EMPLOYEES' STATE INSURANCE CORPORATION
REGIONAL OFFICE, KARNATAKA
No.10, BINNYFIELDS, BINNYPET, TANK BUND ROAD,
(NEAR BINNY MILLS, NEXT TO ETA MALL) BENGALURU-560023
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# RECRUITMENT OF PARAMEDICAL AND NURSING STAFF FOR ESIC MEDICAL EDUCATION INSTITUTIONS, HOSPITALS AND DISPENSARIES IN KARNATAKA REGION

**(Closing date for receipt of Online Application is 21.01.2019)**

***Online Applications*** (through website of ESIC at (www.esickar.gov.in / www.esic.nic.in) are invited for filling up the posts of Paramedical and Nursing Staff for ESIC Medical Education Institutions, Hospitals and Dispensaries in **KARNATAKA** Region on **regular basis by Direct Recruitment**. The detail of vacancies is as under: -

## A. DETAILS OF VACANCIES: -

| S. No. | Name of the Post | Pay Level (as per 7th CPC) | Pay Matrix (as per 7th CPC) | UR | SC | ST | OBC | Total Vacancy | Horizontal Reservation | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | PWD | Ex-Servicemen |
| 1. | Audiometry Technician | 5 | Rs. 29,200 – 92,300 | 1 | 0 | 0 | 0 | 1 | | |
| 2. | Blood Bank Technician | 5 | Rs. 29,200 – 92,300 | 2 | 0 | 0 | 1 | 3 | | |
| 3. | Dental Hygienist | 6 | Rs. 35,400 – 1,12,400 | 2 | 0 | 0 | 1 | 3 | | |
| 4. | Dietician | 7 | Rs.44,900 – 1,42,400 | 1 | 0 | 0 | 0 | 1 | | |
| 5. | ECG Technician | 4 | Rs. 25,500 – 81,100 | 2 | 0 | 1 | 0 | 3 | | 1 |
| 6. | Jr. MRT | 2 | Rs.19,900 – 63,200 | 5 | 0 | 0 | 1 | 6 | 1 HH | |
| 7. | Lab Assistant | 3 | Rs.21,700 – 69,100 | 12 | 3 | 0 | 3 | 18 | 1 HH | 1 |
| 8. | Medical Social Worker | 4 | Rs. 25,500 – 81,100 | 5 | 1 | 0 | 1 | 7 | | 1 |
| 9. | Occupational Therapist | 6 | Rs. 35,400 – 1,12,400 | 1 | 0 | 0 | 0 | 1 | | |
| 10. | O.T. Assistant/ Plaster/ Manifold Assistant | 3 | Rs.21,700 – 69,100 | 10 | 3 | 2 | 5 | 20 | | |
| 11. | Pharmacist (Allopathy) | 5 | Rs. 29,200 – 92,300 | 15 | 3 | 1 | 6 | 25 | | 5 |
| 12. | Pharmacist (Ayurveda) | 5 | Rs. 29,200 – 92,300 | 1 | 0 | 0 | 0 | 1 | | |
| 13. | Physiotherapist | 6 | Rs. 35,400 – 1,12,400 | 1 | 0 | 0 | 1 | 2 | | |
| 14. | Staff Nurse | 7 | Rs. 44,900 – 1,42,400 | 114 | 35 | 13 | 58 | 220 | | 23 |
| | GRAND TOTAL | | | 172 | 45 | 17 | 77 | 311 | 2 | 31 |

**Note 1:** Vacancies notified above are subject to change.

**Note 3:** **Recruitment against Vacancies reserved for Persons with Benchmark Disabilities under Special Recruitment Drive**
The Govt. of India, Ministry of Personnel, PG & Pension, DoPT vide O.M. dated 15.01.2018 has revised the quantum of reservation for Persons with Benchmark Disabilities to 4% along with introduction of some new categories of disabled. The existing identification of posts reserved for PWDs does not include the new categories of disabled introduced vide DoPT above referred OM dated: 15.01.2018. The vacancies under PWD category 'C' and 'D & E' as per above referred DoPT OM dated: 15.01.2018 will be advertised and filled up separately under Special Recruitment Drive after identification of Categories of Disabled suitable for above posts by the Govt. of India.

- **IDENTIFIED POSTS FOR PERSONS WITH DISABILITIES (PWDs) under Category A & B, as stipulated vide Govt. of India, Ministry of Personnel, PG & Pension, DoPT vide O.M. dated 15.01.2018**

| Post | Suitability for the post | Physical Requirements | Abbreviation Used |
|---|---|---|---|
| Jr. MRT | Category B | S.ST.W.BN.MF.RW.SE.C | S=Sitting, ST=Standing, W=Walking, BN=Bending, CL=Climbing, L=Lifting, KC=Kneeling and Crouching, RW=Reading and Writing, MF=Manipulation with Fingers, PP=Pulling and Pushing, SE=Seeing, C=Communication, H=Hearing, VH=Visually Impaired, B=Blind, LV=Low Vision, HH=Hearing Impaired. |
| Lab Assistant | Category B | S.ST.W.BN.MF.SE.RW.H.C | |

