



कर्मचारी राज्य बीमा निगम
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
EMPLOYEES' STATE INSURANCE CORPORATION
(Ministry of Labour & Employment, Govt of India)



पंचदीप भवन, सी० आई० जी० मार्ग, नई दिल्ली
Panchdeep Bhawan, CIG Marg, New Delhi-02
Email : jd-rectt@esic.nic.in
Website : www.esic.nic.in

NOTICE

CONDUCT OF COMPUTER SKILL TEST AND DESCRIPTIVE TEST FOR THE POST OF SSO

The Phase III - Computer Skill Test and Descriptive Test for recruitment to the post of SSO is scheduled to be held on **27th August, 2022 (Saturday) in the afternoon session.**

There are some common candidates who are shortlisted for CST for the post of SSO and UDC. As the CST for the post of UDC will be conducted on 28th August, 2022, 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 UDC.

The Exam City of all the 153 shortlisted candidates is appended below with this Notice.

In case any common candidates is not allotted same Exam City for the post of UDC and SSO, he/she is advised to intimate his/her details - Name, Roll No., Reg. No. for both the post of SSO via email/telephone at jd-rectt@esic.nic.in/Tel. No. 01123219513 by 12th August, 2022.

The Scheme of Computer Skill Test and Descriptive Test is as under:

COMPUTER SKILL TEST & DESCRIPTIVE TEST FOR THE POST OF SSO (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 conduct the CST in English and Hindi language. If a candidate desired to appear in CST Exam in Hindi Medium, he/she may submit a request at email jd-rectt@esic.nic.in by 12th August, 2022.

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:

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

As already notified in the advertisement for recruitment to the post of SSO - 2022, 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 12th 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 12th 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. 27th August, 2022 at Examination Center.

(ii) **DESCRIPTIVE TEST FOR THE POST OF SSO (QUALIFYING IN NATURE)**

Scheme of Exam for Descriptive Paper - English Language (Letter Writing & Essay)

No. of Questions	Max. Marks	Duration	Version
2	50	30 minutes	English

Qualifying Marks in Descriptive Test: The Qualifying Marks in Phase –III Descriptive Paper will be 45% for UR Category, 40% for OBC Category & EWS category, 35% for SC, ST & Ex-Servicemen and 30% for PWD Category.

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 Performa 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 Examinations for the post of SSO 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: 8th August, 2022

DY. DIRECTOR (RECTT.)

List of shortlisted candidates with their Exam City for Phase III SSO Exam.

Sl. No.	Roll No.	Registration No.	Name of the Candidate	Exam City
1	2771001060	138089520	BATHULA NITEESH	Vijayawada
2	1291000004	138093257	DANNANA RAMESH	Vijayawada
3	1151000078	138125734	SHAIK AYEESHA	Vijayawada
4	1291000488	138126918	PENTAKOTA YASODA KRISHNA	Vijayawada
5	1281000016	138157823	ARUN KUMAR KAMATHAM	Vijayawada
6	1401000134	138093154	ANIKET KUMAR DUTT	Patna
7	2421000155	138034034	GAURAV KUMAR	Patna
8	1411000289	138091320	SRIRAM KUMAR	Patna
9	1431000704	138095236	CHANDRAMOHAN KUMAR	Patna
10	1431001361	138103025	ANMOL RAJ	Patna
11	1431000494	138108446	AMRESH KUMAR	Patna
12	1431002581	138142520	ARTI KUMARI	Patna
13	3081000570	138155591	PRIYANKA SHAW	Patna
14	3081001263	138035976	SHIVAM GUPTA	Raipur
15	1491007048	138051052	LALIT SINGH DOSAD	Delhi
16	1491004448	138062446	MANOJ SOLANKI	Delhi
17	2821000585	138067345	SIDDHARTH KOTHARI	Delhi
18	1491009830	138084745	SANTAN KUMAR	Delhi
19	1491001497	138101567	NEHA ARYA	Delhi
20	1491004734	138114681	HEMANT KUMAR	Delhi
21	2601000183	138123167	SANDEEP KUMAR VYAS	Delhi
22	1491002939	138129674	REENA	Delhi
23	1491009458	138141956	LAVNISH AGGARWAL	Delhi
24	1491006210	138049653	RAHUL GUPTA	Delhi
25	1491000124	138053763	CHIRAG NARULA	Delhi
26	1491005211	138067682	SAHIL ARORA	Delhi
27	1491000093	138070110	ALKA	Delhi
28	1491004299	138079528	JYOTI KUMARI	Delhi
29	1491008478	138095315	SANJEEV KUMAR MEENA	Delhi
30	1491006499	138117386	AKSHAY SHARMA	Delhi
31	1491007244	138132208	PRANAV DEEPAK	Delhi
32	1491002463	138152351	KOMAL JAIN	Delhi
33	2261001177	138162523	HIMANSHU YADAV	Delhi
34	1631000297	138001086	MAULIKKUMAR DINESHBHAI BAGADA	Ahmedabad
35	2481000884	138102398	MOSAM SINGAL	Ahmedabad
36	2601000433	138112239	MAYANK RAJPUROHIT	Ahmedabad
37	2591001270	138129140	BHAWNA SHARMA	Ahmedabad
38	2591001393	138136286	PARISHI SHAH	Ahmedabad
39	1551000426	138161073	HEMIL RAJESHBHAI VEKARIYA	Ahmedabad
40	1571000273	138114529	BAGLESHA VINAY KANAIYALAL	Ahmedabad
41	1671000773	138028171	SOMBIR SINGH	Faridabad
42	2481000663	138068358	VICKY	Faridabad
43	1691000249	138079043	RAJAT GUPTA	Faridabad
44	1491007698	138092804	PREET KHAPRA	Faridabad
45	1671000779	138105661	RAHUL	Faridabad
46	1691000524	138120910	MONIKA DAHIYA	Faridabad
47	2511000347	138128690	MONU	Faridabad
48	1491007500	138000950	SCAND GOYAL	Faridabad
49	1651000324	138003394	VIKAS MEENA	Faridabad

