



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 प्लॉस, 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

File No.: 111-A-36/12/1/LDCE/2024/ADMNII(Comp-1040927) Date:03-01-2025

C I R C U L A R

Subject: Conduct of Limited Departmental Competitive Examination for the posts of SSO, Assistant/Head Clerk, UDC/UDC - Cashier, PA and LDC in ESIC regarding.

Hqrs. Office vide letter no. A-12023/5/2022-Exam dated 22.11.2024, has proposed to conduct Limited Departmental Competitive Examination for promotion to the posts of SSO , Assistant/Head Clerk, UDC/UDC - Cashier, LDC, PA for the vacancy year 2019, 2020, 2021, 2022, 2023, 2024 and 2025 and for the post of Stenographer, LDCE is proposed to be conducted for the vacancy year 2019, 2020 and 2021 (for the vacancies up to 26.02.2021 i.e. till the revision of RR's.)

In pursuance to Hqrs. Office aforementioned letter, applications (in enclosed proforma) are invited from eligible candidates of D(M)D Region, who fulfill eligibility criteria for various posts as per Recruitment Regulations as on crucial date of eligibility as under:

S.No.	Name of Post	Eligibility Criteria
1.	Assistant / Head Clerk	UDC / UDC Cashier with three years Regular Service in the Grade shall be eligible.
2.	UDC/UDC - Cashier	Lower Division Clerk in Level-2 (Rs. 19,900 - 63,200) in the pay matrix with five years' service in the grade on regular basis shall be eligible.
3.	LDC	Group 'C' Staff in Level-1 in the pay matrix (Rs. 18,000-56,900) possessing minimum educational qualification of Higher Secondary (12th standard) pass from recognized Board or equivalent who have rendered not less than three years' service in the cadre on regular basis shall be eligible.

S.No.	Vacancy year	Crucial Date of Eligibility for candidates
1.	2019	01.01.2019
2.	2020	01.01.2020
3.	2021	01.01.2021

4.	2022	01.01.2022
5.	2023	01.01.2023
6.	2024	01.01.2024
7.	2025	01.01.2025

It is informed that there is “NIL” vacancy for the post of Stenographer in the D(M)D Region. Therefore, applications are not invited for the post of Stenographer.

The duly filled applications in prescribed proforma (enclosed) may be submitted to Administration-2 Branch, Regional Office, Delhi through proper channel on or before **20.01.2025 (Monday)**. All applications which are incomplete or received after the due date will not be entertained. **All controlling units are instructed to forward all the applications only after accounding local vigilance clearance.**

A single examination shall be conducted in online mode for the vacancy years i.e. 2019, 2020, 2021, 2022, 2023, 2024 and 2025. Details of scheme of Examination for promotion to the posts of Assistant / Head Clerk, UDC/UDC - Cashier and LDC are given in enclosed letter No. A-12023/5/2022-Exam(Comp No.20385) dated 22.11.2024, issued by Recruitment Cell, Hqrs Office.

No relaxation in eligibility conditions/qualifying service for appearing in LDCE will be considered by Examination Cell, Hqrs Office, as such no case for relaxation may be forwarded to this office.

Note: In reference to this office circular dated 06.12.2024 vide which applications for the posts of SSO and PA were called, in this regard the last date for calling application for the aforesaid posts is also extended up to 20.01.2025. No further applications will be entertained after the due date.

The details regarding dates of examination will be communicated in due course.

The aforesaid Limited Department Competitive Examination shall be subject to outcome of O.A. No. 3749/2018 filed in the Hon'ble CAT, PB, New Delhi.

RAJSHEKHAR SINGH
DEPUTY DIRECTOR

Copy to:

1. The Director (Medical) Delhi / Director (Medical) Noida / Director (Family) Welfare / Central Store.
2. The Dean / Medical Superintendent of ESI Hospital / Medical College of Delhi & NCR region.
3. The IMO I/c of all the ESI Dispensaries in Delhi & NCR region.