## B. ELIGIBILITY

**(a) Educational &Other Qualification and Age limit for the advertised posts:**
The Educational Qualification, Other Essential Qualification (Experience etc.) and Age Limit as per existing Recruitment Regulations for the posts is as under:

| S. No. | Post Code | Name of the post | Educational & Other qualification (As per existing Recruitment Regulations) | Age (As per existing Recruitment Regulations) |
|---|---|---|---|---|
| 1. | 36 | Audiometry Technician | 1. B.Sc. Speech and Hearing or equivalent from a Central Govt./State Government/ AICTE recognized University OR Senior Secondary School Certificate with DCD (Diploma in Communication Disorders) with Two years experience in Audiometry.<br>2. Two Years Experience in handling Audiometer and Hearing Aides. | Not exceeding 32 Years (Relaxable for five years in case of Government Servants and Employees of ESI Corporation.) |

| | | | | |
|---|---|---|---|---|
| 2. | 35 | **Blood Bank Technician** | Degree in Science from a recognized University with Two Years Experience in Blood Bank Laboratory Techniques OR Sr Secondary/ 10+2 or equivalent from recognized Board with diploma in Medical Laboratory Technology from a Central Govt./State Government/ AICTE recognized Institution and two years experience in Bood Bank Laboratory Techniques. | 18-32 years (relaxable up to 37 Years in case of Government Servants and Employees of ESI Corporation.) |
| 3. | 04 | **Dental Hygienist** | Essential:- (A) Degree in Science (Biology) from a recognized University or equivalent<br>(B) Diploma in Dental Hygienist from a Central Govt./State Government / AICTE recognized University or equivalent<br>(C) Registered with Dental Council as Dental Hygienist and<br>(D) Two Years Experience as Dental Hygienist<br><br>Desirable:- Working Knowledge of Computer | Not exceeding 32 years (relaxable up to 37 Years in case of Government Servants and Employees of ESI Corporation.) |
| 4. | 34 | **Dietician** | Master's Degree in Dietetics or Nutrition or in Home Science with Nutrition as a subject from a recognized University or equivalent<br>OR<br>B.Sc. (Home Science with Nutrition as special subject) from a recognized University or equivalent with post graduate diploma in dietetics from a recognized institution and one year practical Experience in the dietetics department of a Hospital.<br>Desirable:- Research or Practical Experience in the field of Nutrition/ or related subjects. | Not exceeding 32 years (relaxable up to 37 in case of Government Servants and Employees of ESI Corporation.) |
| 5. | 40 | **ECG Technician** | Science Graduate preferably with one year experience of handling ECG Machine in a recognized institution.<br>OR<br>Sr. Secondary/ 10+ 2 or equivalent qualifications from a recognized Board with three years experience of handling ECG Machine in a recognized institution. | Not exceeding 32 years (relaxable up to 37 Years in case of Government Servants and Employees of ESI Corporation |
| 6. | 43 | **Jr. MRT** | 1. 10+2 or equivalent qualification<br>2. Should have attended at least six months training course for Medical Record Technician in a recognized institute OR should have at least six months exp. Of working in the record registration and statistical Section of a recognized/registered hospital specially in coding and indexing work.<br>3. Should have working knowledge of Computers. | 18-27 years (relaxable up to 37 in case of Government Servants and Employees of ESI Corporation) |

| | | | | |
|---|---|---|---|---|
| 7. | 15 | **Lab Assistant** | Senior Secondary/10+2 or equivalent qualifications with Diploma in MLT from an institute recognized by the AICTE. | Not exceeding 32 years (relaxable up to 37 Years in case of Government Servants and Employees of ESI Corporation. |
| 8. | 41 | **Medical Social Worker** | Degree/ Diploma in Social Work from a Central Govt./State Government/ AICTE recognized institution preferably with One Year Experience in Family Planning, Social Work/ Health Education/ Training. | Not exceeding 37 years. |
| 9. | 02 | **Occupational Therapist** | 1. 10+2/ Sr. Secondary with Science<br>2. Three years degree course or Diploma training course in Occupational Therapist from a Central Govt./State Government/ AICTE recognized institution.<br>3. Six months Internship in the field. | Not exceeding 32 years (relaxable up to 37 Years in case of Government Servants and Employees of ESI Corporation |
| 10. | 14 | **O.T. Assistant/ Plaster/ Manifold Assistant** | Senior Secondary/10+2 with Science or equivalent qualification from a recognized Board with One Year Experience in O.T. of a recognized Hospital. | Not exceeding 32 years (relaxable up to 37 Years in case of Government Servants and Employees of ESI Corporation |
| 11. | 06 | **Pharmacist (Allopathic)** | Degree in Pharmacy/ Sr. Secondary with Diploma in Pharmacy from a recognized institution and qualified & registered as Pharmacist under Pharmacy Act 1948. | Not exceeding 32 years (relaxable up to 37 Years in case of Government Servants and Employees of ESI Corporation |
| 12. | 07 | **Pharmacist (Ayurvedic)** | 1. Matriculations or equivalent qualification from a recognized Board<br>2. Diploma in Ayurvedic from recognized Institution<br>3. Three years experience in Ayurvedic Pharmacy in recognized Institute/Hospitl after duly registered under pharmacy Act, 1948 | Not exceeding 32 years (relaxable up to 37 Years in case of Government Servants and Employees of ESI Corporation. |
| 13. | 03 | **Physiotherapist** | 1. 10+2/ Sr. Secondary with Science<br>2. Three years Degree course or Diploma training course in Physiotherapy from a Central Govt./State Government/ AICTE recognized institution.<br>3. Six months Internship in the field | Not exceeding 32 years (relaxable up to 37 Years in case of Government Servants and Employees of ESI Corporation |
| 14. | 01 | **Staff Nurse** | 1. Diploma in General Nursing & Midwife or equivalent qualification for male nurse.<br>2. Registered nurse with Nursing Council. | Not exceeding 37 years. |

