

## **NOTICE**

### **CONDUCT OF PHASE-II MAIN EXAMINATION FOR THE POST OF UPPER DIVISION CLERK (UDC)**

The Phase – II Main Examination for recruitment to the post of Upper Division Clerk (UDC) is scheduled to be held on **30<sup>th</sup> April, 2022 (Saturday)**.

The **link to download Call Letter** for appearing in the Phase – II Main Examination for the post of UDC along with **Information Handout** are uploaded on the website of ESIC ([www.esic.nic.in](http://www.esic.nic.in)).

The candidates are advised to carefully read the instructions given in the Call Letter and Information Handout before appearing in the Examination. They are also advised to keep visiting ESIC website [www.esic.nic.in](http://www.esic.nic.in) for further updates/instructions in respect of above recruitment.

As per Govt. of India, Ministry of Social Justice & Empowerment OM F. No. 34-02/2015-DD-III, dated: 29<sup>th</sup> August, 2018 - "the candidate should have the discretion of opting for his own scribe/reader/lab assistant or request the Examination Body for the same."

As per above O.M. dated: 29<sup>th</sup> August, 2018 in case the candidate is allowed to bring his/her own scribe, the qualification of the Scribe should be one step below the qualification of the candidate taking examination.

**In case it is found that the qualification of the Scribe brought by the candidate is not one step below the qualification of the candidate taking examination, the candidature of the candidate shall be summarily rejected.**

Accordingly, PWD candidates appearing in the above examination are advised that in case they need the assistance of Scribe, they have the discretion of (1) **Opting for their Own Scribe** or (2) **they can make a request (through email/telephone/written application/personal visit) to the ESIC Regional Office of the State in which their Exam. Center is situated for providing Scribe by 26.04.2022.**

Candidates can also make a request via email/telephone at [jd-rectt@esic.nic.in](mailto:jd-rectt@esic.nic.in)/Tel. No. **011-23219513** for providing Scribe **by 26.04.2022.**

**The addresses and email ids of the concerned Regional Directors are appended below at Annexure 'A'.**

Appended Page No. 2 is '**Scribe Declaration Form**' to be submitted by the candidates using their own Scribe on the day of examination at Examination Center.

It is further informed that in the advertisement for the post of UDC, MTS & Steno. it has been notified that the facility of scribe shall be given only to persons with benchmark disabilities in the category of **blindness, locomotor disability (both arm affected-BA) and cerebral palsy**, if so desired by the person. For other category of persons with benchmark disabilities, the provision of scribe can be allowed on production of a certificate to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his behalf, from the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government health care institution as per prescribed proforma appended at Annexure – G of the advertisement.

**IMPORTANT NOTE: No request for Change of Examination Center will be entertained by ESIC.**

Dated: 22<sup>nd</sup> April, 2022

**Deputy Director (Rectt.)**

# SCRIBE DECLARATION FORM

We, the undersigned, Shri/Smt/Kum. \_\_\_\_\_ eligible candidate having qualification \_\_\_\_\_, Post Applied for \_\_\_\_\_ and Shri/Smt/Kum. \_\_\_\_\_ eligible writer (Scribe) having qualification \_\_\_\_\_ for the eligible candidate, do hereby declare that :

1. The scribe is identified by the candidate at his/her own cost and as per own choice.
2. In case it is found that the qualification of the Scribe brought by the candidate is not one step below the qualification of the candidate taking examination, the candidature of the candidate shall be summarily rejected. In such case the candidate shall forfeit his/her right to the post and claims relating thereto.
3. The candidate is **blind/low vision** or affected by **cerebral palsy** with **loco-motor impairment** and **his/her writing speed is affected** and she/he needs a writer (scribe) as permissible under the Government of India rules governing the recruitment of Physically Challenged persons.
4. As per the rules, the candidate availing services of a scribe is eligible for compensatory time of 20 minutes for every hour of the examination.
5. In view of the importance of the time element and the examination being of a competitive nature, the candidate undertakes to fully satisfy the Medical Officer of the Organization that there was necessity for use of a scribe as his/her writing speed is affected by the disabilities mentioned in Point 3 above.
6. **The candidate has ensured that the scribe is not a candidate for the same recruitment exercise.**
7. **The scribe has ensured that he/she is not appearing in the same recruitment exercise.**
8. All the above statements made by us are true and correct to the best of our knowledge and belief. We also understand that in case it is detected at any stage of recruitment that we do not fulfill the eligibility norms and/or that the information furnished by us is incorrect/false or that we have suppressed any material fact(s), the candidature of the applicant (both the candidate as well as scribe in case he/she has appeared in the same examination) will stand cancelled, irrespective of the result of the examination. If any of these shortcoming(s) is/are detected even after the candidate's appointment, his/her services are liable to be terminated. In such circumstances, both signatories will be liable to criminal prosecution.

