

ESIC UDC/MTS Syllabus 2026

Employees' State Insurance Corporation — Employees' State Insurance Corporation — Upper Division Clerk & Multi-Tasking Staff

Vacancies	Announced periodically for UDC and MTS posts across ESIC hospitals, dispensaries and regional/branch offices nationwide
Age Limit	UDC: 18–27 years; MTS: 18–25 years (relaxation per government norms for SC/ST/OBC/PwBD/ex-servicemen)
Qualification	UDC: Bachelor's degree from a recognised university with basic computer knowledge; MTS: Class 10 pass from a recognised Board
Application Fee	■500 (General/OBC/EWS candidates for UDC; lower for MTS as per notification). SC/ST/PwBD/women/ex-servicemen candidates are typically exempted.
Official Website	esic.gov.in
Last Reviewed	13 Apr 2026

Overview

ESIC UDC/MTS recruits administrative and support staff — Upper Division Clerk (graduate-level clerical cadre) and Multi-Tasking Staff (Class 10-level support cadre) — across the Employees' State Insurance Corporation's network of hospitals, dispensaries, and regional and branch offices nationwide, which administers health insurance and medical benefits for organised-sector workers. Both posts follow a two-tier written exam structure — a qualifying Prelims followed by a merit-deciding Mains — with the syllabus broadly mirroring standard SSC-style competitive exam content, adjusted for the respective educational qualification level of each post.

What's New in the 2026 Cycle

- UDC and MTS have distinct qualification levels (graduate vs Class 10) but share a broadly similar two-tier exam structure.
- Prelims is qualifying only; Mains determines the final merit list for both posts.
- UDC additionally requires basic computer knowledge, tested within the exam or verified separately depending on the specific notification.
- Postings span ESIC's hospitals, dispensaries and administrative offices, offering a mix of healthcare-adjacent and pure administrative work environments.

Exam Pattern

Phase I (Preliminary Examination)

Mode: Online, objective MCQ | Duration: 60 minutes

Section	Questions	Marks
General Intelligence & Reasoning	25	25

General Awareness	25	25
Quantitative Aptitude	25	25
English Comprehension	25	25

Negative marking: 0.25 mark deducted per wrong answer | **Nature:** Screening stage — used to shortlist for Phase II (Mains); not counted in final merit.

Phase II (Main Examination)

Mode: Online, objective MCQ | Duration: 2 hours

Section	Questions	Marks
Reasoning	45	45
General Awareness	30	30
Quantitative Aptitude	35	35
English Language	40	40
Computer Knowledge (UDC-specific, where applicable)	20	20

Negative marking: 0.25 mark deducted per wrong answer | **Nature:** Merit-determining — forms the basis of the final selection list.

ESIC UDC/MTS — Detailed Subject-Wise Syllabus

General Intelligence & Reasoning

Standard competitive-exam reasoning — consistent timed practice yields quick improvement.

- Analogies, classification, coding-decoding
- Series completion
- Puzzle & seating arrangement
- Syllogism
- Blood relations & direction sense

General Awareness

Include ESIC-specific and health/social-security-scheme awareness alongside general current affairs for extra edge.

- Current affairs — national & international
- Indian history, geography & culture
- Indian polity & economy
- General science
- Health & social security schemes relevant to ESIC's mandate

Quantitative Aptitude

Foundational-level questions — speed and accuracy on basics matter more than advanced topics.

- Number system, simplification
- Percentage, ratio & proportion, average
- Profit, loss & discount
- Time, speed & distance, time & work
- Mensuration & data interpretation

English Comprehension/Language

Standard competitive-exam English — steady grammar and comprehension practice covers most of the section.

- Reading comprehension
- Grammar & sentence correction
- Vocabulary — synonyms, antonyms
- Cloze test & para jumbles

Computer Knowledge (UDC-specific)

Genuine practical familiarity matters more than theoretical memorisation, given the role's administrative nature.

- Computer basics & organisation
- MS Office, internet & email basics
- Networking fundamentals

Selection Process

- 1 Phase I (Preliminary Examination) — qualifying stage.
- 2 Phase II (Main Examination) — merit-determining.
- 3 Document Verification, including educational qualification and computer knowledge proof for UDC.

Salary & Job Profile

ESIC UDC posts fall under Pay Level 4 (■25,500 basic), while MTS posts fall under Pay Level 1 (■18,000 basic) of the 7th CPC matrix, plus Dearness Allowance, HRA and Transport Allowance depending on posting location.

Best Books for Preparation

- Quantitative Aptitude for Competitive Examinations — R.S. Aggarwal
- A Modern Approach to Verbal & Non-Verbal Reasoning — R.S. Aggarwal
- Objective General English — S.P. Bakshi (Arihant)
- Lucent's General Knowledge

Previous Cut-off Trends (Approximate)

ESIC UDC/MTS Phase I and Phase II cut-offs vary by post, category and region-wise vacancy allocation each cycle. Always check the official post-wise and category-wise cut-off release rather than a single combined figure.

Preparation Tips

- Since Phase I is only qualifying, don't over-invest revision time there once comfortably past the expected cut-off — shift focus to Phase II's higher question count and additional sections.
- General Awareness benefits from including ESIC-specific and social-security-scheme-related current affairs alongside general current events.
- UDC aspirants should ensure genuine, practical computer literacy, not just theoretical knowledge, given the role's administrative nature.
- Practise previous years' papers under strict timing, since negative marking makes accuracy more valuable than attempting every question.

Exam Day Guidelines

- Carry the Admit Card and a valid original photo ID to both Phase I and Phase II.
- No electronic devices or written material are permitted inside the exam hall.
- UDC candidates should ensure computer knowledge documentation (certificate/coursework proof) is ready for verification, if required by the specific notification.
- Arrive well before reporting time for biometric and document checks.

Frequently Asked Questions

What is the qualification difference between ESIC UDC and MTS?

UDC requires a Bachelor's degree with basic computer knowledge, while MTS requires only a Class 10 pass from a recognised Board.

Are ESIC Phase I marks counted in the final merit list?

No, Phase I (Preliminary) is a qualifying stage only; the final merit list is based on Phase II (Main Examination) marks.

Is there negative marking in ESIC UDC/MTS?

Yes, 0.25 marks are deducted for every wrong answer in both Phase I and Phase II.

Where are ESIC UDC/MTS staff typically posted?

Across ESIC's network of hospitals, dispensaries, and regional and branch offices nationwide, offering a mix of healthcare-adjacent and pure administrative work environments.