



क्षेत्रीय कार्यालय, कर्नाटक
REGIONAL OFFICE (Karnataka)
कर्मचारी राज्य बीमा निगम
EMPLOYEES' STATE INSURANCE CORPORATION
सं. 10, बिन्नीफिल्डस, बिन्नीपेट, बेंगलूर-23.
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RECRUITMENT FOR THE POST OF STENOGRAPHER, UPPER DIVISION CLERK AND MULTI-TASKING STAFF

1. **Online applications** are invited to fill up following vacancies in the cadre of Stenographer, Upper Division Clerk and Multi Tasking Staff in the E.S.I. Corporation, Karnataka. The breakup of the vacancies is as under:

Break Up of Vacancies						Out of which vacancies Reserved	
Posts	UR/ General	SC	ST	OBC	TOTAL	PWD/PH (OH, HI & VI)	Ex-Serv.
Stenographer	05	02	01	03	11	01	01
Upper Division Clerk (UDC)	22	20*	04	49*	95	03	10
Multi Tasking Staff (MTS)	27	-	03	38*	68	02	07

* Includes Backlog Vacancies

** Reservation for PH for **UDC**: One post each for the three sub-categories
MTS: One post for HI and One post for VI

Abbreviations stand for UR- Unreserved, SC- Scheduled Caste, ST-Scheduled Tribes, OBC- Other Backward Classes, Ex-Serv.- Ex-Servicemen, PH-Physically Handicapped(OH-Orthopedically Handicapped, HI- Hearing Impaired, VI- Visually Impaired)PWD- Persons with disabilities.

Horizontal Reservation: For Physically Handicapped persons (with not less than 40% impairment) and Ex-Servicemen is available as per Govt. of India instructions on the subject.

NOTE :

1. Candidates belonging to reserved categories are free to apply against vacancies earmarked for Unreserved/General Category.
2. As the reservation for PH and Ex-Servicemen candidates is on horizontal basis, the selected candidates will be placed in the appropriate category to which the candidate belongs.

The number of vacancies is provisional and may vary at the time of final selection The Corporation reserves the right to fill up vacancies as per its actual requirement.

2. **PAY AND ALLOWANCES:** The above posts will carry pay in the Pay Band as given below:

Sl.No	Post	Pay Band (PB-1)	Grade Pay
1	Stenographer	Rs.5200- 20200/-	Rs.2400/-
2	Upper Division Clerk	Rs.5200- 20200/-	Rs.2400/-
3	Multi Tasking Staff	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 Stenographer	: Between 18 to 27 years of age as on ...31.01.2012
For Upper Division Clerk	: Between 18 to 27 years of age as on ...31.01.2012
For Multi Tasking Staff	: Between 18 to 25 years of age as on ...31.01.2012

RELAXATION IN UPPER AGE IS ADMISSIBLE TO CERTAIN CATEGORIES, AS UNDER, WHERE VACANCY IS RESERVED FOR PARTICULAR CATEGORY:

Sl. No.	Name of the Category	Age Relaxation	Conditions
1	Scheduled Caste/Tribe (SC/ST)	5 Years	On Production of copy of SC/ST Certificate issued by the competent authority.
2	Other Backward Class (OBC)	3 years	On production of copy of certificates issued by Competent Authority as per Government of India., Department of Personnel and Training OM No.36012/22/39-Estt(SCT) dated:08.09.93 and modified vide GOI, DOPT's OM No. 6033/3/2004-Estt. (Res) dated:09.03.2004.
3	Ex-Servicemen (Ex-Servicemen)	Service rendered in armed forces plus 03 years	On production of proof of service
4	Physically Handicapped (PH/PWD)	10 Years	On production of disability certificate as required under the rules.
5	Relaxable for employees of the ESI Corporation and Government Servants upto 40 years in accordance with the instructions or orders issued by the Central Govt. provided they have rendered at least three years continuous service under Govt/ESI Corporation.		

NOTE: Only candidates applying for the post of MTS post should enclose above certificates, alongwith the printout of the application/bank challan to be sent to ESIC, as per instructions indicated in the following paras. Candidates applying for the post of UDC / Stenographer need not submit certificates now. However, the printout of the application and bank challan be sent to the address as mentioned in the following paras.

