



कर्मचारी राज्य बीमा निगम
श्रम एवं रोजगार मंत्रालय, भारत सरकार
(EMPLOYEES' 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 : jd-rectt@esic.nic.in
Website : www.esic.nic.in

फ. सं.: A-12023/5/2022-Exam (Comp. No. 20385)

दिनांक: 22/11/2024

सेवा मे

अतिरिक्त आयुक्त / क्षेत्रिय निदेशक/ निदेशक (मु०) ,
क्षेत्रिय कार्यालय,
D(M)D/NTA/J.D.-V/J.D.-I/II(Hqrs.),
E-I/E-II, ESIC Hqrs.,
E.S.I. Corporation.

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

महोदय /महोदया ,

It is proposed to conduct Limited Departmental Competitive Examination for promotion to the posts of SSO, Assistant/Head-Clerk, UDC, LDC & PA for the vacancy year 2019, 2020, 2021, 2022, 2023, 2024 & 2025. For the post of Stenographer, LDCE is proposed to be conducted for the vacancy year 2019, 2020 and 2021 (upto 26.2.2021 as per revised Recruitment Regulations published in GOI weekly dated 27/02/2021 to 05/03/2021).

The Regional Directors/Heads of office may call for applications from eligible candidates, **subject to availability of vacancy under LDCE**, scrutinize them to verify the eligibility strictly as per RR & crucial date of eligibility and furnish the information as under :-

- (i) The list of eligible candidates, to Examination Cell in soft copy through email at jd-rectt@esic.nic.in, for promotion to the post of Assistant/Head Clerk, UDC, LDC and Stenographer, as per applicable Recruitment Regulations and crucial dates of eligibility as given below for each vacancy year, in Proforma - "B" ; vacancy position of the concerned posts in Proforma A and the details of court case, if any, in Proforma "C".
- (ii) The list of eligible candidates, in soft copy through email to Establishment Branch-I, ESIC Hqrs for promotion to the post of SSO, as per applicable Recruitment Regulations and crucial dates of eligibility as given below for each vacancy year, in Proforma - "B". E-I will further provide the vacancy position of SSO in Proforma A; consolidated information in Proforma-B and the details of court cases, if any, in Proforma "C" to Examination Cell in soft copy through email at jd-rectt@esic.nic.in
- (iii) The list of eligible candidates, in soft copy through email to Establishment Branch-II, ESIC Hqrs for promotion to the post of Personal Assistant (PA), as per applicable Recruitment Regulations and crucial dates of eligibility as given below for each vacancy year, in Proforma - "B". E-II will further provide the vacancy position of Personal Assistant (PA) in Proforma A; consolidated information in Proforma-B and the details of court cases, if any, in Proforma "C" to Examination Cell in soft copy through email at jd-rectt@esic.nic.in

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S. No.	Vacancy Year	Crucial Date of Eligibility for candidates	Vacancy position to be furnished taking into account vacancies in L.D.C.E. quota upto
1	2019	01.01.2019	31.12.2019
2	2020	01.01.2020	31.12.2020
3	2021	01.01.2021	31.12.2021
4.	2022	01.01.2022	31.12.2022
5.	2023	01.01.2023	31.12.2023
6.	2024	01.01.2024	31.12.2024
7.	2025*	01.01.2025	31.12.2025

***including anticipated vacancies against retirements and clear/existing vacancies against promotions, voluntary retirement and death etc.**

- Note:** i) All eligible candidates need to apply against the available vacancies only. Strict disciplinary action will be initiated against the candidates who found indulged in any act of cheating. Vacancies of the regional cadres i.e. Assistant/Head-Clerk, UDC, LDC and Stenographer are available with respective regions and vacancies of the centralized All India cadres i.e. SSO & PA are available with E-I, & E-II branches, Hqrs respectively. Accordingly, vacancy position of regional cadres/posts (except SSO & PA), list of candidates and court case details (if any) is to be furnished by all the regions for the concerned posts in separate Proforma "A", "B" and "C" respectively. Vacancy position of SSO, consolidated list of candidates and court case details (if any) is to be furnished by E-I in Proforma "A", "B" and "C" respectively. Vacancy position of PA, consolidated list of candidates and court case details (if any) is to be furnished by E-II in Proforma "A", "B" and "C" respectively.
- ii) The conduct of the Limited Departmental Competitive Examination and preparation of result, thereof for regional cadres will be on the basis of regional vacancy position & regional seniority and for All India cadre i.e. SSO & PA will be on the basis of All India Vacancy and All India Seniority.
- iii) A single examination shall be conducted for the vacancy years i.e. 2019, 2020, 2021, 2022, 2023, 2024 & 2025. On the basis of marks secured by the candidates, a separate select lists, region wise/All India, as the case may be depending upon the cadre position for the above vacancy years, shall be prepared for each year Examination as per their eligibility and as per Recruitment Regulations. In other words, as per R.R.s., candidates eligible as on 01/01/2019 shall be considered for the vacancies for the vacancy years 2019, 2020, 2021, 2022, 2023, 2024 & 2025, but, the candidates who become eligible as on 01/01/2020, shall be considered only for the vacancies for the vacancy years 2020, 2021, 2022, 2023, 2024 & 2025 (with back-log vacancies, if any) irrespective of their overall merit position. Similarly, the candidates becoming eligible as on (i) 01/01/2021 will be considered only for the vacancies against the vacancy years 2021, 2022, 2023, 2024 & 2025, (ii) 01/01/2022 will be considered only for the vacancies against the vacancy year 2022, 2023, 2024 & 2025, (iii) 01/01/2023 will be considered only for the vacancies against the vacancy year 2023, 2024 & 2025, (iv) 01/01/2024 will be considered only for the vacancies against the vacancy year 2024 & 2025, and (v) 01/01/2025 will be considered only for the vacancies against the vacancy year 2025 (including back-log vacancies, if any) irrespective of their overall merit position. However, their inter-se merit position will be maintained. Select List for Vacancy Year 2019 will be prepared first, considering only those who are eligible as on

