# UNION PUBLIC SERVICE COMMISSION DHOLPUR HOUSE, SHAHJAHAN ROAD NEW DELHI – 110 069

To

Dear candidates.

Subject: Recruitment Test for 58 Posts of Junior Engineer (Civil) in Employees State Insurance Corporation (ESIC), M/o Labour & Employment.

Sir/Madam,

With reference to your application for the above mentioned post, this is to inform that you have been shortlisted for interview. You are accordingly requested to appear for the interview as per the reporting schedule given below. Reporting time for candidates called for interview in Forenoon Session is **09.00 A.M** and the Reporting time for candidates called for interview in Afternoon Session is **12.00 Noon**, in the **UPSC Office, Dholpur House, Shahjahan Road, New Delhi – 110 069.** 

- 2. You are requested to bring all the original documents (alongwith their self attested photocopies) regarding educational qualification, experience, age proof, community/PH certificate, equivalence certificate etc. as per exhaustive details given in the Commissions website (http://www.upsc.gov.in) under Recruitment/Interview/List of documents (Annexure I) while appearing for the interview.
- 3. You are also requested to submit Attestation Form alongwith latest photographs and fill TA Bill Form (if an outstation candidate). In this regard please read carefully and follow the procedures, terms & conditions governing the Interview as indicated in the Commissions website under Recruitment/Interview/Procedure, Terms & Conditions (Annexure II) and download the requisite forms.

Note: No request for change of date of interview will be entertained.

Yours faithfully,

Sd/-Under Secretary (SPC-I) Union Public Service Commission 23098591-4922

#### List of original documents to be submitted on the day of Interview.

- (i) Matriculation/10<sup>th</sup> Standard or equivalent certificate indicating date of birth, or mark sheet of Matriculation/10<sup>th</sup> Standard or equivalent issued by Central/State Board indicating Date of Birth in support of their claim of age. Where date of birth is not available in certificate/mark sheets, issued by concerned Educational Boards, School leaving certificate indicating Date of Birth will be considered (like in case of Tamil Nadu & Kerala).
- (ii) Essential Qualification as mentioned in the Advt. No. 07/2023, Vacancy No. 23040706508 along-with mark-sheets pertaining to all the academic years/final year as proof of educational qualification claimed. In the absence of Degree, provisional certificate along with mark sheets pertaining to all the academic years/final year will be accepted & three years experience certificate in the relevant field.
- (iii) Certificate(s) in the <u>"prescribed proforma"</u> from the Head(s) of Organization(s) /Department(s) for the entire experience claimed, clearly mentioning the duration of employment (date, month & year) indicating the basic pay and consolidated pay, nature of duties performed/experience obtained in the post(s) with duration(s). Only the experience in the field relevant to the post would be considered. Experience certificate not in prescribed proforma would be considered on merits by the Commission.
- (iv) Caste certificate in the prescribed proforma in case of candidates seeking reservation as SC/ST/OBC from the competent authority indicating clearly the candidate's Caste, the Act/ Order under which the Caste is recognized as SC/ST/OBC and the village/ town the candidate is ordinarily a resident of & EWS certificate in the prescribed format.
- (v) A declaration in the <u>"prescribed proforma"</u> by candidate seeking reservation as OBC, that he/she does not belong to the creamy layer on the crucial date, in addition to the community certificate (OBC). Unless specified otherwise, the prescribed last date for receipt of Online Recruitment Application on ORA website for the post is to be treated as crucial date.
- (vi) Physically Handicapped (PH) certificate in <u>"prescribed proforma"</u> issued by the competent authority by Physically Handicapped persons eligible for appointment to the post on the basis of prescribed standards of Medical Fitness.
- (vii) **Candidate claiming change in name** after matriculation on marriage or remarriage or divorce etc. must submit the following documents:
- a) <u>In case of marriage of women</u> Photocopy of Husband's passport showing names of spouses or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from husband and wife along with a joint photograph duly sworn before the Oath Commissioner.
- In case of re-marriage of women Divorce Deed/Death certificate as the case may be in respect of first spouse; and photocopy of present husband's passport showing names of spouse or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from the husband and wife along with joint photograph duly sworn before the Oath Commissioner.
- c) <u>In case of divorce of women</u> Certified copy of Divorce Decree and Deed Poll/Affidavit duly sworn before the Oath Commissioner.
- d) <u>In other circumstances for change of name for both male and female</u> Deed Poll/Affidavit duly sworn before the Oath Commissioner and paper cuttings of two

leading daily newspaper in original (One daily newspaper should be of the area of applicants permanent and present address or nearby area) and Gazette Notification.

e) <u>In case of error in spelling of name</u>- An Affidavit duly sworn before the Oath Commissioner.

