Dear Sir,

Please upload the content on the website.

**NATIONAL TRAINING ACADEMY**  
**EMPLOYEES’ STATE INSURANCE CORPORATION**  
**NRPO BUILDING, EPFO COMPLEX**  
**DWARKA SECTOR-23, NEW DELHI-110075**  
Phone: 011-28050242, Fax: 28050242  
E-mail: dir-nta@esic.nic.in

File No: -A-34/11/21/09-NTA  
Dated: 26-01-2011

To,

The ACs & RDs/RDs/Directors/JDs I/c MS / SSMCs /SMCs /all over India & D(M)D /HQ Admin.

Sub: 6th Probation Clearance Exam for SSOs on 18th and 19th February 2011.

Sir,

The 6th Probation Clearance Exam for Social Security Officers of ESIC will be conducted on 18th and 19th February 2011 as per following schedule:-

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Subject of Examination</th>
<th>Date</th>
<th>Time</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Paper – II Fundamental &amp; Supplementary Pension, Conduct &amp; General Financial Rules, Book Keeping &amp; Double Entry System.</td>
<td>18.02.2011</td>
<td>09:00A.M. to 12:00 Noon</td>
<td>100</td>
</tr>
<tr>
<td>2</td>
<td>Paper –III Administrative Law &amp; General Principles of Management.</td>
<td>18.02.2011</td>
<td>02:00 P.M. to 5:00 P.M.</td>
<td>100</td>
</tr>
<tr>
<td>3</td>
<td>Paper – I ESI Act, Local Office, Accounts, Medical, Recovery Manuals, Drafting &amp; Office Procedure.</td>
<td>19.02.2011</td>
<td>09:00 A.M. to 12:00 Noon</td>
<td>100</td>
</tr>
<tr>
<td>4</td>
<td>Paper –IV Ability to work on computer as circulated in letters dated 19th &amp; 23rd oct. 2006</td>
<td>19.02.2011</td>
<td>03:00 P.M. to 03:25 P.M. (10 minutes for typing the passage, 5 minutes for formatting the typed passage and another 10 minutes for table). The first session shall commence at 3 P.M. on 09.02.08 and the subsequent session if necessary shall be conducted after an interval of half hour</td>
<td>50</td>
</tr>
</tbody>
</table>
In the first instance, the exams will be held in Mumbai, Delhi, Kolkata and Bangalore centres and the candidates from respective zones may write the exam at these centres and if required it may be conducted in Ahmedabad and Chennai centres as well.

Syllabus for the examination and other details will be as per ESIC Hqrs. Letter No. A/36/31/2006 Exam. dated 11/04/07 and 18/04/07.

It is, therefore, requested that following information in respect of all willing and eligible candidate posted in your Regions/Sub-Regions/Hospitals/Offices may be furnished to National Training Academy with a copy to the Zonal Training Institutes in Delhi, Kolkata, Chennai and Mumbailates by 28/01/2011 positively.

Name of the employees, Place of Posting, Sex, Date of joining as SSO, Chances availed in the past, etc.

All four Zonal Training Officers shall be the Supervisors for this examination and Assistant Supervisor(s), Invigilators and other complementary staff for the examination may kindly be appointed by the respective Regional Directors in discussion with the Zonal Training Officers as per existing norms in the matter. All the officers and staff deployed for the examination are eligible for honorarium as per the instructions. The instructions on holding Limited Departmental Competitive Exam. /Open Competitive Examination shall be applicable for conducting this examination.

The respective Regional Directors/Directors/JD I/c M.S. of ESIHs are requested to inform all eligible newly recruited SSOs to appear in the examination on the dates mentioned above at the respective designated Examination Centers and also allot Roll. Nos. to them with the prefix of Regional/Sub-Regional Code Nos. allotted to ROs/SROs/ Hospitals etc.

The Admit Card should be affixed with a current Passport size photograph with due attestation by the Controlling Officer. The Performa of the Admit Card should be one similar to the one for Open Competitive Exam. The Admit Card issuing Authority shall endorse a duplicated copy of the Admit Card to (ZTI).

The period of absence of the employees appearing for the examination shall be treated as on duty and they will be entitled for TA/DA as per the normal rules.

The RDs/JDs I/c MS are also requested to lend Acts, Rules, Regulations and other Manuals on loan basis to candidates appearing for the exam.

Those SSOs who have not cleared their Probation Clearance Examination, It may be made clear to all of them that this examination is prerequisite for declaration of their successful completion of probation.

The receipt of the letter may be acknowledged please. In case of any query please feel free to call the undersigned on mobile number given below anytime.

Thanking You.

Yours faithfully,

(M. K. Arya)
Joint Director
Mob : 09873973599

Copy to: All 4 Zonal Training Officers, ZTIs – EZ/WZ/NZ/SZ – with a request to liaise with concerned offices and make suitable arrangements for holding the examination at respective Centers on dates given. Training programmes coinciding with these dates may be either advanced or postponed. They may await further instructions in the matter.

2.) JD (F)/DD (F)- All ROs/SROs/ MS/D(M)D/Esic Hqrs. for information and necessary action.