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01/01/2019. Further, those who find place in the Select List for the vacancy year 2019 will be excluded for further vacancy years. Select List for the Vacancy Year 2020 will be prepared, considering the candidates becoming eligible as on 01/01/2020 (excluding those already selected in previous vacancy year). Similar process will be followed for preparing the results for the years 2021, 2022, 2023, 2024 & 2025.

- iv) Examination Cell, ESIC Hqrs. will furnish the combined merit list of (i) each regional cadres/posts i.e. Asstt., UDC, LDC, Steno. to respective Appointing Authority from where vacancy position is received and (ii) each Centralized All India cadres/post of SSO to E-I and of PA to E-II, for preparation and declaration of year-wise result.
- v) **Result of those candidates for the post of SSO, who have appeared in LDCE for the vacancies arising between 01.4.2018 to 31.12.2018 as per the direction of Court and whose result is not yet released/declared, is still kept in abeyance due to ongoing court cases in different courts.**
- vi) Appointing Authorities may bring the vacancy position in the respective region/unit to the notice of the candidates and call for the applications & allot Roll Nos. to the candidates as per the scheme of allotment of the Roll Nos. in respect of LDCE as communicated vide Hqrs. letter No.A-36/14/01/2017-Exam. dated 21/03/2018.

The Regional Directors, Joint Director (E-V) Hqrs. Office & other requisitioning/appointing authorities are requested to work out the applicable category-wise vacancies of SSO/Manager Gr-II/Office Supdt., Asstt., UDC, LDC & PA for the vacancy year 2019, 2020, 2021, 2022, 2023, 2024 & 2025 and for the post of Stenographer, LDCE is proposed to be conducted for the vacancy year 2019, 2020 and 2021 (for the vacancies upto 26.2.2021 i.e. till the revision of RRs) considering the vacancies under L.D.C.E. quota up to the date corresponding to the vacancy year in consultation with Accounts officer and a certificate to this effect may be recorded in the requisition to Hqrs. The requisitions may invariably be signed by the Regional Directors or other Heads of the office as the case may be.

No relaxation in eligibility conditions/qualifying service for appearing in LDCE will be considered by Examination Cell, as such no case for relaxation may be referred to the Examination Cell. The accuracy of the details furnished in the Proforma A", "B" & "C" with reference to candidate's service record and eligibility on the crucial date of eligibility should be verified and certified by the officer in charge of Administration Branch & Counter signed by the Regional Director/Director, E-V, ESIC Hqrs as the case may be.

Category status of the eligible applicants i.e. **UR/SC/ST/PWD with sub-category** may specifically mentioned in Proforma 'B' and the relevant columns should not be left blank. So far as the cases of PWD candidates seeking exemption from Computer Skill Test on account of physical disability they are suffering from is concerned, it is clarified that such PWD candidates who are otherwise qualified to hold the post wherever applicable and **who are certified as being unable to type by the Medical Board** attached to Special Employment Exchange for the PWD candidates (or by a Civil Surgeon where there is no such Board) should be exempted from CST by the respective appointing authorities and an intimation about such exemption should be sent to Examination Cell, ESIC, Hqrs. for needful further action also mentioned against their name in the Proforma B.

In case there is no eligible candidate or there is no vacancy in a particular cadre in a vacancy year in any region, a 'Nil' report may invariably be furnished. In the event of Non-Receipt of details of eligible candidates along with vacancy position in respect of any

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of the cadres mentioned above, latest by **16/12/2024**, it will be presumed that there are no eligible candidates in that particular region to appear in the said LDCE & no test is required to be conducted in respect of that particular post/posts in that region.

