



कर्मचारी राज्य बीमा निगम

(श्रम एवं रोजगार मंत्रालय, भारत सरकार)

EMPLOYEES' STATE INSURANCE CORPORATION

(Ministry of Labour & Employment, Govt. Of India)



क्षेत्रीय कार्यालय/REGIONAL OFFICE

पंचदीप भवन, हाउसिंग बोर्ड फेस-1, साई रोड,

बददी, सोलन, हिमाचल प्रदेश-173205

PANCHDEEP BHAWAN, HOUSING BOARD PHASE I,

SAI ROAD, BADDI, SOLAN, HIMACHAL PRADESH-173205

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File No. हि.प्र./14-ए/36/11/2007-08/प्रशा./खंड-III

Date: 04-07-2025

Office Order No. 75 of 2025

Subject: Conduct of Written Exam (CBT) for Limited Departmental Competitive Examination (LDCE) for promotion to the posts of SSO, Assistant, UDC, LDC On 05.07.2025 and Computer Skill Test for the Post of Social Security Officer and Lower Division Clerk on 06.07.2025 reg.

In pursuance of the HQRS Circular No. A-12023/5/2022-Exam dated 24.06.2025, the Regional Director has nominated Sh. Ashok Kumar, Joint Director as Nodal officer/Chief Supervisor and the following Officers/officials to perform duties as assigned at the Control room/venue mentioned against each in connection with the written exam (CBT) for LDCE for promotion to the posts of SSO, Assistant, UDC and LDC will be conducted on 05.07.2025 and Computer Skill Test for the Post of Social Security Officer and Lower Division Clerk will be on 06.07.2025.

Examination Schedule on 05.07.2025:-

Exam Name	Written Exam (CBT)		
Date	05.07.2025		
Venue of the Examination	MAHARAJA AGRASEN UNIVERSITY BADDI ATAL SHIKSHA KUNJ, VILLAGE KALUJHANDA NEAR BAROTIWALA BADDI HIMACHAL PRADESH 174103		
Shift	1	2	3
Post	SSO, Assistant, UDC, LDC	SSO, Assistant & UDC	SSO, Assistant & UDC
No. of Candidates	77	68	68
Reporting time of candidates	08:00AM	12:00PM	04:00PM

Examination Schedule on 06.07.2025:-

Exam Name	Computer Skill Test(CST)
Date	06.07.2025
Venue of the	MAHARAJA AGRASEN UNIVERSITY BADDI ATAL SHIKSHA KUNJ, VILLAGE KALUJHANDA NEAR

Examination	BAROTIWALA BADDI HIMACHAL PRADESH 174103	
Shift	1	2
Post	SSO	LDC
No. of Candidates	33	09
Reporting time of candidates	08:30AM	12:30PM
Exam Timing	09:00 AM- 09:30 AM	01:00 PM -01:30 PM

Venue Staff Deployment on 05.07.2025:

Sr. No.	Name of the Officer/Official	Designation	Duty Assigned	Mobile No.
01.	Sh. Ashok Kumar	Joint Director	Chief Supervisor/Nodal Officer	9717791295
02.	Sh. Dharamvir Singh	Joint Director	Venue Supervisor	8866456600
03.	Rafiq Mohd.	EPFO	Observer	7018602564
04.	Sh. Karanpal Singh	DD	Assistant Supervisor	8146295751
05.	Sh. Sudhir Sharma	SSO	Invigilator	8130617744
06.	Sh. Sanjay	SSO	Invigilator	8860735453
07.	Miss Chahat Goyal	SSO	Invigilator	7589034867
08.	Miss Ayushi	SSO	Invigilator	7018293987
09.	Miss Shreshtha	SSO	Invigilator	9418001278
10.	Sh. Akhilesh Kumar Singh	JE	Invigilator	7054644334
11.	Sh. Shubham Singh Rawat	JE	Invigilator	7457007067
12.	Sh. Prateek Sharma	UDC	Support Staff	7018423946
13.	Sh. Rahul Verma	IT Manager	Support Staff	7982973783
14.	Sh. Suhel Khan	IT Assistant	Support Staff	8840233326

Venue Staff Deployment on 06.07.2025:

Sr. No.	Name of the Officer/Official	Designation	Duty Assigned	Mobile No.
01.	Sh. Ashok Kumar	Joint Director	Chief Supervisor/Nodal Officer	9717791295
02.	Rafiq Mohd.	EPFO	Observer	7018602564
03.	Sh. Dharamvir Singh	Joint Director	Venue Supervisor	8866456600
04.	Dr. Manish Bhora	SMO	Assistant Supervisor	8872718555
05.	Sh. Sudhir Sharma	SSO	Invigilator	8130617744
06.	Sh. Sanjay	SSO	Invigilator	8860735453

07.	Sh. Abhinav Gupta	SSO	Invigilator	7600005491
08.	Sh. Ajay Sharma	UDC	Support Staff	7018219279
09.	Miss Payal	UDC	Support Staff	8544715886
10.	Sh. Prateek Sharma	UDC	Support Staff	7018423946
11.	Sh. Raman Katoch	LDC	Support Staff	8195085330
12.	Miss Santosh Sharma	MTS	Support Staff	9459931287
13.	Sh. Rahul Verma	IT Manager	Support Staff	7982973783
14.	Sh. Munish Kumar	IT Assistant	Support Staff	9501335152
15.	Sh. Suhel Khan	IT Assistant	Support Staff	8840233326

1. The officers/officials deputed for examination duty are advised to report at Regional Office Baddi at 06:30AM on the day of examination i.e 05.07.2025 & 06.07.2025 and they are also directed to carry their Official Identity card as well as this deployment Order issued in connection with the examination purpose, without fail.

2. Sh. Dharamvir Singh, JD, Venue Supervisor shall collect the exam material as contained in activities to be carried out after the examination and deposit the same to control room on the same day. It is also requested to Venue Supervisor to visit the venue one/two day(s) prior to the exam as per the his convenience to check all the necessary arrangements are in place and report the status to Chief Supervisor/Nodal Officer.

3. Guidelines, as received from the Headquarters, from time to time will be shared via email to all the officers/officials deployed for exam duty. All the Officers/officials are requested to strictly follow all the guidelines and any new guidelines as and when it receives from Hqrs. shall be shared accordingly.

4. The officers/officials deputed for examinations duty must ensure proper conduct of examination and must be strictly vigilant to prevent cases of impersonation & malpractice by the candidates.

5. Any instance of misconduct, impersonation & malpractice, if found, must be reported immediately to the venue Supervisor/Observer/Central Observer/Chief Supervisor and if necessary, to the Police Authority.

6. Sh. Prateek Sharma, UDC will look after all the arrangements reg. Food and tea/snacks etc. for 05.07.2025 & 06.7.2025.

7. Remuneration of the nominated officers/officials shall be paid as per prevailing rules.

This issues with approval of the Regional Director.

Joint Director(ADMN.)

Copy to:

1. The Joint Director (Recruitment) for information and necessary actions.
2. All concerned Officers/Officials.
3. Guide File.

Digitally signed by
ASHOK KUMAR
Date: 04-07-2025
15:02:00

