



EMPLOYEES' STATE INSURANCE CORPORATION
PANCHDEEP BHAWAN, CIG MARG, NEW DELHI-110002

NOTICE

HOLDING OF COMPUTER SKILL TEST (PART – II EXAM.) FOR RECRUITMENT TO THE POST OF UDC

The Computer Skill Test (Part – II Exam.) for recruitment to the post of Upper Division Clerk (UDC) is scheduled to be held on **27th August, 2017 (Sunday)**.

I. The **Scheme of Examination of Computer Skill Test (Qualifying in Nature)** for the post of UDC as already notified in the advertisement for the post is as under:

Part	Description	Marks	Duration
Part A	Preparation of two Power Point Presentations/Slides on MS-Power Point	10 Marks	30 Minutes
Part B	Typing a letter/passage/paragraph of about 150-200 words with formatting in MS Word	20 Marks	
Part C	Preparation of Table/Database in MS-Excel with use of formulae	20 Marks	
TOTAL		50 Marks	

Qualifying Criteria: 17 marks out of total 50 marks irrespective of Marks Obtained in each part.

The detailed Scheme of Examination is already notified in the advertisement. **The Sample Question Paper with instruction on the conduct of examination is uploaded separately with this Notice.**

II. As already notified in the advertisement for recruitment to the post of UDC, the working knowledge of computers **in respect of PWD candidates, who are unable to type due to their disability**, shall also be assessed by holding a written examination (objective type) comprising of questions related to computer.

The **Syllabus & Scheme of Examination of Objective Type Test (Qualifying in Nature) on Working Knowledge of Computers of PWD Candidates who are unable to type due to their disability** is as under:

S. No.	Section Name	No. of Questions	Total Duration of Exam
1.	Basics of Computer	10	30 Minutes (40 Minutes for Visually Disabled Candidates)
2.	Basics of MS Word	10	
3.	Basics of MS Excel	10	
4.	Basics of Windows 7	10	
5.	Basics of Internet	10	
	Total Questions	50	

Qualifying Criteria: 15 marks out of total 50 marks irrespective of marks obtained in each part/section. There is no Negative Marking in the Objective Type Test on Working Knowledge of Computers of PWD.

The Admit Card for appearing in the Computer Skill Test for the post of UDC will be issued to the candidates shortly.

The List of Candidates with details of Examination Center and other important instructions shall be uploaded on ESIC website www.esic.nic.in in due course.

IMPORTANT NOTE TO CANDIDATES SHORTLISTED FOR BOTH THE POSTS OF UDC & STENO.

There are some common candidates who are short listed for CST for the post of UDC and Stenography Test & CST for the post of Steno, few of them shortlisted for both the posts for same Region whereas some shortlisted for different Regions.

As the CST for the post of UDC and CST & Stenography Test for the post of Steno. is to be conducted on the same day i.e. on 27th August, 2017, it has been decided that such **common candidates shall be admitted & examined for both the posts in the Region in which they are shortlisted for the post of Steno.**

For example if a candidate 'A' is shortlisted for the post UDC for Maharashtra Region and also shortlisted for the post of Steno. for West Bengal Region, then he/she will be admitted for both the posts at Examination Center in West Bengal Region i.e. the Region in which he/she is shortlisted for the post of Steno. Similarly candidate shortlisted for both the posts for same Region, will be admitted and examined at the same Examination Center of the Region.

Accordingly such candidates who are shortlisted for both the post of UDC and Steno. for same Region or different Regions are hereby directed to intimate the same to the Region (via email or in person) by 24th July, 2017 in which they are shortlisted for the post of Steno. in the duly filled proforma appended herewith at Annexure 'A'.

The addresses and email-ids of the concerned Appointing Authority of the ESIC State/Office for making request in this regard is appended below at Annexure 'B'.

Dated: 18th July, 2017

DY. DIRECTOR (RECTT.)