The examination will be conducted in online mode. Details regarding dates and conduct of the Examination, will be communicated in due course. Scheme of examination as approved by competent authority for Limited Departmental Competitive Examination for promotion to the posts of SSO/Manager Gr-II/Office Supdt., Assistant, UDC, LDC, PA and Stenographer is given below :-

SSO/MANAGER GR-II/OFFICE SUPDT.

Paper	Subject	No. of questions & Total Marks	Duration
I	ESI Act, Local Office/ Accounts/ Medical/ Recovery Manuals, Drafting & Office Procedure. (Medium : English/Hindi) (Objective Type Questions with multiple choice answer)	100 Questions 100 Marks	2 Hours
II	FR/SR/GFR/Pension/Conduct Rules and Book Keeping (Medium : English/Hindi) (Objective Type Questions with multiple choice answer)	100 Questions 100 Marks	2 Hours
III	Administrative law & Principles of Management. (Medium : English/Hindi) (Objective Type Questions with multiple choice answer)	100 Questions 100 Marks	2 Hours
IV	Computer Skill Test (Qualifying in nature) Part-A: Preparation of two Power Points Presentations/Slides on MS Power Point. (10 Marks) Part-B: Typing letter/ passage/paragraph of about 150-200 words in MS Word. (20 Marks) Part-C: Preparation of Table/Database in MS-Excel. (20 Marks)	50 Marks	30 Minutes

ASSISTANT

Paper	Subject	No. of questions & Total Marks	Duration
I	English Language (Medium : English only) (Objective Type Questions with multiple choice answer)	100 Questions 100 Marks	2 Hours
II	ESI Scheme & Office Procedure (Medium : English/Hindi) (Objective Type Questions with multiple choice answer)	100 Questions 100 Marks	2 Hours
III	Arithmetic, Mathematical ability, Gen. Mental ability & Gen. Knowledge (Medium : English/Hindi) (Objective Type Questions with multiple choice answer)	100 Questions 100 Marks	2 Hours

UPPER DIVISION CLERK

Paper	Subject	No. of questions & Total Marks	Duration
I	English Language (Medium : English only) (Objective Type Questions with multiple choice answer)	100 Questions 100 Marks	2 Hours
II	ESI Scheme & Office Procedure (Medium : English/Hindi) (Objective Type Questions with multiple choice answer)	100 Questions 100 Marks	2 Hours
III	Arithmetic (Medium : English/Hindi) (Objective Type Questions with multiple choice answer)	50 Questions 50 Marks	1 Hours

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LOWER DIVISION CLERK: -

Paper	Subject	No. of questions & Total Marks	Duration
I	English, Arithmetic, General Awareness & ESI Scheme (Medium : English/Hindi) (Objective Type Questions with multiple choice answer)	100 Questions 100 Marks (English-25 Marks, Arithmetic- 25 Marks, Gen. Awareness- 40 Marks, ESI Scheme-10)	2 Hours
II	Computer Skill Test (Qualifying in nature) (Medium : English/Hindi)	50 Marks	30 minutes

PERSONAL ASSISTANT

Paper	Subject	No. of questions & Total Marks	Duration
I	(i) General Awareness (Medium – English/Hindi) (ii) Comprehension & writing ability of English language (Objective Type Questions with multiple choice answer)	200 Questions 200 Marks	2 Hours
II	Computer Skill Test (Qualifying in nature) Part-A: Preparation of two Power Points Presentations/Slides on MS Power Point. (10 Marks) Part-B: Typing letter/ passage/paragraph of about 150-200 words in MS Word. (20 Marks) Part-C: Preparation of Table/Database in MS-Excel. (20 Marks)	50 Marks	30 Minutes
III	Skill Test (Shorthand speed of 120/100 wpm in English/Hindi language) 1. Dictation- Speed 100 WPM (1000 Words) . Transcription Time 50 Minutes for English and 65 minutes for Hindi.		10 Minutes
	2. Dictation- Speed 120 WPM (840 Words) . Transcription Time 45 Minutes for English and 55 minutes for Hindi.		07 Minutes

STENOGRAPHER: -

Paper	Subject	No. of questions & Total Marks	Duration
I	Computer Skill Test (Qualifying in nature) Part-A: Preparation of two Power Points Presentations/Slides on MS Power Point. (10 Marks) Part-B: Typing letter/ passage/paragraph of about 150-200 words in MS Word. (20 Marks) Part-C: Preparation of Table/Database in MS-Excel. (20 Marks)	50 Marks	30 Minutes
II	Skill Test for Stenography (Shorthand speed Test @ 80 wpm) (Medium- English/Hindi) Speed 80 WPM (Hindi/English) Transcription Time 65 Minutes for English and 75 minutes for Hindi.		10 Minutes

Standard and syllabus for the above LDCE will be commensurate to the educational qualification as eligibility mentioned in the RRs of the respective cadre or post. Further, Director General vide letter No. A-36/11/2012/LDCE/Exam. dated 02/08/2013 (copy enclosed) approved the syllabus and reference books for Paper-III i.e **Administrative**

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Law & Principles of Management of LDCE for the promotion to the post of SSO. The Director General, ESIC has also approved the qualifying benchmark i.e. for UR category – 40% in written paper, for SC/ST/PWbD -30 % in written paper and for CST 17 marks out of 50 marks, in LDCE for above posts.

