



HEAD QUARTERS
EMPLOYEES' STATE INSURANCE CORPORATION
PANCHDEEP BHAWAN: C.I.G. ROAD: NEW DELHI-110002

No:-A-12(11)4/2019-E.I.

Dated:- 25.8.2020

MEMORANDUM

Subject:- Amendments in the Recruitment Regulations for the post of Head Clerk/Assistant in the Employees' State Insurance Corporation.

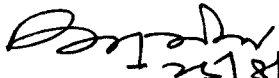
In compliance of Department of Personnel & Training, Government of India OM No. AB-14017/61/2008-Estt.(RR) dated 13.10.2015, it is informed to all concerned that there is a proposal for amendments in the Recruitment Regulations for the post of Head Clerk/Assistant in the Employees' State Insurance Corporation.

Proposed draft of Recruitment Regulations (**ANNEXURE-I**) of the post is put up herewith on the official website of ESI Corporation i.e. www.esic.nic.in for seeking comments of all the stakeholders. A copy of the existing recruitment regulations of the post is also annexed at **ANNEXURE-II**.

Comments, if any, may be sent to the following address or at email i.e. dpc-elhq@esic.nic.in within 30 days of the issue of this Memorandum: -

**“ Bhupender Kumar,
Deputy Director,
DPC Cell,
Employees' State Insurance Corporation,
Panchdeep Bhawan, CIG Road,
New Delhi-110002.”**

Encl: - (6)


(Bhupender Kumar)
Deputy Director

Copy to:-

Website Content Manager, ESI Corporation for uploading the Memorandum on official website of ESIC.

ANNEXURE-I

(To be published in the Gazette of India, Part III, Section 4)

EMPLOYEES' STATE INSURANCE CORPORATION

NOTIFICATION

New Delhi, the _____, 2020.

No. A-12(11)4/2019-Estt. I.— In exercise of the powers conferred by sub-section (1) of section 97 read with clause (xxi) of sub-section (2) and sub-section (2A) of that section and sub-section (2) of section 17 of the Employees' State Insurance Act, 1948 (34 of 1948) and in supersession of the Employees' State Insurance Corporation (Head Clerk/Assistant) Recruitment Regulations, 1997 except as respects things done or omitted to be done before such supersession, the Employees' State Insurance Corporation hereby makes, with the approval of the Central Government, the following regulations regulating the method of recruitment to the posts of Head Clerk/Assistant in the Employees' State Insurance Corporation, namely:-

1. Short title and commencement.— (1) These regulations may be called the Employees' State Insurance Corporation (Head Clerk/Assistant) Recruitment Regulations, 2020.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. Number of posts, classification and level in pay matrix.— The number of posts, their classification and level in the pay matrix attached thereto, shall be as specified in columns (2) to (4) of the Schedule annexed to these regulations.

3. The method of recruitment, age limit, qualifications, etc.— The method of recruitment, age-limit, qualifications and other matters relating thereto shall be as specified in columns (5) to (13) of the said Schedule.

4. Disqualification. — No person, —

(a) who has entered into or contracted a marriage with a person having spouse living; or

(b) who, having a spouse living, has entered into or contracted a marriage with any person,

shall be eligible for appointment to the said post :

Provided that the Director General of the Employees' State Insurance Corporation may, if satisfied that such marriage is permissible under the personal law applicable to such person and to the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this regulation.

5. Power to relax.— Where the Director General of the Employees' State Insurance Corporation is of the opinion that it is necessary or expedient to do so, he may, after taking prior approval of the Central Government and in consultation with the Union Public Service Commission, by order, for reasons to be recorded in writing, relax any of the provisions of these regulations, with respect to any class or category of persons.

6. Savings.— Nothing in these regulations shall affect reservation, relaxation of age-limit and other concessions required to be provided for the Scheduled castes, the Scheduled Tribes, the Other Backward Classes, the Ex-servicemen and other special categories of persons in accordance with the orders issued by the Central Government from time to time, in this regard.

SCHEDULE

Name of post.	Number of post.	Classification	Level in the pay matrix	Whether selection post or non-selection post.
(1)	(2)	(3)	(4)	(5)
Head Clerk/Assistant	3605* (2020) *Subject to variation dependent on work load.	Group 'B', Non-Gazetted, Ministerial	Level-6 in the pay matrix, (Rs. 35,400-1,12,400)	Selection

Age-limit for direct recruits.	Educational and other qualifications required for direct recruits.	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation or absorption and percentage of the vacancies to be filled by various methods.
(6)	(7)	(8)	(9)	(10)
Not applicable	Not applicable	Not applicable	Two years.	(1) 75% by promotion. (2) 25% by promotion through Limited Departmental Competitive Examination.

