EMPLOYEES' STATE INSURANCE CORPOORATION

PANCHDEEP BHAWAN, CIG MARG, NEW DELHI-110002

NOTICE

HOLDING OF STENOGRAPHY TEST (PART-II EXAM.) & COMPUTER SKILL TEST (PART **–** III EXAM.) FOR RECRUITMENT TO THE POST OF STENOGRAPHER AND COMPUTER SKILL TEST (PART-II EXAM.) FOR THE POST OF UPPER DIVISION CLERK IN ESIC

The Stenography Test (Part **–** II) and Computer Skill Test (Part **–** III Exam.) for recruitment to the post of Stenographers and Computer Skill Test (Part-II) for the post of UDC is scheduled to be held on 27th August, 2017 (Sunday).

The Scheme of Examination for Stenography Test and CST for the post of Stenographer and CST for the post of UDC has already been advertised and the sample paper was also uploaded vide this office Notice dated 18.7.2017.

The link for downloading E-Admit Card for appearing in the Stenography Test and Computer Skill Test for the post of Stenographer and Computer Skill Test for the post of UDC will be made available to the candidates shortly.

The List of Candidates with details of Examination Center, Reporting Time and Medium of Test opted by the candidates in the Online Application is also uploaded vide Notice dated: 4.08.2017 with the directions to the candidates that in case of any change in the Medium of Test, it may be intimated to the concerned Appointing Authority and for making request by the common candidates who are short listed for CST for the post of UDC and Stenography Test & CST for the post of Steno will be admitted & examined for both the posts in the Region in which they are shortlisted for the post of Steno.

The Objective Type Computer Test of PWD candidates who are unable to type will be held in Shift **–** II from 11:00 AM to 02:00 PM for all Regions. As such all those PWD candidates who have opted for Objective Type Computer Test due to their disability are advised to report at the Examination Center at 10:30 AM.

Candidates are hereby informed that MANGAL FONT will be used in the Computer Skill Test and Stenography Test in Hindi medium with the option of any of the following two Keyboard Layouts:

      i) INSCRIPT KEYBOARD LAYOUT;
      ii) REMINGTON (GAIL) KEYBOARD LAYOUT.

The candidates will be required to submit requisite documents in support of their eligibility for the post as per instructions given in Annexure-**"A"**.

The detailed instructions to the candidates regarding conduct of Computer Skill Test/Objective Type Computer Test for PWD candidates who are unable to type and Stenography Test is appended below at Annexure-**"**C**" & "**D**"**.

All the candidates are hereby requested to visit ESIC website www.esic.nic.in for further updates.

Dated: 14th August, 2017

DY. DIRECTOR (RECTT.)

INSTRUCTION TO THE CANDIDATES FOR SUBMISSION OF REQUISITE DOCUMENTS IN SUPPORT OF THEIR ELIGIBILITY FOR THE POST OF UDC AND STENOGRAPHER

1. Candidates are required to report at the Examination Center at the reporting time indicated on their e-Admit Card.

2. Candidates are required to bring <u>self-attested</u> copies of the following certificate/documents at the time of Computer Skill Test/Computer Test for PWDs/Stenography Test along with such other documents in support of their eligibility for the post:

    i)   Matriculation or equivalent certificate in support of proof of Date of Birth,

    ii)   Certificates/Degree/Mark Sheets etc. in support of Essential Educational Qualification for the post.

    iii) SC/ST/Ex-Servicemen/OBC/PWD/J & K Migrant etc. certificate in the prescribed format issued by the competent authority. Candidates belonging to OBC Category are required to submit latest OBC certificate in the prescribed proforma of Govt. of India appended below at Annexure **–** E and along with Form of Declaration appended at Annexure **–** F below at Computer Skill Test/Objective Type Computer Test for PWDs/Stenography Test.

    iv)   Candidates claiming relaxation in age under the category of Govt. Servant/ESIC Employee shall have to produce 'Service Certificate' **along with 'No Objection Certificate (NOC)"** in Original failing which they will be provisionally allowed on submission of undertaking in this regard.

    v)   Photo bearing Identification Proof (self-attested photocopy along with Original thereof).