Further, the details regarding dates and conduct of examination will be communicated in due course.

यह महानिदेशक के अनुमोदन से जारी किया जा रहा है।

भवदीय


उप निदेशक (भर्ती)

सन्तुष्ट: यथोपरि

प्रतिलिपि:-

- 1 Finance & Accounts Branch-III/E-I/E-II/E-V ESIC, Hqrs.
- 2 Web Site Content Manager, ESIC Hqrs., for uploading on website.


उप निदेशक (भर्ती)

PROFORMA 'A'

(Post :----- & Vacancy Year – 2019)

**PROFORMA FOR SENDING REQUISITIONS TO HQRS. OFFICE IN RESPECT
OF VACANCIES TO BE FILLED UP THROUGH LIMITED DEPARTMENTAL
COMPETITIVE EXAMINATIONS (LDCEs)**

1. Region/Office :
- 2 (a) Vacancy Year : **2019**
- (b) Grade/Post : (SSO/Manage Gr-II/Office Supdt.)/ Assistant/ PA/
UDC/ Stenographer (Steno.)/LDC
3. Total number of sanctioned posts
up to 31st Dec., **2019** :
4. No. of persons appointed on regular
basis as on the date of requisition :
5. Actual vacancies up to 31st Dec., **2019**:
6. Out of Sl.No. 5 above, the number of vacancies
to be filled up through LDCE in reference to
vacancy year mentioned under Col. 2(a) above,
taking into account anticipated vacancies against retirements
and clear/existing vacancies against promotions and deaths,
including back log vacancies, if any :
7. Out of Sl.No.6 above, number
of posts Reserved for
UR/SC/ST/PWD :

Category	UR	SC	ST	PWD with sub category	Total
No. of vacancies					
8. No. of eligible applicants for the LDCE
(As on 1.1.2019) :
9. Is the statement of eligible candidates enclosed
in the prescribed Proforma? :
10. Is there any judicial stay or administrative injunction
against recruitment to the above posts? If so,
please give full details :
11. Any other additional information, or any direction
the requisitioning authority desires to give regarding
Recruitment to the above posts. :

Certified that the vacancy position as given above has been calculated in
consultation with the Regional Accounts Officer.

Sign. of Head of Office

Place :

Date :

Name :

Address :

PROFORMA 'A'

(Post :----- & Vacancy Year – 2020)

**PROFORMA FOR SENDING REQUISITIONS TO HQRS. OFFICE IN RESPECT
OF VACANCIES TO BE FILLED UP THROUGH LIMITED DEPARTMENTAL
COMPETITIVE EXAMINATIONS (LDCEs)**

1. Region/Office :
- 2 (a) Vacancy Year : **2020**
- (b) Grade/Post : (SSO/Manage Gr-II/Office Supdt.)/ Assistant/ PA/
UDC/ Stenographer (Steno.)/LDC
3. Total number of sanctioned posts
up to 31st Dec., **2020** :
4. No. of persons appointed on regular
basis as on the date of requisition :
5. Actual vacancies up to 31st Dec., **2020**:
6. Out of Sl.No. 5 above, the number of vacancies
to be filled up through LDCE in reference to
vacancy year mentioned under Col. 2(a) above,
taking into account anticipated vacancies against retirements
and clear/existing vacancies against promotions and deaths,
including back log vacancies, if any :
7. Out of Sl.No.6 above, number
of posts Reserved for
UR/SC/ST/PWD :

Category	UR	SC	ST	PWD with sub category	Total
No. of vacancies					
8. No. of eligible applicants for the LDCE
(As on 1.1.2020) :
9. Is the statement of eligible candidates enclosed
in the prescribed Proforma? :
10. Is there any judicial stay or administrative injunction
against recruitment to the above posts? If so,
please give full details :
11. Any other additional information, or any direction
the requisitioning authority desires to give regarding
Recruitment to the above posts. :

Certified that the vacancy position as given above has been calculated in
consultation with the Regional Accounts Officer.

