



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



मुख्यालय / Headquarters  
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## **OFFICE MEMORANDUM**

**Subject: Continuation of Ministerial/Non-ministerial posts as on 31.03.2025  
in ESI Corporation.**

Approval of Competent Authority is hereby communicated for the continuation of various Ministerial/ Non-Ministerial posts of Administrative side of ESIC (excluding Nursing, Para-medical & Medical posts) as on 31.03.2025 as per details given at **Annexure 'A'** of this Office Memorandum.

**Encl:** - As above.

**ASSISTANT DIRECTOR,**  
**ESTT. BRANCH-III**

**Copy to: -**

1. PPS to Director General/ Financial Commissioner/ Chief Vigilance Officer for information.
2. PPS to all Insurance Commissioners/ Medical Commissioners, Hqrs Office.
3. Insurance Commissioner (NTA)
4. All Zonal Insurance Commissioners/ Zonal Medical Commissioners.
5. All the Regional Offices/ Sub-Regional Offices.
6. All Medical Superintendents/ Deans of ESIC Hospitals & ESIC Medical Colleges.
7. Directorate Medical- Delhi/ Noida.
8. Additional Commissioner (Finance)/Director (Finance)/ DPC Cell / Recruitment Branch / Establishment Branch-I / II of Head Quarters Office.
9. Website Content Manager with request to upload the above Office Memorandum on ESIC website [www.esic.gov.in](http://www.esic.gov.in).

**ANNEXURE-'A'**

<b>SANCTIONED STRENGTH OF MINISTERIAL/NON-MINISTERIAL POSTS OF ADMINISTRATIVE SIDE OF ESIC (EXCLUDING NURSING, PARA MEDICAL AND MEDICAL POSTS) AS ON 31.03.2025</b>						
<b>SL . NO .</b>	<b>NOMENCLATURE OF THE POST</b>	<b>GROUP</b>	<b>PAY LEVEL</b>	<b>SANCTIONED STRENGTH</b>	<b>IN POSITION</b>	<b>VACANT POSTS</b>
<b>1</b>	INSURANCE COMMISSIONER	A	14	10	6	4
<b>2</b>	CHIEF INFORMATION TECHNOLOGY OFFICER (CITO)	A	14	1	0	1
<b>3</b>	ADDITIONAL COMMISSIONER	A	13-A	34	4	30
<b>4</b>	CHIEF ENGINEER (CIVIL)	A	13-A	1	0	1
<b>5</b>	SUPERINTENDING ENGINEER	A	13	6	0	6
<b>6</b>	DIRECTOR	A	13	69	4	65
<b>7</b>	DIRECTOR (OFFICIAL LANGUAGE)	A	13	1	1	0
<b>8</b>	DIRECTOR (TECHNICAL)	A	13	1	0	1
<b>9</b>	ACTUARY	A	13	1	0	1
<b>10</b>	JOINT DIRECTOR	A	12	157	128	29
<b>11</b>	JOINT DIRECTOR (OFFICIAL LANGUAGE)	A	12	3	2	1
<b>12</b>	JOINT DIRECTOR (TECHNICAL)	A	12	4	0	4
<b>13</b>	DEPUTY DIRECTOR (OFFICIAL LANGUAGE)	A	11	5	4	1
<b>14</b>	PRINCIPAL PRIVATE SECRETARY	A	11	71	15	56
<b>15</b>	EXECUTIVE ENGINEER (CIVIL)	A	11	14	9	5
<b>16</b>	EXECUTIVE ENGINEER (ELECTRICAL)	A	11	5	1	4
<b>17</b>	ASSITANT ACTUARY	A	11	1	0	1
<b>18</b>	ASSISTANT LEGAL ADVISOR	A	11	1	0	1
<b>19</b>	DEPUTY DIRECTOR	A	10	604	281	323
<b>20</b>	DEPUTY DIRECTOR (ACTUARIAL)	A	10	1	0	1
<b>21</b>	ASSISTANT DIRECTOR (OFFICIAL LANGUAGE)	A	10	33	21	12
<b>22</b>	ASSISTANT EXECUTIVE ENGINEER (CIVIL)	A	10	16	7	9
<b>23</b>	ASSISTANT EXECUTIVE ENGINEER (ELECTRICAL)	A	10	8	0	8
<b>24</b>	PRIVATE SECRETARY	B	8	181	77	104
<b>25</b>	ASSISTANT DIRECTOR	B	8	472	278	194
<b>26</b>	ASSISTANT ENGINEER (CIVIL)	B	7	28	24	4
<b>27</b>	ASSISTANT ENGINEER (ELECTRICAL)	B	7	12	11	1
<b>28</b>	SENIOR TRANSLATION	B	7	83	28	55

	OFFICER					
<b>29</b>	JUNIOR TRANSLATION OFFICER	B	6	114	84	30
<b>30</b>	JUNIOR ENGINEER (CIVIL)	B	6	126	81	45
<b>31</b>	JUNIOR ENGINEER (ELECTRICAL)	B	6	88	57	31
<b>32</b>	STAFF CAR DRIVER (SPECIAL GRADE)	B	6	3	2	1
<b>33</b>	LIBRARIAN GRADE-I	C	6	1	0	1
<b>34</b>	PERSONAL ASSISTANT	C	7	197	112	85
<b>35</b>	SOCIAL SECURITY OFFICER	C	7	2749	1773	976
<b>36</b>	ARTIST	C	6	1	0	1
<b>37</b>	ASSISTANT (INCLUDE ASSISTANT (AUDIT))	C	6	3624	2970	654
<b>38</b>	STAFF CAR DRIVER (GRADE-I)	C	5	15	3	12
<b>39</b>	STAFF CAR DRIVER (GRADE-II)	C	4	13	1	12
<b>40</b>	STENOGRAPHER	C	4	411	100	311
<b>41</b>	UPPER DIVISION CLERK	C	4	6944	4529	2415
<b>42</b>	LOWER DIVISION CLERK	C	2	1985	1037	948
<b>43</b>	STAFF CAR DRIVER (ORDINARY GRADE)	C	2	12	3	9
<b>44</b>	GESTETNER /LIFT OPERATOR	C	2	16	7	9
<b>45</b>	MULTI TASKING STAFF	C	1	4123	1731	2392
<b>46</b>	CANTEEN STAFF	C	1	50	25	25
	<b>TOTAL</b>	-	-	<b>22295</b>	<b>13416</b>	<b>8879</b>

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