Note-

(i) **Candidates who have not acquired/will not acquire the educational qualification as on the closing date of receipt of application will not be eligible and need not apply.**

(ii) **Experience gained after completion of requisite educational qualification will only be considered.**

**(b) Age Relaxation**

Upper age limit is relaxable for candidates belonging to reserved categories i.e. SC/ST/OBC/PWD/Ex-Servicemen in accordance with the instructions of Govt. of India as under:

(i) 03 years for OBC

(ii) 05 years for SC/ST.

(iii) 10 years for PWD (additional 05 years in case of SC/ST & 03 years in case of OBC). However, the upper age limit under PWD category shall be as per instructions of Govt. of India.
(iv) Ex.SM-Length of Service in Armed forces+ 3years (additional relaxation for SC/ST/OBC).
(v) Relaxation in age for other categories shall be as per instructions of Govt of India and Recruitment Regulations of concerned post.

## C. NATIONALITY/ CITIZENSHIP

A candidate must be either:

(a) a citizen of India, or
(b) a subject of Nepal, or
(c) a subject of Bhutan, or
(d) a Tibetan refugee who came over to India, before the Ist January, 1962 with the intention of permanently settling in India, or
(e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African Countries of Kenya, Uganda, the United Republic of Tanzania (Formerly Tanganyika and Zanzibar ), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India.

Provided that a candidate belonging to categories (b), (c), (d) and (e) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

A candidate in whose case a certificate of eligibility is necessary may be admitted to the Examination but the offer of appointment will be given only after the necessary eligibility certificate has been issued to him by the Government of India.

## D. APPLICATION FEE:-

### (i) Amount of Application Fee

| S. No. | Candidate Category | Fee Amount |
|---|---|---|
| 01 | SC/ST/PWD/ Departmental Candidates, Female Candidates & Ex Servicemen<br>***This fee of Rs. 250/- shall be refunded duly deducting Bank Charges as applicable, on appearing of the candidate in the Written Examination.** | Rs. 250/-* |
| 02 | All other categories | Rs. 500/- |

### (iii) Mode of payment: -

(a) ONLINE Fee Payment through Internet Banking/Debit/Credit Card etc. (as provided in the Online Application) will only be accepted.
(b) Fees paid by modes other than through Online Application will **not** be accepted and the applications of such candidates will be rejected forthright and the payment made shall stand forfeited.
(c) Detailed instructions for filling online application and ONLINE Fee Payment are available on the website.
(d) Female candidates, Departmental Candidates and candidates belonging to Scheduled Caste, Scheduled Tribe, Person with Disabilities (PWDs) and Ex-serviceman should provide the details of beneficiary account in which they would like to receive the refund viz. Beneficiary Name, Bank Name, Account Number and IFSC Code etc.

**IMPORTANT NOTE: THE CANDIDATES MUST ENSURE THAT THEY HAVE MADE PAYMENT THROUGH STATE BANK COLLECT SYSTEM (SBI) AFTER 24 TO 36 HOURS OF SUCCESSFUL SUBMISSION OF THE APPLICATION FORM. MERE FILLING OF BENEFICIARY DETAILS IN THE APPLICATION FORM WILL NOT AUTO DEBIT THE APPLICATION FEE. THE BENEFICIARY DETAILS ARE CAPTURED ONLY FOR THE PURPOSE OF REFUND OF APPLICATION FEE TO EXEMPTED CATEGORY CANDIDATES AND NOT FOR AUTO DEBIT OF APPLICATION FEE.**

## E. HOW TO APPLY

1. Candidates must apply online through the website www.esic.nic.in. No other means/mode of application will be accepted. Applications received through any other mode will not be accepted and will be summarily rejected. To apply online visit our website www.esic.nic.in or **www.esickar.gov.in**.
2. Detailed Instructions for filling online application are available on the website. Candidate should read the instructions carefully before making any entry or selecting options.

3. After submitting the online application, the candidates are required to take print out of the finally submitted online application and retain the same with them.