Sign. of Head of Office

Place :

Date :

Name :

Address :

PROFORMA 'A'

(Post :----- & Vacancy Year – 2021)

**PROFORMA FOR SENDING REQUISITIONS TO HQRS. OFFICE IN RESPECT
OF VACANCIES TO BE FILLED UP THROUGH LIMITED DEPARTMENTAL
COMPETITIVE EXAMINATIONS (LDCEs)**

1. Region/Office :
- 2 (a) Vacancy Year : **2021**
- (b) Grade/Post : (SSO/Manage Gr-II/Office Supdt.)/ Assistant/ PA/
UDC/ Stenographer (Steno.)/LDC
3. Total number of sanctioned posts
up to 31st Dec., **2021** :
4. No. of persons appointed on regular
basis as on the date of requisition :
5. Actual vacancies up to 31st Dec., **2021**:
6. Out of Sl.No. 5 above, the number of vacancies
to be filled up through LDCE in reference to
vacancy year mentioned under Col. 2(a) above,
taking into account anticipated vacancies against retirements
and clear/existing vacancies against promotions and deaths,
including back log vacancies, if any :
7. Out of Sl.No.6 above, number
of posts Reserved for
UR/SC/ST/PWD :

Category	UR	SC	ST	PWD with sub category	Total
No. of vacancies					
8. No. of eligible applicants for the LDCE
(As on 1.1.2021) :
9. Is the statement of eligible candidates enclosed
in the prescribed Proforma? :
10. Is there any judicial stay or administrative injunction
against recruitment to the above posts? If so,
please give full details :
11. Any other additional information, or any direction
the requisitioning authority desires to give regarding
Recruitment to the above posts. :

Certified that the vacancy position as given above has been calculated in
consultation with the Regional Accounts Officer.

Sign. of Head of Office

Place :

Date :

Name :

Address :

PROFORMA 'A'

(Post :----- & Vacancy Year – 2022)

**PROFORMA FOR SENDING REQUISITIONS TO HQRS. OFFICE IN RESPECT
OF VACANCIES TO BE FILLED UP THROUGH LIMITED DEPARTMENTAL
COMPETITIVE EXAMINATIONS (LDCEs)**

1. Region/Office :
- 2 (a) Vacancy Year : **2022**
- (b) Grade/Post : (SSO/Manage Gr-II/Office Supdt.)/ Assistant/ PA/
UDC/ Stenographer (Steno.)/LDC
3. Total number of sanctioned posts
up to 31st Dec., **2022** :
4. No. of persons appointed on regular
basis as on the date of requisition :
5. Actual vacancies up to 31st Dec., **2022**:
6. Out of Sl.No. 5 above, the number of vacancies
to be filled up through LDCE in reference to
vacancy year mentioned under Col. 2(a) above,
taking into account anticipated vacancies against retirements
and clear/existing vacancies against promotions and deaths,
including back log vacancies, if any :
7. Out of Sl.No.6 above, number
of posts Reserved for
UR/SC/ST/PWD :

Category	UR	SC	ST	PWD with sub category	Total
No. of vacancies					
8. No. of eligible applicants for the LDCE
(As on 1.1.2022) :
9. Is the statement of eligible candidates enclosed
in the prescribed Proforma? :
10. Is there any judicial stay or administrative injunction
against recruitment to the above posts? If so,
please give full details :
11. Any other additional information, or any direction
the requisitioning authority desires to give regarding
Recruitment to the above posts. :

Certified that the vacancy position as given above has been calculated in
consultation with the Regional Accounts Officer.

Sign. of Head of Office

Place :

Date :

Name :

Address :

PROFORMA 'A'

(Post :----- & Vacancy Year – 2023)

**PROFORMA FOR SENDING REQUISITIONS TO HQRS. OFFICE IN RESPECT
OF VACANCIES TO BE FILLED UP THROUGH LIMITED DEPARTMENTAL
COMPETITIVE EXAMINATIONS (LDCEs)**

1. Region/Office :
- 2 (a) Vacancy Year : **2023**
- (b) Grade/Post : (SSO/Manage Gr-II/Office Supdt.)/ Assistant/ PA/
UDC/ Stenographer (Steno.)/LDC
3. Total number of sanctioned posts
up to 31st Dec., **2023** :
4. No. of persons appointed on regular
basis as on the date of requisition :
5. Actual vacancies up to 31st Dec., **2023**:
6. Out of Sl.No. 5 above, the number of vacancies
to be filled up through LDCE in reference to
vacancy year mentioned under Col. 2(a) above,
taking into account anticipated vacancies against retirements
and clear/existing vacancies against promotions and deaths,
including back log vacancies, if any :
7. Out of Sl.No.6 above, number
of posts Reserved for
UR/SC/ST/PWD :

Category	UR	SC	ST	PWD with sub category	Total
No. of vacancies					
8. No. of eligible applicants for the LDCE
(As on 1.1.2023) :
9. Is the statement of eligible candidates enclosed
in the prescribed Proforma? :
10. Is there any judicial stay or administrative injunction
against recruitment to the above posts? If so,
please give full details :
11. Any other additional information, or any direction
the requisitioning authority desires to give regarding
Recruitment to the above posts. :

Certified that the vacancy position as given above has been calculated in
consultation with the Regional Accounts Officer.

