



**GUJARAT REGIONAL OFFICE
EMPLOYEES' STATE INSURANCE CORPORATION
(ISO 9001 :2000 Certified Organisation)
ASHRAM ROAD:AHMEDABAD**

Telephone No.079-32400503/08 Fax No.079-27540498

Web Site: www.esicgujarat.org E-mail: rdgujarat@vsnl.net

RECRUITMENT OF LDC (GROUP C)

Applications in the prescribed format are invited to fill up 50 vacancies in the Lower Division Clerk in the offices of ESIC in Gujarat State in the Pay Scale of Rs. 5200-20200+1900 Grade pay as admissible to Central Government employees.

The break up of the vacancies is as follows:

<i>SC</i>	<i>ST</i>	<i>OBC</i>	<i>Genl.</i>	<i>Total</i>
<i>03</i>	<i>07</i>	<i>13</i>	<i>27</i>	<i>50</i>

Out of the above, 2 vacancies have been reserved for Orthopaedically handicapped and 5 for Ex servicemen.

1. Examination Centre : Ahmedabad

2. Educational Qualification :-

- (i) Higher Secondary Pass (pass in 12th Standard) or equivalent from a recognised Board.
- (ii) Working knowledge of computer including the use of office suites and data base with typing speed of 40 words per minute in English or 35 words per minute in Hindi.

3. Age :- Minimum **18** years and Maximum **27** years as on 3-3-2010 i.e. last date of receipt of applications.

Age Relaxation: 05 years in the case of SC/ST Candidates and in case of Ex. Servicemen service rendered in the Armed Force plus 3 years and 10 years in the case of physically handicapped and for Govt. Servants as per orders of the Government issued from time to time.

4. Fees & Mode of payment :

A Demand Draft/Banker Cheque of **Rs.200/-** in favour of **ESI Fund A/c No.1 drawn on State Bank of India payable at Ahmedabad**, is to be submitted along with the application.

Candidates belonging to SC/ST/PH/Ex Servicemen category and employees of ESI Corporation are exempted from payment of examination fees. For all other categories, application fees is Rs.200/-.

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.
- iii. Candidates must write his/her name and address on reverse of the Demand Draft.
- iv. Fees paid by any other mode will not be accepted.

5. **Scheme of Examination** : The examination will consist of two parts viz :

Part I : Written Test

Part II : Skill test in typing on computer and knowledge of computer, including use of Office Suites and databases.

Part I : The written test will consist of one paper of 200 marks containing 4 parts (i) English Language (ii) General Intelligence & General Aptitude (iii) Numerical Aptitude (iv) General Awareness.

There will be 50 questions on each part, each question carrying one mark. The questions in all the four parts will be of objective type (multiple choice) ones. The examination will be of 3 (Three) hours duration.

Part II : The Corporation reserves the right to admit only that many candidates as considered necessary for skill test in typewriting /knowledge of computer, based on the performance of candidates in the written test. Intimation shall be sent to candidates after Part –I written test. **The candidates who desire to take Computer Skill test in Hindi will be provided Font Mangal in Hindi as provided by Microsoft Office 2003 operating system. Those who want to take the Hindi Computer Skill Test in other operating system/Font, then they are required to bring their own CD of that particular Font /system.**

6. **How to Apply** :- Application in the prescribed form may be submitted by **Regd. Post/Speed Post** in an envelope superscribed **“Application for the post of LDC-2010-”** at the following address :

**Regional Director
Regional Office, ESI Corporation,
Panchdeep Bhavan, Ashram Road, Ahmadabad 380014**

The following documents should be attached with the application form

:

- a) Recent passport size photograph duly attested by a Group “A”/Group “B” /Gazetted Officer be 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 /Caste/Disability/Discharge certificate in the prescribed form in respect of candidates belonging to OBC/SC/ST/PH/Ex. Serviceman category respectively. Candidates claiming reservation/age relaxation on grounds of belonging to OBC submit the Community Certificate

in Annexure A prescribed vide Government of India, Department of Personnel & Training O.M. NO. 36012/22/93-Estt.(SCT)dated 8.9.1993 and modified vide GOI, DOPT’s OM No. 36033/3/2004-EST(Res.) dated 9.3.2004.

