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

RECRUITMENT TO THE POST OF LIBRARIAN GRADE - I , LIBRARIAN GRADE - II AND LIBRARY ASSISTANT

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

Name of Post	No. of Posts	UR	OBC	Pay	Educational Qualification
Librarian Grade I	1	1	-	PB–2 (Rs.9300-34800) + G.P. Rs.4200/-	Graduate with Degree or Diploma in Library Science (one year course after graduation) of a recognized University or its equivalent. Two years experience in a public college, University or Departmental Library.
Librarian Grade II	1	1	-	PB–1 (Rs.5200-20200) + G.P. Rs.2800/-	Matriculation with Diploma in Library Science (2 years course after Matriculation)
Library Assistant	4	3	1	PB–1 (Rs.5200-20200) + G.P. Rs.1900/-	Matriculation with certificate in Library Science (1 year course after Matriculation)

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.

I. **AGE LIMIT :**

For Librarian Grade – I – Between 21 and 26 years as on 7.12.2012.

For Librarian Grade – II & Library Assistant:- Between 19 and 23 years as on 7.12.2012.

Relaxation in Upper Age Limit :- Age relaxation shall be as per the Government of India instructions / orders.

II. **APPLICATION FEE (NON-REFUNDABLE):**

Name of Post	Category	Fee (Rs.)
Librarian Grade –I, Librarian Grade – II & Library Assistant.	SC/ST/PWD/Departmental Candidates, Female Candidates & EX-Servicemen	Rs.25/- (postage)
	All other categories	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) Fees should be paid by way of Demand Draft drawn in favour of "ESI Fund Account No.I" payable at Chennai only. Indian Postal Order/Outstation Demand Draft will not be accepted. Fees in any other mode will not be accepted.

(iii) Candidates must write his/her name, date of birth and post applied for on the back of the demand draft.

(iv) Demand Draft should be drawn on any nationalized/scheduled bank on or after publication of advertisement.

Note : Demand Draft should not be tagged or stapled, but should be clipped at the top left hand side of the application form.

III. **SCHEME OF EXAMINATION AND MODE OF SELECTION :**

Scheme of examination will be uploaded in the website in the near future.

The examination will be held either online or offline depending upon the number of candidates.

IV. **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.

V. **HOW TO APPLY:**

1. Candidate should apply in prescribed format (uploaded on website).

   Application Form, complete in all respects, enclosing the relevant documents and the relevant Demand Draft should be sent by REGISTERED POST in a closed envelope, super-scribing, "APPLICATION FOR THE POST OF LIBRARIAN GRADE – I" /"APPLICATION FOR THE POST OF LIBRARIAN GRADE – II"/ "APPLICATION FOR THE POST LIBRARY ASSISTANT", as the case may be, so as to reach **on or before 7.12.2012** to the following address:-

   The Additional Commissioner,

   ESI Corporation, Regional Office,

   143, Sterling Road, Nungambakkam, Chennai – 34.

   Candidates applying for more than one post should send separate application for each post.

2. Applications received other than in the prescribed format will not be entertained and they will be rejected summarily. Application duly signed by the candidate along with the examination fee(wherever applicable) and relevant documents received within the stipulated time shall only be considered as a valid application for the post advertised.

3. 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.

4. 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 & experience certificate (if applicable).

(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. OBC candidates falling under creamy layer should apply in general category only.

(v) Discharge certificate in support of service period rendered in case of Ex-servicemen.

(vi) No objection certificate (NOC) from employer.

5. The documents should be attached with the application form in the order given below:-

   a) Application duly signed by the candidate with photograph attested, by a Group "A" or "B" Gazetted Officer, pasted on it and Demand Draft (wherever applicable).

   b) Demand Draft (wherever applicable)

   c) Certificate showing age, Educational Qualification, Experience.

   d) Community/status certificate in the prescribed Form in the case of candidates belonging to SC/ST/OBC/Ex-Servicemen/PWD category (if applicable)

   e) NOC Certificate (if applicable)

VI. **LAST DATE FOR RECEIPT OF APPLICATION IS 7.12.2012 BY 5.45 P.M.**

VII. **General Conditions :-**

   a) Candidate should submit ONLY one application for one post. They may apply separately for more than one post. Submission of more than one application for same post may lead to rejection of all the applications submitted by the candidate for the posts applied.

   b) The candidate selected/appointed shall be liable to be posted anywhere in Tamil Nadu Region.

   c) Mere submission of application does not confer any right to be called for examination.

   d) Colour photographs not older than 3(three) months should be pasted on the application. (Identical photographs should be used in the subsequent process/stages of selection.)

   e) Signature in running hand (Block letters not to be used).

   f) Incomplete/unsigned applications, received without valid Demand Draft, photographs & documents and those received after the prescribed last date for receipt of application will summarily be rejected without any communication to the candidate.

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

h) Wrong declaration, submission of false information or any other action contrary to law shall lead to cancellation of candidature at any stage.

i) Fee once paid will not be refunded under any circumstances.

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

Additional Commissioner