I, \_\_\_\_\_ (Scribe) certify that I am not a candidate for this recruitment.  
(Name of Scribe)

I, \_\_\_\_\_ the candidate for this recruitment certify that I have ensured that the above  
(Name of candidate)  
scribe is not appearing for this recruitment.

Given under are our signature and contact details: -

	SCRIBE	CANDIDATE
	Signature:	Signature:
	Name:	Name:
	Qualification:	Qualification:
	Address:	Address:
Photo of the Scribe	Contact No.:	Contact No.:

\_\_\_\_\_  
Signature of Invigilator

Sl. No.	Name of the ESIC Region/State in which the candidate is to be admitted in the Online Examination	Address & Contact Number of ESIC Regional Director for making request for Scribe	Email Id for making request for Scribe
1.	Andhra Pradesh	48-7-32A, Panchdeep Bhawan, ESIC Road, Gunadala, Vijaywada-520004 Andhra Pradesh Contact No. 0866-2453498	<a href="mailto:rd-andhrapradesh@esic.nic.in">rd-andhrapradesh@esic.nic.in</a>
2.	Assam (For all North East Regions)	ESI Corporation, Panchdeep Bhawan, M.R.D. Road P.O. BamuniMaidan, Guwahati-781021. Assam. Contact No. 0361-2550357	<a href="mailto:rd-assam@esic.nic.in">rd-assam@esic.nic.in</a>
3.	Bihar	ESI Corporation, Panchdeep Bhawan, J.L. Nehru. Marg near Income Tax Circle Patna-800001 (Bihar). Contact No. 0612-2521928	<a href="mailto:rd-bihar@esic.nic.in">rd-bihar@esic.nic.in</a>
4.	Chhattisgarh	ESI Corporation, 107, Ram Nagar Road, Jagannath Chowk, Kota,Raipur-492010 Chhattisgarh Contact No. 0771-2254589	<a href="mailto:rd-cgarh@esic.nic.in">rd-cgarh@esic.nic.in</a>
5.	Delhi	ESI Corporation, DDA Complex cum Office, 3 <sup>rd</sup> & 4 <sup>th</sup> Floor, Rajendra Place, Rajendra Bhawan, New Delhi – 110 008 Contact No.011-25734381,25745044	<a href="mailto:rd-delhi@esic.nic.in">rd-delhi@esic.nic.in</a>
6.	Gujarat	ESI Corporation, Panchdeep Bhawan, Income Tax Circle Ashram Road, Ahmedabad-380014 (Gujarat). Contact No. 079-27582400/450	<a href="mailto:rd-gujrat@esic.nic.in">rd-gujrat@esic.nic.in</a>
7.	Haryana	ESI Corporation, Panchdeep Bhawan, Sector-16, Faridabad-121002, Haryana Near Laxmi Narayan Mandir Contact No. 0129-2222980	<a href="mailto:rd-haryana@esic.nic.in">rd-haryana@esic.nic.in</a>
8.	Jammu & Kashmir	ESI Corporation, Regional Office, 10-B, Radha Bhawan, Shastri Nagar, Jammu – 180 004 (J & K). Near Nirankari Bhawan Contact No. 0191-2435136	<a href="mailto:rd-jnk@esic.nic.in">rd-jnk@esic.nic.in</a>
9.	Jharkhand	ESI Corporation, Regional Office, Panchdeep Bhawan, Namkum, Ranchi-834010 (Jharkhand). Contact No. 0651-2960319	<a href="mailto:rd-jharkhand@esic.nic.in">rd-jharkhand@esic.nic.in</a>

