(a) For Upper Division Clerk

S.No	Category	Fees Amount
01	SC/ST/PWD/ Departmental Candidates,Female Candidates & Ex-servicemen	NIL
02	All other categories	225/-

(b) For Multi Tasking Staff

S.No	Category	Fees Amount
01	SC/ST/PWD/ Departmental Candidates,Female Candidates & Ex-servicemen	NIL
02	All other categories	125/

Contd...4.,

(4)

(c) **Mode of Payment:** Fees of above mentioned amount is required to be paid through Demand Draft/Bankers Cheque on **United Bank of India** in favour of Regional Director, E.S.I.Corporation, Guwahati-21 payable at Guwahati.

6. HOW TO APPLY :

(a) Upper Division clerks,the candidate should submit system generated hard copy of Online application Form duly signed by the candidates with two attested photographs,by a Group "A" & Group "B" Gazetted Officer,one pasted on it and Demand Draft/Bankers cheque (as the case may

be).Application along with copies of all the testimonials may be called from the successful candidates at the time of Computer Skill Test.

(b)For Multi Tasking Staff ,the candidate should submit system generated hard copy of Online application duly signed by the candidate with two attested photographs ,by a Group “A” & Group “B” Gazetted Officer ,pasted on it along with the Demand Draft/Bankers Cheque ,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 belongs to SC/ST/OBC/PWD/Ex.Servicemen category wherever applicable.

(c) Only the Community /status certificate in the prescribed Form in the case of candidates belonging to SC/ST/OBC/Es–Servicemen /PWD category issued by the competent authority will be accepted. OBC category candidates claiming reservation/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. 36033/3/2004–Estt.(SCT) dated 08–09–1993 and modified vide DOPTs Office Memorandum No.36033/3/2004–Estt.(Res) dated 09–03–2004 and 14–10–2008 ,failing which the benefit of reservation or age relaxation will not be given to them. OBC candidates falling under creamy layer should apply in general category.

(d)Candidates should take special care not to staple the Demand Draft .They should use pins for the same.The candidates must write his/her address & unique registration number on back of the Demand Draft/ Banker cheque.

(e) Send the application form superscribed as “Application for the post of …………… ” alongwith the Registration Number by Regd/Speed post to reach the same by 28–01–2012 to the following address:

The Regional Director,
Regional office, ESI Corporation,
Bamunimaidan,
MRD Road,Guwahati–781021

(f) Those candidates who are employed in Govt./Semi Govt./Autonomous bodies etc. should send their application (Print out) through “ Proper channel”.However,they may send an advance copy of their application along with the Demand Draft .

(g) ONLINE REGISTRATION STARTS : 18–12–2011 from 06.00AM

(h) LAST DATE SUBMISSION OF ONLINE APPLICATION : 18–01–2012 06.00 PM

(i) LAST DATE FOR SUBMISSION OF HARD COPY/PRINTOUT OF APPLICATION; 28–01–2012 (5.30 PM)

7.GENERAL INSTRUCTION:

(a) Candidate should submit ONLY one application for one post.They may apply separately for more than one post. Submission of more than one application for same post may lead to rejection of all the applications submitted for the post applied for .Applicants are advised to keep the Demand Draft /Bankers Cheque ,particulars of educational qualifications,work experience details ,Caste Certificate in case of SC/ST/OBC candidates,ex–servicemen details and other personal details ready ,as these details required to be entered in the ONLINE Registration.

(b))The candidate selected/appointed shall be liable to be posted anywhere in N.E.Region i.e. Assam,Meghalaya, Nagaland,Tripura or other three states of this Region i.e. Manipur, Mizoram,

Arunachal Pradesh as and when ESI Scheme is implemented in these states.

(c) Mere submission of application does not confer any right to be called for examination.

(d) Application with unique number printed out after On-line Registration from website after completing the registration process will only be accepted.

(e) Digital photographs not older than 3(three) months.(The identical photograph should be used in the subsequent process of selection.)

(f) Signature of running hand (block letters not to be used.)

(g) Thumb Impression (LTI for Male Candidate /RTI for Femal candidates) must be put in the print out of the Application under the signature column.

(h) In-complete /unsigned applications, received without fees & photographs (In the case of applicants for MTS,certified copies of the certificates such as educational qualifications, caste ,community etc .also required to be submitted alongwith the application) and those received after the prescribed last date for receipt of application ,will summarily be rejected without any communication to the candidate.

(i) No TA/DA will be paid to any candidate including SC/ST candidates for appearing in the written test.

(j) wrong declaration ,submission of false information or any other action contrary to law shall lead to cancellation of candidature at any stage.

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

(l)Application (print out) with Registration Number should be tagged in following manner:-

(a) Attested copies of all the Certificates /testimonials in the case of applicant for MTS

(b) Application(Print out)

(c).Additional Photographs

(d)Draft/Banker's Cheque should be pinned on the application and not to be tagged.