4. **Candidates are not required to submit to ESIC either by post or by hand the printouts of their online applications or any other document. They will be required to submit printout of online application along with documents in support of their eligibility etc.**

5. **ONLINE EXAMINATION MAY BE CONDUCTED BY HOLDING A SINGLE EXAMINATION. AS SUCH CANDIDATES MAY CAREFULLY APPLY FOR HIS/HER CHOICE OF POST AND REGION/STATE POST.**

6. **The candidates are advised to submit ONLY SINGLE ONLINE APPLICATION FOR A POST AS ONLINE EXAMINATION FOR A PARTICULAR POST FOR ALL THE STATES MAY BE HELD IN SINGLE EXAMINATION. However, if somehow, he/she submits multiple online applications, then he/she must ensure that online application with the higher "Application Number" is complete in all respects including fee. The applicants, who submit multiple online applications, should note that only the online application with higher "Application Number" and complete in all respect shall be entertained by the ESIC and fee paid against one "Application Number" shall not be adjusted against any other "Application Number".**

7. **Application once submitted cannot be modified, hence utmost care should be taken to furnish the correct details before submitting the online application.**

8. Candidates are required to keep active their Email-ID and Mobile Number registered in online application during the currency of this recruitment process. ESIC will also send Letters for Computer Test and other communication only at the registered email ID/Mobile of candidates. Hence under no circumstances, the candidates should provide email ID to anyone.

9. Candidates are advised in their own interest to apply online much before the closing date and not wait till the last date to avoid the possibility of congestion in server to log on etc.

10. **IMPORTANT POINTS TO BE NOTED BY CANDIDATES BEFORE APPLYING ONLINE**

**(i) Before applying online, candidates should scan their:**
- **photograph (4.5cm × 3.5cm)**
- **signature (with black ink)**
- **left thumb impression (on white paper with black or blue ink)**
- **a hand written declaration (on a white paper with black ink) (text given below)**

**ensuring that the all these scanned documents adhere to the required specifications as given in Annexure III to this Advertisement.**

**(ii) Signature in CAPITAL LETTERS will NOT be accepted.**

**(iii) The left thumb impression should be properly scanned and not smudged.** (If a candidate is not having left thumb, he/she may use his/ her right thumb for applying.)

**(iv) The text for the hand written declaration is as follows –**

***"I, _____ (Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required."***

(v) The above mentioned hand written declaration has to be in the candidate's hand writing and in English only. If it is written and uploaded by anybody else or in any other language, the application will be considered as invalid. (In the case of Visually Impaired candidates who cannot write may get the text of declaration typed and put their left hand thumb impression below the typed declaration and upload the document as per specifications.)

(vi) Keep the necessary details/documents ready to make Online Payment of the requisite application fee/ intimation charges

(vii) Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. ESIC may send intimation to download call letters for the Examination etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number during the recruitment process.

11. **Before applying online,** a candidate will be required to have a scanned (digital) image of his/her Photograph, Signature, Left Thumb Impression and Hand Written Declaration as per the specifications given below.

**Photograph Image:**

- Photograph must be a recent passport size colour picture.
- Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- If you have to use flash, ensure there's no "red-eye"
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between 20kb–50 kb
- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.
- If the photo is not uploaded at the place of Photo Admission for Examination will be rejected/denied. Candidate himself/herself will be responsible for the same.
- Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.
- Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.

**Signature:**

- The applicant has to sign on white paper with Black Ink pen.
- The signature should be of the applicant and not by any other person.
- The signature will be used to put on the Call Letter and wherever necessary.
- If the Applicant's signature on the attendance sheet or Call letter, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified.

- Signature / Hand written declaration in CAPITAL LETTERS shall NOT be accepted.
- File type: jpg / jpeg
- Dimensions: 140 x 60 pixels in 200 DPI (Preferred for required quality)
- File Size: 10 KB – 20 KB

**Left thumb impression:**

- The applicant has to put his left thumb impression on a white paper with black or blue ink.
- The hand written declaration should be of the applicant and not by any other person.
- File type: jpg / jpeg
- Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e 3 cm * 3 cm (Width * Height)
- File Size: 20 KB – 50 KB

**Hand-written declaration:**

- Hand written declaration content is to be as expected.
- Hand written declaration should not be written in CAPITAL LETTERS.
- The applicant has to write the declaration in English clearly on a white paper with black or blue ink.
- The hand written declaration should be of the applicant and not by any other person.
- Hand written Declaration
- File type: jpg / jpeg
- Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e 10 cm * 5 cm (Width * Height)
- File Size: 50 KB – 100 KB.

**Scanning the documents:**

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Color to True Color
- File Size as specified above
- Crop the image in the scanner to the edge of the photograph/signature/ left thumb impression / hand written declaration, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- Candidates using MS Windows/MSOffice can easily obtain documents in .jpeg format not exceeding 50kb (photograph and hand written declaration) & 20kb (signature and left thumb impression) by using MS Paint or MSOffice Picture Manager. Scanned documents in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50 kb (photograph and hand written declaration) & 20 kb (signature and left thumb impression) by using crop and then resize option (Please see point (i) & (ii) above for the pixel size) in the 'Image' menu. Similar options are available in other photo editor also.
- If the file size and format are not as prescribed, an error message will be displayed.
- While filling in the Online Application Form the candidate will be provided with a link to upload his/her photograph, signature, left thumb impression and hand written declaration.

