

 कर्मचारी राज्य बीमा निगम (श्रम एवं रोजगार मंत्रालय, भारत सरकार) EMPLOYEE'S 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 : <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>
---	---



### CALL LETTER FOR ONLINE EXAMINATION FOR RECRUITMENT

**ROLL NO. :** 1451001253  
**PASSWORD :** 26894037  
**CATEGORY :** UNRESERVED  
**POST :** UPPER DIVISION CLERK  
**TYPE OF EXAM :** PHASE-I  
**NAME AND ADDRESS :**  
 KISHAN KUMAR  
 HOUSE NUMBER 6411 C  
 SECTOR 56  
 CHANDIGARH  
 CHANDIGARH  
 CHANDIGARH  
 160055

**REGISTRATION NO. :** 119349601  
**VENUE CODE :** 11330  
**VENUE OF EXAMINATION :**  
 ION DIGITAL ZONE IDZ MOHALI  
 PLOT NO E-260 B A PHASE 8 B  
 SECTOR 74 FOCAL POINT NEAR OLD  
 SBI BUILDING INDUSTRIAL AREA  
 SAS NAGAR MOHALI PUNJAB 160055

DATE OF EXAMINATION: 19/03/22 Saturday  
 REPORTING TIME\* :08:00 AM

PLEASE AFFIX YOUR  
 RECENT PASSPORT  
 SIZE COLOUR  
 PHOTOGRAPH & SIGN  
 ACROSS



Madam / Sir,

With reference to your Application for the above recruitment, you are hereby admitted provisionally to the online examination on the date and time at the venue mentioned above. **Please bring this Call Letter with your recent photograph affixed thereon, currently valid Photo identity proof in original and a photocopy of the same ID proof which you bring in original - THIS IS ESSENTIAL. This call-letter along with photocopy of photo identity proof duly stapled together are to be submitted at the end of exam by putting it in the designated drop-box. Currently valid photo identity proof may be PAN Card/Passport/Permanent Driving License/Voter's Card with photograph/Bank Passbook with photograph/Photo Identity proof issued by a Gazetted Officer on official letterhead along with photograph/Photo Identity proof issued by a People's Representative on official letterhead along with photograph/Valid recent Identity Card issued by a recognized College/University/Aadhaar Card/E-Aadhaar Card with a photograph/Employee ID/Bar Council Identity card with photograph. Please Note- Ration Card and Learner's Driving License will NOT be accepted as valid ID proof for this purpose.** You must report at the examination venue 15 minutes before the reporting time as printed on this call-letter. Candidates reporting later than the time mentioned above will not be allowed to appear for the online examination. The candidates will not be allowed to leave the examination hall without the permission of the test administrator.

#### Handwriting Sample (to be copied from screen as instructed)

Left Thumb Impression (in the presence of the invigilator at the time of examination) (You must bring your own ink stamp pad for this purpose)	Candidate's Signature (To be signed in the presence of the invigilator at the time of examination)	Invigilator's Signature (Candidate's signature and left thumb impression obtained in my presence and photograph verified by me)


**IMPORTANT :** Your photograph affixed on the call letter should match the one uploaded in the online application form, failing which you may not be allowed to appear for the examination. Registration at the exam venue will be done by photo capture. Photo captured will be matched with the photo uploaded by you in the application (as printed in the call letter). You must NOT change your appearance from the photo uploaded by you. Your signature should tally with the signature uploaded. In case of discrepancy, you will not be allowed to appear for the examination.

Candidates coming without stipulated currently valid photo ID card in original (bearing exactly same name as given above) and photocopy of the same ID proof stapled with the call letter will not be allowed to take the test. Photo ID should be valid as on the day of exam. Please note that your name as appearing on the call letter (provided by you during the process of registration) should exactly match the name as appearing on the photo identity proof. If there is any mismatch between the name indicated in the Call Letter and Photo Identity Proof you will not be allowed to appear for the exam.

\* Taking into account the Social Distancing norms, email and sms will be forwarded to you a day prior to the examination specifying the exact time of reporting to avoid over-crowding at the venue. However, we are providing you the common reporting time in the call letter. If you do not get any intimation prior to the exam, you should follow the Reporting Time printed in the call letter. Late comers will not be allowed to take the test.

The examination will be conducted online. You will be required to enter USER ID and Password (which is printed on this call letter) to enter the On-Line exam site. Please ensure that your name and other details which will subsequently appear on the screen are correct. Disclosure of User ID & Password to third party shall be at the risk & responsibility of the candidate.

**Deputy Director**

 Please print and read the attached instructions from next page carefully.