50	1491002763	138037836	SONIKA	Faridabad
51	1661000840	138038318	DEEPAK KHANDELWAL	Faridabad
52	1661000361	138080008	PANKAJ KUMAR	Faridabad
53	1491001416	138099123	NEHA VERMA	Faridabad
54	1781000033	138115303	ROBIN	Faridabad
55	1691000553	138125330	SHAMSHER SHAMSHER	Faridabad
56	1671000162	138126218	PRAVESH KUMAR	Faridabad
57	1651000072	138126607	RICHA UPADHYAY	Faridabad
58	2971000076	138128919	AMIT KUMAR	Faridabad
59	1491005801	138129034	YOGESH KUMAR	Faridabad
60	2481000307	138160383	RAHUL KUMAR	Faridabad
61	1771000024	138149560	MANISHA	Chandigarh
62	1861000412	138044518	NIRANJAN KUMAR	Ranchi
63	1861000237	138003435	SUSANT KUMAR MISHRA	Ranchi
64	3051000149	138117192	RAHUL BARNWAL	Ranchi
65	1871001063	138133339	RICHA KAPISWE	Ranchi
66	1221000025	138041691	SHAVA RAKESH RAJU	Bangalore
67	1911000035	138073150	MURUGESHA D C	Bangalore
68	1281000198	138117681	MORU MANOJ BABU	Bangalore
69	1941000012	138013027	SWAROOP R SHETTY	Bangalore
70	2261000079	138103906	AMAL MOHAN	Thrissur
71	2141000085	138038743	KRISHNAKANT TETWAL	Bhopal
72	1421000404	138113220	SUMIT KUMAR	Bhopal
73	2121000261	138160824	NAINA VARYANI	Bhopal
74	1491004702	138093613	SHUBHAM SHARMA	Bhopal
75	2151000170	138109699	MAYANK SINGH GAUTAM	Bhopal
76	2281000339	138079175	ROHIT VIJAYRAO GOVANDE	Mumbai
77	2271000207	138093632	SHIVANI SURESHRAO PATIL	Mumbai
78	1431001193	138097423	SHUBHAM SAGAR	Mumbai
79	2771002088	138124307	GADDAM PHANI BABU	Mumbai
80	2271001532	138130675	NILAY VIRENDRA NIMBARTE	Mumbai
81	2271001766	138143689	UJJWAL RADHESHYAM SHARNAGAT	Mumbai
82	2301001146	138147706	OMKAR JALINDAR MAHADIK	Mumbai
83	2421000044	138152832	AMARENDRA DAS	Mumbai
84	2301001156	138028857	KUNAL LAXMAN SINKAR	Mumbai
85	2201000710	138033066	AMEY SATISH VARDHAVE	Mumbai
86	2271000816	138049935	SHRIYA MILIND CHAWARE	Mumbai
87	2261001769	138066684	RAHUL RAMADHAR CHAURASIYA	Mumbai
88	2261002816	138068232	SAURAV SHESHNARAYAN MISHRA	Mumbai
89	2201001286	138098863	ABHISHEK DILIP KALE	Mumbai
90	2301000546	138129996	VAIBHAV DNYANESHWAR NERKAR	Mumbai
91	2261000009	138154925	LALIT GHANSHYAM JAMDADE	Mumbai
92	2191000009	138160418	SHUBHAM GAJANANRAO BULE	Mumbai
93	2421000196	138064051	ABHILASH PANIGRAHI	Bhubaneswar
94	2401000003	138104589	B NIKHITA RANI PATRO	Bhubaneswar
95	2411000112	138070920	CHANDAN KUMAR ADHIKARI	Bhubaneswar
96	2481000882	138112439	ANKUSH GOYAL	Chandigarh
97	2481001168	138131735	DIMPLE RANI	Chandigarh
98	2481001148	138137090	AASHIM BANSAL	Chandigarh
99	2481000981	138160004	HARSH KUMAR	Chandigarh
100	2481000242	138161052	NIKHIL GARG	Chandigarh
101	2481001048	138019720	TANU SINGLA	Chandigarh

