



કર્મચારી રાજ્ય વીમા નિગમ
(શ્રમ અને રોજગાર મંત્રાલય, ભારત સરકાર)
કર્મચારી રાજ્ય વીમા નિગમ
(શ્રમ एवं रोजगार मंत्रालय, भारत सरकार)
EMPLOYEES' STATE INSURANCE CORPORATION
(Ministry of Labour & Employment, Govt. of India)



પ્રાદેશિક કચેરી / क्षेत्रीय कार्यालय / Regional Office
પંચદીપ ભવન, આશ્રમ માર્ગ, અમદાવાદ, ગુજરાત - ૩૮૦ ૦૦૯
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No.37.A.12.23.2024.LDCE.Estt

26-11-2024

CIRCULAR

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

All the staff members of Gujarat Region are informed that Examination Cell, Headquarters Office has 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 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 upto 26.02.2021 i.e. till the revision of RR's).

Applications (in enclosed proforma) are invited from eligible candidates of Gujarat Region, who fulfill the following eligibility criteria for various posts as per Recruitment Regulations as on crucial date of eligibility as under :

Sr. No.	Name of Post	Eligibility Criteria
1	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) passed from recognized Board or equivalent who have rendered not less than 03 years service in the cadre on regular basis shall be eligible.
2	UDC	LDC's in Level-2 (Rs. 19,900-63,200) in the pay matrix with 05 years' service in the grade on regular basis shall be eligible
3	Assistant/Head Clerk	UDC/UDC Cashier with 03 years regular service in the grade shall be eligible
4	Stenographer	LDC's possessing (i) educational qualification of Higher Secondary (Pass in 12th Standard) or equivalent from a recognized board of Education (ii) A speed of 80 words per minute in Stenography (Hindi or English) and (iii) Working knowledge of computer including use of office suites and databases.
5	SSO	Head Clerks or Assistants with 03 years regular service in the grade and Working knowledge of Computer including use of office suites and databases is essential qualification for LDCE

6	Personal Assistant	Existing Stenographers with at least 03 years regular service and possessing the following qualification: A speed of 120/100 words per minute in Stenography (English or Hindi) and Working knowledge of computer including use of office suites and databases
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Sr.No.	Vacancy Year	Crucial Date of Eligibility for candidates
	2019	01.01.2019
	2020	01.01.2020
	2021	01.01.2021
	2022	01.01.2022
	2023	01.01.2023
	2024	01.01.2024
	2025	01.01.2025

The duly filled applications in prescribed proforma along with 02 passport size photographs may be submitted to Administration Branch, Regional Office, Ahmedabad through proper channel **on or before 06.12.2024.**

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 SSO/Manager Grade-II/O.S., Assistant, UDC, LDC, PA and Stenographer 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.

The vacancy position, details regarding dates and conduct of examination will be communicated in due course.

Encl:As above

DEPUTY DIRECTOR

Copy to:

1. The Office of the Insurance Commissioner (West Zone), ESIC, Ahmedabad, with a request to

bring the contents of the circular to all concerned.

2. The Office of the Medical Commissioner (West Zone), ESIC, Ahmedabad, with a request to bring the contents of the circular to all concerned.
3. All the Branch Officers, Regional Office, Ahmedabad and Branch Managers, Branch Offices under the jurisdiction of RO, Ahmedabad, with a request to bring the contents of the circular to all concerned.
4. The Deputy Director I/c (Vadodara and Surat) with a request to examine and forward applications of eligible candidates to this office on or before 06.12.2024.
5. The Medical Superintendent (MHB, ESIC General Hospital Naroda, ESICH Vapi and ESICH Ankleshwar) with a request to examine and forward applications of eligible candidates to this office on or before 06.12.2024

Proforma of application for appearing in LDCE for the post of Lower Division Clerk (LDC), Gujarat Region

1	Name in block letters	
2	Date of Birth (DD/MM/YYYY)	
3	Designation	
4	Present Place of Posting	
5	Whether SC/ST/OBC/UR/PWD (if PwD, mention sub-category e.g. OH/VH/HH)	
6	Date of Joining in ESIC	
7	Date of Regular Appointment in ESIC in present post	
8	Applied for the vacancy year (Strike out whichever is not applicable)	• 2019 • 2020 • 2021 • 2022 • 2023 • 2024 • 2025
9	Length of Regular Service as on crucial date of eligibility against which the application is being submitted as mentioned at Sr.No.8 above in Gujarat Region	
10	Educational Qualification as per service records	
11	Medium of Computer Skill Test (Hindi/English)	

Date :

Sign of applicant

Certified that the particulars/information furnished above have been verified and found correct

