



HEADQUARTERS
Employees' State Insurance Corporation

(Ministry of Labour & Employment, Govt of India)

PANCHDEEP BHAVAN, C.I.G. MARG, NEW DELHI - 110 002
Phone: 011- 23215487 Email : estt5-hq@esic.nic.in Website : www.esic.nic.in



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E.S.I.C.

RECRUITMENT TO THE POST OF UPPER DIVISION CLERK (UDC), STENOGRAPHER (STENO.) AND MULTI-TASKING STAFF (MTS) FOR DELHI REGION IN ESI CORPORATION

ONLINE Applications (through the website of ESIC at www.esic.nic.in) are invited for filling up the post of Upper Division Clerk (UDC), Stenographer (Steno.) and Multi-Tasking Staff (MTS) on regular basis by Direct Recruitment in ESIC as under:

DETAILS OF VACANCIES

POST	Category										
	UR	SC	ST	OBC	EWS	Total	PWD*				Ex-SM
Category (a)							Category (b)	Category (c)	Category (D) & (e)		
UDC	90	48	19	55	23	235	04	02	03	02	23
Steno.	08	01	02	06	01	18	01	NIL	NIL	NIL	03
MTS	130	05	20	108	29	292	05	05	04	04	17

SCALE OF PAY

UDC & Steno.	Pay Level – 4 (Rs. 25,500-81,100) as per 7th Central Pay Commission.
MTS	Pay Level – 1 (Rs. 18,000-56,900) as per 7th Central Pay Commission.

In addition to Pay they will also be eligible for DA, HRA and Transport Allowance and other allowances as per rules in force from time to time.

ESSENTIAL EDUCATIONAL AND OTHER QUALIFICATIONS

UDC	1. A degree of a recognized University or equivalent. 2. Working knowledge of computer including use of office suites and databases.
Steno.	1. 12th class pass or equivalent from a recognized Board or University. 2. Skill Test Norms: Dictation: 10 Minutes @ 80 words per minute. Transcription (Only on computers): 50 minutes (English), 65 minutes (Hindi).
MTS	Matriculation or equivalent pass from recognized Board.

AGE LIMIT

UDC & Steno.	Between 18 to 27 years as on the closing date for receipt of applications i.e. 15th February, 2022.
MTS	Between 18 to 25 years as on the closing date for receipt of applications i.e. 15th February, 2022.

Note: Upper age limit is relaxable for persons belonging to reserved categories i.e. SC/ST/OBC/PWD/Ex-Servicemen, for ESIC Employees/Government Servants and for other categories of persons in accordance with the instructions and orders of Govt. of India issued from time to time.

The detailed advertisement is available on the website of the ESIC www.esic.nic.in/recruitment. The candidates willing to apply for above posts are advised to refer to the detailed advertisement regarding eligibility criteria, application fee etc.

The link for submission of online application will be available on ESIC website www.esic.nic.in from 15th January, 2022.

The Closing Date for submission of Online Application through ESIC website www.esic.nic.in is 15th February, 2022.

Joint Director (Hqrs.)

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