**Procedure for Uploading the documents**

- There will be separate links for uploading Photograph, signature, left thumb impression and hand written declaration

- Click on the respective link "Upload Photograph / signature / left thumb impression / hand written declaration"
- Browse and Select the location where the Scanned Photograph / signature / left thumb impression / hand written declaration file has been saved.
- Select the file by clicking on it
- Click the 'Open/Upload' button
- Your Online Application will not be registered unless you upload your Photograph, signature, left thumb impression and hand written declaration as specified.

**Note**:

(1) In case the face in the photograph or signature or left thumb impression or the hand written declaration is unclear / smudged the candidate's application may be rejected.

(2) After uploading the Photograph / signature / left thumb impression / hand written declaration in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature or left thumb impression or the hand written declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature, prior to submitting the form.

(3) After registering online candidates are advised to take a printout of their system generated online application forms.

(4) Ensure that the size of the scanned image is not more than above specifications. If the size of the file is more, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

**STEPS FOR APPLYING:**

**REGISTRATION:**

a) Candidates can apply online by visiting the ESIC website www.esic.nic.in > Recruitment.
b) Candidates will get the instructions page and they will have to accept the terms & conditions by clicking **'I Agree'** Checkbox given below and pressing the **'Start'** button.
c) Applicants are needs to sign up first with their valid **E-mail ID** and **Mobile No.** with them while signing up.
d) The One-time **Password** and **login details** will be sent to the **E-mail ID & Mobile No.** provided, so candidates are advised to verify the correctness of the **Email ID & Mobile No.** before proceeding.

**COMPLETION OF ONLINE FORM:**

a) Candidates can apply online by revisiting the Online Application through the ESIC website www.esic.nic.in > Recruitment.
b) The candidate should now login and fill up all the information asked in the on-line form about himself/herself correctly.
c) The candidates should now fill up all the desired information in the online form about himself/herself correctly. The candidate can make necessary corrections, (if any) before submission of application however **Candidates are not allowed to change the Email–ID, Mobile Number, Candidate Name, Post**.
d) On successful submission of on-line application, candidates are advised not to attempt for re-registration for the same post. In case of multiple registrations for the same post, the one with the highest registration number will be considered as the final application. Candidate is required to download the online form generated by the System with unique registration number, which may be retained for future reference.

**PAYMENT OF APPLICATION FEE**

On completion of Application Form, after minimum 24 to 36 hours candidate needs Login and Click on **"Make Payment"** link and deposit the requisite examination fee through On-line mode only.

**IMPORTANT NOTE: THE CANDIDATES MUST ENSURE THAT THEY HAVE MADE PAYMENT THROUGH STATE BANK COLLECT SYSTEM (SBI) AFTER 24 TO 36 HOURS OF SUCCESSFUL SUBMISSION OF THE APPLICATION FORM. MERE FILLING OF BENEFICIARY DETAILS IN THE APPLICATION FORM WILL NOT AUTO DEBIT THE APPLICATION FEE. THE BENEFICIARY DETAILS ARE CAPTURED ONLY FOR**

**THE PURPOSE OF REFUND OF APPLICATION FEE TO EXEMPTED CATEGORY CANDIDATES AND NOT FOR AUTO DEBIT OF APPLICATION FEE.**

## 12. METHOD FOR SUBMISSION OF APPLICATION FEES (Non-refundable)

Candidate needs to re-login and click the link/tab "Make Payment" active after 24 to 36 hours of submission of the application. The candidates are required to click on **"Make Payment"** after 24 to 36 hrs of submission of online application and deposit the requisite examination fee online through **Internet Banking /Debit/Credit Card only** from State Bank Collect system of State Bank of India (SBI) website. The journal number or the Transaction number given by the Bank is to be retained for future reference.

**Guidelines for deposit of Examination Fee through State Bank Collect System (SBI) (Link will active minimum after 24 to 36 hrs of completion of Application Form)**

- Click on **"Make Payment"** tab. The candidate will be navigated to State Bank Collect (State Bank India) page.
- Select disclaimer check box and proceed.
- On next screen select Category ***'ESIC APPLICATION FEES 2018'***.
- The candidate will be navigated to State Bank Collect (State Bank India) page of ESIC displaying their logo.
  a. Please enter your ESIC application sequence number,
- On the next screen, (following Data will appear automatically from database)
  Application Sequence Number,
  Name of applicant,
  Post Applied
  Category
  Exam. Fees
- Verify the details and click on 'Confirm'.
- Now you will be taken to payment gateway
- Select appropriate **'Mode of Payment'** i.e Internet Banking/Credit Card/Debit Card
- Check the charges/commission applicable for selected 'Mode of Payment'
  Pay 'online' **using Internet Banking/Credit Card/Debit Card** and print the e-receipt for your record.

