



NOTICE

CONDUCT OF COMPUTER SKILL TEST FOR THE POST OF UDC AND STENOGRAPHY TEST FOR THE POST OF STENO.

The Phase II - Stenography Test for recruitment to the post of Steno – 2021 and Phase III – Computer Skill Test (CST) for recruitment to the post of UDC-2021 is scheduled to be held on **27th August, 2022 (Saturday) and 28th August, 2022 (Sunday)** respectively.

There are some common candidates who are short listed for CST for the post of UDC and Stenography Test for the post of Steno. Some of these candidates have applied for different regions for the post of UDC & Steno.

As the Stenography Test for the post of Steno. and CST for the post of UDC will be conducted on consecutive days i.e. on 27th and 28th August, 2022 respectively, it has been decided that such common candidates shall be admitted & examined for both the posts in the Region in which they are shortlisted for the post of Steno.

For example, if a candidate 'A' is shortlisted for the post UDC for Madhya Pradesh Region and also shortlisted for the post of Steno. for West Bengal Region, then he/she will be admitted for both the posts at Examination Center in West Bengal Region i.e. the Region in which he/she is shortlisted for the post of Steno.

The following common candidates mentioned are allotted same Examination Center for both the posts of UDC & Steno. as detailed hereunder:

Post	region	Roll No.	Name of the Candidate	Category	Date of Birth	Region in which Skill Test of both the Posts will be held
STENO	BIHAR	1432000207	DEEPSHIKHA	OBC	21/11/92	BIHAR
UDC	KARNATAKA	1431004286	DEEPSHIKHA	OBC	21/11/92	BIHAR
STENO	BIHAR	1432005453	GULSHAN	EWS	4/2/1996	BIHAR
UDC	DELHI	1431003048	GULSHAN	EWS	4/2/1996	BIHAR
STENO	KARNATAKA	1292001082	MANGARAJU JAGANNADHAM	OBC	19/06/99	KARNATAKA
UDC	KARNATAKA	1291000701	MANGARAJU JAGANNADHAM	OBC	19/06/99	KARNATAKA
STENO	KARNATAKA	1892000135	MEGHANA	EWS	21/04/96	KARNATAKA
UDC	KARNATAKA	1891001994	MEGHANA	EWS	21/04/96	KARNATAKA
STENO	KARNATAKA	2772001025	MEKALA RANJITH KUMAR	OBC	18/08/94	KARNATAKA
UDC	MAHARASHTRA	2771001512	MEKALA RANJITH KUMAR	OBC	18/08/94	KARNATAKA
STENO	TELANGANA	2772000251	N MAHESH BABU	OBC	5/12/1982	TELANGANA
UDC	TELANGANA	2771001698	N MAHESH BABU	OBC	5/12/1982	TELANGANA
STENO	DELHI D(M)D	1482000182	NIGAM	OBC	5/8/1994	DELHI
UDC	DELHI	1481000312	NIGAM	OBC	5/8/1994	DELHI

