



REGIONAL OFFICE MAHARASHTRA
EMPLOYEES' STATE INSURANCE CORPORATION
PANCHDEEP BHAVAN : 108, N.M.JOSHI MARG, LOWER PAREL, MUMBAI – 400 013
Tel No.:- 022-61209700, Fax:- 022-24921701
Website:- esicmaharashtra.gov.in, e-mail:-rd-maharashtra@esic.nic.in

RECRUITMENT TO THE POST OF UPPER DIVISION CLERK (UDC) & MULTI TASKING STAFF (MTS)

Applications, through on line registration in the offices of ESI Corporation in Maharashtra Region, are invited from Indian Citizens, for filling up vacancies of Upper Division Clerks (UDCs) & Multi Tasking Staff (MTS) in the pay structure of PB-1 Rs.5200-20200 plus Grade Pay Rs.2400/- and PB-1 Rs.5200-20200 plus Grade Pay Rs.1800/- respectively plus D.A., H.R.A. and Transport Allowance as per rules in force from time to time applicable to the employees of the E.S.I. Corporation. Category-wise vacancies are as under: -

Name of Post	SC	ST	OBC	General	Total	Ex-Service men	Physically Handicapped		
							HI	VI	OH
Upper Division Clerks	14	13	39	81	147	15	1	4*	2*
Multi Tasking Staff	09^	20^	80^	39	148	15	2**	2	1

^ including backlog vacancies.

*including backlog vacancies 02 in VI& 01 in OH. ** including 01 backlog vacancies in HH.
Number of vacancies indicated above is provisional and subject to change.

The vacancies are in various offices of the ESI Corporation in Maharashtra Region and the selected candidates will be posted anywhere in Maharashtra Region. Only those Candidates, who are willing to accept the postings in Maharashtra Region, need to apply. Applications received for posts, which are not advertised at all, will not be entertained.

I. EDUCATIONAL QUALIFICATION:

For Upper Division Clerks:-

1. Degree of a recognized University or equivalent.
2. Working knowledge of Computer including use of office suites and database.

For Multi Tasking Staff:- Matriculation or equivalent pass.

IMPORTANT DATES		
ONLINE REGISTRATION STARTS on 18.01.2012 from 10:00 A.M.	LAST DATE FOR SUBMISSION OF ONLINE APPLICATION:- 08.02.2012 upto 23:59 P.M.	LAST DATE FOR SUBMISSION OF HARD COPY/PRINTOUT OF APPLICATION:- 15.02.2012 by 5.00 P.M. at P.O. Box No. 8709, Andheri (East), Mumbai – 400 069. (By Ordinary Post)

II. AGE LIMIT:

For Upper Division Clerks:-

AGE – Between 18 and 27 years as on 8/2/2012 (last date of submission of online application).

For Multi Tasking Staff:-

AGE – Between 18 and 25 years as on 8/2/2012 (last date of submission of online application).

RELAXATION IN UPPER AGE LIMIT:

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)	3 years (in addition to the usual period of service in the Army, Navy & Air Force 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

III. APPLICATION FEE (NON-REFUNDABLE):

Name of Post	Category	Fees (Rs.)
UDC	SC/ST/PWD/ Departmental Candidates, Female Candidates & Ex Servicemen	Nil
	All other categories	225/-
MTS	SC/ST/PWD/ Departmental Candidates, Female Candidates & Ex Servicemen	Nil
	All other categories	125/-

Note: (i) Fees **once paid will not be refunded for any reason whatsoever, nor will it be reserved for any other examination.**

(ii) Fees should be paid by way of **Demand Draft drawn in favour of “ESIC Saving Account Number II” payable at Mumbai only.** Indian Postal Order/Outstation Demand Draft will not be accepted. Fees in any other mode will not be acceptable.

(iii) Candidates must write his/her name, address & Computer Generated Application Number on the back of demand draft.

(iv) Demand Draft should be drawn on any nationalized / scheduled bank on or after publication of advertisement.

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

IV. SCHEME OF EXAMINATION & MODE OF SELECTION:

Sl. No.	Name of Post	Scheme of examination & Mode of Selection
1	U.D.C.	(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) Negative marking i.e. 0.25 marks to be deducted for every wrong answer to eliminate the element of chance.
2	M.T.S.	(a) The selection for the post of MTS will be made on the basis of written test only. (b) Negative marking i.e. 0.25 marks to be deducted for every wrong answer to eliminate the element of chance.

V. MULTIPLE CHOICE OBJECTIVE TYPE PAPER (PART – I) FOR UDC & MTS BOTH:

Type of Examination	Duration of Examination	Subjects	Number of questions in each subject	Remarks	
Objective type Examination	02 hours (10:00 A.M. to 12.00 Noon)	(i)	Numerical Ability	50 Questions	The questions will be set in English and Hindi for subject (i), (iii) and (iv). The maximum marks will be 200. The level of difficulty will be as the educational qualification of the respective post.
		(ii)	English Language	50 Questions	
		(iii)	General Intelligence	50 Questions	
		(iv)	General Knowledge	50 Questions	
				Total 200 Questions	

Negative marking i.e. 0.25 marks to be deducted for every wrong answer to eliminate the element of chance.