3. The above documents are to be submitted along with the duly filled proforma appended below at Annexure **– 'B'**.

4. Traveling and other expenses must be borne by the candidates themselves.

Important Note: Candidates are not required to bring Original Copies of above documents except the Photo bearing Identification Proof, Service Certificate and NOC.

EMPLOYEES' STATE INSURANCE CORPORATION

SUBMISSION OF DOCUMENTS FOR THE POST OF UDC/STENOGRAPHER IN ESIC

<u>DOCUMENT SUBMISSION SLIP</u>

Name of Candidate _____ Region Applied for _____

Post _____Roll No. _____ Application Ref. No. _____

Date of Birth_____ Category/ Sub Category _____

      Copies of the following self-attested certificates/documents have been submitted by the undersigned in support of my eligibility for the above post:

S. No	Certificate/Documents	Yes / No
1	Matriculation or equivalent certificate in support of proof of Date of Birth	
2	Certificates/Degree/Mark Sheets etc. in support of Essential Educational Qualification for the post	
3	SC/ST/OBC Certificate in the prescribed format	
4	Ex-Servicemen/PWD/J & K Migrant or any other category certificate	
5	Service Certificate in case of Govt. Servant/ESIC Employee	
6	'No Objection Certificate (NOC) in case of Govt. Servant/ESIC Employee	
7	Photo bearing Identification Proof	
8	Remarks (if Any)	
9	Declaration (if Any)	

Dated:

(Signature of the Candidate)

Instructions about conduct of the Computer Skill Test for the post of UDC and Stenographer

1. The computer skill test examines the computer proficiency and knowledge of computer including usage of office suites and database for which questions pertaining to a letter/passage/ paragraph of about 150-200 words in MS-Word, Power Point Presentation slides in MS-Power Point and Table in MS-Excel will have to be answered within the time limits.

    The Sample Question Paper of Computer Skill Test uploaded on ESIC website is indicative only. The actual Question Paper may incorporate different tools, commands, formulas etc. Hence, candidates are advised to familiarize themselves with Microsoft Office – 2003 or above including use of different tools, commands, formulas, inserting Table, Text Box, Charts, Page No., Header, Footer etc.

2. The computer skill test will be of 30 minutes duration of total marks of 50.

3. The Qualifying Marks in the Computer Skill Test shall be 17 irrespective of marks obtained in each part for all categories.

4. Candidates shall be provided with a system having required specifications and they should create the files on the desktop of the PC allocated to the candidate.

5. Candidate should mention their Name, Roll No. & Date on the top left side of each of the page of their individual files pertaining to MS- Power Point (By inserting a Text Box), MS-Word and MS- Excel sheet/work sheet/table.

6. After the Computer Skill Test is over the candidate must put his signature at the end of the Typed Matter in each page typed by him.

7. The Power point file created by the candidate should be saved with file name as **"Roll. No.**-question- **no." (For Example: 110036**-A.ppt).

8. The Word file created by the candidate should be saved with file name as **"Roll. No.**-question- no.**"** (For Example: 110036-B.doc).

9. The Excel sheet file created by the candidate should be saved with file name as **"Roll. No.**-question- **no." (For Example: 110036**-C.xls).

10. The candidates will be required to take their seat ten minutes before commencement of the Test. If the computer goes out of order, the candidate should not shout of disturb others, but should remain seated quietly and inform the Invigilator.

11. After completing Computer Skill Test, candidates should not re-type the text. If spare time is available candidates should utilize the time for checking the typescript and making corrections.

12. When the printout of the passage typed by him is given to him he must write his roll no. and name on each page, sign and handover to the invigilator.

13. Immediately after the Computer Skill Test is over, the candidate will have to write in his/her own handwriting one paragraph of about 50-60 words from the passage/text given under Section-B i.e. MS-Word on a separate sheet and will have to put his /her name, Roll No. and signature at the end.