## F. SCHEME OF EXAMINATION

**(a) The Examination will be conducted in Single Stage consisting of Written Examination as indicated below:**

| Type of Examination | Duration of Examination | Syllabus | Remarks |
|---|---|---|---|
| **Written Examination**<br><br>**(125 Marks** - Multiple choice objective type paper) | 02 Hours | I. **100 Questions (100 marks) will be based on Technical professional/ Subject/Post &**<br>II. **25 (25 Marks) Questions on Aptitude / General Awareness / General intelligence / Arithmetic Ability.** | • The questions will be set **Bilingual (i.e. English and Hindi language**<br>• **The maximum marks will be 125.**<br>• The level of difficulty will be as per the educational qualification of the post. The questions on Arithmetic Ability will be of 10th Standard Level.<br>• There will be **negative marking at the rate of 0.25 marks** to be deducted for every wrong answer to eliminate the element of chance.<br>• ESIC reserve the right to introduce additional stage of examination which would be notified at suitable time, if considered necessary. |

**(b) For appointment to the post of Junior Medical Record Technician and Optometrist/Refractionist:**

**(i) the candidates are required to qualify a test on Working Knowledge of Computer as per the essential qualification for the post.**

As such the candidates will be shortlisted for Computer Test for the post of Junior Medical Record Technician and Optometrist/Refractionist on the basis of their performance in Written Examination (125 Marks) in the following ratio:

| No. of Vacancies | No. of Candidates to be shortlisted for Computer Test |
|---|---|
| 01 | 05 |
| 02 | 08 |
| 03 or more | 3 times the no. of vacancies |

**(ii) The Scheme of Examination for test on Working Knowledge of Computer for the post of Jr. MRT & Optometrist/Refractionist is as under:**

**1. Computer Skill Test (Qualifying in Nature) for candidates not exempted from typing:**

| Part | Description | Marks | Duration |
|---|---|---|---|
| Part A | Preparation of two Power Point Presentations/Slides on MS-Power Point | 10 Marks | 30 Minutes |
| Part B | Typing a letter/passage/paragraph of about 150-200 words with formatting in MS Word | 20 Marks | |
| Part C | Preparation of Table/Database in MS-Excel with use of formulae | 20 Marks | |
| TOTAL | | 50 Marks | |

**2. Computer Skill Test (Qualifying in Nature) for candidates exempted from typing:**

The working knowledge of computers in respect of PWD candidates, who are unable to type due to their disability, shall be assessed by holding a Written Examination (Objective Type) comprising of questions related to computer.

The Syllabus & Scheme of Examination of Objective Type Test (Qualifying in Nature) on Working Knowledge of Computers of PWD Candidates who are unable to type due to their disability is as under:

| S. No. | Section Name | No. of Questions | Total Duration of Exam |
|---|---|---|---|
| 1. | Basics of Computer | 10 | 30 Minutes (40 Minutes for Visually Disabled Candidates) |
| 2. | Basics of MS Word | 10 | |
| 3. | Basics of MS Excel | 10 | |
| 4. | Basics of Windows 7 | 10 | |
| 5. | Basics of Internet | 10 | |
| | Total Questions | 50 | |

## G. MODE OF SELECTION

**The candidates qualifying in Written Examination (Out of total 125 marks) shall be considered for final selection on the basis of their performance in Written Examination (Out of total 125 marks).**

**For the post of Junior Medical Record Technician and Optometrist/Refractionist the final selection will be made on the basis of performance of candidates in Written Examination (125 Marks) and Computer Test (Qualifying in nature).**

**IMPORTANT NOTE:**

**01. ESIC shall have the discretion to fix minimum Qualifying Marks in the Test for different categories namely UR/SC/ST/OBC/Ex S/PWD.**

02. Reserve Category candidates, selected on their own merit without relaxed standards, will not be adjusted against the reserved share of vacancies. Such reserve category candidates will be accommodated against the unreserved vacancies as per their position merit position in accordance with the instructions of Govt. of India.

03. Success in the examination confers no right to appointment unless ESIC is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects of appointment to the service/post.

## H. CENTRE OF EXAMINATION

**While applying online application, candidate must select the centre in the application form in which he/she desires to take the exam.**

1. The examination will be conducted online in venue given in the respective call letters.
2. No request for change of centre/venue/date/session for Examination shall be entertained.
3. ESIC, however, reserves the right to cancel any of the Examination Centres and/ or add some other Centres, at its discretion, depending upon the response, administrative feasibility, etc.
4. ESIC also reserves the right to allot the candidate to any centre other than the one he/she has opted for.
5. Candidate will appear for the examination at an Examination Centre at his/her own risks and expenses and ESIC will not be responsible for any injury or losses etc. of any nature.
6. **No TA/DA will be paid to any candidate including SC/ST candidates for appearing in the examinations.**
7. Choice of centre once exercised by the candidate will be final.
8. If sufficient number of candidates does not opt for a particular centre for "Online" examination, ESIC reserves the right to allot any other adjunct centre to those candidates OR if the number of candidates is more than the capacity available for online exam for a centre, ESIC reserves the right to allot any other centre to the candidate.