Paper II Computer Skill Test and syllabus (Only for UDCs):-

Candidates, who are successful in Paper-I alone will be admitted for Paper-II, based on their performance in Paper-I. The ESI Corporation reserves the right to admit, only that

much number of candidates as considered necessary by it for Paper II. The candidates will have to appear for Computer Skill Test either in English or in Hindi. They are, therefore, advised to opt for the medium of examination carefully for Computer Skill Test and mention it correctly in the application form.

The Computer Skill Test shall comprise the following three parts:

Part A	Preparation of two Power Point Presentations/Slides on MS-Power Point	10 Marks
Part B	Typing a letter/passage/paragraph 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). The duration of the test is 30 minutes for completing all the three parts. The candidates shall be given the text/matter in the Question Paper and they must type/reproduce it in the Answer Sheet. The formatting of the text should also be of the same type as given in the Question Paper. They should use necessary formulae in Excel, as per the instructions given in the Question Paper.

VI. HOW TO APPLY:

Candidates should apply only On-Line through website www.esicmaharashtra.gov.in

1. System Generated Online Application Form, complete in all respects, enclosing the above documents and the relevant Demand Draft should be sent by ORDINARY POST ONLY, in a closed envelope, super-scribing on its left hand corner, as “APPLICATION FOR THE POST OF UPPER DIVISION CLERK” OR “APPLICATION FOR THE POST OF MULTI TASKING STAFF”, as the case may be so as to reach before the last date **15.02.2012**, to the following address: -

P.O. Box No. 8709, Andheri (East), Mumbai – 400 069.

Candidates applying for the both posts should send their application separately by post.

2. **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 (wherever applicable) received within the stipulated time shall only be considered as a valid application for the post advertised.**
3. 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 system **generated hardcopy of online application** alongwith Demand Draft, certificates and testimonials so as to reach this office on or before the last date.
4. 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 only.
5. Medical Certificates issued by the Competent Authority, specifying the extent of disability, in case of Physically Handicapped (PH) candidates.

6. Discharge certificate in support of service period rendered in case of Ex-serviceman.
7. No objection certificate (NOC) from employer.
8. The following documents should be attached with the application form in the order given below:-

For Upper Division Clerks:-

- a) System generated hard copy of online application duly signed by the candidate with attested photograph, by a Group “A” & Group “B” Gazetted Officer, pasted on it and Demand Draft (as the case may be).
- b) **Demand Draft should be drawn in favour of “ ESIC Saving Account Number II ” payable at Mumbai only.** Indian Postal Order/Outstation Demand Draft will not be accepted.

Note: No other documents are to be submitted. Application along with copies of all the testimonials will be called from the successful candidates at the time of Computer Skill Test.

For Multi Tasking Staff:-

- a) System generated hardcopy of online application duly signed by the candidate and photograph duly attested by Group “A” or Group “B” Gazetted officer, pasted on it along with the Demand Draft, 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 belonging to SC/ST/OBC/PWD/EX- servicemen category wherever applicable.
- b) Two copies of recent passport size colored photographs duly attested by a Gazetted Officer with one photograph pasted on the application form.
- c) **Demand Draft drawn in favour of “ESIC Saving Account Number II” payable at Mumbai only.** Indian Postal Order/ Outstation Demand Draft will not be accepted.

ONLINE REGISTRATION STARTS: 18.01.2012 from 10:00 A.M.

LAST DATE SUBMISSION OF ONLINE APPLICATION: 08.02.2012 upto 23:59 P.M.

.LAST DATE FOR SUBMISSION OF HARD COPY/PRINTOUT OF APPLICATION; 15.02.2011 by 5.00 P.M. at **P.O. Box No. 8709, Andheri (East), Mumbai – 400 069.**

VII. “Last date of receipt of applications (hard copy of system generated online application) is 15.02.2012 by 5.00 P.M. (Last date for receipt of application from candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu & Kashmir State, Lahul and Spiti District and Pangti Sub-Division of Chamba District of Himachal Pradesh, Andman and Nicobar Island and Lakshdweep will be 21.02.2012 by 5.00P.M.”.

VIII. General Conditions:-

- 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, 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 Maharashtra Region
- 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) Colored 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) In-complete /unsigned applications, received without valid Demand Draft & 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.
- h) No TA/DA will be paid to any candidate including SC/ST candidates for appearing in the written test.
- i) Wrong declaration, submission of false information or any other action contrary to law shall lead to cancellation of candidature at any stage.
- j) Fee once paid will not be refunded under any circumstances.

IX. 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.

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

REGIONAL DIRECTOR