In case of recruitment by promotion/ deputation/ absorption, grades from which promotion /deputation / absorption to be made.	If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Service Commission to be consulted in making recruitment
(11)	(12)	(13)
<p>Promotion: Upper Division Clerk/Upper Division Clerk Cashier with ten years of regular service in Level-4 in the pay matrix (Rs. 25,500-81,100). Promotion shall be subject to completion of training for promotion to the post of Head Clerk/Assistant devised by the Employees' State Insurance Corporation. Those persons who are due to retire within two years will be exempted from completion of such training. Provided that those persons who have not completed training for promotion before the date of meeting of Departmental Promotion Committee will also be considered subject to condition that the required training will be completed within one year of the date of meeting of Departmental Promotion Committee. Note 1:- The eligibility service for consideration for promotion of the officials holding the post of Upper Division Clerk/Upper Division Clerk Cashier on regular basis as on the date of notification of the revised Recruitment Regulations shall be three years regular service in the grade of Upper Division Clerk/Upper Division Clerk Cashier in Level -4 (Rs. 25,500-81,100) in the pay matrix. Note 2: Where Juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less, and have successfully completed their probation period, for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service. Limited Departmental Competitive Examination : By Limited Departmental Competitive Examination confined to Upper Division Clerk/Upper Division Clerk Cashier with six years regular service in Level -4 (Rs. 25,500-81,100) in the pay matrix. Note 1:- The eligibility service for appearing in Limited Departmental Competitive Examination for the officials holding the post of Upper Division Clerk/Upper Division Clerk Cashier on regular basis as on the date of notification of the revised Recruitment Regulations shall be three years regular service in the grade of Upper Division Clerk/Upper Division Clerk Cashier in Level -4 (Rs. 25,500-81,100) in the pay matrix. Note 2: The eligibility for admission to the Limited Departmental Competitive Test will be reckoned from the date notified in the memorandum calling for application for the said examination.</p>	<p>Group 'B' Departmental Promotion Committee (for considering promotion) consisting of:</p> <ol style="list-style-type: none"> 1. Chairman/Member, Union Public Service Commission - Chairman 2. Insurance Commissioner (Recruitment), Employees' State Insurance Corporation. - Member 3. Insurance Commissioner, (Personnel and Administration), Employees' State Insurance Corporation. -Member 	<p>Consultation with Union Public Service Commission is necessary on each occasion.</p>

[F.No. A-12(11)4/2019-Estt. I.]

(ANURADHA PRASAD)
DIRECTOR GENERAL

1	2	3	4
76	076851	Mr. Jain Prawal, ACA, C/o. Dr. K. D. Jain, 137 Dhamawala, Dehradun-248001.	1-10-96
77	080590	Mr. Jain Om Prakash, FCA, 3/92, Double Storey Flats; Jawahar Nagar, Jaipur.	1-10-96
78	083652	Mr. Goel Dinesh Kumar, FCA, B-116, Surya Nagar, Ghaziabad-201011.	1-10-96
79	083845	Mr. Jain Govind Prasad, FCA, New Mandi, Hindon City-322230.	1-10-96
80	086731	Mr. Anel Kumar, ACA, 1534 Arun Vihar, Noida-201303.	1-10-96
81	087130	Mr. Gulari Raman Kumar, ACA, G-98 Sector-25, Noida-201301.	1-10-96
82	087798	Mr. Jain Manoj Kumar, ACA, 90 New Grain Market, P.O. Hanumangarh Town, Sriganganagar-335313.	1-10-96
83	093565	Mr. Pankej Mohan ACA, C/o Shri. R. M. Gupta, 116 C-117 Nehru Nagar, Ghaziabad-201001.	1-10-96

K.R.A.N. Iyer,
Secretary (Current Charge)

EMPLOYEES' STATE INSURANCE CORPORATION

New Delhi, the 1st March 1997

No. A-12(11)-2/94-Estt. I (A) - In exercise of the powers conferred by sub-section (1) of section 97 read with clause (xxi) of sub-section (2) and sub-section (2-A) of that section and sub-section (2) of section 17 of the Employees' State Insurance Act, 1948 (34 of 1948 as amended) and in supersession of the Employees' State Insurance Corporation (Recruitment) Regulations, 1965, in so far as they relate to the post of Head Clerk/Assistant/Manager Grade-III/Cashier in Head Clerk's role, as amended from time to time, except in respect of the things done, or omitted to be done before such supersession, the Corporation hereby makes the following Regulations, regulating the method of Recruitment to the post of Head Clerk/Assistant, namely :-

1. SHORT TITLE AND COMMENCEMENT

(i) These Regulations may be called the Employees' State Insurance Corporation, (Head Clerk/Assistant) Recruitment Regulations, 1997.

