



**EMPLOYEES' STATE INSURANCE CORPORATION
REGIONAL OFFICE**

(Sector 19-A, Madhya Marg, Chandigarh)

Phone: 0172-2544126, 2700972, 2542892 (Fax), Email: rd-punjab@esic.nic.in

(www.esicpunjab.org)/www.esic.nic.in)

Recruitment of STENOGRAPHER & UPPER DIVISION CLERK for Punjab Region in ESI Corporation

ONLINE Applications (through the website of ESIC at www.esic.nic.in) are invited for filling up the post of Stenographer & Upper Division Clerk on regular basis by Direct Recruitment in ESIC.

A. DETAILS OF VACANCIES

POST	Category										
	UR	SC	ST	OBC	EWS	Total	PWD*				Ex.SM
							Category A	Category B	Category C	Category D & E	
STENOGRAPHER	02	01	00	00	00	03	00	00	00	00	00
UPPER DIVISION CLERK	32	26**	00	15	07	80	01(VH)	01(HH)***	02 (01 OH & 01 CP)	00	07

*Details of PWD Category

Category A – Blindness and Low Vision.

Category B – Deaf and Hard of Hearing.

Category C – Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy.

Category D – Autism, intellectual disability, specific learning disability and mental illness.

Category E - Multiple disabilities from amongst persons under clauses (a) to (d) including deaf –blindness.

** including 04 Backlog SC Vacancy

***Backlog Vacancy for PWD HH Category

B. SCALE OF PAY (Steno. & UDC)

Revised pay as per 7th Central Pay Commission for the post is Level-4 of Pay Matrix (Civilian employees) with Entry Pay Rs 25,500/-, replaced against Pay Band Rs. 5200/- to 20200/- with Grade Pay Rs. 2400/- of 6th 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.

C. ESSENTIAL QUALIFICATIONS

STENOGRAPHER:

1. Higher Secondary Pass (pass in 12th Standard or equivalent from a recognized board).
2. A Speed of 80 words per minute in stenography in English/Hindi.
3. Working knowledge of Computer including use of Office Suites and databases.

UDC:

1. A degree of a recognized University or equivalent.
2. Working knowledge of computer including use of office suites and databases.

NOTE: Candidate who have not acquired/will not acquire the educational qualification as on the closing date of receipt of online application will not be eligible and need not apply.

D. AGE LIMIT AS ON CLOSING DATE: - Between 18 to 27 years as on the Closing Date i.e. 15.04.2019. Upper age limit is relaxable for persons belonging to reserve and other categories as per instructions.

E. Closing Date: 15.04.2019.

The detailed advertisement and online application submission link 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 of making online application will be available from 16.03.2019.

Regional Director

dawp 23145/11/0012/1819