**TWO PAGES INSTRUCTIONS + ONE PAGE DECLARATION****INSTRUCTIONS**

1. The examination will be conducted online. You will be required to enter Login ID and Password to enter the On-Line exam site. Please ensure that your Name and other details which will subsequently appear on the screen, are correct.
2. **You are required to bring this call letter along with photo affixed thereon and currently valid photo identity proof in original and photocopy of the photo identity proof. Please note that your name as appearing on the call letter (provided by you during the process of registration) should exactly match the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the name indicated in the Call Letter and Photo Identity Proof you will not be allowed to appear for the exam. Candidates who have changed their name will be allowed only if they produce Gazette notification/their marriage certificate/affidavit in support of the change.**
3. A handout giving information about the examination is available on the website of the ESIC. Please download the handout and study it carefully.
4. Candidates should put their Left Thumb Impression clearly and sign in the respective space provided on the call-letter in the presence of the invigilator.
5. You must bring a ball point pen and ink stamp pad with you.
6. In order to save time on frisking (Metal Detectors will be used), the candidates are advised to follow the below mentioned dress code:
  - Light clothes which cannot be used for hiding any instruments or communication devices.
  - Half sleeves but not having big buttons or any badge, brooches etc. which could be used to hide the communication device, Bluetooth, camera, etc.
  - Slippers, sandals and not the shoes/socks.

However, candidates coming in customary/ religious dresses and PwBD candidates should report at the centre well in advance prior to reporting time for frisking.
7. You are called for the on-line examination **without verifying** your personal details viz. age, qualification, category (SC/ST/OBC non creamy/EWS), Ex-serviceman, PWBD etc. with your certificates. Candidates should ensure and satisfy before appearing for online examination that all the eligibility criteria as notified in the advertisement are fulfilled.
8. **Your responses (answers) will be analysed with other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted in this regard, it is inferred/concluded that the responses have been shared and scores obtained are not genuine/valid, your candidature may be cancelled and/or the result withheld.**
9. **You must report at the examination venue 15 minutes before the time as printed on this call-letter. Candidates arriving late will not be permitted to appear for the on-line examination.**
10. Use of books, notebooks, calculators, watch calculators, pagers, mobile phones, etc, is not permitted in this examination. Candidates are advised not to bring any of the banned items including pagers to the venue of examination as safety arrangement cannot be assured. Any candidate found resorting to any unfair means or malpractice or any misconduct while appearing for the examination including giving/receiving help to/from any candidate during the examination will be disqualified. **The candidate should be vigilant to ensure that no other candidate is able to copy from his/her answers. After AarogyaSetu status display at the entry gate, candidates will be required to switch off their mobile phones, and deposit it at the designated location, to be collected while exiting.**
11. Any request for change of post/date/session/centre/venue will not be entertained.
12. You may please note that this call-letter does not constitute an offer of employment with the ESIC. This call letter for the test is purely provisional and does not confer any automatic right of your possible employment in ESIC. If at any stage, information provided by you is found incorrect/incomplete or is not in conformity with eligibility criteria as specified in the advertisement for the above post or it is found that you have concealed/ distorted any material information, your candidature will be cancelled at any stage during the recruitment process or even after selection.
13. Any canvassing by or on behalf of the candidates or to bring political or other outside influence with regard to selection/ recruitment shall be considered as DISQUALIFICATION. No query or correspondence on this issue will be entertained.
14. The possibility for occurrence of some problem in the administration of the online examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problem, which may include conduct of another examination if considered necessary. Decision of the test conducting body in this regard shall be final. Candidates not willing to accept such change shall loose his/her candidature for this exam.
15. Anyone found to be disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of test contents in any form or any information therein, in whole or part thereof or by any means verbal or written, electronic or mechanical or taking away the papers supplied in the examination hall or found to be in unauthorised possession of test content is likely to be prosecuted.
16. if the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session are required if the nodes capacity is less or some technical disruption takes place at any centre or for any candidate.
17. Persons with Benchmark Disabilities (PWBD) should contact the Test Centre Administrator of the test venue at least 30 minutes

before the time of examination for assistance in seating, if needed.

18. **Please read instructions related to Social Distancing mode of Exam given on next page.**