(ii) They shall come into force on the date of their publication in the official Gazette.

2. NUMBER OF POSTS, CLASSIFICATION AND SCALE OF PAY:

The number of posts, their classification and the scale of pay attached thereto shall be as specified in columns 2 to 4 of the Schedule annexed to these regulations.

3. METHOD OF RECRUITMENT, AGE LIMIT, QUALIFICATIONS ETC:

The method of recruitment, age limit, qualifications and other matters relating to the said posts shall be as specified in columns 5 to 14 of the said schedule.

4. DISQUALIFICATION:

No person,

(a) who has entered into or contracted a marriage with a person having a spouse living; or

(b) who, having a spouse living, has entered into or contracted a marriage with any person.

shall be eligible for appointment to the said posts, provided that the Director General of the Corporation, may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other ground for so doing, exempt any person from the operation of these regulations.

5. POWER TO RELAX :

When the Director General of the Corporation is of the opinion that it is necessary or expedient so to do, he may, after taking prior approval of the Central Government, by order, for reasons to be recorded in writing, relax any of the provisions of these regulations, with respect to any class or category of person.

6. RESIDUARY MATTERS :

Subject to the provisions of these regulations, all other regulations and conditions as laid down in the ESI Corporation (Recruitment) Regulations, 1965, as amended from time to time, applicable to the corresponding categories of posts in ESI Corporation, shall apply to the posts specified in the Schedule annexed to these regulations.

7. SAVINGS :

Nothing in these regulations, shall effect reservations and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, the OBC and other categories of persons in accordance with orders issued by the Central Government from time to time in this regard.

S. K. SHARMA
Director General

RECRUITMENT REGULATIONS FOR THE

SCHEDULE

Name of Post	No. of Post	Classification	Scale of Pay (Rs.)	Whether Selection or Non-Selection Post	Age limit for direct recruits	Whether Benefit of added years of Service Admissible	Educational & other qualification Req'd. for Direct Recruits	Whether Age & Educational Qualification prescribed for Direct Recruitment will apply in the case of Promotees
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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Head Clerk/ Assistant	2513* (1997)	Group C Ministerial	1400-40-1800- EB-50-2300	Non-Selection	N.A.	N.A.	N.A.	N.A.

*Subject to Variation Dependent on Work Load

POST OF HEAD CLERK/ASSISTANT IN E.S.I. CORPORATION

Period of Probation if any	Method of Rectt. by Direct Rectt. or by Promotion or by Deputation/Transfer & % of the Vacancy to be Filled by Various Methods.	Whether Rectt. or by Promotion/Transfer/Grades from which Promotion/Deputation/Transfer to be Made.	In Case of Rectt. by Promotion/Deputation/Transfer, Grades from which Promotion/Deputation/Transfer to be Made.	If a DPC Exists what is its Composition	Circumstances in which U.P.S.C. to be Consulted in Making Recruitment
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(10) N.A.	(11) (1) 75% by Promotion on the Basis of Seniority Subject to Rejection of Unfit. (2) 25% by Promotion on Merit on the Basis of Departmental Competitive Examination Confined to UDCs with 3 years of Regular Service.	(12) PROMOTION From UDC/UDC-Cashier with Three Years of Regular Service in the Grade. THROUGH COMPETITIVE DEPARTMENTAL EXAMINATION By Limited Competitive Departmental Examination Confined to UDC/UDC Cashier with three years Regular Service in the Grade.	(13) GROUP C DPC FOR PROMOTION 1. Regional Director Gr. A/B/ Director Gr. A/ Director (Medical) Chairman 2. Joint Director (Admin./ Ins./Fin./VIG./D.E.)/ Dy. Director (Admin./ Ins./ Fin./Tys.) Member	(14) N.A.
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NOTE: The Inter-se-Seniority among those Promoted through DPC and Through Limited Competitive Examination shall be determined according to the Rotation of Vacancies which shall be based on the Quota of Vacancies Reserved for each Category of Posts in the Recruitment Regulations.

NOTE 1. The eligibility of the Candidate for Promotion will be reckoned with reference to 1st October of the financial year of vacancies.

NOTE : 2. The Eligibility or Admission to be Limited Competitive Departmental Test will be reckoned from the Date Notified in the Memorandum Calling for Applications for the Said Examination.

3. One Representative from the Employees' Provident Fund Organisation of Equivalent status. Member