



Regional Office (Tamil Nadu)  
**EMPLOYEES' STATE INSURANCE CORPORATION**  
143, Sterling Road, Nungambakkam, Chennai – 600 034.  
www.esichennai.org

## **RECRUITMENT OF UPPER DIVISION CLERKS/ UPPER DIVISION CLERK-CASHIERS**

### **Instructions to candidates**

Applications are invited to fill up the vacancies of Upper Division Clerks/Upper Division Clerks-Cashier (UDC) in the offices of ESI Corporation in Tamil Nadu Region.

#### **1. Mode of Application:**

Applications should be sent online first and then a print-out of the application which must be sent by post to the above-mentioned address. The photograph of the candidates must be pasted in the printout of the Application in the prescribed manner and the Demand Draft, wherever applicable, enclosed. The Application must be sent to this office within the time limit.

#### **2. No. of vacancies:**

The number of vacancies is 77 which is likely to vary. The break-up of the vacancies is as under:

<b>POST</b>	<b>SC</b>	<b>OBC</b>	<b>GENERAL</b>	<b>TOTAL</b>
Upper Division Clerk / Upper Division Clerk- Cashier	<b>14</b>	<b>20</b>	<b>43</b>	<b>77</b>

The number of vacancies mentioned above includes the following:  
Ex.Servicemen – 7; PH: O.H. – 1, V.H. – 1 and H.H. – 1.

The vacancies are in various offices of the ESI Corporation in Tamil Nadu Region and as such the selected candidates are liable to be posted in any of the offices of the ESIC in Tamil Nadu Region. Only those candidates, who are willing to accept the posting, in this cadre, in Tamil Nadu Region, should apply.

**3. Pay & allowances:** The posts will carry pay in the Pay Band as given below plus allowances as admissible to the employees of the Central Government as per Sec. 17 (a) of the ESI Act, 1948:-

Pay Band I : 5200-20,200/- with Grade Pay of Rs. 2400/- and other allowances as per rules.

#### 4. Qualification:-

- i) Degree from a recognized University or equivalent
- ii) Working knowledge of computer, including use of Office Suites and database.

#### 5. Fee & Mode of Payment:-

The fee must be paid by means of Demand Draft, obtained from any of the Scheduled Banks, for the under-mentioned amount. The Demand Draft should be drawn in favour of **“UDC Examination, ESIC, Tamilnadu, 2012”** and payable at Chennai.

S.No.	Category	Examination Fee
1	SC/ST/Persons with disability/ Employees of ESIC/ Ex-service men/Women candidates	Nil
2	All other candidates, including OBC	Rs.225/-

- Note: (i) Fees once paid will not be refunded for any reason whatsoever, nor will it be adjusted towards fee for any other examination.
- (ii) Candidates should write on the reverse side of the Demand Draft (a) their name and (b) System-generated Application Number.

#### 6. Age Limit :

The age limit of the candidates should be between 18 to 27 years as on 31.1.2012.

#### Relaxation in age, as under, is admissible to certain categories:-

Sl. No.	Category	Age Relaxation
1	Scheduled Caste / Tribe (SC/ST)	5 years
2	Other Backward Classes (OBC)	3 years
3	Persons with disability (PWD)	10 years (15 years for SC/ST & 13 years for OBC)

4	Ex-Servicemen (EXSM)	Actual period of service in the Army or Navy or Air Force, as the case may be plus three years, subject to a maximum age of 50 years.
5	Employees of ESIC and Govt. servants with 3 years continuous service.	Up to 40 years age, 45 years for SC/ST.
6	Widows, divorced women and women judicially separated from their husbands and who are not re-married.	Upto the age of 35 years (upto 40 years for members of SCs/STs)

### 7. Examination Centres for Paper I:

Written examination will be held at Chennai, Coimbatore, Madurai and Tirunelveli centres.

### 8. Scheme of examination :

**Paper I:** The question paper will have multiple choice questions of objective type. The duration of the Examination is two hours (from 10.00 a.m. to 12 noon):

Subjects		Number of questions in each subject	Remarks
(i)	Numerical Ability	50	The questions will be set in English and Hindi for the subjects (i), (iii) & (iv). The maximum marks will be 200. The level of difficulty will be with reference to the educational qualification prescribed for the post.
(ii)	English Language	50	
(iii)	General Intelligence	50	
(iv)	General Awareness	50	
Total		200	

**Negative marking is there and 0.25 marks shall be deducted for every wrong answer.**

### Paper II: Computer Skill Test and syllabus:-

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.

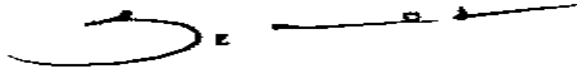
The Computer Skill Test shall comprise the following three parts:

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.

#### **9. Mode of Selection :**

The Selection for the post of Upper Division Clerk/Upper Division Clerk-Cashier will be made on the basis of the performance of the candidate in both the written test (Paper – I Objective Type) and the Computer Skill Test (Paper II)[ in respect of the candidates shortlisted for Paper II on the basis of their performance in Paper – I].



Chennai  
22.12.2011

**S. Thiagarajan**  
Deputy Director (Admn.)  
For Additional Commissioner

**N.B:** Please go through the “Guidelines for filling up the Applications” also in Pages 5, 6, 7 & 8.



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## **RECRUITMENT OF UPPER DIVISION CLERKS/ UPPER DIVISION CLERK-CASHIERS**

### **Guidelines for filling up the applications**

Candidates should apply through On-Line only on our website  
[www.esichennai.org](http://www.esichennai.org)

**No other means/mode of application will be accepted.  
 A print-out of the online application should be submitted  
 by post or in person.**

<b>Important Dates</b>		
<b>24.12.2011</b>	<b>31.1.2012</b>	<b>7.2.2012</b>
<b>On line Registration starts on 24.12.2011</b>	<b>On line Registration closes on 23.59 hours on 31.1. 2012</b>	<b>Print-out of the online applications must reach the Regional Office on or before 5.45 p.m. on 7.2.2012.</b>

#### **1. General guidelines:**

The candidates should keep in view the following guidelines before filling up the applications online:

- (a) All the candidates should have their own individual email addresses. The email addresses given by them will be tested online, first of all, for confirmation before submission of further details through the online application mode.

- (b) Candidates are advised to keep the Demand Draft obtained from any of the Scheduled Banks, particulars of educational qualifications, caste certificate details, ex-serviceman particulars, and other relevant personal information ready in hand, before logging on to the website for submission of the application online, as these details are required to be entered in the online application. The Demand Draft should be drawn in favour of **“UDC Examination, ESIC, Tamilnadu, 2012”** and payable at Chennai
- (c) Without the details of the Demand Draft, the system will not accept the application, in cases where fee is required to be paid.
- (d) In order to apply online, after opening the Regional Office website the candidates must log on to the URL <http://www.tn.esicexams.org> , get their email ID confirmed and then click on the appropriate link “UDC” in the dropdown menu. The application form will, then, appear on the monitor. The candidates should fill in all the required details, including the Demand Draft Number, date etc. and click on the “SUBMIT” button at the end of the online Application Form. A unique number called “Application Number” will appear on the screen. That is also to be used as the Username by the candidate with relevant password to log on to the website <http://www.tn.esicexams.org> **thereafter.**
- (e) After submission of the Application online, the candidate should also submit the hard copy of the System-generated Application duly signed by him. He should ensure that his latest photograph (attested by a Group “A” or Group “B” Officer) is pasted on the Application as prescribed therein. The Demand Draft for the examination fee, wherever applicable, should also be enclosed. The candidate should write (i) his name and (ii) the system-generated Application Number on the reverse side of the Demand Draft.
- (f) The candidates should apply online *before 23.59 hours on 31.1. 2012* and **also** ensure that the system-generated hard copy of application reaches the Regional Office *on or before 5.45 p.m. on 7.2.2012.*
- (g) Those submitting applications online without ensuring that the hardcopy of the Print-out of their online applications reach the Regional Office on or before 5.45 p.m. on 7.2.2012 will **not** be considered.
- (h) Those submitting only the hard copy of the applications without submitting the online applications will also **not** be considered.
- (i) Candidates may provide valid mobile phone numbers also for communication purpose, in addition to their email IDs.

- (j) Candidate's name and the System-generated Application Number should be written on the reverse side of the Demand Draft.

**Note :** Demand Draft **should not be tagged or stapled**, but should be pinned to or clipped at the top of the Print out of the System Generated Application Form

- (k) System-generated Online Application Form, complete in all respects, alongwith the relevant Demand Draft, should be sent by Post, in a closed envelope, duly superscripted as "**APPLICATION FOR THE POST OF UDC**", so as to reach the following address on or before 5.45 p.m. on 7.2.2012: -

**Additional Commissioner,  
ESI Corporation,  
Regional Office,  
143, Sterling Road,  
Nungambakkam,  
Chennai-600034.**

- (l) ESI Corporation will not be responsible for any postal delay or loss in transmission/transit. The candidates should retain a photocopy of their Demand Draft and Printout of the System Generated Application for their record and reference.

## **2. Last date for application:**

**Last date for the receipt of online application is 23.59 hours on 31.1.2012. The last date for the receipt of the hard copy of the Application, i.e., the printout of the online application, with Demand Draft is 5.45 p.m. on 7.2.2012**

## **3. Admit Cards:**

The Admit Cards will be sent, online, to the candidates through their respective email IDs only. The candidates must take the print-out of the Admit Cards and produce the same before the authorities for admission into the Examination Hall. All the candidates should, in their own interest, keep their email ID active until the present selection process is over. The Admit Cards **will not be sent** by any other mode.

## **4. SMS Alert:**

Efforts will be taken by this office to intimate the candidates through SMS also of the fact of the transmission of Admit Cards by email. But, it is not obligatory on the part of this office to provide this facility. Besides, such an SMS will not be a substitute for Admit Card, for admission into the Examination Hall or any other purposes, under any circumstances.

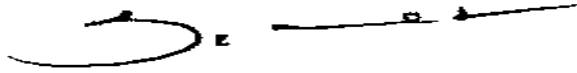
**5. Other Conditions: -**

Before applying for the post, the applicants must ensure that they are eligible to apply for the post as per the eligibility criteria. The candidature of applicants, who are found ineligible, will be cancelled at any stage of selection process.

- a) Mere submission of application does not confer any right to be called for examination.
- b) Incomplete/unsigned application and applications received without the required fee (wherever applicable) or without the photograph and those received after the prescribed last date will be summarily rejected without any communication to the candidates.
- c) TA/DA is not payable to any candidate for appearing for the written examination or the skill test.
- d) No interim correspondence on any issues/matter will be entertained.

**6. Caution:**

**Canvassing in any form will be a disqualification and shall result in cancellation of the candidature at any stage.**



Chennai  
22.12.2011

**S. Thiagarajan**  
Deputy Director (Admn.)  
For Additional Commissioner