Post	region	Roll No.	Name of the Candidate	Category	Date of Birth	Region in which Skill Test of both the Posts will be held
STENO	WEST BENGAL & SIKKIM	3082001153	PARTHA	UNRESERVED	23/06/75	WEST BENGAL
UDC	WEST BENGAL & SIKKIM	3081004186	PARTHA	UNRESERVED	23/06/75	WEST BENGAL
STENO	TAMILNADU	2942001363	PRASOON	EWS	4/11/1996	TAMILNADU
UDC	GOA	2941001291	PRASOON	EWS	4/11/1996	TAMILNADU
STENO	BIHAR	2932000479	PRAWEEEN	OBC	19/11/83	BIHAR
UDC	MADHYA PRADESH	2931000879	PRAWEEEN	OBC	19/11/83	BIHAR
STENO	KARNATAKA	2102000600	PREETHISH	UNRESERVED	10/7/1996	KARNATAKA
UDC	GOA	2101000605	PREETHISH	UNRESERVED	10/7/1996	KARNATAKA
STENO	KARNATAKA	2772001766	PUTTI	SC	21/01/92	KARNATAKA
UDC	KARNATAKA	2771001986	PUTTI	SC	21/01/92	KARNATAKA
STENO	TAMILNADU	1492004552	QASIM	OBC	20/05/97	TAMILNADU
UDC	MAHARASHTRA	1491004117	QASIM	OBC	20/05/97	TAMILNADU
STENO	TAMILNADU	2652000920	RAGULKUMAR	OBC	16/09/94	TAMILNADU
UDC	TAMILNADU	2651001969	RAGULKUMAR	OBC	16/09/94	TAMILNADU
STENO	TELANGANA	2772000830	SOMAVARAPU	EWS	9/11/1997	TELANGANA
UDC	TELANGANA	2771001678	SOMAVARAPU	EWS	9/11/1997	TELANGANA
STENO	MAHARASHTRA	2122000648	TANIYA	EWS	2/11/1997	MAHARASHTRA
UDC	MAHARASHTRA	2121001135	TANIYA	EWS	2/11/1997	MAHARASHTRA
STENO	KARNATAKA	1292001106	THAPALA JAGADISH KUMAR REDDY	OBC	6/8/1998	KARNATAKA
UDC	KARNATAKA	1291000626	THAPALA JAGADISH KUMAR REDDY	OBC	6/8/1998	KARNATAKA
STENO	MAHARASHTRA	1432001274	VISHVAJEET	EWS	19/09/96	MAHARASHTRA
UDC	TAMILNADU	1431004421	VISHVAJEET	EWS	19/09/96	MAHARASHTRA

In case any candidates who is shortlisted for both the posts of UDC and Steno. for different Regions but his/her name is not mentioned in the list given above in this Notice, he/she is advised to intimate his/her details - Name, Roll No., Reg. No. for both the post of UDC & Steno. via email/telephone at **jd-rectt@esic.nic.in/Tel. No. 01123219513 by 28th July, 2022** for allotment of same Examination Center for both the posts of UDC & Steno.

The Scheme of Computer Skill Test (for the post of UDC) and Stenography Test (for the post of Steno.) is as under:

COMPUTER SKILL TEST FOR THE POST OF UDC (QUALIFYING IN NATURE)

(i) **Computer Skill Test** (Qualifying in Nature) shall comprise of following 03 parts:

S. No.	Description of Test	Marks	Total Marks	Duration
1	Preparation of 02 Power Points Slides	10	50 marks	30 minutes
2	Typing matter on MS Word with formatting	20		
3	Preparation of Table on MS Excel with use of formulae	20		

Qualifying Marks in Computer Skill Test: 17 marks out of Total 50 marks.

The Sample Question Paper of Computer Skill Test with instruction on the conduct of examination is uploaded separately with this Notice.

ESIC will consider the Medium of Computer Skill Test – English or Hindi as filled by the candidate in the Online Application. Those candidates who have opted for Hindi medium in Computer Skill Test are hereby informed that **MANGAL FONT** will be used in the Computer Skill Test in Hindi medium with the option of any of the following two Keyboard Layouts:

- i) **INSCRIPT KEYBOARD LAYOUT;**
- ii) **REMINGTON (GAIL) KEYBOARD LAYOUT.**

As already notified in the advertisement for recruitment to the post of UDC - 2021, the working knowledge of computers in respect of PWD Candidates who are unable to type shall be assessed by holding an Objective Type Computer Test of 50 Marks having 50 Questions with no negative marking.

The **Syllabus & Scheme of Examination of Objective Type Test (Qualifying in Nature) on Working Knowledge of Computers of PWD Candidates who are unable to type** is as under:

S. No.	Section Name	No. of Questions	Marks	Total Duration of Exam
1.	Basics of Computer	10	10	30 Minutes (40 Minutes for PWD candidates eligible for compensatory time/assistance of Scribe)
2.	Basics of MS Word	10	10	
3.	Basics of MS Excel	10	10	
4.	Basics of Operating System	10	10	
5.	Basics of Internet	10	10	
	Total	50	50	

Note: There will be no negative marking in the Objective Type Test on Working Knowledge of Computers for PWDs.

Qualifying Marks in Objective Type Test for PWDs: 15 marks out of Total 50 marks.

