EMPLOYEES' STATE INSURANCE CORPORATION
PANCHDEEP BHAWAN, C.I.G. MARG, NEW DELHI-110002.
www.esic.nic.in

Recruitment of Social Security Officers / Managers Grade-II/ Superintendent 2010-11

Online Applications (through website of ESIC at www.esic.nic.in) are invited for filling up the following vacancies of Social Security Officers / Managers Grade-II / Superintendents in the pay band of (PB-2) 9300-34800 (Grade Pay Rs.4600) with allowances as admissible to Central Government employees in similar pay band.

Unreserved	SC	ST	OBC	Total
29	15	Nil	29	73*

* 03 Posts are reserved for Ex. Service Man and **02** posts for Physically Handicapped (One Arm/ One Leg) candidates. **The actual number of vacancies may increase or decrease**. **The vacancies are in the offices of the E S I Corporation in different States and the selected candidates will liable to be posted anywhere in India.**

A candidate must opt only for one Centre out of the Centre mentioned below for written test:-

S. No.	Name of the Centre	Centre Code No.
1.	Ahmedabad	11
2.	Bangalore	12
3.	Bhubaneswar	13
4.	Chandigarh	15
5.	Chennai	16
6.	Delhi	18
7.	Dehradun	35
8.	Faridabad	19
9.	Goa	29
10.	Guwahati	20
11.	Hyderabad	21
12.	Indore	22
13.	Jaipur	23
14.	Jammu	34
15.	Kanpur	24
16.	Kolkata	14
17.	Mumbai	26
18.	Nagpur	27
19.	Patna	28
20.	Raipur	32
21.	Ranchi	36
22.	Thrissur	31

A. **Age Limit: -** Between 21 to 27 years (**as on 31-01-2011**). Upper age limit is relaxable for SC candidates up to 05 years, for OBC candidates up to 03 years. Upper age limit is also relaxable for ESIC employees, Govt. Servants, Physically Handicapped & Ex. Service Man as per rules.

B. **Educational Qualification**:-
   Essential:
   i.   A degree of a recognized University (Preference will be given to the graduates in Commerce/ Law/ Management).

   ii.   Working knowledge of computer including use of Office Suites & data base.

   Desirable:
   Three years service in a Govt. Organization or Corporation or Govt. Undertaking or Local Body or Scheduled Bank etc.

C. **(i)** **Amount of Application Fee:-**

S. No.	Category	Fee Amount
01	SC/ST/PH/ Departmental Candidates, Female Candidates & Ex Servicemen	NIL
02	All other categories	225/-

   (ii) **Mode of payment: -**
   A Demand Draft of Rs.225/-(as applicable) in favour of "**E.S.I. Corporation**" drawn on any scheduled bank **payable at New Delhi** has to be submitted alongwith the System Generated hard copy of application.

Note: -i.   **Fee once paid will not be refunded under any circumstances.**
          ii.   **Only Demand Draft drawn on State Bank of India valid for six months will be accepted. Application Fee paid by any other mode will not be accepted.**
          iii.   **The Demand Draft must be issued after the issuing date of this advertisement.**

D. **How to apply: - Only System Generated Applications (through website of ESIC)** along with **the required necessary document** in an envelope super scribed "**Application for the post of Social Security Officers / Manager Grade-II / Superintendent**" should be submitted at the following address:-

<div align="center">

Post Bag No. 29
Okhla Industrial Estate Post Office
New Delhi – 110 020

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The following testimonials 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 support of proof of age, Date of Birth, Educational qualification, 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 Personal and Training OM No. 36012/22/93-Estt. (SCT) dated 15.11.93 failing which the benefit of reservation or age relaxation will not be given.

Those candidates who are employed in Govt./Semi Govt. /Autonomous bodies etc. should sent their **system generated hard copy of online application** "Through Proper Channel". However, they may send an advance copy of their **system generated hard copy of online application** alongwith demand draft and other certificates and testimonials before the last date.

Note 1:- The **system generated hard copy of 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.

1. Additional Photograph.
2. Application Form.
3. Attested copies of certificates.
4. Self addressed envelopes.

Note 2:-The Demand Draft should not be tagged or stapled, but should be pinned or clipped at the top of the application form. The name and address of the candidates should be written on the reverse side of the Demand Draft.

General conditions:-

1. Mere submission of application does not confer any right to be called for written test.

2. A candidate should submit one application only. Submission of more than one application may lead to rejection of all the applications submitted.

3. **Only system generated hard copy of online application with unique serial number (through website of ESIC at** www.esic.nic.in **) should be submitted along with other documents. Candidates can generate / submit their online application up to 31/01/2011 (up to 5.00 PM). The link of making online application will not be available after 05.00 PM on 31/01/2011.**

4. Application should be sent in a cover super-scribed "**Application for the post of Social Security Officer / Manager Grade-II/ Superintendent-2010**" by Speed Post/ Registered Post so as to reach at the address mentioned above on or before the stipulated date.

5. Incomplete or unsigned application or applications received without certified copies of certificates of educational qualification, caste certificates and photographs and those received after the last date for receipt of applications will summarily be rejected without any communication to the candidate.

6. The centre of examination once opted will not be changed.

The list of Centers is provisional and the E.S.I. Corporation has the right not to conduct the examination in any one or more of the Centers incase the numbers of candidates are not adequate.

Mode of Selection: - The written test will consist of a Single Paper of two hours duration of Objective, Multiple-choice question covering (i) General English (ii) General Intelligence (iii) Arithmetical ability and (iv) General Awareness. Questions on (ii), (iii) & (iv) will be available bi-lingual in English and Hindi.

The selection will be on the basis of (i) Written Examination (ii) Computer Skill Test comprising of Working knowledge of computer including use of Office Suites & data base of short listed candidates(iii) Interview of short listed candidates from (ii).

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

Last date of submission of hard copies of system generated online application (Generated up to 31/01/2011 up to 05.00 PM) is <u>14-02-2011</u>. For candidates from Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep, the last date for receipt of hard copy of system generated online application (generated up to 31/01/2011 at 05.00 PM) will be <u>21-02-2011</u>.

<u>**Joint Director (Rectt.)**</u>