4. **Essential Qualifications :-**

Sl. No	Name of the Post	Qualification
1	Stenographer	1. Higher Secondary Pass (12 th Standard Pass) or equivalent from a Recognized Board. 2. Speed of 80 w.p.m in Stenography (English/Hindi) 3. Working Knowledge of Computer including use of office suites and databases
2	Upper Division Clerk (UDC)	1. Degree from a recognized university or equivalent 2. Working knowledge of Computer including use of office suites and databases.
3	Multi Tasking Staff (MTS)	1. Matriculation or equivalent pass

5. Amount of Application Fee and Mode of Payment:

For Stenographer

Sl. No	Category	Fee Amount (Rs)
1	SC/ST/PH/Departmental Candidates/Female Candidates and Ex-Servicemen	NIL
2	All other Categories	Rs.225/-

For Upper Division Clerk

Sl. No	Category	Fee Amount (Rs)
1	SC/ST/PH/Departmental Candidates/Female Candidates and Ex-Servicemen	NIL
2	All other Categories	Rs.225/-

For Multi Tasking Staff (MTS)

Sl. No	Category	Fee Amount (Rs)
1	SC/ST/PH/Departmental Candidates/Female Candidates and Ex-Servicemen	NIL
2	All other Categories	Rs.125/-

The candidate should remit the fees through system generated challan, in any of the branches of CANARA BANK throughout India. Payment of fees in any other mode will not be accepted . The amount should be remitted to the credit of Account No. 0403201003043, "RO KAR ESIC RECT. FEES A/c".

6. Scheme of Examinations :

The recruitment process consist of three levels;

Part – I – Multiple choice objective type paper

Part – II – Computer Skill Test

Part – III – Stenography Test

1. Part – I: Multiple choice objective type paper (Part-I) is common for all the posts, viz, Stenographer, Upper Division Clerk and Multitasking Staff:

Post	Type of Examination	Duration	Subject	Number of Questions in each subject
Stenographer	Objective	One and Half Hours	General English General Knowledge	50 questions 50 questions
Remarks:	1. The questions will be set in English and Hindi for subject 2. The Maximum marks will be 100.			

The syllabus for the examination are as follows:

Post	Type of Examination	Duration	Subject	Number of Questions in each subject
Upper Division Clerk	Objective	Two Hours	1. Numerical Ability	50 questions
			2. English Language	50 questions

& Multi Tasking Staff			3. General Intelligence	50 questions
			4. General Awareness	50 questions
Remarks:	1. The questions will be set in English and Hindi for subject (1)(3) & (4). 2. The maximum marks will be 200.			

Note: The level of difficulty will be as per educational qualification of the respective post. There will be negative marking i.e., 0.25 marks will be deducted for every wrong answer.

2. Part – II: Computer skill test - applicable for the posts of UDC & stenographers.

Computer skill Test			
A	-	Preparation of two power points presentations/slides on MS-Power Point	10 marks
B	-	Typing a letter/passage/paragraph of about 150-200 words in MS-Word	20 marks
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 test/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 instructions given in the question paper.

3. Part –III: Stenography test –applicable only for the post of Stenographers

(I)	Stenography Test	Stenography Test for 10 minutes with a speed of 80 w.p.m in English/Hindi and transcription of the same on computer for one hour.
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The medium of examination is Hindi / English, according to the choice of the candidates As such, they are advised to opt for the medium of examination at the time of examination carefully.

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

NOTE: The probable date of examination will be:

For the post UDC: 01-04-2012

For the post of MTS: 29-04-2012

For the post of Stenographer – will be notified separately.

7. MODE OF SELECTION :

- The selection for the post of Upper Division Clerk will be made on the basis of written test (Part-1), followed by Computer skill test (Part-II).
- The selection for the post of Stenographer will be made on the basis of written test (Part-1), followed by Computer skill test (Part-II) and Stenography test (Part-III).
- The selection for the post of Multi Tasking Staff will be made on the basis of written test (objective type) only.

8. Candidates are advised to provide the valid e-mail id and mobile number for communication purpose, which are mandatory.

09. **How to Apply:**

Intending candidates should first register themselves online by visiting the ESIC Karnataka Website www.esickar.gov.in. The candidates may refer the instructions prescribed in the website regarding the procedure for online registration before commencement of registration.

