EMPLOYEES' STATE INSURANCE CORPOORATION
PANCHDEEP BHAWAN, CIG MARG, NEW DELHI-110002

NOTICE

CONDUCT OF PRELIMINARY EXAMINATION FOR THE POST OF UDC AND
MAIN EXAMINATION FOR THE POST OF STENOGRAPHER

The <u>Phase – I Preliminary Examination</u> for recruitment to the post of Upper Division Clerk (UDC) and Phase-I Main Examination for recruitment to the post of Stenographer are scheduled to be held on **14th July, 2019 (Sunday)**. The link for downloading Call Letter for appearing in the above examinations shall be made available shortly on ESIC website.

As per Govt. of India, Ministry of Social Justice & Empowerment OM F. No. 34-02/2015-DD-III, dated: 29th 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: 29th August, 2018 the qualification of the Scribe brought by the candidate should be one step below the minimum qualification criteria of the examination. The minimum qualification criteria for the post of UDC is "*A degree of a recognized University*" and for the post of Stenographer is "Intermediate". As such the qualification of the Scribe brought by the candidate should be one step below the Graduation Degree for the post of UDC and one step below the Intermediate for the post of Stenographer.

In case it is found that the qualification of the Scribe is not one step below the minimum qualification criteria for the post, 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 30th June, 2019.**

Candidates can also make a request via email/telephone at **jd-rectt@esic.nic.in/Tel. No. 011-23219513** for providing Scribe **by 30th June, 2019**.

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

Appended below is '**Scribe Declaration Form'** to be submitted by the candidate using their own Scribe on the day of examination i.e. 14th July, 2019 at Examination Center.

The link for downloading E-Admit Card for appearing in the Examination with Venue of Examination will be made available to the candidates shortly.

All the candidates are hereby requested to visit ESIC website www.esic.nic.in for further updates.

Dated: 6th June, 2019

DY. 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 is not as declared by the candidate and/or the qualification of the Scribe is not one step below the minimum qualification criteria for the post, 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 for 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, Andhra Pradesh	rd-andhrapradesh@esic.in rd-ap@esic.nic.in
2.	Assam (For all North East Regions)	ESI Corporation, Panchdeep Bhawan, P.O. BamuniMaidan, Guwahati-781021. Assam. Contact No. 0361-2550357	rd-assam@esic.in rd-assam@esic.nic.in
3.	Bihar	ESI Corporation, Panchdeep Bhawan, Belly Road (J. N. Marg), Opp. C.R. Building, Patna-800001 (Bihar). Contact No. 0612-2521928	rd-bihar@esic.in rd-bihar@esic.nic.in
4.	Chhattisgarh	ESI Corporation, 107, Ram Nagar Road, Kota,Raipur-492010 Chhattisgarh Contact No. 0771-2254589	rd-cgarh@esic.in rd-cgarh@esic.nic.in
5.	Delhi (including Meerut, Noida, Greater Noida, Ghaziabad)	ESI Corporation, DDA Complex cum Office, 3rd& 4th Floor, Rajendra Place, Rajendra Bhawan, New Delhi – 110 008 Contact No.011-25734381,25745044	rd-delhi@esic.in rd-delhi@esic.nic.in
6.	Goa	ESI Corporation, Panchdeep Bhawan, 3rd floor, EDC Plot No. 23, Patto, Panji, Goa-403001 Contact No. 0832-2438870	rd-goa@esic.in rd-goa@esic.nic.in
7.	Gujarat	ESI Corporation, Ashram Road, Navrang Marg, Ahmedabad-380014 (Gujarat). Contact No. 079-32400501	rd-gujrat@esic.in rd-gujrat@esic.nic.in
8.	Haryana	ESI Corporation, Panchdeep Bhawan, Sector-16, N.I.T., Faridabad-121002, Haryana Contact No. 0129-2282442	rd-haryana@esic.in rd-haryana@esic.nic.in
9.	Himachal Pradesh	ESI Corporation, ESIC Regional Office Housing Board, Phase 1, Sai Road, Baddi-173205. Himachal Pradesh Contact No. 01795-245961	rd-hp@esic.in rd-hp@esic.nic.in
10.	Jammu & Kashmir	ESI Corporation, Regional Office, 10-B, Radha Bhawan, Shastri Nagar, Jammu – 180 004 (J & K). Contact No. 0191-2459682	rd-jnK@esic.in rd-jnk@esic.nic.in

