



क्षत्राय कायालय ,कनाटक
REGIONAL OFFICE (Karnataka)
कमचारा राज्य बीमा निगम
EMPLOYEES STATE INSURANCE CORPORATION
सं ,10 .बन्नाफल्डस ,बन्नापट ,बंगलूर.23-
NO.10, BINNYFIELDS, BINNYPET, BANGALORE-23,
Ph: 26742485 FAX: 26741307 e-Mail: esichng@kar.nic.in



RECRUITMENT OF LOWER DIVISION CLERKS

A. Applications in the prescribed format are invited to fill up 49 (Forty Nine) vacancies of Lower Division Clerks in the ESI Corporation, Karnataka Region. The break-up of the vacancies is as follows:-

SC	ST	OBC	General	PH	Ex-SM	Total
08	04	13	18	01	05	49

NOTE :

- Candidates belonging to reserved categories are free to apply against vacancies announced for Unreserved /General category.
- Applications received for posts which are not advertised will not be entertained.
- The recruitment would be on Regional basis.
- The number of vacancies is provisional and may vary. The Corporation reserves the right to fill up vacancies as per actual requirement.

Pay & Allowances:-

Pay Scale Rs.5,200-20,200 + Grade Pay 1,900 + allowances payable to corporation employees.

B. Age Limit – Between 18-27 years as on **22-7-2011**

Relaxation in age

- 05 years in case of SC/ST candidates.
- 03 years for Other Backward Classes.
- In case 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 to the extent of their service in the Corporation and Govt. servants as per rules.

C. Qualifications:-

- Higher Secondary pass (Pass in 12th Standard equivalent from recognized Board of Education.
- Knowledge of typewriting with a speed of 30 words per minute in English.
- Working knowledge of computer including use of Office Suites and data bases.

D. Fee & Mode of Payment :-

A Demand Draft/ Banker's Cheque should be drawn on State Bank Of India in favour of Additional Commissioner & Regional Director, ESI Corporation, Bangalore/Joint Director ,ESI corporation, Hubli, as per the centre of examination opted for an amount of Rs.75/- (Rupees-Seventy five only).

Candidates belonging to SC/ST/PH/Ex-Servicemen Category/Female candidates 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 publication of the advertisement and payable at the place of examination centre. Fee paid by any other mode will not be accepted.
- III. Candidates must write his/her name & address on back of the Demand Draft.

E. Scheme of Examination:-

- (a) The Lower Divisions Clerks 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. Each question shall carry one mark. The questions in all the four parts will be of objective type (multiple choice) ones. The examination will be of 03 (Three) hours duration.

Part-II:

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

NOTE: EXAMINATION CENTRE: BANGALORE & HUBLI.

F. How to Apply :-

Application in the prescribed Form may be submitted in an envelope superscribing "Application for the post of L.D.C" at the following address:

BANGALORE CENTRE

*The Additional Commissioner & Regional Director,
Establishment Branch,
Regional Office,
E.S.I. Corporation,
NO.10, BINNYFIELDS, BINNYPET,
BANGALORE-560 023,*

HUBLI CENTRE

*The Joint Director I/C
Establishment Branch,
Sub Regional Office (Hubli)
E.S.I. Corporation,
No.4, Dollar Heights,
3rd & 4th Floor, Dollars Colony,
Gokul Road, Adjacent to New
KSRTC Bus Stand,
Hubli-580030*

The following documents should be attached with 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 in 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 SC/ST/OBC/PH/Ex-serviceman category. Candidates claiming reservation/age relaxation on grounds of belonging to OBC should submit the Community Certificate in Annexure “A” Prescribed vide Govt. Of India, Department of Personnel and Training OM No-36012/22/93-Estt.(SCT) dated 08/09/93 and modified vide G.O.I.,DOPTs OM No.36033/3/2004-EST (Res) dated 09/03/2004 failing which the benefit of reservation or age relaxation will not be given.
- d) Two self-addressed envelopes of the size 23cm. X10cms.
- e) Demand Draft drawn in favour of The Additional Commissioner and Regional Director, ESIC, Bangalore./Joint Director SRO-Hubli as per centre of examination opted.

Those Candidates who are employed in Govt./Semi-Govt. /Autonomous bodies etc. should send their applications thorough “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 scheduled date.

NOTE-I : 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 :-

- a) Additional Photograph
- b) Application Form.
- c) Attested copies of certificates.
- d) Self-addressed envelopes

NOTE-II : The Demand Draft should not be tagged or stapled, but should be pinned or clipped at the top of the application form.

G. The last date for receipt of application form is 22-7-2011 by 5.00 P.M.

The application form is to be sent by registered /speed post addressed to the “The Additional Commissioner and Regional Director, ESIC, Bangalore/ Joint Director, SRO-Hubli”, as per centre of examination opted.

The date and venue of the examination shall be informed later.

- The application form can also be downloaded from our website www.esic.kargov.in

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. The recruitment is against vacancies on a local/regional basis. Hence anyone selected /appointed on local/ Regional basis shall be liable to be posted anywhere in the State/Region.

3. Mere submission of application does not confer any right to be called for exam.
4. Application should be submitted in the prescribed Form only. Form should be filled up in Block/Capital letter in candidate's own handwriting.
5. Application should be sent in a cover super-scribed "Application for the post of LDC" by Registered Post/ Speed Post addressed to the "The Additional Commissioner and Regional Director, ESIC, Bangalore/ Joint Director, SRO-Hubli", as per centre of examination opted.
6. Incomplete /unsigned application and application received without fee, photographs, certified copies of required certificates such as educational qualification, 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.
7. No TA/DA will be paid to any candidate including SC/ST candidates for appearing in the written test.
8. Wrong declarations/submissions of false information or any other action contrary to law shall lead to cancellation of the candidature at any stage.
9. Submission of application does not vest in the candidate any right to be called for written test/other related test.
10. No interim correspondence will be entertained.
11. No change in centre of examination once opted will be allowed.

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

12. Educational Qualification (From Matriculation onwards including computer knowledge):-

SIN o	Qualification	University/ Board	Subject studied	Percentag e of Marks obtained	Remarks

13. 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

14. Details of other academic achievements, extracurricular activities, and professional achievements, if any.

15. List of enclosures:-
- | | | |
|--|----|----|
| (See Note-(1) under
"How to Apply") | 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 understand 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 the candidate: _____

Place: _____

Name: _____