

 <p>कर्मचारी राज्य बीमा निगम (श्रम एवं रोजगार मंत्रालय, भारत सरकार) EMPLOYEES' STATE INSURANCE CORPORATION (Ministry of Labour &amp; Employment, Govt of India)</p>	 <p>पंचदीप भवन, सी० आई० जी० मार्ग, नई दिल्ली Panchdeep Bhawan, CIG Marg, New Delhi-02 Email : <a href="mailto:jd-rectt@esic.nic.in">jd-rectt@esic.nic.in</a> Website : <a href="http://www.esic.nic.in">www.esic.nic.in</a></p>
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## NOTICE

### CONDUCT OF PHASE-I PRELIMINARY EXAMINATION FOR THE POST OF MULTI-TASKING STAFF (MTS)

The Phase – I Preliminary Examination for recruitment to the post of Multi-Tasking Staff (MTS) is scheduled to be held on 7<sup>th</sup> May, 2022 (Saturday).

The **link to download Call Letter** for appearing in the Phase I Pre Exam. for the post of MTS 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.

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 25.04.2022.**

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 25.04.2022.**

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

Appended at Page No. 2 to 4 is '**Scribe Declaration Form**' to be submitted by the candidates using their own Scribe on the day of examination at Examination Center.

All the candidates are hereby requested to visit ESIC website [www.esic.nic.in](http://www.esic.nic.in) for further updates.

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

Dated: 13<sup>th</sup> April, 2022

**Deputy Director (Rectt.)**

# **SCRIBE DECLARATION FORM**

## **GUIDELINES REGARDING PERSONS WITH BENCHMARK DISABILITIES USING THE SERVICES OF A SCRIBE**

**(This form will be collected during the examination)**

The facility of Scribe / Reader would be allowed to candidates who have disability of 40 % or more and who are eligible to use the services of scribe and opted for the same in their online application form. The facility of scribe is meant for only those candidates with disabilities who have physical limitation to write including that of speed. In all such cases where a scribe is used, the following rules will apply:

- Please ensure that you are eligible to use the services of scribe as per Govt. of India guidelines governing the recruitment of Persons with Benchmark Disabilities.
- The candidate will have to arrange his/ her own scribe at his/ her own cost.
- The scribe can be from any academic discipline.
- Both, the candidate as well as the scribe will have to give a suitable undertaking, in the prescribed format with passport size photograph of the scribe, confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe as mentioned above. Further, in case it later transpires that the candidate/scribe did not fulfill any of the laid down eligibility criteria or has suppressed any material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the test/ examination.
- Candidates who have disability of 40 % or more and physical limitation to write including that of speed shall be allowed compensatory time of 20 minutes per hour, if they have opted for the same in their online application form, whether availing the facility of scribe or not.
- The scribe arranged by the candidate should not be a candidate for the online examination. If violation is detected at any stage of the process, candidature for both, the candidate and the scribe will be cancelled.
- Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system based, it shall not be possible for the test conducting agency to allow such time if he/ she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.
- Any candidate who is not eligible to use scribe as per the guidelines referred to above, but uses scribe in the examination shall be disqualified to participate further in the recruitment process. Any candidate who is using services of scribe should ensure that he/she is eligible to use the services of scribe in the examination as per the above guidelines. Any candidate using the services of a scribe in violation of the above guidelines shall stand disqualified and can be removed from service without notice, if has already joined the \_\_\_\_\_(Bank/Organization).
- During the exam, at any stage, if it is found that scribe is independently answering the questions, the exam session will be terminated and candidate's candidature will be cancelled. The candidature of such candidates using the services of a scribe will also be cancelled if it is reported after the examination by the test administrator personnel that the scribe independently answered the questions.

Please fill up the DECLARATION and submit along with the call-letter.

## DECLARATION

We, the undersigned, Shri/Smt./Kum. \_\_\_\_\_ **eligible candidate** for the Online Examination for the Post of \_\_\_\_\_ in \_\_\_\_\_ **(Name of the bank/organization)** to be held on \_\_.\_\_.2021 at \_\_\_\_\_ (Time) and Shri/Smt./Kum \_\_\_\_\_ **eligible writer (scribe)** for the eligible candidate, do hereby declare that:-