14. Candidate must return the Question Paper along with their scripts/answer sheets to the Invigilator. They should not take either the Question Paper or script/answer sheets or any blank typing paper out of the Examination Hall.   Candidates should not tear any sheet given to them.

15. Every candidate will be supplied with a photo bearing attendance Sheet with his/her Roll number. He/she will be required to sign it and put his/her Left Hand Thump impression before the beginning of the Test.

16. Candidates shall not be permitted to leave the Examination Hall until the expiry of the Test. On completion of test, they shall remain seated at their desks until their scripts/answer sheet are collected and accounted for.   They must not type, write or erase after the expiry of allotted time.

17. Silence must be observed in the Examination Hall. Smoking/chewing tobacco in the Examination Hall is strictly prohibited.

18. Any request for change in time/date/centre of the Computer Proficiency test will not be entertained by the ESIC under any circumstance.   Absence from skill test will disqualify the candidate.

19. WARNING : Possession of PEN DRIVE/MOBILE/CELLULAR PHONES (whether in use or not) in the examination hall is strictly prohibited. Failure to do so shall invite disciplinary action as the ESIC may deem fit, including cancellation of candidature.   Candidates are advised in their own interest not to bring these gadgets to the examination venue as there will be no facility for safe-keeping.

20. Candidates must abide by further instructions, if any, which may be given to them by the Invigilators and Supervisor.   If any candidate fails to do so or indulges in disorderly or improper conduct he/she will render himself/herself liable to expulsion from the Test or such other penalty as the ESIC may deem fit.

SPECIAL INSTRUCTIONS TO CANDIDATES APPEARING IN STENOGRAPHY TEST

1. ESIC will provide the Computer and Shorthand Notebook for the test and no candidates will be allowed to bring his own key board except VH candidates.

2. For Shorthand Test (on Computer) at the speed of 80 words per minute the Scheme of Test is as under:

Name of the Post	Stenography Test Norms on Computer
Stenographer	Dictation: 10 Minutes @ 80 w.p.m. Transcription: 60 Minutes (English or Hindi)

Candidates are required to report at the Examination Center at the reporting time as indicated in their e-Admit Card. The candidate must bring e-Admit Card issued to him/her by the ESIC for securing admission to the Test of Stenography.

3. The candidates will be required to take their seat ten minutes before commencement of the Stenography Test. If the computer goes out of order during transcription, the candidate should not shout or disturb others, but should remain seated quietly and inform the Invigilator.

4. **Candidates shall be given two trial passages each of one minute's duration which need not** be transcribed. Thereafter, the actual passage shall be dictated. As soon as it is over, the candidates shall return to the transcription room and read their shorthand notes silently for ten minutes. The time for the commencement of the transcription will be announced by the Invigilator/Venue Supervisor as soon as the reading time is over. Thereafter, they will have to complete their transcription including comparison, correction etc. within the stipulated time. The candidate shall have to transcribe the shorthand notes in DOUBLE SPACE.
    Candidates should not tear any sheet given to them. Candidate must type his/her Roll no. & Name on each page and when the printout of the transcript typed by him/her is given to him/her, he/she must write his roll no. and name again on each page & then **sign and handover the same to the invigilator" along with the Shorthand Note book**. Candidates are informed that the Shorthand Note book is scrutinized by the ESIC before finalization of the result of the skill test.

5. Every candidate will be supplied with a photo bearing attendance Sheet with his/her Roll number. He/she will be required to sign it and put his/her Left Hand Thumb impression before the beginning of the Test.

6. Candidates shall not be permitted to leave the Examination Hall until the expiry of the Test. Candidates should not take either script or any blank typing paper out of the Examination Hall.

7. On completion of the test, they shall remain seated at their desks and wait until their scripts are collected and accounted for. They must not type, write or erase after the expiry of the allotted time.