\*\*\*\*\*

**SOCIAL DISTANCING MODE CONDUCT OF EXAM RELATED INSTRUCTIONS**

- 1 Candidate is required to report at the exam venue strictly as per the time slot mentioned in the Call Letter AND/OR informed via SMS/Mail on their registered mobile number/mail prior to exam date. It is expected that candidate strictly adhere to this time slot – as entry into the exam venue will be provided based upon the individual's time slot ONLY. Candidates should report atleast 15 minutes before the Reporting time indicated on the call Letter.
- 2 Mapping of 'Candidate Roll Number and the Lab Number' will NOT be displayed outside the exam venue, but the same will be intimated to the candidates individually at the time of entry of the candidate to the exam venue.
- 3 Items permitted into the venue for Candidates  
Candidates will be permitted to carry only certain items with them into the venue.
  - a. Mask (WEARING A MASK is COMPULSORY)
  - b. Gloves
  - c. Personal transparent water bottle (Candidate should bring his / her own water bottle)
  - d. Personal hand sanitizer (50 ml)
  - e. A simple pen & one ink stamp pad
  - f. Exam related documents (Call Letter and Photocopy of the ID card stapled with it, ID Card in Original.)
  - g. Call Letter should be brought with the Photocopy of the Photo ID stapled with it. Original ID (same as Photocopy) is also to be brought for verification. The name on the ID and on the Call Letter should be exactly the same.
  - h. In case of Scribe Candidates - Scribe form duly filled and signed with Photograph affixed.No other Items are permitted inside the venue.
- 4 Candidate should not share any of their personal belonging/material with anyone
- 5 Candidate should maintain safe social distance with one another.
- 6 Candidate should stand in the row as per the instructions provided at venue.
- 7 If candidate is availing services of a Scribe, then Scribe also should bring their own Gloves, N95 Mask, Sanitizer (50ml) and transparent water bottle. Wearing a Mask is compulsory. Both candidate and Scribe will require to be wearing N95 Mask.
- 8 A Candidate must have AarogyaSetu App installed on his mobile phone. The AarogyaSetu status must show candidate's risk factor. A candidate will have to display this status to the Security Guard at the entry into the exam venue. In case a candidate does not have a smart phone, he/she will have to bring in a signed declaration to this effect (declaration is provided along with this Call Letter) and show the same to the Security Guard at the entry into the exam venue. Candidates with Moderate or High Risk Status on AarogyaSetu App will not be allowed entry. In case any of the responses in declaration suggest COVID 19 infection/symptoms, the candidate will not be permitted inside the exam venue. (If candidate is availing services of a Scribe, then Scribe should also follow the same instructions.)
- 9 After Aarogya Setu status display at the entry gate, candidates will be required to switch off their mobile phones, and deposit it at the designated location, to be collected while exiting.
- 10 All candidates (and Scribe, if applicable) will be checked with Thermo guns at the entry point for temperature. In case, any person is observed to be having above normal temperature ( $> 99.14^{\circ}\text{F}$ ) or displaying any symptoms of the virus, they will not be allowed entry into the venue.
- 11 In candidate registration:
  - a. Candidate registration will be done through photo capture. Photo captured will be matched with the photo uploaded by you in the application (as printed in the call letter). You must NOT change your appearance from the photo uploaded by you.
  - b. Photograph will be taken while candidate is standing.
  - c. Seat number will be given to the candidate.
- 12 Rough sheet, call letter and ID proof management
  - Rough sheet(s) kept at each candidate desk will be used by candidate.
  - Candidate must follow the instructions related to dropping the call letter with the ID proof copy in the boxes provided at the exit of lab/venue while leaving or at the designated place. Those candidates who avail the services of Scribe should submit Scribe form also along with the Call Letter and ID proof copy
  - Candidate must drop the rough sheets, call letter, ID proof copy in the boxes provided at the exit of lab/venue while leaving or at the designated place indicated by Exam officials.
- 13 Post Examination Controls
  - On completion of examination, the candidates should move out in an orderly manner without crowding as instructed by the venue staff.

\*\*\*\*\*

We are concerned about your health, safety & hygiene. In the interest of your well-being and that of everyone at the venue, you are requested to declare if you have any of the below listed symptoms by using a ✓ (Yes, I have) or ✗ (No, I do not have).

### Self-Declaration

Cough ☐

Fever ☐

Sore Throat / Runny Nose ☐

Breathing Problem ☐

Body Ache ☐

I have NOT been in close contact with a person suffering from Covid 19 and am NOT under mandatory quarantine

I may be subject to legal provision/action as applicable for hiding any facts on Covid 19 infections related to me and causing health hazard to others.

I am aware ESIC has taken measures as per advisories of Government of India related to norms of social distancing and sanitization at the Examination Venue.

I'm asked to fill this Self-Declaration, since I do not have "Aarogya Setu" App on my mobile phone.

I'm certifying that I've NOT tested Positive for the Corona virus or identified as a potential carrier of the COVID-19 virus.

Candidate Name : \_\_\_\_\_

Candidate Roll No : \_\_\_\_\_

Date of Exam : \_\_\_\_\_

Exam Venue  
Name : \_\_\_\_\_

Signature of  
Candidate \_\_\_\_\_

(In case candidate is using Scribe Services and Scribe does not have Aarogya Setu App, Self-Declaration Form is to be filled by the Scribe also).