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Regional Office  
EMPLOYEES' STATE INSURANCE CORPORATION  
MINISTRY OF LABOUR  
GOVERNMENT OF INDIA  
ISO 9001: 2008 CERTIFIED  
PANCHDEEP BHAVAN: EDC PLOT NO: 23, PATTO, PANAJI, GOA: 403001

**RECRUITMENT FOR 2011-12**

**RECRUITMENT FOR THE POST OF UPPER DIVISION CLERK (UDC) & MULTI TASKING STAFF (MTS)**

ONLINE APPLICATIONS (through website of ESIC at [www.esicgoa.org.in](http://www.esicgoa.org.in)) are invited for filling up 08 vacancies of **Upper Division Clerk (UDC)** in the revised pay structure of ₹ 5200-20200+2400 Grade pay plus allowance and 04 vacancies of **Multi Tasking Staff (MTS)** in the revised pay structure of ₹ 5200-20200+1800 Grade pay.

In addition to pay they will also be eligible for DA, HRA and Transport Allowance as per rules in force from time to time applicable to the employees of the ESI Corporation.

The break-up of the vacancies is as under:-

Name of Post	Vacancies						
	SC	ST	OBC	UR	Total	PH	Ex. S.M
UDC	1	-	02	05	08	-	-
MTS	-	-	1	3	04	-	-

**NOTE:**

- Candidates belonging to reserved categories are free to apply against vacancies earmarked for Unreserved/General category.
- The recruitment will be for the State of Goa only. Candidates have to appear for examination from a centre as may be decided by Regional Director, ESIC, Regional Office Goa. If selected for appointment the candidates shall be liable to be posted anywhere in Goa region.
- The number of vacancies is provisional and may vary. The Corporation reserves the right to fill up vacancies as per its actual requirement.
- Applications received for post which are not advertised at all will not be entertained.

**1. AGE LIMIT**

- UDC**: Between 18-27 years as on the last date of submission of online
- MTS**: between 18 to 25 years as on the last date of submission of online

**2. AGE RELAXATION IS IN UPPER AGE LIMIT IS PERMISSIBLE AS PER DETAILS BELOW:-**

S.No	Category	Extent of relaxation
1	Scheduled caste/Tribe (SC/ST)	5Yrs
2	Other Backward classes (OBC)	3Yrs
3	Ex-service men (EX-S)	Service rendered in armed force plus 3 yrs.
4	Physically Handicapped (PH)	10 yrs

**Note :** Age is relaxable in case of ESIC employees to extent of their service in the Corporation and Govt. Servants upto 40 years in accordance with the instructions or orders issued by the Central Govt.

**3. Qualification**

S.No	Name of the Post	Qualification
1	U.D.C	1. Graduate. (A degree of a recognized University or equivalent) 2. Working Knowledge of computer including use of office suites and databases.
2	MTS	Matriculation or equivalent pass.

**4. Scheme of examination :-**

S.No	Name of Post	Scheme of examination & Mode of Selection
1.	UDC	The selection for the post of UDC will be 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)
2.	MTS	The selection for the post of MTS will be made on the basis of written test only. (Objective type)

**MULTIPLE CHOICE OBJECTIVE TYPE PAPER UDC/MTS (Part I)**

Type of examination	Duration of examination	Subjects	Number of questions in each subject	Remarks
Objective Type Examination	02 hours (10.00 am 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 the educational qualification of respective post.
		i. English Language	50 questions	
		ii. General Intelligence.	50 questions	
		iii. General Awareness	50 questions (Total 200 questions)	

**PART II OF COMPUTER SKILL TEST FOR UDC ONLY**

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 will be given the textmatter in the Question paper which they have to type/reproduce in the Answer Sheet including formatting of text and use of formulas etc. as per instruction given in the Question Paper.

