

## **I. SCHEME OF EXAMINATION**

The Computer Skill Test shall comprise of following three parts:

- Part A – Preparation of two Power Points Presentations/Slides on MS-Power Points – 10 Marks.**
- Part B – Typing a letter/passage/paragraph of about 150-200 words in MS-Word – 20 Marks.**
- Part C – Preparation of Table/Database in MS-Excel – 20 Marks.**

**The total marks of the Computer Skill Test shall be 50 (Fifty) with duration of 30 minutes for completing all the three parts.** The candidates shall be given the text/matter in the Question Paper which they have to type/reproduce in the Answer Sheet including formatting of text and use of formulae etc. as per instruction given in the Question Paper.

## **II. GENERAL INSTRUCTIONS TO CANDIDATES**

1. Before appearing for the Computer Skill Test candidates must satisfy that they fulfill the eligibility criteria for the post as laid down in the advertisement published in Newspapers/Employment News and uploaded on ESIC website [www.esic.nic.in](http://www.esic.nic.in) by the respective Regional Directors.
2. Candidates are allowed to appear in the Computer skill test provisionally and their candidature shall be terminated unilaterally at any stage of the recruitment process if it is found that he/she does not fulfill the eligibility criteria.
3. **Candidates are advised to report at the examination hall at the reporting time mentioned in the Admit Card.**
4. **Candidates have to paste their self-attested recent passport size colored photograph at the space provided in second copy of the Admit Card.**
5. Candidates have to put their thumb impression and signature in second copy of Admit Card in the presence of invigilator at the time of Examination and handover the same to the invigilator.
6. Any candidate found using unfair means/reporting late/without original admit card shall be debarred from the examination.
7. Candidates will not be entitled to TA/DA for appearing in the examination.
8. Candidates must hand over the print out of the files created duly signed by them, Question Paper and the Second Copy of the Admit Card to the invigilator before leaving the examination hall.
9. Candidates will not be allowed to leave the examination hall till the completion of examination.
10. Candidates are advised to preserve the copy of the Admit card till the declaration of the result.
11. Candidates must abide by the instructions given by the supervisor /invigilator, failure to do so will make candidate liable to any action as ESIC may decide.
12. Mobile Phone, Pager and any other electronic device is strictly prohibited in the examination hall.
13. **The Sample Question Paper with instructions about the conduct of examination is uploaded on ESIC website Error! Hyperlink reference not valid. .**

## **III. INSTRUCTION ABOUT THE CONDUCT OF EXAMINATION**

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.
2. The computer skill test will be of 30 minutes duration of total marks of 50.
3. 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.
4. Candidate should mention their Roll No., Batch time & Date on the top right side of each of the page of their individual files pertaining to Power point presentation, Letter/passage/paragraph in MS-word and MS- excel sheet/work sheet/table.
5. The Power point file created by the candidate should be saved with file name as **“Roll. No.-question- no.” (For Example: 110036-A.ppt).**
6. The Word file created by the candidate should be saved with file name as **“Roll. No.-question- no.” (For Example: 110036-B.doc).**
7. The Excel sheet file created by the candidate should be saved with file name as **“Roll. No.-question- no.” (For Example: 110036-C.xls).**

**Jt. Director**