102	2541000031	138094990	ASHUTOSH GARG	Chandigarh
103	1451000230	138112136	DHRUV BHARDWAJ	Chandigarh
104	2481001062	138129262	KASHISH SINCLA	Chandigarh
105	2591001585	138021544	SHWETA BANSHIWAL	Jaipur
106	1661000721	138036258	ANKIT GAUTAM	Jaipur
107	2581000212	138089007	JASRAJ	Jaipur
108	2591001339	138128080	GEETA BHAGCHANDANI	Jaipur
109	2621000191	138133342	LALITA JANGIR	Jaipur
110	2591000146	138145201	SHUBHAM KUMAR SHARMA	Jaipur
111	2571000183	138146100	MUKESH	Jaipur
112	2591000767	138006116	ABHISHEK MEENA	Jaipur
113	2601000520	138009839	PARIKSHIT GEHLOT	Jaipur
114	2261001079	138021165	BHANU SHARMA	Jaipur
115	2481000319	138033189	SHUBHAM BANSAL	Jaipur
116	2261000380	138057117	POONAM CHAND KHILERI	Jaipur
117	2591000343	138085482	SHRUTI BAID	Jaipur
118	2591000687	138106404	RAJKISHAN SHEKHAWAT	Jaipur
119	2581000114	138129207	VIKAS	Jaipur
120	1551000039	138154154	PRIYANKA BANGA	Jaipur
121	2591000766	138155486	SAURAV KHANDELWAL	Jaipur
122	2601000503	138160934	NITESH KHARATIYA	Jaipur
123	2651000028	138001995	MOHAN KUMAR S	Chennai
124	2691000299	138056999	NICKLESH BABU M G	Chennai
125	2661000120	138073931	RAGHU RAM J	Chennai
126	1891000143	138095989	SILPA S	Chennai
127	2741000838	138112762	BHUVANA P	Chennai
128	2661000430	138124602	KANNAN G	Chennai
129	2691000690	138142829	S YOGESH KUMAR	Chennai
130	2791000008	138116791	GADE SAIKUMAR	Hyderabad
131	2941002343	138127255	PRADIPTO SUR	Kanpur
132	2931001262	138158106	KAJAL SINGH	Kanpur
133	2911000736	138003652	NAND KISHORE SINGH	Kanpur
134	2851000380	138012693	MEGHA SHARMA	Kanpur
135	2931001051	138061283	APOORV KATIYAR	Kanpur
136	3011001173	138091087	BRIJESH GUPTA	Kanpur
137	2301001032	138094302	DHEERENDRA SHARMA	Kanpur
138	2851000141	138102991	ASHOK KUMAR	Kanpur
139	1491002418	138106925	VINEETA PANCHAL	Kanpur
140	2991000016	138113178	NITIN VISHWAKARMA	Kanpur
141	1621000265	138158319	ANURAG KUMAR	Kanpur
142	2931001849	138065209	POOJA JOSHI	Dehradun
143	2831000403	138111220	NEERAJ BISHT	Dehradun
144	3081002604	138083222	ANUDITA GOND	Kolkata
145	3081000892	138094102	TUHIN SARKAR	Kolkata
146	3081000518	138094428	SUDIPTA KUMAR MANDAL	Kolkata
147	3081000966	138114416	SOURAV DAS	Kolkata
148	3081002829	138118471	MADHUMITA DUTTA	Kolkata
149	3071000596	138001340	SOURAV PAL	Kolkata
150	3081001238	138045111	SUVRAJIT SAHA	Kolkata
151	3031000094	138048067	ABHIJIT CHAIL	Kolkata
152	3081003029	138089076	SANCHAYAN GHOSH	Kolkata
153	3081002673	138091994	SEBABRATA DAS	Kolkata

(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 / 1st Class Stipendiary 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.

ANNEXURE 'B'

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*** :

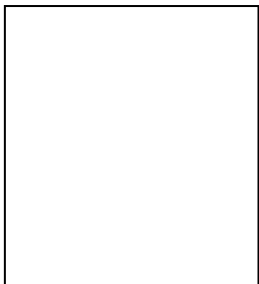
- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in. areas other than the notified municipalities.

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.
9. 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.

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 SSO-2022

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)