As such all those PWD candidates who are not able to type due to their disability are advised to submit their request via email/telephone at jd-rectt@esic.nic.in/Tel. No. **011-23219513** by **1st August, 2022** for exemption from typing due to their disability and for appearing in the Objective Type Test on Working Knowledge of Computers.

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 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 such candidate shall be summarily rejected.

Accordingly, PWD candidates appearing in the above examination are advised that in case they need the assistance of Scribe in Objective Type Computer Test, they have the discretion of (1) Opting for their Own Scribe or (2) they can make a request via email/telephone at jd-rectt@esic.nic.in/Tel. No. **011-23219513** for providing Scribe **by 5th August, 2022**.

Appended below at **Annexure – H** is ‘**Scribe Declaration Form**’ to be submitted by the candidate using their own Scribe on the day of examination i.e. 28th August, 2022 at Examination Center.

STENOGRAPHY TEST FOR THE POST OF STENO. (QUALIFYING IN NATURE)

The candidates who are shortlisted in the Main Examination will be required to appear in the Skill Test of Stenography. The candidates will be given one dictation for 10 minutes in English or Hindi (as opted by the candidates in the Online Application Form) at the speed of 80 words per minute. The matter will have to be transcribed on Computer. The Transcription Time is as under:

Language of Skill Test	Time Duration	Time Duration for PWD candidates eligible for scribe.
English	50 Minutes	70 Minutes
Hindi	65 Minutes	90 Minutes

IMPORTANT INSTRUCTIONS:

- 1. There is no exemption from skill test in Stenography for any category of candidates.**
- 2. No PWD Candidate is allowed the scribe facility for any type of assistance in Stenography Test.**
- 3. VH Candidate using Braille machine will be allocated workstation at a separate and isolated place.**
- 4. ESIC will provide the Computer and Shorthand Notebook for the test; no candidate will be allowed to bring his own key board.**
- 5. VH candidates are advised to bring their own Braille Device in case of requirement.**
- 6. ESIC will consider the Medium of Stenography Test – English or Hindi as filled by the candidate in the Online Application.**
- 7. The Stenography Test for the post of Stenographer is Qualifying in Nature and the **Qualifying Criteria** in Stenography Tests is as under:**
 - Upto 7% mistakes for UR and**
 - Upto 10% mistakes for all reserved categories.**

Following is the list of 100% Visually Impaired candidate with Disabled Friendly System Requirement i.e. Braille Device for taking Dictation and NVDA/JAWS Software enabled Computer System for Typing/Transcription for the post of Steno:

S. No.	Region	Roll No.	Name of the Candidate	State of Residence	Disability Type
1	DELHI HQ	1492000003	RANJAY KUMAR SHAH	DELHI	BLIND (B)
2	DELHI RO	1492000007	MANSI TYAGI	DELHI	BLIND (B)
3	DELHI RO	1492000002	KM LAXMI DVIVEDI	DELHI	BLIND (B)
4	MAHARASHTRA	2302000002	RAJESH MALLESHAM VALLAL	MAHARASHTRA	BLIND (B)
5	MAHARASHTRA	2302000007	RESHMA KULDIPAK PRASHAD	MAHARASHTRA	BLIND (B)
6	MAHARASHTRA	2262000007	GURUPRASAD YASHWANT SAWANT	MAHARASHTRA	BLIND (B)

In case there is any other PWD candidates appearing in the Stenography Test for the post of Steno. and requires Disabled Friendly System Requirement i.e. Braille Device for taking Dictation and NVDA/JAWS Software enabled Computer System for Typing/Transcription for Stenography Test, he/she is advised to submit his/her request for Disabled Friendly System Requirement in Stenography Test via email/telephone at jd-rectt@esic.nic.in/Tel. No. 011-23219513 by 5th August, 2022.