1. \_\_\_\_\_ The scribe is identified by the candidate at his/her cost and as per own choice.
2. \_\_\_\_\_ The candidate has physical limitation to write including that of speed and he/she needs a writer (scribe) as permissible under the Government of India rules governing the recruitment of Persons with Benchmark Disability.
3. \_\_\_\_\_ Candidates who have disability of 40 % or more and physical limitation to write including that of speed shall be allowed compensatory time of 20 minutes per hour, if they have opted for the same in their online application form, whether availing the facility of scribe or not.
4. \_\_\_\_\_ In view of the importance of the time element, the examination being of a competitive nature, the candidate undertakes to fully satisfy the Medical Officer of the Bank/organization that there was necessity for use of a scribe as he/she has physical limitation to write including that of speed by the disabilities as mentioned in guidelines regarding persons with benchmark disability using the services of a scribe.
5. \_\_\_\_\_ The candidate has ensured that the scribe is not a candidate for this online recruitment exam.
6. \_\_\_\_\_ The scribe has ensured that he/she has not appeared/ is not appearing as a candidate in this online recruitment exam
7. \_\_\_\_\_ We hereby declare that 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 written test(s). If any of these shortcomings 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, \_\_\_\_\_ the candidate, certify that I am eligible to use the services of a scribe as per the Govt. **(Name of the candidate)** Guidelines for Recruitment of Persons with Benchmark Disability.

I, \_\_\_\_\_ the candidate for this recruitment certify that I have ensured that the **(Name of the candidate)** above scribe has not appeared/ is not appearing for this online recruitment exam.

I, \_\_\_\_\_ (Scribe) certify that I am not a candidate for this online recruitment exam. **(Name of the Scribe)** I will not solve the questions on behalf of the candidate.

**Given under are our signature and details: -**

Details of the candidate:										
Roll No.:		Name								Signature:
		:								

	<p><b>SCRIBE Details:</b></p> <p>Name: <input style="width: 100%;" type="text"/></p> <p>Date of Birth(dd/mm/yyyy): <input style="width: 20%;" type="text"/></p> <p>Father's Name: <input style="width: 100%;" type="text"/></p>
<div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto;"></div> <p>Photo of Scribe</p>	
<p>Address 1 <input style="width: 100%;" type="text"/></p> <p>Address 2 <input style="width: 100%;" type="text"/></p> <p>City: <input style="width: 100%;" type="text"/></p> <p>State: <input style="width: 50%;" type="text"/> Pincode: <input style="width: 20%;" type="text"/></p> <p>Highest Educational Qualification: <input style="width: 100%;" type="text"/></p>	
<p>Mobile No.: <input style="width: 20%;" type="text"/></p>	
<p><b>Scribe's ID Type:</b> (Tick appropriate box) Aadhar Card <input type="checkbox"/> Driving License <input type="checkbox"/> PAN Card <input type="checkbox"/>                  Passport <input type="checkbox"/> Voter ID Card <input type="checkbox"/> Other <input type="checkbox"/></p> <p><b>ID _____</b> (Enter details of any one below and attach the copy)</p> <p>ID Number : <input style="width: 100%;" type="text"/></p>	
<p>Signature: _____</p>	

\_\_\_\_\_  
(Signature of Invigilator)

**ANNEXURE-‘A’**

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.	Goa	ESI Corporation, Panchdeep Bhawan, 3rd floor, EDC Plot No. 23, Patto, Panji, Goa-403001 Contact No. 0832-2438870	<a href="mailto:rd-goa@esic.nic.in">rd-goa@esic.nic.in</a>
7.	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>
8.	Haryana (including Faridabad and Gurgaon)	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>
9.	Himachal Pradesh	ESI Corporation, ESIC Regional Office Housing Board, Phase 1, Sai Road, Baddi Distt Solan -173205. Himachal Pradesh Contact No. 01795-245961	<a href="mailto:rd-hp@esic.nic.in">rd-hp@esic.nic.in</a>

10.	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>
11.	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>
12.	Karnataka	ESI Corporation, Regional Office Karnataka Panchdeep Bhawan, No.10, Binnyfields, Tank Bund Road (next to ETA Mall, Near Binny Mills), Binny Pet, Bangalore-560023. Karnataka Contact No. 080-26742485	<a href="mailto:rd-karnataka@esic.nic.in">rd-karnataka@esic.nic.in</a>
13.	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>
14.	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>
15.	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>
16.	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>
17.	Puducherry	Regional Office : Puducherry Employees' State Insurance Corporation ESIC Complex, Bouvankare Street Mudaliarpur, Puducherry-605004 Phone: 0413-2357642	<a href="mailto:rd-pondi@esic.nic.in">rd-pondi@esic.nic.in</a>
18.	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>
19.	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>

20.	Tamil Nadu (including examination centre in Port Blair)	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>
21.	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>
22.	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>
23.	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>
24.	West Bengal	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>