
 <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>सत्यमेव जयते</p>	<p><b>क्षेत्रीय कार्यालय /Regional Office</b> पंचदीप भवन, सैक्टर-16, फरीदाबाद-121002 Panchdeep Bhawan, Sector-16, Faridabad-121002 Phone: 0129-2222980 Email: rd-haryana@esic.gov.in Website: www.esic.gov.in</p>
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No. 13.A.12/24/01/2021/Admin/Part-4

## NOTICE

### SECOND OPPORTUNITY FOR VERIFICATION OF SHORTLISTED CANDIDATES FOR THE POST OF UPPER DIVISION CLERK (UDC) FROM THE RESERVE PANEL IN HARYANA REGION

The following candidates who were additional shortlisted for verification for the post of Upper Division Clerk from the reserve panel in Haryana Region (published on 20.06.2024 at ESIC website www.esic.gov.in under console no. 9476/2024) have failed to attend the verification on scheduled time and venue (as per notice published on 26.06.2024 at ESIC website www.esic.gov.in under console no. 9498/2024).

The competent authority has decided to afford the SECOND OPPORTUNITY to the following candidates for attending Verification as per following details:

S.NO.	Roll No.	Name of the Candidate	Fathers Name	Date of Birth	Category/ Sub-category	Category against which finding place in Select List	Date of Verification	Reporting Time
1	1501000774	KANCHAN	NEM CHAND	15.10.1999	EWS	EWS	Venue: Employee's State Insurance Corporation, Regional Office, Panchdeep Bhawan, Sector-16, Faridabad-121002 (Haryana)  Date: 23.07.2024  Reporting Time: 09:00 AM	
2	1451000372	SAKSHI MUWAL	DHARAMPAL SINGH	22.03.1998	SC	SC		

The shortlisted candidates are required to submit **ORIGINAL as well as Self-Attested** copies of the following certificate/documents on the day of verification at the venue 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 for the post of MTS 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) No Objection Certificate (NOC) in original from present employer if applicable.
- 6) Copy of email made by this office on the registered email id of shortlisted candidate.
- 7) Copy of Phase-1, Phase-2 & CST exams admit card.
- 8) **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.

No hard copy of document verification letter will be sent by this office. Candidates are advised to regularly visit their registered email id and the official website [www.esic.gov.in](http://www.esic.gov.in) recruitment section for latest updates/information.

Signed by  
Sanjay Kumar Rana  
Date: 15-07-2024 17:16:14  
(SANJAY KUMAR RANA)  
DEPUTY DIRECTOR (ADMIN)  
(For Appointing Authority)

**ANNEXURE 'A'****(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.**

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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 <sup>st</sup> 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** a. The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

b. The authorities competent to issue Caste Certificate are indicated below: -

- i. 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).
- ii. Chief Presidency Magistrate /Additional Chief Presidency Magistrate/ Presidency Magistrate.
- iii. Revenue Officer not below the rank of Tehsildar
- iv. 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 on or before the Closing Date 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: 27<sup>th</sup> 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\*\*\* :

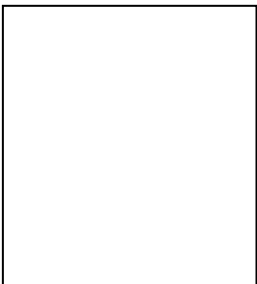
- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in. areas other than the notified municipalities.

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.

**ANNEXURE 'D'****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)

(Candidate Name: \_\_\_\_\_)

**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.)*

**ANNEXURE 'F'****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:



**Annexure- G****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)