IMPORTANT INSTRUCTIONS TO CANDIDATES REGARDING SUBMISSION OF CERTIFICATES / DOCUMENTS IN SUPPORT OF THEIR ELIGIBILITY FOR THE POST APPLIED FOR

The candidates are required to submit **Self-Attested** copies of the following certificate/documents on the day of Skill Test at the Venue of Skill Test in support of their eligibility for the post as detailed hereunder:

- 1) **Matriculation or equivalent certificate in support of proof of Date of Birth,**
- 2) **Certificates/Mark Sheets etc. in support of Essential Educational Qualification for the post.**
- 3) **Category Certificate issued by Competent Authority in the prescribed proforma in respect of candidates belonging to SC, ST, OBC, EWS, PWD, Ex-Servicemen and other categories.** The prescribed proforma are annexed at Annexure – A to Annexure – G of the detailed advertisement and are also appended below with this Notice.
 - (a) **Candidates seeking reservation benefits available for SC/ST/OBC/EWS/PWD/Ex-Servicemen must ensure that they are entitled to such reservation as per eligibility prescribed in the detailed advertisement and as per the instructions issued by Govt. of India. They should also be in possession of the certificates in the prescribed format of Govt. of India in support of their claim.**
 - (b) Candidates claiming reservation/ age relaxation under OBC Category should possess the OBC Certificate as given at Annexure -"A" prescribed vide Govt. of India, Department of Personal and Training OM No. 36012/22/93-Estt.(SCT) dated 15.11.93 along with Self Declaration to be given at later stage as given at Annexure "B" failing which the benefit of reservation or age relaxation will not be given.
 - (c) Candidates claiming reservation under EWS Category should submit the EWS Certificate given at Annexure -"C".
 - (d) Candidates claiming relaxation/reservation under Ex-servicemen Category should submit form of undertaking as given at Annexure -"D".
 - (e) ESIC Employees/Government Servants claiming age relaxation shall have to produce a certificate in the prescribed format annexed at 'E' from their office in respect of the length of continuous service which should be not less than three years in the immediate period preceding the closing date for receipt of application. They should continue to have the status of ESIC Employee/Government Servants till the time of appointment, in the event of their selection.
 - (f) Ex-Servicemen who have already secured employment in civil side under Government in Group 'C' & 'D' posts on regular basis after availing of the benefits of reservation given to ex-servicemen for their re-employment are NOT eligible for claiming benefits of reservation under Ex-Servicemen category. However, they are eligible for age relaxation only. The period of "Call up Service" of an Ex-Serviceman in the Armed Forces shall also be treated as service rendered in the Armed Forces for purpose of age relaxation. For any serviceman of the three Armed Forces of the Union to be treated as Ex-Serviceman for the purpose of securing the benefits of reservation, he must have already acquired, at the relevant time of submitting his application for the Post / Service, the status of ex-serviceman and /or is in a position to establish his acquired entitlement by documentary evidence from the competent authority that he would complete specified term of engagement with the Armed Forces within the stipulated period of one year from the Closing Date, or otherwise than by way of dismissal or discharge on account of misconduct or inefficiency. Serving Defence Personnel shall have to produce certificate issued by the competent authority in the Proforma given annexed at 'F'.
 - (g) PWD candidates other than in the category of blindness, locomotor disability (both arm affected-BA) and cerebral palsy, who have availed services of scribe in the Phase I and/or Phase II Exam(s) are required to submit certificate regarding physical limitation to write in the prescribed proforma appended at Annexure – G of the detailed advertisement and appended below with this Notice.
- 4) Two passport size photograph which should match the one uploaded in the online application form.
- 5) **Photo bearing Identification Proof (self-attested photocopy along with Original thereof)** – The candidates are required to bring at least one currently valid Photo identity proof in original and a photocopy of the same.

Note: Currently valid photo identity proof may be PAN Card/Passport/Permanent Driving Licence/Voter's Card/Bank Passbook with photograph/Photo Identity proof issued by a Gazetted Officer on official letterhead alongwith photograph/Photo Identity proof issued by a People's Representative on official letterhead alongwith photograph/Valid recent Identity Card issued by a recognised College/University/Aadhaar Card/E-Aadhaar Card with a photograph/Employee ID/Bar Council Identity card with photograph.

Important: Ration Card and Learner's Driving License will NOT be accepted as valid ID proof.

The above documents are to be submitted along with the duly filled proforma appended below at Annexure – 'I'.

The link for downloading E-Admit Card for appearing in the Phase III and Phase II Examinations for the post of UDC and Steno. respectively with Venue of Examination will be made available to the candidates shortly. The Phase III and Phase II Examinations for the post of UDC and Steno. respectively will be conducted in the concerned Region/State for which the candidate has applied.