Sign. of Head of Office

Place :

Date :

Name :

Address :

PROFORMA 'A'

(Post :----- & Vacancy Year – 2024)

**PROFORMA FOR SENDING REQUISITIONS TO HQRS. OFFICE IN RESPECT
OF VACANCIES TO BE FILLED UP THROUGH LIMITED DEPARTMENTAL
COMPETITIVE EXAMINATIONS (LDCEs)**

1. Region/Office :
- 2 (a) Vacancy Year : **2024**
- (b) Grade/Post : (SSO/Manage Gr-II/Office Supdt.)/ Assistant/ PA/
UDC/ Stenographer (Steno.)/LDC
3. Total number of sanctioned posts
up to 31st Dec., **2024** :
4. No. of persons appointed on regular
basis as on the date of requisition :
5. Actual vacancies up to 31st Dec., **2024**:
6. Out of Sl.No. 5 above, the number of vacancies
to be filled up through LDCE in reference to
vacancy year mentioned under Col. 2(a) above,
taking into account anticipated vacancies against retirements
and clear/existing vacancies against promotions and deaths,
including back log vacancies, if any :
7. Out of Sl.No.6 above, number
of posts Reserved for
UR/SC/ST/PWD :

Category	UR	SC	ST	PWD with sub category	Total
No. of vacancies					
8. No. of eligible applicants for the LDCE
(As on 1.1.2024) :
9. Is the statement of eligible candidates enclosed
in the prescribed Proforma? :
10. Is there any judicial stay or administrative injunction
against recruitment to the above posts? If so,
please give full details :
11. Any other additional information, or any direction
the requisitioning authority desires to give regarding
Recruitment to the above posts. :

Certified that the vacancy position as given above has been calculated in
consultation with the Regional Accounts Officer.

Sign. of Head of Office

Place :

Date :

Name :

Address :

PROFORMA 'A'

(Post :----- & Vacancy Year – 2025)

**PROFORMA FOR SENDING REQUISITIONS TO HQRS. OFFICE IN RESPECT
OF VACANCIES TO BE FILLED UP THROUGH LIMITED DEPARTMENTAL
COMPETITIVE EXAMINATIONS (LDCEs)**

1. Region/Office :
- 2 (a) Vacancy Year : **2025**
 - (b) Grade/Post : (SSO/Manage Gr-II/Office Supdt.)/ Assistant/ PA/
UDC/ Stenographer (Steno.)/LDC
3. Total number of sanctioned posts
up to 31st Dec., **2025** :
4. No. of persons appointed on regular
basis as on the date of requisition :
5. Actual vacancies up to 31st Dec., **2025**:
6. Out of Sl.No. 5 above, the number of vacancies
to be filled up through LDCE in reference to
vacancy year mentioned under Col. 2(a) above,
taking into account anticipated vacancies against retirements
and clear/existing vacancies against promotions and deaths,
including back log vacancies, if any :
7. Out of Sl.No.6 above, number
of posts Reserved for
UR/SC/ST/PWD :

Category	UR	SC	ST	PWD with sub category	Total
No. of vacancies					
8. No. of eligible applicants for the LDCE
(As on 1.1.2025) :
9. Is the statement of eligible candidates enclosed
in the prescribed Proforma? :
10. Is there any judicial stay or administrative injunction
against recruitment to the above posts? If so,
please give full details :
11. Any other additional information, or any direction
the requisitioning authority desires to give regarding
Recruitment to the above posts. :

Certified that the vacancy position as given above has been calculated in
consultation with the Regional Accounts Officer.

Sign. of Head of Office

Place :

Date :

Name :

Address :

PROFORMA B

DETAILS OF ELIGIBLE APPLICANTS FOR LDCE FOR THE POST OF

SSO/ASSTT/UDC/LDC/PA/STENOGRAPHER

Sl. No.	Vacancy Year for which applicant is eligible	Roll No.	Region	Name of candidate	Date of Birth	Category	Whether candidate belong to PWD, if yes, state sub-category	Regular Post held	Date of regular appointment	Officiating adhoc post held if any with date	Educational Qualification	Whether any disciplinary proceedings are contemplated or pending against the candidate, if yes, give details in separate sheet	Is the candidate eligible to appear in the test exam	Sl. No. in Seniority List with year		Remarks*
														S. No.	Year	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
1																
2																
3																
4																
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Vacancy year		Date of Eligibility
2019		1/1/2019
2020		1/1/2020
2021		1/1/2021
2022		1/1/2022
2023		1/1/2023
2024		1/1/2024
2025*		1/1/2025

* only eligible candidate's details need to be furnished.

