



कर्मचारी राज्य बीमा निगम
(श्रम एवं रोजगार मंत्रालय भारत सरकार)
EMPLOYEES' STATE INSURANCE CORPORATION
(Ministry of Labour & Employment, Govt. of India)
आई.एस.ओ. 9001:2015 द्वारा प्रमाणित
Certified with ISO 9001:2015



क्षेत्रीय कार्यालय (दिल्ली) / Regional Office (Delhi)
तृतीय एवं चतुर्थ तल, राजेंद्र भवन, राजेंद्र प्लेस, नई दिल्ली-110008
3rd and 4th Floor, Rajendra Bhawan
Rajendra Place, New Delhi – 110008
Phone: 011-25734381, 25745044 Email : rd-delhi@esic.nic.in
Website : www.esic.nic.in / www.esic.in

F. No.: 11-A/36/12/1/2020-Admin-1

Dated: 31.10.2025

Office Order No. 04 of 2025

The Competent Authority has approved the deployment of the Officers/ Officials as Chief Supervisor, Supervisor, Invigilators, Group C/Supporting Staff in connection with Advance Increment Test for existing Stenographers scheduled to be held on **03.11.2025 (Monday)**.

The Name & Address of the examination center along with number of candidates admitted and the lists of Officers/ Officials deployed for examination duty are enclosed on next page.

Reporting time for deployed Officers/Officials for examination duty is **10:00AM on 03.11.2025**.

No request for change/ cancellation of duty will be considered.

Invigilator/s are advised to ensure that the Transcriptions contain Roll No. along with name of the candidates. Used shorthand note book/s, transcriptions duly signed by the candidates & Invigilator/s, Attendance sheet and Original Admit Cards of the present candidates are to be collected from candidates and submitted to Chief Supervisor.

(Raakhi Saini)

Assistant Director (Rectt.-1)

To

All concerned officers / officials

Copy to:

1. Insurance Commissioner (Recruitment), ESIC, Hqrs. Office, New Delhi with reference to letter No. A-12023/9/2022-Exam dated 07.08.2025.
2. Cash Branch- is requested to arrange distribution of remuneration on 03.11.2025 (to Dictators)
3. General Branch/ Caretaker, Regional Office, Delhi with the request to make necessary arrangement at Room No. 313, 3rd Floor on examination day.
4. PMD, Regional Office, Delhi with the request to make necessary arrangement for power backup on examination day.
5. PS to Regional Director I/c, RO Delhi.
6. Rajbhasha Hindi Cell, RO for Hindi translation of this Order.
7. Guard File / Office Order File.

Exam Center
ESIC Regional Office,
Room No. 313, 3rd Floor
Rajendra Bhawan, Rajendra Place,
New Delhi-110008

Officers/ Officials deployed for Examination duty on 03.11.2025 (Monday)

Sl. No.	Name of officer	Mobile No.	Designation	Present posting	Functions
	S/Shri/Smt.				
1	Narendra Mohan Ojha	7798888739	Regional Director	RO, Delhi	Chief-Supervisor
2	Bunny Chugh	8587906317	Deputy Director	RO, Delhi	Invigilator
3	Raakhi Saini	9818857647	Assistant Director	RO, Delhi	Supervisor
4	Rajiv Bajaj	9818086789	Assistant Director	RO, Delhi	Nodal Officer
5	Khazan Chandra Joshi	9868116975	-	-	Dictator
6	Aman Sharma	9650829783 9654183719	-	-	Dictator
7	Jyoti Rani	9891996451	O. S.	Rectt-1, RO, Delhi	Group C/ Supporting Staff
8	Amar Singh	9818200393	Assistant	Rectt-1, RO, Delhi	Group C/ Supporting Staff
9	Yogesh Sharma	9810929328	IT Manager (through GeM)	ICT, RO, Delhi	Supporting Staff (IT)
10	Santosh Pandey	9810989047	IT Assistant (through GeM)	ICT, RO, Delhi	Supporting Staff (IT)

Details of Candidates are given below: -

Region	Hindi Medium opted			English Medium opted			Total candidates
	@100 wpm	@120 wpm	Both	@100 wpm	@120 wpm	Both	
D(M)D	-	-	-	-	-	1	1
Hqrs Office	-	-	1	-	1	-	2
Grand Total	Nil	Nil	1	Nil	1	1	3