To,

The Appointing Authority,
ESI Corporation,

**Sub: Request for appearing in the CST for the post of UDC for _____ Region.
Ref. ESIC, Hqrs. Office, Notice dated: 18th July, 2017.**

Sir,

In pursuance to ESIC, Hqrs. Office, New Delhi Notice dated: 18th July, 2017, it is informed that I am shortlisted for the post of Stenographer in your Region.

I am also Shortlisted for the post of UDC in _____ Region. My name is appearing in the Result Notice Dated: _____ issued by the concerned Region at Sl. No. _____. For the post of UDC, My Application Ref. No. is _____ and Roll No. is _____.

It is requested that I may be admitted in CST for the post of UDC in your Region where I am also shortlisted for the post of Steno. and my application details for the post of Steno. is as under:

App. Ref. No. for the post of Steno.....

Roll No. for the post of Steno.....

Dated:

Signature:.....

Full Name:.....

Mobile No.....

Email.....

Note: The candidates are advised to send scanned copy of this duly filled and signed Request Form to the concerned Appointing Authority via email by 24th July, 2017.

ANNEXURE-‘B’

THE DETAILS OF ADDRESSES AND EMAIL-IDS OF THE CONCERNED APPOINTING AUTHORITY OF THE ESIC STATE/OFFICE FOR SUBMITTING REQUEST BY THE COMMON CANDIDATES FOR APPEARING IN THE CST FOR THE POST OF UDC AT THE EXAMINATION CENTER OF THE REGION WHERE THEY ARE ALSO SHORTLISTED FOR THE POST OF STENO.

Sl. No.	Name of the ESIC Region/State	Address & Contact Number of ESIC Regional Director for making request for Scribe	Email Id for making request for Scribe
1.	Andhra Pradesh & Telangana	ESI Corporation, Panchdeep Bhawan, 5.9.23, Hill Fort Road, Hyderabad-500463. Andhra Pradesh. Contact No. 040-23234319	rd-telangana@esic.in
2.	Assam	ESI Corporation, Panchdeep Bhawan, P.O. BamuniMaidan, Guwahati-781021. Assam. Contact No. 0361-2550357	rd-assam@esic.in rd-as@esic.nic.in
3.	Bihar	ESI Corporation, Panchdeep Bhawan, Belly Road (J. N. Marg), Opp. C.R. Building, Patna-800001 (Bihar). Contact No. 0612-2521928	rd-bihar@esic.in rd-bihar@esic.nic.in
4.	Chhattisgarh	ESI Corporation, 107, Ram Nagar Road, Kota,Raipur-492010 Chhattisgarh Contact No. 0771-2254589	rd-cgarh@esic.in rd-cgarh@esic.nic.in
5.	Delhi (Regional Office)	ESI Corporation, DDA Complex cum Office, 3 rd & 4 th Floor, Rajendra Place, Rajendra Bhawan, New Delhi – 110 008 Contact No.011-25734381,25745044	rd-delhi@esic.in rd-delhi@esic.nic.in
6.	Delhi (Hqrs. Office)	Joint Director (E-V) ESI Corporation, Hqrs. Office, Panchdeep Bhawan, C.I.G. Marg, New Delhi – 110 002. Contact No. 011- 23210646, Extn.- 442	rajesh.yadav@esic.in
7.	Delhi {Director (Medical) Delhi Office}	Director (Medical) Directorate (Medical) Delhi ESI Scheme, ESI Dispensary Complex Tilak Vihar, New Delhi-110018. Contact No.011-28334604, 28334956	dir-med.dl@esic.in
8.	Goa	ESI Corporation, Panchdeep Bhawan, 3rd floor, EDC Plot No. 23, Patto, Panji, Goa-403001 Contact No. 0832-2438870	rd-goa@esic.in rd-goa@esic.nic.in
9.	Gujarat	ESI Corporation, Ashram Road, Navrang Marg, Ahmedabad-380014 (Gujarat). Contact No. 079-32400501	rd-gujrat@esic.in rd-gujrat@esic.nic.in