DETAILS OF COURT CASES

Format C

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Headquarters Office
Employees' State Insurance Corporation
Panchdeep Bhawan: C.I.G. Marg: New delhi-02.
Website:- www.esic.nic.in , Phone No.:- 011-23230963
E-mail- jd-rectthq@esic.in.

F.No.:-A-36(11)2012/LDCE/Exam.-

Dated: 2.8.2013.

To

All A.C.s/R.D.s/J.Ds,
 Regional Office/S.R.O.,
D(M)D/NTA/J.D.-V, Hqrs., E.S.I. Corporation.

Subject :- Limited Departmental Competitive Examination for promotion to the post of Social Security Officer – Review of Syllabus of Paper-III (Administrative Law & Principles of Management) – regarding.

Sir,

The Director General had constituted a Committee of senior officers of the Corporation for review and defining existing syllabus for Paper III i.e. "Administrative Law & Principles of Management" of Limited Departmental Competitive Examination for promotion to the post of SSO and also to suggest some reference books keeping in view applicability of the same in E.S.I. Corporation in the light of representations alleging vast and undefined syllabus of the Paper. The Committee submitted its Report to the Director General. The Director General has approved the syllabus and reference books for Paper-III i.e. Administrative Law & Principles of Management of LDCE for promotion to the post of SSO to be held on 14-15th September, 2013 & onwards as under:-

S. No	Name of Subject	Syllabus (Chapters)	Reference Books	
			Name of Books	Writer
1.	Administrative Law	Introduction :- 1. Meaning of Administrative Law 2. Development of Administrative Law in India 3. Separation of Powers 4. Right to Equality Article 14 Legislative Powers of Administration :- 1. Legislative Process 2. Executive Legislation : Ordinance-making Power 3. Delegated Legislation : Definition and Forms 4. Reasons for the Growth of Delegated Legislation 5. Types of Delegated Legislation Classification of Administrative Action :- 1. Judicial, Quasi-judicial and Administrative Function Distinguished 2. Fair Hearing as a Constitutional Requirement 3. Fair Hearing in Administrative Actions 4. Civil Consequences 5. Duty to Act Judicially 6. Civil Servants Fair Hearing : Rules of Natural Justice :- 1. Rules of Natural Justice : Application 2. Principles of Natural Justice as Parameters of Fairness 3. Fair Hearing : Basic Postulates 4. Hearing 5. Effect of Non-Compliance with Principles of Natural Justice Central Administrative Tribunal:- 1. Article 310, 311 & 323 (B) Judicial Review of Tribunals and Quasi-Judicial Authorities :- 1. Doctrine of Ultra Vires 2. Quasi-judicial Authority to act independently 3. Quasi-judicial Decisions subject to Administrative Review 4. Questions of fact within Jurisdiction 5. Fact finding in departmental enquiries 6. When can Court interfere with findings of facts 7. Jurisdictional question 8. Error of Law apparent on the face of record 9. Indian Law Writ Jurisdiction and Appellate Jurisdiction : Scope and Extent :-	Administrative Law Other suggested Books for detailed study : Administrative Law Principles of Administrative Law	S.P. Sathe I. P. Massey Justice G.P. Singh & Justice Alok Aradhe

वेबसाइट की विषय-सूची का प्रकाशन.....
 Website Contents Management.....
 जारीकर्ता / जारी No. 44
 तिथि / Date 2/8/13

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		<p>1. Growth of writ Jurisdiction in India : Historical Review (a) Article 32 (b) Article 226 2. Type of Writs 3. Supervisory and Appellate Jurisdiction of High Courts and Supreme Court : Article 227 4. Article 136 5. Standing to challenge administrative action 6. Writs and Other Remedies : Nature & Scope</p> <p>Suits against the Administration : State Liability 1. Suits against Government 2. Notice of a Suite to Government 3. Speedier remedy for evicting un-authorized tenants 4. Period of Limitation for suits against Government 5. Priority to tax recovery 6. Liability of Public Servant 7. Sanction for prosecution 8. Vicarious Liability of State (Law in India) 9. Decisional Law of State Liability 10. State made liable without overruling Kasturilal case 11. Liability for Torts in cases other than those involving fundamental rights 12. Estoppel</p> <p>Parliamentary Control over Government :- 1. The Comptroller and Auditor General of India 2. Ombudsman: The Lokpal 3. Lokpal Bill - 2001</p>		
2.	Principles Of Management	<p>i) Nature and Functions of Management ii) Development of Management Thought iii) Planning iv) Decision-Making v) Organisation vi) Authority Delegation and Decentralisation vii) Coordination viii) Staffing ix) Training and Development x) Direction and Supervision xi) Communication xii) Leadership xiii) Managerial Control xiv) Management of Organisational Conflict</p>	<p>Principles of Management</p> <p>Other suggested Books for detailed study :</p> <p>(i) Essential of Management</p> <p>(ii) Principles & Practice of Management</p>	<p>P.C. Tripathi P.N. Reddy</p> <p>Harold Koontz & Heinz Weihrich</p> <p>L M Prasad</p>

The Syllabus for all other Papers of LDCE for promotion to the posts of SSO, PA, Assistant, UDC & LDC will remain the same.