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

Dated: 21st July, 2022

DY. DIRECTOR (RECTT.)

(FORMAT OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA)

This is to certify that Shri/Smt./Kumari _____ son/daughter of _____ of village/town _____ in District/Division _____ in the _____ State/Union Territory _____ belongs to the _____ Community which is recognized as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No. _____ dated _____*.

Shri/Smt./Kumari _____ and/or his/her family ordinarily reside(s) in the _____ District/Division of the _____ State/Union Territory. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India, Department of Personnel & Training OM No. 36012/22/93-Estt. (SCT,) dated 08.09.1993**. OM No. 36033/3/2004Estt. (Res) dated 9th March, 2004, O.M. No. 36033/3/2004-Estt. (Res) dated 14th October, 2008 and O.M. No. 36033/1/2013-Estt. (Res) dated 27th May, 2013**.

Date _____

District Magistrate/ Deputy Commissioner etc.

Seal of Office

*_-

The Authority issuing the Certificate may have to mention the details of Resolution of Government of India, in which the Caste of candidate is mentioned as OBC.

**-

As amended from time to time.

Note:

The term ordinarily reside(s) used here will have the same meaning as in section 20 of the Representation of the People Act, 1950.

List of authorities empowered to issue Caste/Tribe Certificate Certificates:

i.	District Magistrate / Additional District Magistrate/ Collector/ Deputy Commissioner / Additional Deputy Commission/ Dy. Collector / 1 st Class Stipendiary Magistrate / Sub-Divisional Magistrate / Extra-Assistant Commissioner/ Taluka Magistrate / Executive Magistrate.
ii.	Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
iii.	Revenue Officers not below the rank of Tehsildar.
iv.	Sub-Divisional Officers of the area where the applicant and or his family normally resides.

- Note-I**
- The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.
 - The authorities competent to issue Caste Certificate are indicated below:-
 - District Magistrate / Additional Magistrate / Collector / Dy. Commissioner / Additional Deputy Commissioner / Deputy Collector / Ist Class Stipendary Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of 1st Class Stipendiary Magistrate).
 - Chief Presidency Magistrate /Additional Chief Presidency Magistrate/ Presidency Magistrate.
 - Revenue Officer not below the rank of Tehsildar
 - Sub-Divisional Officer of the area where the candidate and/or his family resides.

Note -II The closing date for receipt of application will be treated as the date of reckoning for OBC status of the candidate and also, for assuming that the candidate does not fall in the creamy layer.

The candidate should furnish the relevant OBC Certificate in the format prescribed for Central Government jobs as per Annexure 'A' above issued by the competent authority as stipulated in this Notice.

Form of declaration to be submitted by the OBC candidate (in addition to the community certificate)

I Son/daughter of Shri.....resident of village/town/city..... district..... state.....hereby declare that I belong to the.....community which is recognized as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No 36012/22/93-Estt. (SCT) dated 8-9-1993. It is also declared that I do not belong to persons/ sections/sections (Creamy Layer) mentioned in column 3 of the Schedule to the above referred Office Memorandum dated 8-9-1993, O.M. No. 36033/3/2004-Estt. (Res.) dated 9th March, 2004, O.M. No. 36033/3/2004-Estt. (Res.) dated 14th October, 2008 and OM No. 36033/1/2013-Estt. (Res.), dated: 27th May, 2013.

Signature:.....

Full Name:.....

Address

Government of _____
(Name & Address of the authority issuing the certificate)

INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. _____

Date: _____

VALID FOR THE YEAR

This is to certify that Shri/Smt./Kumari _____ son/daughter/wife of _____ permanent resident of _____, Village/Street _____ Post. Office _____ District _____ in the State/Union Territory _____ Pin Code _____ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/her family** is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year _____. His/her family does not own or possess any of the following assets*** :

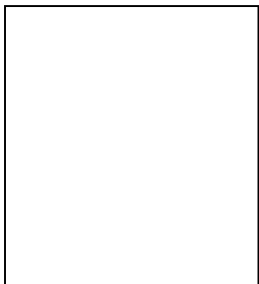
- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in. areas other than the notified municipalities.