11.	Jharkhand	ESI Corporation, Regional Office, ESI Hospital Campus, Namkum, Ranchi-834010 (Jharkhand). Contact No. 0651-2261581	rd-jharkhand@esic.in rd-jharkahnd@esic.nic.in
12.	Karnataka	ESI Corporation, Panchdeep Bhawan,No.10, Binnyfields, Binnypet, Bangalore-560023. Karnataka Contact No. 080-26740764	rd-karnataka@esic.in rd-karnataka@esic.nic.in
13.	Kerala	ESI Corporation, Panchdeep Bhawan, North Swaraj Round, Thrissur – 680020 (Kerala) Contact No. 0487-2331241	rd-kerala@esic.in rd-kerala@esic.nic.in
14.	Madhya Pradesh	ESI Corporation, Panchdeep Bhawan, Nanda Nagar, Indore-452008 Madhya Pradesh. Contact No. 0731-2576452	rd-mp@esic.in rd-mp@esic.nic.in
15.	Maharashtra	ESI Corporation, Panchdeep Bhawan, 108, N. M. Joshi Marg, Lower Parel, Mumbai – 400013 (Maharashtra) Contact No. 022-61209777	rd-maharashtra@esic.in rd-maharashtra@esic.nic.in
16.	Orissa	ESI Corporation, Regional Office, Panchdeep Bhawan, Plot C, Unit – IX, Janpath Bhubaneswar-751022 (Orissa). Contact No. 0674-2546380	rd-orissa@esic.in rd-orissa@esic.nic.in
17.	Puducherry (including examination centre in Port Blair)	ESI Corporation Dorr No. 178, 100 Feet Road, (Opp. To Regional Transport Office), Ansari Duraisamy Nagar, Puducherry-605004 Contact No. 0413-2354268	rd-pondi@esic.in rd-pondi@esic.nic.in
18.	Punjab	ESI Corporation, Panchdeep Bhawan, Block No.3, Sector - 19-A, Madhya Marg, Chandigarh-160020. Contact No. 0172-2544126	rd-punjab@esic.in rd-punjab@esic.nic.in
19.	Rajasthan	ESI Corporation Regional Office, Bhawani Singh Marg, Jaipur – 302001 (Rajasthan). Contact No. 0141-2385767	rd-rajasthan@esic.in rd-rajasthan@esic.nic.in
20.	Tamil Nadu	ESI Corporation, Panchdeep Bhawan, 143, Sterling Road, Chennai – 600034 (Tamil Nadu) Contact No. 044-28279952	rd-tamilnadu@esic.in rd-tamilnadu@esic.nic.in
21.	Telangana	ESI Corporation, Panchdeep Bhawan, 5.9.23, Hill Fort Road, Hyderabad-500463. Andhra Pradesh. Contact No. 040-23234319	rd-telangana@esic.in rd-telangana@esic.nic.in

22.	Uttar Pradesh	ESI Corporation, Panchdeep Bhawan, Sarvodaya Nagar, Kanpur-208005, Uttar Pradesh. Contact No. 0512-2217957	rd-up@esic.in rd-up@esic.nic.in
23.	Uttarakhand	ESI Corporation, Panchdeep Bhawan, Prem Nagar, Wing No.4, Shiv Puri, Prem Nagar, Dehradun-248007, Uttrakhand. Contact No. 0135-2771753	rd-uchal@esic.in rd-uchal@esic.nic.in
24.	West Bengal	ESI Corporation, Panchdeep Bhawan, 5/1, Grant Lane, Kolkata – 700012 (West Bengal). Contact No. 033-22259236	rd-westbengal@esic.in rd-westbengal@esic.nic.in