The revision in the syllabus as above may be brought to the notice of all the candidates.

Yours faithfully,

(G.S. GIRI)

Jt. DIRECTOR (RECTT.).

Copy for information to:-

1. Jt. Director-I & Jt. Director-II, Jt. Director-III Hqrs.
- ✓ 2. Dy. Director (PR), with the request to place the contents of this letter on ESIC, Hqrs. web-site.

Jt. DIRECTOR (RECTT.).



EMPLOYEES' STATE INSURANCE CORPORATION
PANCHDEEP BHAWAN, C.I.G. MARG, NEW DELHI-110002

F.No. A-36/14/01/2017/Exam.

Date:-21-03-2018

To,

All Additional Commissioner/ Regional Director,
Regional Office, Delhi/D(M)D/JD-V

Sub:- Introduction of new scheme of allotment of Roll.No. in respect of Limited Departmental Competitive Examination to various posts.

Sir/Madam,

In supersession to this office letter no. A-112/30/95-Exam. dated 03-05-2007, A-36/11/2012-Exam. dated 17-8-2012 and A-12/30/95-Exam. dated 6-9-2012, I am directed to inform that Competent Authority has approved the new pattern/scheme of allotting Roll Nos. to the candidates who are appearing for the LDCEs to various posts and other tests/exams like Advance increment for existing Stenographers and Computer Skill Test for the Employees who have been appointed on Compassionate grounds.

The Roll Numbers are to be allocated uniformly by all the regions in 8 digits, first two digits (extreme left) showing Centre Code, next one digit to represent category code, next one digit represent post code and last 4 digits represent Roll No. allotted to a candidate. Format of Roll Number is as follows-

1	2	3	4	5	6	7	8
Centre Code		Cat. Code	Post Code	Part of Roll No.			

Category codes:- UR-1, SC-2, ST-3, OBC-4

Post Codes:-

LDC	1
UDC	2
ASSISTANT	3
SSO	4
PA	5
STENO	6
CST for the employees (UDCs) who have been appointed on Compassionate Grounds or Sports Ground.	7
Advance increment for existing stenographers	8

Centre Codes:-

Andhra Pradesh	11	Kerala	23
Assam	12	Maharashtra	24
Bihar	13	Madhya Pradesh	25
Chhattisgarh	14	Orissa	26
Delhi	15	Puducherry	27
Goa	16	Punjab	28
Gujarat	17	Rajasthan	29
Haryana	18	Tamilnadu	30
Himachal Pradesh	19	Telangana	31

Jammu & Kashmir	20	Uttar Pradesh	32
Jharkhand	21	Uttarakhand	33
Karnataka	22	West Bengal	34

Further, LDCE in Delhi is conducted by Regional Office, Delhi whereas Roll Numbers are issued by all the three units viz. Hqrs. Office, RO Delhi and D(M)D independently, thus for the purpose of regulating the Roll Numbers, it has been decided that they may allot the Roll Numbers with starting digit in the last four digits pertaining to Roll Number part as under-

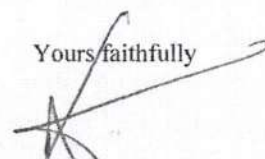
Hqrs. Office	RO Delhi	D(M)D
1	2	3

The above process of allotting Roll numbers is illustrated below for ready reference-

Region	Post	Category of candidate	Centre Code	Cat. Code	Post Code	Part of 4 digit Roll No.	Final Roll No.
Delhi(Hqrs.)	LDC	UR	15	1	1	1001	15111001
Delhi(Hqrs.)	Asstt.	UR	15	1	3	1001	15131001
Delhi(RO)	UDC	SC	15	2	2	2001	15222001
Delhi(RO)	UDC	UR	15	1	2	2002	15122002
Delhi(DMD)	SSO	ST	15	3	4	3001	15343001
Delhi(DMD)	SSO	UR	15	1	4	3002	15143002
AP	Steno	UR	11	1	6	0001	11160001
AP	Asstt.	SC	11	2	3	0001	11230001
Punjab	PA	OBC	28	4	5	0001	28450001
Punjab	LDC	UR	28	1	1	0001	28110001

The above pattern of allotting Roll Numbers will be effective/implemented with immediate effect for all future LDCEs and other tests/exams for the posts as mentioned above, to be conducted by ESIC.

Yours faithfully



(Rakesh Kumar)
Deputy Director(Rectt.)