



REGIONAL OFFICE, ODISHA
EMPLOYEES' STATE INSURANCE CORPORATION

PLOT NO. HIG-3, GANGADHAR MEHER NAGAR, JAYADEV VIHAR, BHUBANESWAR-13.
Ph. No.0674-2303374, Fax- 2303375, e-mail: rd-orissa@esic.nic.in, Web: www.esicorissa.nic.in



Recruitment in the cadre of Upper Division Clerk (U.D.C.) and Multi Tasking Staff (M.T.S.).

Online Applications (through website of ESIC Odisha Region <http://www.esicorissa.nic.in>) are invited for filling up the following vacancies of Upper Division Clerk (U.D.C.) and Multi Tasking Staff (M.T.S.).

POST	SC	ST	OBC	GENERAL	TOTAL
UPPER DIVISION CLERK (U.D.C)	01	03	NIL	NIL	04
MULTI TASKING STAFF (M.T.S.)	01	09	04	12	26 *

* 01 post is reserved for Physically Handicapped candidate.

The number of vacancies notified as above for the post of U.D.C and M.T.S may vary at the time of final selection. The vacancies are in the offices of E.S.I. Corporation in Odisha Region and the selected candidates will be liable to be posted in any of the offices in Odisha Region.

Syllabus of the Examination for U.D.C. & M.T.S. (Both):

01. 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 Noon)	(i)	Numerical Ability	50 questions	The questions will be set in English and Hindi for subject (I),(iii) & (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	

Contd...P/2.

02. Scheme of Computer Skill Test and Syllabus for U.D.C.:

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 Points Presentations/Slides on MS-Power Points - 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 instruction given in the Question Paper.

02A. Centre for examination: The examination will be held at **Bhubaneswar.**

03. Scale of Pay:

Post	Pay Band	Grade Pay
Upper Division Clerks	PB-1 (5200-20200)	` 2400.00
Multi Tasking Staff	PB-1 (5200-20200)	` 1800.00

In addition to the above Pay, they will also be eligible for D.A., HRA and Transport Allowance as per rules in force from time to time applicable to the employees of the E.S.I. Corporation.

04. Age Limit:

For Upper Division Clerks: Between 18 to 27 years of age as on last date of submission of Online application. (Relaxable for employees of the ESI Corporation and Government Servants up to 40 years in accordance with the instructions or orders issued by the Central Govt.). Upper Age Limit is also relaxable to SC/ST/OBC/PWD/Ex-Servicemen & other categories of persons as per rules/instructions of Govt. of India.

For Multi Tasking Staff: Between 18 to 25 years of age as on last date of submission of Online Application. Upper age limit is also relaxable for SC/ST/OBC/PWD/Ex-Servicemen & other categories of persons as per rules/instructions of Govt. of India.

05. **Essential Qualifications:**

For Upper Division Clerks:

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

For Multi Tasking Staff: Matriculation or equivalents pass.

06. (i) **Amount of Application Fee:**

(a) **For Upper Division Clerks:**

Sl.No.	Category	Fee Amount
01	SC/ST/Person with Disability (PWD) /Departmental Candidates, Female Candidates & Ex-Servicemen.	Nil
02.	All other categories	`225.00

(b) **For Multi Tasking Staff:**

Sl.No.	Category	Fee Amount
01.	SC/ST/Person with Disability (PWD) /Departmental Candidates, Female Candidates & Ex-Servicemen.	Nil
02.	All other categories	` 125.00

(ii) **Mode of Payment:**

Fees may be submitted in the shape of a Demand Draft of `225.00 / `125.00 (as applicable) favouring “**Regional Director, E.S.I. Corporation**” drawn on any Nationalized Bank, payable at Bhubaneswar.

Note: (a) Application Fee paid by any other mode will not be accepted.

(b) The Demand Draft must be issued after the issuing date of this advertisement.

07. For Upper Division Clerks, the candidate should submit 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).

(No other documents are to be called at this stage. Application along with copies of all the testimonials may be called from the successful candidates at the time of Computer Skill Test)

08. For Multi Tasking Staff the candidate should submit system generated hard copy of online application duly signed by the candidate with attested photograph, by a Group “A” and 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.

09. 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.

10. **Mode of Selection:**

- (a) The Selection for the post of UDC will 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) The Selection for the post of MTS will be made on the basis of written test only.

11. Introduce the pattern of negative marking, i.e., 0.25 marks to be deducted for every wrong answer to eliminate the element of chance.

12. Candidates should provide the valid email ids and mobile numbers for communication purpose.

13. Those candidates who are employed in Govt./Semi Govt./Autonomous bodies etc. should sent their system generated hard copy of online application “Through Proper Channel” . However, they may send an advance copy of their system generated hard copy of online application along with Demand Draft and other certificates and testimonials (wherever applicable) before the last date.

14. **How to apply:** Candidates must apply on line through Website: <http://www.esicorissa.nic.in> which will be enabled from **10.00 hours of 20.12.2011**. Closing date for submission of Online Recruitment Application is **10.00 hours on 20.01.2012** after which the link will be disabled. **Application received through any other mode will not be accepted and summarily rejected.**

Candidates are also required to take out a print-out of the finally submitted Online Recruitment Application (ORA) through ORA Website. Print out of the online recruitment application along with necessary demand draft and specified documents/certificates should be sent by Registered / Speed post to the **Regional Director, Employees' State Insurance Corporation, Plot No. HIG-3, Gangadhar Meher Nagar, Jayadev Vihar, Bhubaneswar-13** on or before by **5.00 P.M. of 06.02.2012**.

Note: 1. The system generated hard copy of 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. Additional Photograph.
2. Application Form.
3. Attested Copies of certificates (For MTS only)

Note : 2. The Demand Draft should not be tagged or stapled, but should be pinned or clipped at the top of the application form. The name and address of the candidates should be written on the reverse side of the Demand Draft.

General Conditions:

1. Mere submission of application does not confer any right to be called for written test.
2. A candidate should submit one application only. Submission of more than one application may lead to rejection of all the applications submitted.
3. Only system generated hard copy of online application with unique serial number (through website of ESIC at <http://www.esicorissa.nic.in>) should be submitted along with demand draft and other documents. Candidates can generate/submit their online application up to 20.01.2012 (up to 10.00 A.M.). The link of making online application will not be available after 10.00 A.M. on 20.01.2012.
4. Application should be sent in a closed cover superscribed “**Application for the post of Upper Division Clerk (U.D.C) / Multi Tasking Staff (M.T.S)** “ as the case may be by Speed Post/Registered Post so as to reach at the address mentioned above on or before the stipulated date.
5. Incomplete or unsigned application or applications received without certified copies of certificates of educational qualification, caste certificates (wherever applicable) and photographs and those received after the last date will summarily be rejected without any communication to the candidate.

No TA/DA will be paid to any candidate including SC/ST candidates for appearing for the written test.

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 in filling up the application form. Candidates are also warned that they should in no case correct or alter or otherwise tamper with any entry in a document or its attested/certified copy submitted by them nor should they submit a tampered/fabricated document. If there is any inaccuracy or any discrepancy between two or more such documents or their attested/certified copies , an explanation regarding this discrepancy should be submitted.

Last date of submission of hard copies of system generated online application (Generated up to 20.01.2012 up to 10 a.m.) is 5.00 p.m. of 06.02.2012. For candidates from Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahul & Spiti District and Pangi Sub Division of Chhamba District of Himachal Pradesh, Andaman and Nicobar Island and Lakshayadweep, the last date for receipt of hard copy of system generated online application (generated up to 20.01.2012 up to 10 a.m.) will be 5.00 p.m. of 20.02.2012.

**REGIONAL DIRECTOR
E.S.I.CORPORATION, BHUBANESWAR**