8. For any feedback or queries,you may please contact us at the following e-mail address rd-as@esic.nic.in or esicbamunimaidan@gmail.com

9. The System generated hard copy of Online Application duly signed by the candidate along with the examination fee (Wherever applicable) received within the stipulated time shall only be considered as a valid application for the post advertised.

10.Scheme of Examination & Mode of Selection:

(1) Multiple Choice Objective Type Paper (Part-I) for UDC & MTS Both

Type of Examination	Duration of Examination	Subject		Number of questions in each subject	Remarks
Objective Type Examination	02 Hours (10.00 AM to 12 Noon)	(I)	Numerical Ability	50 questions	The questions will be set in English and Hindi for subject
		(ii)	English Language	50 questions	

		(iii)	General Intelligence	50 questions	(i),(iii) & (iv) .The maximum marks will be 200.The level of difficulty will be as the educational qualification of the respective post.
		(iv)	General Awareness	50 questions	
			Total questions	200	

(2)Scheme of Computer Skill Test and Syllabus for UDC which is as under:-

The candidates will have to appear for Computer Skill Test 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 points Presentations/Slides on MS–Power points–10 Marks.

Part B – Typing a letter/passage/pragraph 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 formating of text and use of formula etc. as per instruction given in the Question paper.

(3) Mode of Selection:-

(a) The Selection for the post of UDC will be made on the basis of written test (Part-I Objective Type) followed by Computer Skill test of the candidates shortlisted on the basis of their performance in the written test(Part-I).

(b) The Selection for the post of MTS will be made on the basis of written test only.

11. There is a provision of negative marking i.e. 0.25 marks to be deducted for every wrong answer to eliminate the element of chance.

12..Candidates should provide the valid E–mail Ids and mobile numbers for communication purpose.

13. The Date, Time and Venue of the Examination will be notified /intimated in due course.

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

(J.BARUAH)
DEPUTY DIRECTOR
FOR REGIONAL DIRECTOR

FORMAT FOR SC/ST CERTIFICATE

The form 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:-

This 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
(Reorgnization) 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 (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 19892
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/Shrimati/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 _____ dated _____.

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

Signature _____
Designation _____
(with seal of office)

State/Union Territory _____
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.

FORM 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./Km. _____ son/daughter of
Shri/Smt. _____ of _____ village/town
_____ District/Division _____ in the
_____ community which is recognized as a backward class under :

Community which is recognized as a backward class under:-

- i) Resolution No.12011/68/93-BCC© dated the 10th September, 1993, published in the Gazette of India Extraordinary – Part I, Section I, No.186 dated 13th September, 1993.
- ii) Resolution No.12011/9/94-BCC dated the 19.10.1994 published in the Gazette of India Extraordinary – Part I Section I No.163 dated 20th October, 1994.
- iii) Resolution No.12011/7/95-BCC dated the 24th May 1995, published in the Gazette of India Extraordinary – Part I, Section I No. 88 dated 25th May, 1995.
- iv) Resolution No.12011/96/94-BCC dated the 9th March, 1996.
- v) Resolution No.12011/44/96-BCC, dated the 6th December, 1996, published in the Gazette of India Extraordinary – Part I, Section I, No.210 dated 11th December, 1993.
- vi) Resolution No.12011/13/97-BCC dated the 3rd December, 1997
- vii) Resolution No.12011/99/94-BCC dated the 11th December, 1997.
- viii) Resolution No.12011/68/98-BCC dated the 27th October, 1999.
- ix) Resolution No.12011/88/98-BCC dated the 6th December, 1999, published in the Gazette of India Extraordinary – Part I, Section I, No.270 dated 6th December, 1999.
- x) Resolution No.12011/36/99-BCC dated the 4th April, 2000, published in the Gazette of India Extraordinary – Part I, Section I, No.71 dated 4th April, 2000.
- xi) Resolution No.12011/44/99-BCC dated the 21.9.2000, published in the Gazette of India Extraordinary – Part I, Section I, No.210 dated 21.9.2000

Shri/Smt./Km. _____ and/or his family ordinarily
reside(s) in the _____ District/Division
of the _____ State.

This is also to certify that he / she does not belong to the persons/section (Creamy Layer) mentioned in column 3 of the Scheduled to the Government of India. Department of Personnel & Training OM No 36033/3/2004 – Estt. (Res.) dated 09.03.2004 & OM No.36033/3/2004-Estt.(Res.) dated 14.10.2008.

District Magistrate or
Deputy Commissioner etc.

Dated:

Seal:

Note : (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 District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector / I st Class Stipendiary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate /Executive Magistrate./Extra-Assistant Commissioner (not below the rank of Ist class stipendary 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 resides.