After successful registration, a system generated printout of Online application duly signed and duly attested, alongwith testimonials (as applicable) may be sent in the closed cover superscribed "**Application for the post of UDC / STENOGRAPHER / MTS** " by **registered post/speed post only** so as to reach at the following address by closing date i.e., **10.02.2012**. For candidates residing in North Eastern Regions, Jammu and Kashmir State, Andaman and Nicobar Island/ Lakshadweep closing date will be on 17.02.2012.

**Additional Commissioner & Regional Director,
Establishment Branch,
Regional Office,
E.S.I. Corporation,
No.10, Binnypet, Binnyfield,
BANGALORE-560 023
KARNATAKA**

Applications received other than through online process will not be entertained and they will be rejected summarily. The System generated hard copy of online application duly signed by the candidate along with the examination fee(whenever applicable) received within the stipulated time shall only be considered as a valid application for the posts advertised.

10. Those candidates who are employed in Govt/Semi-Govt/Autonomous Bodies etc., should send their system generated hardcopy of online application "Through Proper Channel". However, they may send an advance copy of their system generated hardcopy of online application, alongwith requisites mentioned at sl.no. 09 so as to reach this office on or before the closing date.

11. **General Conditions:-**

- a) A candidate should submit one application only for a particular post. They may apply separately for more than one post. Candidates who are applying for more than one post have to remit examination fee separately, if applicable. Submission of more than one application for a particular post may lead to rejection of all such applications received.
- b) Candidates shall be considered only against the vacancies available in the State of Karnataka. Hence, anyone selected/appointed against such vacancies shall be liable to be posted anywhere in the State of Karnataka.
- c) Mere submission of application does not confirm any right to be called for the written test.
- d) Incomplete / Unsigned applications or applications received without the scanned image of the photograph and the signature, challan in proof of remittance of fees, attested copies of required certificate such as educational qualification, caste/community certificate etc., (wherever required) and those received after the prescribed last date will summarily be rejected without any communication to the candidate.
- e) No TA/DA will be paid to any candidate including SC/ST candidates for appearing in the written test/skill test.
- f) Fees once paid will not be refunded under any circumstances.
- g) Wrong declarations/submission of false information or any other action contrary to law shall lead to cancellation of the candidature/appointment at any stage.
- h) Submission of application does not vest the candidate with any right to be called for written test/other related test.
- i) No interim correspondence will be entertained.
- j) The candidate, after affixing the signature, should get the application duly attested by a Group 'A' / 'B' gazetted officer. Application complete in all respects be sent, alongwith the prescribed documents, to the address mentioned in instruction no.9 above.
- k) Candidates applying for the post of UDC or Stenographer need **not** attach any

documents along with the printout of the application, since the relevant documents will be called for, only from those candidates who successfully qualify for skill test.

- l) Candidates applying for the post of MTS have to enclose all the copies of the documents relating to Educational Qualification, Caste Certificates, Proof of Age as appearing in the Matriculation Marks Sheet and Age relaxation viz., certificate of disablement, certificate of past services of ex-servicemen in the Military Services.
- m) For the post of Stenographers and UDC, the serving Govt. employees applying for the said post besides complying instructions at para-11 above shall also submit "No Objection Certificate" from the Govt. Department and hard copy of the online application should be sent "through proper channel ". The NOC may be submitted at the time of skill test.
- n) ESIC Employees applying for the above said posts shall submit the proof of service of the organisation at the time of skill test.

o) CENTRE OF EXAMINATION IS AS INDICATED BELOW :

1. BANGALORE
2. HUBLI
3. GULBARGA

The candidate can select the choice of the examination centre to which they like to appear for the written examination. No change of examination centre will be allowed / entertained after submitting the application forms.

- p) ONLINE REGISTRATION WILL CLOSE ON 31.01.2012 AT 12.00 NOON
- q) REMITTANCE OF FEES WILL CLOSE ON 31.01.2012 (UPTO THE CLOSE OF TRANSACTION TIMINGS OF CANARA BANK).
- r) Last date of receipt of applications (printout of system generated online application) is **10.02.2012** (last date for receipt of application from candidates residing in North Eastern Regions, Jammu and Kashmir State, Andaman and Nicobar Island and Lakshadweep will be on 17.02.2012).
The date and venue of examination will be informed later.

Caution: Canvassing in any form will be a disqualification and shall lead to cancellation of the candidature.

Sd.
(K.F.JANVEKAR)

Addl. Commissioner & Regional Director (Karnataka)

Date: 06-01-2012
Place: Bangalore

ICT Support by:

