



## ADVERTISEMENT

क्षेत्रीय कार्यालय :: आंध्रप्रदेश / REGIONAL OFFICE :: ANDHRA PRADESH  
कर्मचारी राज्य बीमा निगम / EMPLOYEES' STATE INSURANCE CORPORATION,  
5-9-23, HILL FORT ROAD, हैदराबाद /, HYDERABAD - 063.  
Phone No. 040-23232356/57/58 FAX : 23235048

## **RECRUITMENT FOR THE POST OF UPPER DIVISION CLERK & MULTI TASKING STAFF**

**ONLINE APPLICATIONS** (Through website of ESIC, Regional Office, Andhra Pradesh at [www.apesic.nic.in](http://www.apesic.nic.in)) are invited for filling up the following vacancies of Upper Division Clerk (UDCs) and Multi Tasking Staff (M.T.S.) in ESI Corporation, Andhra Pradesh Region.

### **Scale of Pay**

Post	Pay Band	Grade Pay
Upper Division Clerk	PB-1 (Rs. 5200-20200/-)	Rs. 2400/-
Multi Tasking Staff	PB-1 (Rs. 5200-20200/-)	Rs. 1800/-

In addition to Pay/Grade pay, the employees are also eligible for DA, HRA and Transport Allowance as per rules in force, from time to time, as applicable to the employees of the E.S.I. Corporation.

### **Details of Vacancies:**

Name of the Post	Genl.	SC	ST	OBC	Total	Ex-Servicemen*	PH*		
							HI	VI	OH
UDC	24	08	03	13	48	04	NIL	01	01
MTS	36	NIL	07	29	72	07	01	01	01

\*Horizontal Reservation: For Physically Handicapped persons and Ex-servicemen, Horizontal Reservation is available as per Govt. of India instructions on the subject.

### **NOTE:**

- 1) The number of vacancies is provisional and may vary at the time of final selection. The Corporation reserves the right to fill up vacancies as per its actual requirement.*
- 2) The Recruitment is for the State of Andhra Pradesh only. If selected for appointment, the candidate shall liable to be posted anywhere in the State of Andhra Pradesh.*
- 3) Candidates have to appear for OBJECTIVE TYPE examination from any one of the following centers:*

**a) HYDERABAD    b) VIJAYAWADA    c) VISAKHAPATNAM**

**1. Age Limit:**

- a) **For Upper Division Clerks** : 18 to 27 Years of Age as on 31.01.2012. Upper age limit is relaxable to SC/ST/OBC/PH/Ex-Servicemen & Other categories of persons as per rules/instructions of Govt. of India.
- b) **For Multi Tasking Staff:** 18 to 25 years of age as on 31.01.2012. Upper age limit is also relaxable to /ST/OBC/PH/Ex-Servicemen categories of persons as per rules/instructions of Govt. of India.
- c) **Age relaxation is permissible as per details below:-**

S.No.	Category	Extent of relaxation	Conditions
1.	Scheduled Caste / Scheduled Tribe	05 Years	On production of attested copy of SC/ST certificate issued by the Competent Authority
2.	Other Backward Classes (OBC)	03 Years	On production of attested copy of certificate issued by Competent Authority as per Govt. of India, Department of Personnel and Training OM No. 36012/22/39-Estt (SCT) dated 08.09.93 and modified vide GOI, DOPT's OM No. 6033/3/2004-ESTT (Res) dated 09.03.04.
3.	Ex-Servicemen	Service rendered in Army or Navy or Air Force as the case may be plus 3 years, subject to a maximum age of 50 years.	On production of proof of service
4.	Physically Handicapped (P.H./PWD)	10 Years	On production of disability certificate as required under the rules.

**Note: Age is relaxable for employees of the ESI Corporation and Government Servants up to 40 years in accordance with the instructions / orders issued by the Central Govt. provided three years regular service is rendered in ESI Corporation or under Govt.**

2. **Essential Qualifications:-**

Sl.No.	Name of the Post	Qualification
01	Upper Division Clerk.	1. Degree of a recognized University or equivalent 2. Working knowledge of Computer including use of Office Suites and Databases
02.	Multi Tasking Staff	Matriculation or equivalent qualification.

3. **Scheme of Examination & Mode of Selection:**

Sl.No.	Name of the Post	Scheme of Examination & Mode of Selection
01	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 (Part-II) for 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.
02	M.T.S.	(a) The selection for the post of MTS will be made on the basis of <u>written test only</u> .  (b) Negative marking i.e., 0.25 marks to be deducted for every wrong answer to eliminate the element of chance.

4. **Scheme of Examination :**

**PART-I: Multiple Choice Objective Type Paper for both UDC & MTS:**

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 per the Educational Qualification of the respective post.
		(ii)	English Language	50 Questions	
		(iii)	General Intelligence	50 Questions	
		(iv)	General Awareness	50 Questions	

**PART-II: Syllabus for Computer Skill Test (for the post of UDC) will be as under:-**

Candidates, who are successful in Part-I alone will be admitted for Part-II, based on their performance in Part-I. The ESI Corporation reserves the right to admit, only that much number of candidates as considered necessary by it for Part-II

The candidates will have to appear for Computer Skill Test either in English or in Hindi language. As such they are advised to opt for the medium of examination carefully for Computer Skill Test in the application form. The Computer Skill Test shall comprise of 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) with duration of 30 minutes for completing all the three parts. The candidates shall be given the text/matter in the Question Paper which they have to type/reproduce in the Answer Sheet including formatting of Text and use of Formulae etc., as per instructions given in the Question Paper.

5. **Fee & Mode of Payment**

Name of the Post	Category	Fee Amount (Rs.)
<b>UDC</b>	SC/ST/Persons With Disability/EX-Servicemen/ Deptt. Candidates / female candidates	NIL
	All other Categories i.e., General / OBC (Male Candidates)	<b>225</b>

<b>MTS</b>	SC/ST/Persons With Disability/EX-Servicemen/ Deptt. Candidates / female candidates	NIL
	All other Categories i.e., General / OBC (Male Candidates)	<b>125</b>

- i) *Fee is payable in the form of Demand Draft / Banker's Cheque Drawn on any nationalized Bank/Scheduled Bank preferably, ANDHRA BANK, in favour of " ESIC, RECRUITMENT FEE, payable at Hyderabad.*
- ii) *Application fee paid in any other mode will not be accepted.*
- iii) *Candidate must write his name, mobile no. and address on the reverse of the Demand Draft without fail.*
- iv) *Fee once paid will not be refunded under any circumstances.*
- v) *Demand Draft / Banker's Cheque should be drawn on or after publication of the advertisement.*
- vi) *Demand Draft / Banker's Cheque should not be tagged or stapled, but should be pinned or clipped at the top of the application form.*

6. **How to apply:-**

- i) Candidates should obtain Demand Draft / Banker's Cheque as specified, wherever applicable, before submission of application.
- ii) Candidates should visit website [www.apesic.nic.in](http://www.apesic.nic.in) and go to RECRUITMENT Link to select the application based on post being applied for and to fill in the Online Application appropriately.
- iii) Name, Gender, Category, Date of Birth, Address, Mobile No., E-mail ID, Educational Qualification, and Medium opted for Computer Skill test etc., are the fields which are mandatory and have to be carefully filled in by the Candidate. The particulars of Demand Draft / Banker's Cheque wherever applicable have to be filled in online invariably.

- iv) Candidate should take a printout of the Application submitted online (hard copy).
- v) Candidate should affix a recent Passport size photograph on the hard copy of the application in the space provided for the purpose and affix his / her full signature at the space specifically provided.
- vi) The photograph of the candidate so affixed on the application should be got attested by a **Gazetted Officer** of the Govt.
- vii) Duly completed hard copy of the application form with unique serial no. generated through website of ESIC, R.O., A.P. at [www.apesic.nic.in](http://www.apesic.nic.in) (**Printout of the application submitted online**) should be sent to **“REGIONAL DIRECTOR, ESI CORPORATION, REGIONAL OFFICE, 5-9-23, HILL FORT ROAD, ADARSH NAGAR, HYDERABAD – 500 063”** in an envelope superscribed **“APPLICATION FOR THE POST OF “UPPER DIVISION CLERK” / “MULTI TASKING STAFF”** whichever is applicable to reach this Office on or before 07/02/2012 by Registered Post / Speed Post / Courier.
- (Note: 1. For UDC Post: No other documents are to be enclosed along with application except DD at this stage. Copies of all the testimonials will be called for from the successful candidates at the time of Computer Skill Test.
2. For MTS Post: 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 are to be enclosed along with application, invariably.)
- viii) OBC candidates must ensure that their caste is included in the State-wise Central List of Other Backward Castes as notified by Government of India, Ministry of Social Justice & Empowerment.

**Applications received other than the Hard Copy (printout of online application) submitted online, will not be entertained and they will be rejected summarily. The Hard Copy (printout) of Online Application duly signed by the Candidate, photograph duly attested by Gazetted Officer along with the examination fee and copies of testimonials (wherever applicable) received within the stipulated time shall only be considered as a valid application for the post advertised.**

Candidates who are employed in Govt./Semi-Govt./Autonomous bodies etc. should send their **Hardcopy (Printout) of Online Application** “Through proper channel”. However, they may send an advance copy of their **Hard Copy (printout) of online application** along with Demand Draft / Banker’s Cheque, Certificates and testimonials wherever applicable so as to reach this Office on or before the due date i.e., **07.02.2012**.

**7. Important Dates:- Candidates can submit their online application up to 31.01.2012 .The link for applying On Line will not be available from 01-02-2012.**

**Last date for receipt of hard copy (printout) of online application is 07/02/2012 by 05.45 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, Lahaul and Spiti District and Pangi sub-division of Chamba District of Himachal Pradesh, Andaman and Nicobar Island and Lakshadweep will be 15 /02 /2012.

**8. General Conditions:-**

- i) A Candidate should submit one application only for a particular post. Submission of more than one application for a particular post may lead to rejection of all such applications received.
- ii) Mere Submission of application does not confer any right to be called for written test.
- iii) Incomplete/unsigned applications and applications received without photographs duly attested, without examination fee (wherever applicable), without attested copies of required certificate such as educational qualification, caste/community certificate etc. (wherever required) and those received after the prescribed last date will be summarily rejected without any communication to the candidate.
- iv) Candidates shall be considered only against the vacancies available in the State of Andhra Pradesh. Hence, anyone selected/appointed against such vacancies is liable to be posted anywhere in the state of Andhra Pradesh.
- v) No TA/DA will be paid to any candidate including SC/ST candidate for appearing in the written test/skill test.
- vi) Wrong declarations/submission of false information or any other action contrary to law shall lead to cancellation of the candidature/appointment at any stage.
- vii) Submission of application does not vest to the candidate any right to be called for written test/other related test.
- viii) No interim correspondence will be entertained.

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

Dt. 28 /12/2011

**ADDITIONAL COMMISSIONER &  
REGIONAL DIRECTOR**