2. Shri/Smt./Kumari _____ belongs to the caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

Signature with seal of Office _____

Name _____

Designation _____



*Note 1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

**Note 2: The term 'Family' for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years

***Note 3: The property held by a 'Family' in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

**FORM OF UNDERTAKING TO BE GIVEN BY CANDIDATES APPLYING FOR CIVIL POSTS
UNDER EX-SERVICEMEN CATEGORY**

I understand that, if selected on the basis of the recruitment/examination to which this application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the Appointing Authority that I have been duly released/retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to ex-servicemen in terms of the Ex- servicemen (Re-employment in Central Civil Services and Posts) Rules, 1979, as amended from time to time.

I also understand that I shall not be eligible to be appointed to a vacancy reserved for Ex-Servicemen in regard to the recruitment covered by this examination, if I have at any time prior to such appointment, secured any employment on the civil side (including Public Sector Undertakings, Autonomous Bodies/Statutory Bodies, Nationalized Banks, etc.) by availing of the concession of reservation of vacancies admissible to Ex-Servicemen.

I further submit the following information:

- a) Date of appointment in Armed Forces _____
- b) Date of discharge _____
- c) Length of service in Armed Forces _____
- d) My last Unit / Corps _____

Place:

Date:

(Signature of Candidate)

**FORM OF CERTIFICATE TO BE SUBMITTED BY ESIC EMPLOYEES/GOVERNMENT
SERVANTS SEEKING AGE-RELAXATION**

(To be filled by the Head of the Office or Department in which the candidate is working).

It is certified that *Shri/Smt./Km. _____ is holding the post of
_____ in the pay scale of _____ with 3 years regular service
in the grade as on **closing date.**

Signature _____

Name _____

Office seal

Place:

Date :

*(*Please delete the words which are not applicable.)*

Form of Certificate for serving Defence Personnel

I hereby certify that, according to the information available with me (No.)
_____ (Rank) _____ (Name)
_____ is due to complete the specified term of his engagement with
the Armed Forces on the (Date) _____.

Place:

(Signature of Commanding Officer)

Date:

Office Seal:

Certificate regarding physical limitation in an examinee to write

This is to certify that, I have examined Mr/Ms/Mrs. _____ (name of the candidate with disability), a person with _____ (nature and percentage of disability as mentioned in the certificate of disability), S/o/D/o _____, a resident of _____ (Village/District/State) and to state that he/she has physical limitation which hampers his/her writing capabilities owing to his/her disability.

Signature
Chief Medical Officer/Civil Surgeon/Medical Superintendent of a
Government Health Care Institution
Name & Designation: _____.
Name of Government Hospital/Health Care Centre with Seal _____

Place:

Date:

Note:

Certificate should be given by a specialist of the relevant stream/disability (e.g. Visual Impairment-Ophthalmologist, Locomotor Disability-Orthopedic specialist/PMR)

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 mentioned in the advertisement, the candidate eligible for compensatory time and/or availing services of a scribe is eligible for compensatory time.
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



EMPLOYEES' STATE INSURANCE CORPORATION

SUBMISSION OF DOCUMENTS FOR RECRUITMENT TO THE POST OF UDC & STENO – 2021

DOCUMENT SUBMISSION SLIP

Name of Candidate _____

Post _____ Roll No. _____ Registration No. _____

Date of Birth _____ Category/ Sub Category _____

Copies of the following self-attested certificates/documents have been submitted by the undersigned in support of the eligibility for the above post:

S. No	Certificate/Documents	Yes / No
1	Matriculation or equivalent certificate in support of proof of Date of Birth	
2	Certificates/Degree/Mark Sheets etc. in support of Essential Educational Qualification for the post	
3	SC/ST/OBC/EWS Certificate in the prescribed format	
4	Ex-Servicemen/PWD or any other category certificate	
5	Service Certificate in case of Govt. Servant/ESIC Employee	
6	'No Objection Certificate' (NOC) in case of Govt. Servant/ESIC Employee	
7	Photo bearing Identification Proof	
8	Remarks (if Any)	
9	Declaration (if Any)	

Dated:

(Signature of the Candidate)