5. **MODE OF SELECTION :**

- a. The selection for the post of UDC will be made on the basis of written test (Part-I) objective typed followed by computer Skill Test (Part-II) 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 of objective type only.
- c. Negative marking i.e. 0.25 marks will be deducted for every wrong answer to eliminate the element of chance.

6. **Fee & Mode of payment :**

a) **For Upper Division Clerk**

S.No.	Category	Fee Amount
1	SC/ST/PWD/Departmental Candidates Female Candidates & Ex-Servicemen	NIL
2	All other categories	225/-

b) **For Multi Tasking Staff :**

S.No.	Category	Fee Amount
1	SC/ST/PWD/Departmental Candidates Female Candidates & Ex-Servicemen	NIL
2	All other categories	125/-

- i. Fee is payable in form of Demand Draft drawn on State Bank of India in Favour of ESIC Fund Account No. 1, payable at Goa only.
- ii. Fee paid in any other mode will not be accepted.
- iii. Candidates must write his/her name and address on the back of the Demand Draft.
- iv. **Fee once paid will not be refunded under any circumstances.**
- v. Demand Draft/Banker's cheque should be drawn on the State Bank of India on or after publication of the advertisement.

7. **How to apply :**

**FOR UDC :** The candidates should submit system generated hard copy of online application with unique S.No. (through website of ESIC at [www.esicgoa.org.in](http://www.esicgoa.org.in)) duly signed by the candidates 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 required to be submitted.

**FOR MTS :** The candidates should submit system generated hard copy of online application with unique S.No. (through website of ESIC at [www.esicgoa.org.in](http://www.esicgoa.org.in)) duly signed by the candidates with attested photograph, by a Group 'A' & Group 'B' Gazetted Officer, pasted on it and Demand Draft (as the case may be) attested copies of certificates and testimonial in support of proof of age, date of birth, educational qualification and copy of certificate in support of belonging to SC/ST/OBC/PWD/Ex.Servicemen category wherever applicable.

(CANDIDATES CAN GENERATE/SUBMIT THEIR ONLINE APPLICATION UP TO 16/01/2012 (UP TO 5.00 PM). THE LINK OF MAKING ONLINE APPLICATION WILL NOT BE AVAILABLE AFTER 5.00PM ON 16/01/2012.

The system generated hard copy of online application duly signed by the candidates along with the examination fee and documents (wherever applicable) in an envelope super subscribed "Application for the post of UDC/MTS" (whichever applicable) should be submitted on the following address:

THE REGIONAL DIRECTOR  
EMPLOYEES' STATE INSURANCE CORPORATION  
REGIONAL OFFICE GOA  
PANCHDEEPBHAVAN  
EDC PLOT NO. 23,  
PATTO PANAJI –  
GOA – 403 001.

Those candidates who are employed in Govt./Semi-Govt./Autonomous body should send their applications "Through proper channel". However, they may send an advance copy of their application along with Demand Draft, certificates and testimonials so as to reach this office on or before the last date.

CANDIDATES SHOULD PROVIDE THE VALID EMAIL ids AND MOBILE NUMBERS FOR COMMUNICATION PURPOSE.

**A. General Conditions :**

1. A candidate should submit one application only. Submission of more than one application may lead to rejection of all the applications submitted.
2. Mere submission of the application does not confer any right on the applicant to be called for written test.
3. Application should be submitted strictly in the prescribed format ONLINE only and all columns should be filled up.
4. No TA/DA will be paid to any candidate including SC/ST candidates for appearing in the written test.
5. Wrong declaration/submission of false information or any other action contrary to law shall lead to cancellation of the candidature at any stage.
6. No interim correspondence will be entertained.
7. Canvassing in any form will be disqualification and shall lead to cancellation of the candidature.

**LAST DATE OF SUBMISSION OF HARD COPIES OF SYSTEM GENERATED ONLINE APPLICATION (GENERATED UP TO 16/01/2012 UP TO 5.00 PM) IS 31/01/2012.**

**REGIONAL DIRECTOR**