## I. IMPORTANT INSTRUCTIONS TO CANDIDATES

| | |
|---|---|
| 1. | **Candidates are not required to submit the printouts of their online applications or any other document to ESIC either by post or by hand.** |
| 2. | The printout of online application must be retained and produced on demand. |
| 3. | ***A candidate should submit one application only.***<br>***The Written Examination for all the Posts in different States/Regions may be conducted on same date. As such candidates are advised to apply for a single Post of his/her choice in a single State/Region for which vacancies are advertised.*** |
| 4. | The visually impaired candidates and candidates whose writing speed is adversely affected permanently for any reason can use their own scribe at their cost during the online examination as per instructions of Govt. of India. |
| 5. | ESI Corporation will not undertake detailed scrutiny of online applications for eligibility and other aspects at the time of written examination and, therefore, the **candidature is accepted only provisionally**. Before applying, **candidates are advised to go through the requirements of essential qualification, age etc. and satisfy themselves that they are eligible for the post**. When scrutiny is undertaken, if any claim made in the application is not found substantiated, the candidature will be cancelled and the **decision of ESIC shall be final**. |
| 6. | **Before applying, candidates in their own interest are advised to go through the detailed instructions contained in this notice and also available on the website of ESI Corporation ( www.esic.nic.in and www.esickar.gov.in .** |
| 7. | **Candidates seeking reservation benefits under SC/ST/OBC /PWD category must ensure that they are entitled to such reservation as per eligibility prescribed in the Notice and as per the instructions issued by Govt. of India. They should also be in possession of the certificates in the prescribed format of Govt. of India in support of their claim.** Candidates claiming reservation/ age relaxation under OBC Category should submit the OBC Certificate given at Annexure -"A" prescribed vide Govt. of India, Department of Personal and Training OM No. 36012/22/93-Estt.(SCT) dated 15.11.93 along with Self Declaration given at Annexure "B" failing which the benefit of reservation or age relaxation will not be given. |
| 8. | **Ex-Servicemen who have already secured employment in civil side under Government in Group 'C' & 'D' posts on regular basis after availing of the benefits of reservation given to ex-servicemen for their re-employment are NOT eligible for claiming benefits of reservation under Ex-Servicemen category. However, they are eligible for age relaxation only.**<br>**The period of "Call up Service" of an Ex-Serviceman in the Armed Forces shall also be treated as service rendered in the Armed Forces for purpose of age relaxation.**<br>For any serviceman of the three Armed Forces of the Union to be treated as Ex-Serviceman for the purpose of securing the benefits of reservation, he must have already acquired, at the relevant time of submitting his application for the Post / Service, the status of ex-serviceman and /or is in a position to establish his acquired entitlement by documentary evidence from the competent authority that he would complete specified term of |

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| | engagement with the Armed Forces within the stipulated period of one year from the Closing Date, or otherwise than by way of dismissal or discharge on account of misconduct or inefficiency. Serving Defense Personnel shall have to produce certificate issued by the competent authority in the Performa given annexed at 'C'. |
| 9. | **CLOSING DATE: The Closing Date for submission of Online Application through ESIC website www.esic.nic.in is 21.01.2019. The closing date of submission of Application Fee is 24.01.2019.** |
| 10. | **The crucial date for determining the age limit, essential qualification and other criteria regarding eligibility for the post shall be the closing date of submission of online application i.e. 21.01.2019.** |
| 11. | **The selected candidates are liable to be posted anywhere in India.** |
| 12. | **Mobiles, other electronic gadgets and wireless equipments are banned within the premises of the examination centers. Their possession in switched on or switched off mode is considered by the ESI Corporation as a manipulative practice and will invite summarily cancellation of candidature, debarment from the ESIC's examinations and/or criminal prosecution.** |
| 13. | **The Corporation may send emails to candidates regarding successful submission of on-line application.** |

## J. ADMISSION TO THE EXAMINATION

1. All candidates who apply in response to this advertisement by the Closing Date will be assigned **Roll Numbers** which will be placed on the website of the ESIC about **two weeks** before the date of the examination. A candidate must write his/her Roll number along with his/her name, date of birth and name of the examination while addressing any communication to the ESIC. Communication from the candidate not furnishing these particulars shall not be entertained.
2. Admit Cards for appearing in the Written Examination indicating the time and venues of examination can be downloaded from the website of ESIC (www.esic.nic.in). Candidates who are unable to download their Admission Cards should contact ESIC with details such as Application Number, print out of online application etc. for obtaining the Admission Cards. Failure to do so will deprive him/her of any claim for consideration.

## K. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT

Candidates are warned that they should not furnish any particulars that are false or suppress any material information while filling in the application form. If there is any inaccuracy or any discrepancy, their candidature is liable to be rejected.

**Without prejudice to criminal action/debarment from ESIC's examination wherever necessary, candidature will be summarily cancelled at any stage of the recruitment process in respect of candidates found to have indulged in any of the following: -**

1. In possession of **MOBILE PHONE & ACCESSORIES AND OTHER ELECTRONIC GADGETS WITHIN THE PREMISES OF THE EXAMINATION CENTRES, WHETHER IN SWITCH ON OR IN SWITCH OFF MODE AND IN PERSON OR OTHERWISE.**
2. Involved in malpractices.
3. Using unfair means in the examination hall.
4. Obtaining support for his / her candidature by any means.
5. Impersonate/ Procuring impersonation by any person.
6. Submitting fabricated documents or documents which have been tampered with.
7. Making statements which are incorrect or false or suppressing material information.
8. Resorting to any other irregular or improper means in connection with his/her candidature for the examination.
9. Misbehaving in any manner in the examination hall with the Supervisor, Invigilator or ESIC's representatives.
10. Intimidating or causing bodily harm to the staff employed by the ESIC for the conduct of examination.
11. To be ineligible for the Examination by not fulfilling the eligibility conditions mentioned in the Notice.
12. Candidature can also be cancelled at any stage of the recruitment process for any other ground which the ESIC considers to be sufficient cause for cancellation of candidature.