10.	Haryana	ESI Corporation, Panchdeep Bhawan, Sector-16, N.I.T., Faridabad-121002 Haryana Contact No. 0129-2282442	rd-haryana@esic.in rd-haryana@esic.nic.in
11.	Himachal Pradesh	ESI Corporation, ESIC Regional Office Housing Board, Phase 1, Sai Road, Baddi-173205. Himachal Pradesh Contact No. 01795-245961	rd-hp@esic.in dir-parwanoo@esic.in
12.	Jammu & Kashmir	ESI Corporation, Regional Office, 10-B, Radha Bhawan, Shastri Nagar, Jammu – 180 004 (J & K). Contact No. 0191-2459682	rd-j&K@esic.in rd-j&k@esic.nic.in
13.	Jharkhand	ESI Corporation, Regional Office, ESI Hospital Campus, Namkum, Ranchi-834010 (Jharkhand). Contact No. 0651-2261581	rd-jharkhand@esic.in rd-jharkahnd@esic.nic.in
14.	Karnataka	ESI Corporation, Panchdeep Bhawan, No.10, Binnyfields, Binnypet, Bangalore-560023. Karnataka Contact No. 080-26740764	rd-karnataka@esic.in rd-karnataka@esic.nic.in
15.	Kerala	ESI Corporation, Panchdeep Bhawan, North Swaraj Round, Thrissur – 680020 (Kerala) Contact No. 0487-2331241	rd-kerala@esic.in rd-kerala@esic.nic.in
16.	Madhya Pradesh	ESI Corporation, Panchdeep Bhawan, Nanda Nagar, Indore-452008 Madhya Pradesh. Contact No. 0731-2576452	rd-mp@esic.in rd-mp@esic.nic.in
17.	Maharashtra	ESI Corporation, Panchdeep Bhawan, 108, N. M. Joshi Marg, Lower Parel, Mumbai – 400013 (Maharashtra) Contact No. 022-61209777	rd-maharashtra@esic.in rd-maharashtra@esic.nic.in
18.	Orissa	ESI Corporation, Regional Office, Panchdeep Bhawan, Plot C, Unit – IX, Janpath Bhubaneswar-751022 (Orissa). Contact No. 0674-2546380	rd-orissa@esic.in rd-orissa@esic.nic.in
19.	Puducherry	ESI Corporation Dorr No. 178, 100 Feet Road, (Opp. To Regional Transport Office), Ansari Duraisamy Nagar, Puducherry-605004 Contact No. 0413-2354268	rd-pondi@esic.in rd-pondi@esic.nic.in
20.	Punjab	ESI Corporation, Panchdeep Bhawan, Block No.3, Sector - 19-A, Madhya Marg, Chandigarh-160020. Contact No. 0172-2544126	rd-punjab@esic.in rd-punjab@esic.nic.in
21.	Rajasthan	ESI Corporation Regional Office, Bhawani Singh Marg, Jaipur – 302001 (Rajasthan). Contact No. 0141-2385767	rd-rajasthan@esic.in rd-rajasthan@esic.nic.in

22.	Tamil Nadu	ESI Corporation, Panchdeep Bhawan, 143, Sterling Road, Chennai – 600034 (Tamil Nadu) Contact No. 044-28279952	rd-tamilnadu@esic.in rd-tamilnadu@esic.nic.in
23.	Uttar Pradesh	ESI Corporation, Panchdeep Bhawan, Sarvodaya Nagar, Kanpur-208005, Uttar Pradesh. Contact No. 0512-2217957	rd-up@esic.in rd-up@esic.nic.in
24.	Uttarakhand	ESI Corporation, Panchdeep Bhawan, Prem Nagar, Wing No.4, Shiv Puri, Prem Nagar, Dehradun-248007, Uttarakhand. Contact No. 0135-2771753	rd-uchal@esic.in rd-uchal@esic.nic.in
25.	West Bengal	ESI Corporation, Panchdeep Bhawan, 5/1, Grant Lane, Kolkata – 700012 (West Bengal). Contact No. 033-22259236	rd-westbengal@esic.in rd-westbengal@esic.nic.in