## (viii) Certificate in respect of Age relaxation in case of :

- a) Ex-Servicemen and Commissioned Officers including ECOs/SSCOs in <u>"prescribed proforma"</u> from competent authority.
- b) Central/UT Government Employees/Servants in <u>"prescribed proforma"</u> from competent authority.
- c) Meritorious Sports persons in "prescribed proforma" from competent authority.
- d) Widows/Divorced Women/Women Judicially separated from Husbands.
- e) Persons who had ordinarily been domiciled in the State of J & K during the period from 1<sup>st</sup> January, 1980 to 31<sup>st</sup> December, 1989.
- (ix) Persons already in Regular Government service, whether in permanent or temporary capacity other than casual/ad hoc/daily wages/hourly paid/contract basis are however required to submit a declaration that they have informed in writing to their Head of Office/Department that they have applied for the selection.
- (x) In case you have claimed to be a Government servant a certificate from your employer clearly stating that **as on the closing date for this/these posts(s**) you were a Government servant.
- (xi) Any other condition\* (\*e.g., in case of ex-servicemen)

Note: Candidates may refer to the relevant advertisement for the above post in the Employment News or to one of the recruitment advertisements under the tab 'Recruitment' on the Commission's website www.upsc.gov.in for the prescribed formats of certificates, etc.

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## **Procedures, Terms and Conditions for Interview**

- 1. DURING THE VERIFICATION OF THE DOCUMENTS/CERTIFICATES IF ANY INFORMATION GIVEN BY YOU OR ANY CLAIM MADE BY YOU IN YOUR ONLINE APPLICATION IS FOUND TO BE FALSE, YOUR CANDIDATURE WILL BE LIABLE TO BE REJECTED AND YOU MAY ALSO BE DEBARRED EITHER PERMANENTLY OR FOR A SPECIFIED PERIOD BY THE:
  - COMMISSION FROM ANY EXAMINATION OR SELECTION HELD BY THEM
  - THE CENTRAL GOVERNMENT FROM ANY EMPLOYMENT UNDER THEM

If you are already in service under the government you would be liable to disciplinary action under the appropriate rule.

- 2. Kindly fill up the Attestation Form (available in Commissions website), with one recent photograph (Passport size) (5 cms x 7 cms) affixed on it at the space specified therein and submit the same on the day of checking of original documents/certificates. Candidate is also required to bring two additional identical photographs self signed on front in ink and mentioning your (i) Roll Number, (ii) Date of interview and (iii) the name of the Post in the back of it. Only the upper half of the photograph should be utilized for writing Roll Number etc. and the lower half should be left blank for Official use.
- **3.** You may bring along with you books, publications, manuscripts etc. the authorship of which you claim, and/or any Thesis/Dissertation submitted for post-graduate qualification, reprints of papers published in journals of repute, any literary/artistic and architectural work done by you which may have relevance to the advertised post and which you may wish to submit to the Interview Board for their scrutiny.
- 4. The candidature of candidates is <u>PROVISIONAL</u> subject to their being found eligible in all respects. Candidates are summoned for interview subject to production of documents/certificates in support of their claim relating to age, claim for age relaxation as Government Servant, educational qualifications, experience in relevant field, community, physical disability etc as per prescribed eligibility criteria for the post <u>IN ORIGINAL</u> alongwith one set of attested photocopies of documents/certificates at the time of interview. (<u>Closing date</u> is crucial date for receipt of application as all claims of essential qualification/age relaxation/community etc. are governed by the closing date). The candidates are, therefore, advised to keep the said certificates ready and check beforehand the requirement of certificates in accordance with important instructions available in the detailed advertisement and their claim for the post.
- 5. The fact that you have been called for interview by the Commission does not guarantee your selection for appointment or that your demand for a higher starting salary, if any, will be supported by the Commission in case, you are selected for appointment. The initial pay of a candidate already in Central Government Service will be fixed ordinarily in accordance with the rules on the subject.

**6.** The Union Public Service Commission does not defray traveling or other expenses of candidates called for interview. Only the outstation candidates called for interview are paid contribution towards these expenses to the extent mentioned below:

## Instructions regarding Re-imbursement of Rail Fare

The Competent Authority has decided to reimburse travelling allowance to the outstation candidates for attending Interviews/ PT Boards subject to the following conditions:-

- a) Second/ Sleeper class train fare (Mail Express) will be reimbursed if the candidates perform their journey by Rail irrespective of Class in accordance with para 132 of Supplementary Rules.
- b) Candidates will have to submit hard copies / print out of ticket (to and fro journey) in case of Train journey alongwith the prescribed T.A. claim form duly filled in duplicate. (TA Claim forms are available in the Forms and Download Section of the UPSC website).

The Candidates are advised to read the instructions carefully.

NB: In case a candidate is not allowed for interview for any reason mentioned in the above paras, or any other reason the Commission's contribution towards his/her travelling expenses will not be paid. In case the candidate is interviewed conditionally due to some reason, in that case also the Commission's contribution towards his/her travelling expenses will not be paid till such conditionality is cleared by the Commission. It would, therefore, be in the own interest of the candidate to have with him/her adequate funds for the return journey.

