



**कर्मचारी राज्य बीमा निगम**  
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)  
**EMPLOYEES' STATE INSURANCE CORPORATION**  
(Ministry of Labour & Employment, Govt of India)



**क्षेत्रीय कार्यालय, बिहार**  
पंचदीप भवन, जे.एल.नेहरू मार्ग, पटना- 800001  
**REGIONAL OFFICE, BIHAR**  
PANCHDEEP BHAWAN, J.L.NEHRU MARG, PATNA - 800001  
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**RECRUITMENT TO THE POST OF UPPER DIVISION CLERK (UDC), STENOGRAPHER (STENO.) AND MULTI-TASKING STAFF (MTS) FOR BIHAR REGION IN ESI CORPORATION**

ONLINE Applications (through the website of ESIC at [www.esic.nic.in](http://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	35	7	0	0	1	43	Nil	Nil	1	1	4
Steno.	8	3	0	4	1	16	Nil	Nil	1	Nil	2
MTS	26	5	1	2	3	37	1	Nil	Nil	Nil	4

**SCALE OF PAY**

UDC & Steno.	Pay Level – 4 (Rs. 25,500-81,100) as per 7 <sup>th</sup> Central Pay Commission.
MTS	Pay Level – 1 (Rs. 18,000-56,900) as per 7 <sup>th</sup> 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. 12 <sup>th</sup> 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. 15 <sup>th</sup> February, 2022.
MTS	Between 18 to 25 years as on the closing date for receipt of applications i.e. 15 <sup>th</sup> 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](http://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](http://www.esic.nic.in) from 15<sup>th</sup> January, 2022.

The Closing Date for submission of Online Application through ESIC website [www.esic.nic.in](http://www.esic.nic.in) is 15<sup>th</sup> February, 2022.

Dated: 27<sup>th</sup> December, 2021.

**Designation of Issuing Authority**  
Additional Commissioner  
Appointing Authority