8. Silence must be observed in the Examination Hall. Smoking /chewing tobacco in the Examination Hall is strictly prohibited.

9. Any request for change in time/date/centre/medium of the test will not be entertained by the Commission under any circumstances.

10. WARNING : Possession of PEN DRIVE/MOBILE/CELLULAR PHONES (whether in use or not) in the examination hall is strictly prohibited. Failure to do so shall invite disciplinary action as the ESIC may deem fit, including cancellation of candidature. Candidates are advised in their own interest not to bring these gadgets to the examination venue as there will be no facility for safe-keeping.

11. Candidates must abide by further instructions, if any, which may be given to them by the Invigilator and Supervisor. If any candidate fails to do so or indulges in disorderly or improper conduct, he/she will render himself/herself liable to expulsion from the Test or such other penalty as the ESIC may deem fit.

(FORMAT OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA)

This is to certify that Shri/Smt./Kumari _____ son/daughter of_____ of village/town _____ in District/Division _____ in the_____ State/Union Territory _____ belongs to the _____ Community which is recognized as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No._____dated_____*. Shri/Smt./Kumari_____ and/or his/her family ordinarily reside(s) in the_____ District/Division of the _____ State/Union Territory. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India, Department of Personnel & Training OM No. 36012/22/93-Estt. (SCT,) dated 08.09.1993**.

Date_____	District Magistrate/ Deputy Commissioner etc.

Seal of Office

	*-	**The Authority issuing the Certificate may have to mention the details of Resolution of Government of India, in which the Caste of candidate is mentioned as OBC.**
	**-	As amended from time to time.
	Note:	The term ordinarily reside(s) used here will have the same meaning as in section 20 of the Representation of the People Act, 1950.
List of authorities empowered to issue Caste/Tribe Certificate Certificates:		
i.	District Magistrate / Additional District Magistrate/ Collector/ Deputy Commissioner / Additional Deputy Commission/ Dy. Collector / 1st Class Stipendiary Magistrate / Sub-Divisional Magistrate / Extra-Assistant Commissioner/ Taluka Magistrate / Executive Magistrate.	
ii.	Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.	
iii.	Revenue Officers not below the rank of Tehsildar.	
iv.	Sub-Divisional Officers of the area where the applicant and or his family normally resides.	

Note-I a. The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

b. The authorities competent to issue Caste Certificate are indicated below:-

i. District Magistrate / Additional Magistrate / Collector / Dy. Commissioner / Additional Deputy Commissioner / Deputy Collector / Ist Class Stipendary Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of 1st Class Stipendary Magistrate).

ii. Chief Presidency Magistrate /Additional Chief Presidency Magistrate/ Presidency Magistrate.

iii. Revenue Officer not below the rank of Tehsildar

iv. Sub-Divisional Officer of the area where the candidate and/or his family resides.

Note-II The closing date for receipt of application will be treated as the date of reckoning for OBC status of the candidate and also, for assuming that the candidate does not fall in the creamy layer.

Note-III The candidate should furnish the relevant OBC Certificate in the format prescribed for Central Government jobs as per **Annexure 'A'** above issued by the competent authority on or before the Closing Date as stipulated in this Notice.

Form of declaration to be submitted by the OBC candidate (in addition to the community certificate)

I ……………… Son/daughter of Shri……………………resident of village/town/city…………………. district…………………. state………………hereby declare that I belong to the……………..community which is recognized as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No 36102/22/93-Estt. (SCT) dated 8-9-1993. It is also declared that I do not belong to persons/ sections/sections (Creamy Layer) mentioned in column 3 of the Schedule to the above referred Office Memorandum dated 8-9-1993, O.M. No. 36033/3/2004-Estt. (Res.) dated 9th March, 200, O.M. No. 36033/3/2004-Estt. (Res.) dated 14th October, 2008 and OM No. 36033/1/2013-Estt. (Res.), dated: 27th May, 2013.

Signature:………………………..

Full Name:………………………

Address