- **7.** Any change in your postal address should immediately be communicated to this office.
- **8.** Please bring this letter with you and on arrival, report to the Reception Officer in the Commission's Office for entering the Commission's premises and quote the number and the date of this letter and the post applied for in all future correspondence.

Note: Use of mobile phones and other electronic gadgets in the UPSC premises is banned. Candidates are, therefore, advised to avoid bringing mobile phones with them, as the Commission does not undertake to keep them for their custody.

# F.1/80(07)/2022-R.V/SPC-I

# SPECIAL CELL- I INTERVIEW SCHEDULE

NAME OF REQUISITION : 58 posts of Junior Engineer (Civil) in Employees

State Insurance Corporation (ESIC), Ministry of

Labour & Employment

ADVERTISEMENT NO. : 07/2023

VACANCY NUMBER : 23040706508

VENUE OF INTERVIEW : UPSC, DHOLPUR HOUSE,

SHAHJAHAN ROAD, NEW DELHI – 110069

Date of	Reporting	Roll Numbers						
Interview	Time for							
	Interview							
	Forenoon							
	Session	5127451	5113102	5125491	5125665	5136125	5108666	5122087
	09.00	5125418	5116667	5118230	5102328	5106739	5110163	5112297
		5115614	5116090	5119091	5121262	5121551	5126685	5127413
29.04.2024	A.M	5127537	5128093	5129796	5101078	5103493	5103549	5105299
	Afternoon	5105488	5105516	5105619	5113558	5115011	5115698	5116214
	Session	5116670	5117115	5117235	5118659	5118996	5119019	5120399
	36331011	5120488	5122755	5122964	5123193	5124625	5128537	5129044
	12.00	5129539	5129748	5129917	5132412	5132722	5133417	5133448
	Noon							

	Favorage							
	Forenoon	5102401	5102978	5103482	5103496	5103546	5103593	5103908
	Session	5103975	5104321	5104373	5104644	5104795	5105277	5106348
	09.00	5106696	5107736	5107997	5108209	5108316	5108450	5108511
		5108559	5108621	5108679	5109145	5109397	5109902	5110658
	A.M							
30.04.2024								
	Afternoon							
	Afternoon	5110804	5110873	5111210	5111378	5111605	5111688	5111733
	Session	5112070	5112160	5112334	5112731	5112858	5113019	5113168
	12.00	5113601	5113778	5114509	5115006	5115197	5115199	5115701
		5115819	5116072	5116116	5116136	5116471	5116524	5117454
	Noon							
			Τ		Τ		Τ	
	Forenoon	5117861	5118014	5118079	5118288	5118312	5119192	5119573
	Session	5119669	5119938	5120309	5120491	5121138	5121304	5121540
	09.00	5121905	5121996	5122594	5123095	5123196	5123481	5124255
	09.00	5124292	5124314	5124317	5124485	5124638	5124676	5124726
	A.M							
01.05.2024								
01.05.2024								
	Afternoon	5125862	5126119	5127626	5128369	5128443	5128447	5128684
	Session		5120119	5127626				
		5129445 5132209	5129635	5129971	5130245 5133161	5130330 5133165	5130370 5133327	5130821 5133335
	12.00	5133357	5133807	5134837	5134900	5135205	5136225	5136229
	Noon	3133337	3133007	3134037	3134300	3133203	3130223	3130223
	Forenoon	5100348	5102065	5102365	5103960	5105471	5106345	5108265
	Session	5110096	5110875	5113317	5113804	5114628	5114736	5115946
02.05.2024		5115997	5116570	5119076	5120228	5120761	5120848	5121599
	09.00	5122114	5122261	5127302	5127649	5129065	5132147	5135008
	A.M							

	Afternoon							
	Session	5100492	5100503	5100506	5100545	5100630	5100641	5100725
	12.00	5100808	5101923	5102784	5103008	5103832	5103894	5104204
		5104573	5104930	5104985	5105925	5106244	5106549	5107676
	Noon	5107724	5107822	5108204	5108220	5108243	5108334	5108958
	Forenoon	5109171	5109502	5110123	5110255	5111086	5111676	5111761
	Session	5111772	5112106	5113604	5114331	5115125	5115241	5116203
		5116297	5117187	5117285	5117552	5118001	5118317	5118725
	09.00	5119118	5119209	5120501	5121435	5122771	5123192	5123565
	A.M							
03.05.2024								
	Afternoon	5124429	5124553	5124757	5124893	5125279	5126054	5126072
	Session	5126603	5127419	5127721	5128429	5128485	5128928	5129014
		5129132	5129412	5129520	5130058	5130176	5130264	5130319
	12.00	5130669	5131375	5132716	5132895	5133415	5135795	5136051
	Noon							

Sd/-Under Secretary (SPC-I)