## L. ESIC'S DECISION FINAL

The decision of the ESIC in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s) and Computer Test allotment of examination centres, selection and posting of selected candidates will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.

**Disqualification:-** No person,

(a) Who has entered into or contracted a marriage with a person having spouse living or

(b) Who, having a spouse living, has entered into or contracted a marriage with any person

Shall be eligible for appointment to the said post.

Provided that the Director General of the Employees State Insurance Corporation may if satisfied that such marriage is permissible under the personal law applicable to such person and to the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of these regulations.

**Caution**: - Canvassing in any form will be a disqualification.

**CLOSING DATE: The Closing Date for submission of Online Application through ESIC website www.esic.nic.in is 21.01.2019.**

Dated: **21.12.2018**

**ADDL. COMMISSIONER & REGIONAL DIRECTOR**

**Annexure 'A'**

**(FORMAT OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA)**

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This is to certify that Shri/Smt./Kumari _____ son/daughter of _____ of village/town _____ in District/Division _____ in the _____ State/Union Territory _____ belongs to the _____ Community which is recognized as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No. _____ dated _____*.

Shri/Smt./Kumari _____ and/or his/her family ordinarily reside(s) in the _____ District/Division of the _____ State/Union Territory. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India, Department of Personnel & Training OM No. 36012/22/93-Estt. (SCT,) dated 08.09.1993**.

| | |
|---|---|
| Date _____ | District Magistrate/ Deputy Commissioner etc. |

Seal of Office

| | |
|---|---|
| *- | **The Authority issuing the Certificate may have to mention the details of Resolution of Government of India, in which the Caste of candidate is mentioned as OBC.** |
| **- | As amended from time to time. |
| Note: | The term ordinarily reside(s) used here will have the same meaning as in section 20 of the Representation of the People Act, 1950. |

| **List of authorities empowered to issue Caste/Tribe Certificate Certificates:** | |
|---|---|
| i. | District Magistrate / Additional District Magistrate/ Collector/ Deputy Commissioner / Additional Deputy Commission/ Dy. Collector / 1st Class Stipendiary Magistrate / Sub-Divisional Magistrate / Extra-Assistant Commissioner/ Taluka Magistrate / Executive Magistrate. |
| ii. | Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate. |
| iii. | Revenue Officers not below the rank of Tehsildar. |
| iv. | Sub-Divisional Officers of the area where the applicant and or his family normally resides. |

**Note-I** a. The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

b. The authorities competent to issue Caste Certificate are indicated below:-

i. District Magistrate / Additional Magistrate / Collector / Dy. Commissioner / Additional Deputy Commissioner / Deputy Collector / Ist Class Stipendary Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of 1st Class Stipendiary Magistrate).

ii. Chief Presidency Magistrate /Additional Chief Presidency Magistrate/ Presidency Magistrate.

iii. Revenue Officer not below the rank of Tehsildar

iv. Sub-Divisional Officer of the area where the candidate and/or his family resides.

**Note-II** The closing date for receipt of application will be treated as the date of reckoning for OBC status of the candidate and also, for assuming that the candidate does not fall in the creamy layer.

**Note-III** The candidate should furnish the relevant OBC Certificate in the format prescribed for Central Government jobs as per **Annexure 'B'** above issued by the competent authority on or before the Closing Date as stipulated in this Notice.

**Annexure 'B'**

## Form of declaration to be submitted by the OBC candidate (in addition to the community certificate)

I ..... Son/daughter of Shri.....resident of village/town/city..... district..... state.....hereby declare that I belong to the.....community which is recognized as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No 36102/22/93-Estt. (SCT) dated 8-9-1993. It is also declared that I do not belong to persons/ sections/sections (Creamy Layer) mentioned in column 3 of the Schedule to the above referred Office Memorandum dated 8-9-1993, O.M. No. 36033/3/2004-Estt. (Res.) dated 9th March, 200, O.M. No. 36033/3/2004-Estt. (Res.) dated 14th October, 2008 and OM No. 36033/1/2013-Estt. (Res.), dated: 27th May, 2013.

Signature:.....

Full Name:.....

Address

**ANNEXURE 'C'**

**Form of Certificate for serving Defence Personnel**

(Please see Para K(7) – Important Instruction to Candidates of the Notice)

I hereby certify that, according to the information available with me (No.) _____ (Rank) _____ (Name) _____ is due to complete the specified term of his engagement with the Armed Forces on the (Date) _____.

Place:

(Signature of Commanding Officer)

Date:

Office Seal: