



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

RECRUITMENT OF STENOGRAPHERS

- A. Applications are invited to fill up following 3 vacancies of Stenographer in the offices of ESI Corporation in Tamil Nadu Region. Break up of the vacancies is as under:

Post	SC	UR	Total
Stenographer	2	1	3*

* The vacancies are likely to increase.

The vacancies are at present in Post Graduate Institute of Medical Science & Research (PGIMSR) of ESI Corporation situated at Chennai. Only those candidates, who are willing to accept the posting in Chennai need to apply.

- B. **PAY & ALLOWANCES:** The post will carry pay in the Pay Band as given below plus allowances as admissible to the employees of ESI Corporation:-

Stenographer : Pay Band 5200-20,200/- with Grade Pay of Rs. 2400/-

Note:

1. Total monthly emoluments of Stenographer will be approximately Rs.21,000/-.
2. Other fringe benefits like, Leave Travel Concession, Re-imbursment of Tuition Fees for children, and Annual Productivity Bonus (PLB) as per relevant rules.

- C. **Career advancement prospects:**

Stenographer is eligible for promotion to the post of Personal Assistant (Pay Band Rs.9300-34800 with Grade Pay of Rs.4600/-) on completion of 3 years service as per regulations and further promotion up to the level of Private Secretary, as per regulations and depending upon availability of vacancies.

- D. **Age Limit:** - **18 to 27 years as on 7th December, 2012**

RELAXATION IN AGE:- Age relaxation shall be as per the Government of India instructions / orders.

- E. **QUALIFICATIONS:-**

- i) Higher Secondary Pass (Pass in 12th standard) or equivalent from a recognized Board.
- ii) Speed of 80 w.p.m. in Stenography (English)
- iii) Working knowledge of computer, including Office Suites and database.

F. FEE & MODE OF PAYMENT:-

A Demand Draft, *which should be obtained from any Nationalized/Scheduled Banks only*, for the under-mentioned amount of fee, to be drawn in favour of **ESI Fund Account No.1** and payable at Chennai.

S.No.	Category	Amount payable		
		Fee	Postal charges	Total
1	SC/ST/Persons with disability/ Employees of ESIC/ Ex-service men/Women candidates	Nil	Rs.25/-	Rs.25/-
2	All other candidates, including OBC	Rs.200/-	Rs.25/-	Rs.225/-

Note: (i) Fees once paid will not be refunded for any reason whatsoever, nor will it be adjusted for any other examination.
(ii) Candidate's name, address should be written on the back of demand draft.
(iii) Demand Draft should be drawn on or after the publication of advertisement.

G. CENTRES FOR WRITTEN EXAMINATIONS:

Written examination will be held at the following centres.

Sl.No.	CENTRE
1	Chennai
2	Coimbatore
3	Madurai
4	Salem
5	Tirunelveli

Note : Centre(s) may be cancelled depending upon the number of applications received.

F. Scheme of Examination for the post of Stenographer:

The examination will consist of 3 parts viz:-

PART – I : General English / General Knowledge

PART-II : Stenography test at a speed of 80 wpm in English or Hindi and transcription of the same on computer

PART-III: Working knowledge of computer including use of office suites and data base (duration 30 minutes).

Candidates, who are successful in Paper-I alone will be admitted in Paper-II & III.

G. Method of Selection:

Final selection will be as per combined merit position obtained in all the three parts of the examination.

H. Guidelines for filling up applications

- (a) Candidate should apply in prescribed format (uploaded on website). Attach the following documents with the filled-in application:
- (i) Attested copy of School Leaving Certificate, in support of date of birth.
 - (ii) Attested copies certificates and testimonials in proof of educational qualification.
 - (iii) Medical Certificates issued by the Competent Authority, specifying the extent of disability, in case of Persons with disabilities.
 - (iv) Attested copy of Community / Status certificate in the prescribed form in case of candidates belonging to SC/ST/OBC/PH/Ex-Serviceman category issued by competent authority. OBC category candidates claiming age relaxation should submit the community certificate in the format, as given in the Annexure 'A' to the Govt. of India, DOPT Office Memorandum No.36012/22/93-Estt. (SCT) dated 8.9.1993 and modified vide DOPT's Office Memorandum No.36033/22/3/2004-Estt. (Res.) dated 9.3.2004 and 14.10.2008, failing which the benefit of reservation or age relaxation will not be given to them.
 - (v) Those candidates who are employed in Govt./Semi-Govt./Autonomous bodies etc. should send their application "through Proper Channel". However, they may send an advance copy of application alongwith Demand Draft, certificates and testimonials so as to reach this office on or before the last date.
 - (vi) Demand Draft for the required amount as mentioned at Para F above. Candidate's name and date of birth should be written on the back of Demand Draft

Note1: Application Form and 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.

- a) Application duly signed by the candidate with photograph attested by a Group 'A' or 'B' Gazeted Officer, pasted on it.
- b) Demand Draft (where if applicable)
- c) Attested copies of all the certificates/ testimonials

Note 2: Demand Draft should not be tagged or stapled, but should be pinned or clipped at the top of the Application Form

- (vii) Application along with the above documents and the relevant Demand Draft, should be sent by Registered Post, in a closed envelope, super-scribing on its left hand corner, as "APPLICATION FOR THE POST OF STENOGRAPHER", so as to reach on or before 7th December, 2012, to the following address: -

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

- (viii) Only applications duly signed with the Demand Draft and photograph pasted along with required certificates, received before the last date, will be treated as valid. 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 for their record and reference.

I. Last date for receipt of application with Demand Draft and other documents is 7-12-2012

J. General Conditions: -

NOTE: - Before applying, applicants must ensure that they are eligible as per the eligibility criteria. The candidature of applicants, who are found ineligible, will be cancelled at any stage of selection

- 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/postal charges, as the case may be, photograph, attested copies of required certificates and those received after the prescribed last date will be summarily rejected without any communication to the candidates.
- c) Colour photograph not older than 3 months should be affixed in the application (the identical photographs should be used in the subsequent process/stages of selection.).
- c) Candidates seeking relaxation in age limit and/or exemption from payment of examination fee should enclose attested copy of relevant certificates in support of their claim and in the absence of such documentary support, their claim for relaxation in age limit and/or exemption from payment of examination fee will not be considered.
- d) No TA/DA will be payable to any candidate, including candidates belonging to SC/ST/PWD/OBC/EXSM categories, for appearing in the written examination or in skill test.
- e) No interim correspondence on any issues/matter will be entertained.
- f) Wrong declaration, submission of false information or any other action contrary to law shall lead to cancellation of candidature at any stage.

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