Signature of Branch Manager

Proforma of application for appearing in LDCE for the post of Upper Division Clerk (UDC), Gujarat Region

1	Name in block letters	
2	Date of Birth (DD/MM/YYYY)	
3	Designation	
4	Present Place of Posting	
5	Whether SC/ST/OBC/UR/PWD (if PwD, mention sub-category e.g. OH/VH/HH)	
6	Date of Joining in ESIC	
7	Date of Regular Appointment in ESIC in present post	
8	Applied for the vacancy year (Strike out whichever is not applicable)	• 2019 • 2020 • 2021 • 2022 • 2023 • 2024 • 2025
9	Length of Regular Service as on crucial date of eligibility against which the application is being submitted as mentioned at Sr.No.8 above in Gujarat Region	
10	Educational Qualification as per service records	

Date :

Sign of applicant

Certified that the particulars/information furnished above have been verified and found correct

Signature of Branch Manager

Proforma of application for appearing in LDCE for the post of Assistant/Head Clerk, Gujarat Region

1	Name in block letters	
2	Date of Birth (DD/MM/YYYY)	
3	Designation	
4	Present Place of Posting	
5	Whether SC/ST/OBC/UR/PWD (if PwD, mention sub-category e.g. OH/VH/HH)	
6	Date of Joining in ESIC	
7	Date of Regular Appointment in ESIC in present post	
8	Applied for the vacancy year (Strike out whichever is not applicable)	• 2019 • 2020 • 2021 • 2022 • 2023 • 2024 • 2025
9	Length of Regular Service as on crucial date of eligibility against which the application is being submitted as mentioned at Sr.No.8 above in Gujarat Region	
10	Educational Qualification as per service records	

Date :

Sign of applicant

Certified that the particulars/information furnished above have been verified and found correct

Signature of Branch Manager

Proforma of application for appearing in LDCE for the post of SSO, Gujarat Region

1	Name in block letters	
2	Date of Birth (DD/MM/YYYY)	
3	Designation	
4	Present Place of Posting	
5	Whether SC/ST/OBC/UR/PWD (if PwD, mention sub-category e.g. OH/VH/HH)	
6	Date of Joining in ESIC	
7	Date of Regular Appointment in ESIC in present post	
8	Applied for the vacancy year (Strike out whichever is not applicable)	• 2019 • 2020 • 2021 • 2022 • 2023 • 2024 • 2025
9	Length of Regular Service as on crucial date of eligibility against which the application is being submitted as mentioned at Sr.No.8 above in Gujarat Region	
10	Educational Qualification as per service records	
11	Medium of Computer Skill Test (Hindi/English)	

Date :**Sign of applicant**

Certified that the particulars/information furnished above have been verified and found correct

Signature of Branch Manager

Proforma of application for appearing in LDCE for the post of Personal Assistant, Gujarat Region

1	Name in block letters	
2	Date of Birth (DD/MM/YYYY)	
3	Designation	
4	Present Place of Posting	
5	Whether SC/ST/OBC/UR/PWD (if PwD, mention sub-category e.g. OH/VH/HH)	
6	Date of Joining in ESIC	
7	Date of Regular Appointment in ESIC in present post	
8	Applied for the vacancy year (Strike out whichever is not applicable)	• 2019 • 2020 • 2021 • 2022 • 2023 • 2024 • 2025
9	Length of Regular Service as on crucial date of eligibility against which the application is being submitted as mentioned at Sr.No.8 above in Gujarat Region	
10	Educational Qualification as per service records	
11	Medium of Computer Skill Test (Hindi/English)	
12	Medium for Shorthand Speed Test (Hindi/English)	

Date :

Sign of applicant

Certified that the particulars/information furnished above have been verified and found correct

Signature of Branch Manager

Proforma of application for appearing in LDCE for the post of Stenographer, Gujarat Region

1	Name in block letters	
2	Date of Birth (DD/MM/YYYY)	
3	Designation	
4	Present Place of Posting	
5	Whether SC/ST/OBC/UR/PWD (if PwD, mention sub-category e.g. OH/VH/HH)	
6	Date of Joining in ESIC	
7	Date of Regular Appointment in ESIC in present post	
8	Applied for the vacancy year (Strike out whichever is not applicable)	• 2019 • 2020 • 2021
9	Length of Regular Service as on crucial date of eligibility against which the application is being submitted as mentioned at Sr.No.8 above in Gujarat Region	
10	Educational Qualification as per service records	
11	Medium of Computer Skill Test (Hindi/English)	

Date :

Sign of applicant

Certified that the particulars/information furnished above have been verified and found correct

Signature of Branch Manager