



EMPLOYEES' STATE INSURANCE CORPORATION

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**HOLDING OF COMPUTER SKILL TEST (PART - II EXAM.) FOR RECRUITMENT TO
THE POST OF SOCIAL SECURITY OFFICER/MANAGER GR. II/SUPTD.**

The Computer Skill Test (Part - II Exam.) for recruitment to the post of Social Security Officer/Manager Gr. II/Suptd. is schedule to be held on 11th December, 2011 (SUNDAY). The Admit Cards are being dispatched to all the candidates who have qualified in the Written Examination for the above said post. The Sample Question Paper with instruction on the conduct of examination and the List of Candidates with Center of Examination is also uploaded separately on ESIC website www.esic.nic.in. If any of the candidate mentioned in the list does not receive his/her Admit Card by 08-12-2011, he/she may contact in person on 09-12-2011 and 10-12-2011 at the respective Regional Office of ESI Corporation as per details appended below during office working hours (10:00 AM to 04:00 PM) with his/her identity proof and one photograph for issuing duplicate admit card.

Dated: 03.11.2011

JOINT DIRECTOR

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 in the month of January, 2011.
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.

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

CONTACT DETAILS FOR THE PURPOSE OF ISSUE OF DUPLICATE ADMIT CARDS FOR APPEARING IN THE COMPUTER SKILL TEST FOR THE POST OF SSO/MGR. GR. II/SUPTD. TO BE HELD ON 11-12-2011 (SUNDAY)

Sl. No.	Name of the Center	Address of the Regional Office from where Duplicate Admit Card will be issued
1.	Delhi	E S I Corporation Regional Office - Delhi 3 rd & 4 th Floor, Rajendra Bhawan Rajendra Place, New Delhi - 08.
2.	Bhubaneswar	ESI Corporation, Panchdeep Bhawan, Plot C, Janpath Unit No. IX Bhubaneswar-751007.
3.	Jammu	ESI Corporation, Panchdeep Bhawan, 10-B (Radha Bhawan), Shastri Nagar, Jammu-180004.
4.	Bangalore	ESI Corporation, Panchdeep Bhawan, No.10, Binny Peth, Binny Fields, Bangalore-560023.
5.	Patna	ESI Corporation, Panchdeep Bhawan, Belly Road, Opp.C.R. Building, Patna-800001.
6.	Mumbai	ESI Corporation, Panchdeep Bhawan, 108, N.M.Joshi Marg, Lower Parel, Mumbai-400013.
7.	Ranchi	ESI Corporation, ESI Hospital Campus, Namkum, Ranchi-834010.
8.	Chennai	ESI Corporation, Panchdeep Bhawan, 143, Sterling Road, Chennai-600034.
9.	Trichur	ESI Corporation, Panchdeep Bhawan, North Swaraj Round, Thrissur-680020.
10.	Ahemdabad	ESI Corporation, Panchdeep Bhawan, Ashram Road, Ahmedabad-380014.
11.	Goa	ESI Corporation, Panchdeep Bhawan, Illrd floor, EDC ,Plot No: 23, Patto, Panaji, Goa-403001.
12.	Indore	ESI Corporation, Panchdeep Bhawan, Nanda Nagar, Indore-452008.
13.	Jaipur	ESI Corporation Regional Office Udyog Bhawan, Tilak Marg, Jaipur.

14.	Faridabad	ESI Corporation, H.No.5, N.I.T. Sector - 16, Faridabad-121002.
15.	Raipur	ESI Corporation, 18, South Avenue, Choubey Colony, Raipur (Chattisgarh).
16.	Hyderabad	Regional Office, E S I Corporation, 5 - 9 - 23 Hill Fort Road, Adarsh Nagar (Opposite New MLA Quarters) Hyderabad - 500 063.
17.	Kolkata	ESI Corporation, Panchdeep Bhawan, 5/1, Grant Lane, Kolkata-700012.
18.	Guwahati	ESI Corporation, Panchdeep Bhawan, P.O.Bamuni Maidan, Guwahati-781021.
19.	Nagpur	ESI Corporation, Panchdeep Bhawan, Ganesh Peth, Nagpur-440018.
20.	Kanpur	ESI Corporation, Panchdeep Bhawan, Sarvodaya Nagar, Kanpur-208005.
21.	Chandigarh	ESI Corporation, Panchdeep Bhawan, Block No.3, Sector - 19-A, Madhya Marg, Chandigarh-160020.
22.	Dehradun	ESI Corporation, Panchdeep Bhawan, Wing No.4, Shivpuri, Prem Nagar, Dehradun.

NOTE: DUPLICATE ADMIT CARDS WILL BE ISSUED BY THE RESPECTIVE REGIONAL OFFICES ON 09-12-2011 & 10-12-2011 ONLY.

Jt. Director