



ക.രാ.ബി.നി.
E.S.I.C.

എംപ്ലോയീസ് സ്റ്റേറ്റ് ഇൻഷുറൻസ് കോർപ്പറേഷൻ
(തൊഴിൽ മന്ത്രാലയം, ഭാരത സർക്കാർ)
कर्मचारी राज्य बीमा निगम
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
EMPLOYEES' STATE INSURANCE CORPORATION
(Ministry of Labour & Employment, Govt. of India)



सत्यमेव जयते

റീജിയണൽ ഓഫീസ്/ क्षेत्रीय कार्यालय/ REGIONAL OFFICE
പഞ്ചദീപ് ഭവൻ, നോർത്ത് സ്വരാജ് റൗണ്ട്, തൃശ്ശൂർ - 680020
पंचदीप भवन, उत्तरी स्वराज राउंड, तृशूर - 680020
PANCHDEEP BHAWAN, NORTH SWARAJ ROUND, THRISSUR-680020
Phone : 0487-2331080 /2331351/2331412
Email: rd-kerala@esic.nic.in Website: www.esic.nic.in

सं.54.A.36.11.3.2022.प्रशा (E.112715)

दिनांक:28-11-2024

ज्ञापन / MEMORANDUM

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

महोदय/महोदया,

In pursuance of Headquarter Office letter No.A-12023/5/2022-Exam (Comp.No.20385) dated 22.11.2024, lists of eligible candidates for Departmental Competitive Examination for the post of SSO, Assistant/Head-Clerk, UDC, LDC & PA for the vacancy year 2019, 2020, 2021, 2022, 2023, 2024 & 2025 are to be forwarded to Headquarters Office. Further for the post of Stenographer, list of eligible candidates for the vacancy year 2019, 2020 and 2021 (upto 26.02.2021) is to be forwarded.

The eligibility condition as per recruitment regulation is summarized below. The crucial date of qualifying the eligibility condition for the candidates is 1st January of vacancy year.

Sl.No	To the post of	For the vacancy Year	Eligibility Condition
1.	SSO	2019, 2020, 2021, 2022, 2023, 2024 & 2025	Head-Clerk/Assistant with 3 years regular service in the grade
2.	Assistant	2019, 2020, 2021, 2022, 2023, 2024 & 2025	UDC/UDC Cashier with 3 years regular service in the grade
3.	UDC	2019, 2020 & 2021	LDCs possessing minimum qualification of Higher Secondary (12th pass) or equivalent with 5 years service in the grade
		2022, 2023, 2024 & 2025	LDC in Level-2 in the pay matrix with 5 years' service in the grade on regular basis
4.	LDC	2019, 2020, 2021, 2022, 2023, 2024 & 2025	Group C staff in level -1 in the pay matrix possessing minimum educational qualification of Higher Secondary (12th Standard) pass from Recognized Board or equivalent who have rendered not less than 3 years' service in the cadre on regular basis
5.	PA	2019, 2020, 2021, 2022, 2023, 2024 & 2025	Stenographers with three years regular service and possessing a speed of 120/100 wpm in stenography and working knowledge of computer including use of office suites and databases
6.	Stenographer	2019, 2020 & 2021	LDCs with 2 years regular service and possessing Higher Secondary pass (pass in 12th) or equivalent from a recognized Board of Education, a speed of 80 wpm in stenography and working knowledge of computer including use of office suites and databases

All Directors/Joint Directors/Medical Superintendents and Branch Managers are requested to bring the above to the notice of officials concerned of their offices/branches. It is requested to obtain the application in the enclosed proforma from eligible officials and send the same to this office along with details of eligible applicants in proforma B(copy enclosed) **by 04.12.2024** through e-mail to rd-kerala@esic.gov.in so as to enable us to forward the same to Headquarters Office in time.

Please note that the application received after 04.12.2024 will not be entertained. Receipt of this memo may be acknowledged. This is issued with the approval of competent authority.

अनुलग्नक/ Encl: As above.

उपनिदेशक(प्रशासन)
DY. Director(Admin.)

To:

1. The Dy.Director-in-charge, SRO Kozhikode/Ernakulam/Kollam/Thiruvananthapuram
- 2.The Medical Superintendent, ESIC Hospital Asramam/Ezhukone/Udyogamandal
- 3.All Officers/Officials Regional Office, Thrissu
- 4.All Branch Manager, BOs under Regional Office Thrissur
- 5.The General Secretary ESIC Employees Union, RO Thrissur
- 6.Website content Manager for publishing in the website
- 7.Hindi Cell for Translation