THE CANDIDATES APPLYING UNDER OBC CATEGORY MUST SUBMIT THE CERTIFICATE IN THE FORM TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO THE POST UNDER THE GOVT. OF INDIA. THE CANDIDATES BELONGING TO ONLY SUCH CASTES/COMMUNITIES FALLING IN THE CENTRAL LIST OF THE OBC PREPARED BY MINISTRY OF SOCIAL JUSTICE & EMPOWERMENT, GOVT. OF INDIA ARE ENTITLED TO RESERVATION IN THE SERVICES UNDER THE

GOVT. OF INDIA. THE CANDIDATES WHO SHALL NOT BE SUBMITTING THE OBC CERTIFICATE IN THE PROFORMA, PRESCRIBED FOR APPOINTMENT TO THE POST UNDER THE GOVT. OF INDIA SHALL NOT BE CONSIDERED FOR RESERVATION UNDER OBC CATEGORY.

- d) Attested copy of disability certificate confirming of disability not less than 40% issued by competent authority in the prescribed format.

Those candidates who are employed in Govt./ Semi – Govt./Autonomous bodies etc. should send their applications “Through Proper Channel”. However, they may send an advance copy of their application along with certificates and testimonials so as to reach this Office on or before the due date. i.e. 3-3-2010.

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 :

1. Demand Draft
2. Application Form
3. Attested copies of certificates.

7. **Note : The last date for receipt of application form by Regd. Post/Speed Post is 3.3.2010 by 6:15 P.M.** (The extended last date for receipt of application from candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Laddakh Division of Jammu and Kashmir State, Lahaul & Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Islands and Lakshdweep will be 17-3-2010).

8. General Conditions :-

1. A candidate should submit one application only, submission of more one application may lead to rejection of all the applications submitted.
2. Mere submission of application does not confer any right to be called for written test.
3. Application should be submitted in the prescribed Form only. It should be filled up in Block/ Capital Letters in candidate's own hand writing.
4. Application should be sent in a cover superscribed : **“Application for the post of LDC-2010”** by Registered Post/ Speed post so as to reach the Regional Office latest by 3-3-2010.
5. Incomplete/unsigned applications received without 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

6. rejected without any communication to the candidate.
7. No interim correspondence will be entertained.
8. Candidates shall generally be considered only against the vacancies available in the State.
9. No TA/DA will be paid to any candidate for appearing in the written test.
10. Wrong declarations/submission of false information or any other action contrary to law shall lead to cancellation of the candidature at any stage.
11. Before applying for the post, the candidate should ensure that he/she fulfills the eligibility criteria mentioned above. The Corporation would be free to reject any application at any stage of selection process, if the candidate is found ineligible for the post for which he has applied. The decision of the Corporation regarding eligibility of the Candidates, the stage at which scrutiny of eligibility is to be undertaken, qualifications experience and other eligibility norms shall be final.

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

**Additional Commissioner/
Regional Director**

APPLICATION FORM

APPLICATION FOR THE POST OF LOWER DIVISION CLERK

Paste your recent passport size photograph attested by a Group 'A'/'B' Gazetted Officer

1. Name in full (in Block Letter)

2. Name of the Centre (in Block Letter) : Ahmedabad
3. Father's/Husband's Name

4. Date of Birth in Christian Era

(in figures and in words)_____

5. Are you a citizen of India by birth and /or domicile
:_____

6. Permanent Address (In Block Letters) with PIN Code Number
:_____

7. Mailing Address (In Block Letters) with PIN Code Number

Tele Phone No : ® _____ (M) _____
E.Mail I.D. _____

8. Category you belong to: Code of Category _____
(Genl. -01,SC-02, ST-03, OBC-04)

9. Whether you are PH/ Ex. Serviceman 05 06
(PH-05, Ex. Serviceman-06)

10. Whether the Computer skill test Hindi English
To be taken in English or Hindi-----
(please tick in the relevant box)
(Please see instruction at Sl.No. 5 in the advertisement/)
11. Languages known : Hindi English Other Language
(indicate Yes/No)
1. Speak _____
2. Read _____
3. Write _____

12. Educational qualifications (From Matriculation onwards including computer knowledge)

Sl. No.	Qualifications	University/ Board	Subject studied	Percentage of marks obtained	Remarks

13. Experience /particulars of previous and present employment :

Sl. 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 Under “How to Apply”)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

I hereby declare that the information furnished in the application is 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.

Signature of Candidate : _____
Name of Candidate : _____

Date :
Place :