10.	Karnataka	ESI Corporation, Regional Office Karnataka Panchdeep Bhawan, No.10, Binnyfields, Tank Bund Road (next to ETA Mall, Near Binny Mills), Binnypet, Bangalore-560023. Karnataka Contact No. 080-26742485	<a href="mailto:rd-karnataka@esic.nic.in">rd-karnataka@esic.nic.in</a>
11.	Kerala	ESI Corporation, Panchdeep Bhawan, North Swaraj Round, Thrissur – 680020 (Kerala) Contact No. 0487-2331080/2331351/ 2331412	<a href="mailto:rd-kerala@esic.nic.in">rd-kerala@esic.nic.in</a>
12.	Madhya Pradesh	ESI Corporation, Panchdeep Bhawan, Nanda Nagar, Indore-452011 Madhya Pradesh. Contact No. 0731-2550485	<a href="mailto:rd-mp@esic.nic.in">rd-mp@esic.nic.in</a>
13.	Maharashtra	ESI Corporation, Panchdeep Bhawan, 108, N. M. Joshi Marg, Lower Parel, Mumbai – 400013 (Maharashtra) Contact No. 022-61209700/742/760	<a href="mailto:rd-maharashtra@esic.nic.in">rd-maharashtra@esic.nic.in</a>
14.	Orissa	ESI Corporation, Regional Office, Panchdeep Bhawan, Plot C, Unit – IX, Janpath Bhubaneswar-751022 (Orissa). Contact No. 0674-2546380	<a href="mailto:rd-orissa@esic.nic.in">rd-orissa@esic.nic.in</a>
15.	Punjab	ESI Corporation, Panchdeep Bhawan, Plot No.3, Sector - 19-A, Madhya Marg, Chandigarh-160020. Contact No. 0172-2544126	<a href="mailto:rd-punjab@esic.nic.in">rd-punjab@esic.nic.in</a>
16.	Rajasthan	ESI Corporation Panchdeep Bhawan Regional Office, Bhawani Singh Marg, Jaipur – 302001 (Rajasthan). Contact No. 0141-2989581	<a href="mailto:rd-rajasthan@esic.nic.in">rd-rajasthan@esic.nic.in</a>
17.	Tamil Nadu	ESI Corporation, Panchdeep Bhawan, 143, Sterling Road, Nungambakkam, Chennai – 600034 (Tamil Nadu) Contact No. 044-28306300	<a href="mailto:rd-tamilnadu@esic.nic.in">rd-tamilnadu@esic.nic.in</a>
18.	Telangana	ESI Corporation, Panchdeep Bhawan, 5.9.23, Hill Fort Road, Adarsh Nagar Hyderabad-500063. Contact No. 040-23232356/57/58/59	<a href="mailto:rd-telangana@esic.nic.in">rd-telangana@esic.nic.in</a>
19.	Uttar Pradesh (including Meerut, Noida, Greater Noida, Ghaziabad)	ESI Corporation, Panchdeep Bhawan, Sarvodaya Nagar, Kanpur-208005, Uttar Pradesh. Contact No. 0512-2217957	<a href="mailto:rd-up@esic.nic.in">rd-up@esic.nic.in</a>

20.	Uttarakhand	ESI Corporation, Panchdeep Bhawan, Wing No.4, Shiv Puri, Prem Nagar, Dehradun-248007, Uttarakhand. Contact No. 0135-2774762	<a href="mailto:rd-uchal@esic.nic.in">rd-uchal@esic.nic.in</a>
21.	West Bengal and Sikkim	ESI Corporation, Panchdeep Bhawan, 5/1, Grant Lane, Kolkata – 700012 (West Bengal). Contact No. 033-22364451/56	<a href="mailto:rd-westbengal@esic.nic.in">rd-westbengal@esic.nic.in</a>