

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 for the post.
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. **The candidates are advised to bring the attested copies testimonials/documents in support of their age, educational qualification, NOC, Category/Sub Category etc. at the time of Computer Skill Test.**
5. **The candidates must bring their photo identity proof at the time of Computer Skill Test.**
6. Any candidate found using unfair means/reporting late/without original admit card (neither Duplicate Copy/Fax Copy) 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 and question paper to the invigilator before leaving the examination hall.
9. Candidates will not be allowed to leave the examination hall till the completion of time 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.**

Instructions about conduct of the Computer Skill Test

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

4. The Sample Question Paper is uploaded on ESIC Hqrs. Office website www.esic.nic.in and www.esicpunjab.org.

5. 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.

6. Candidate should mention their Roll No., Batch time & Date on the top left 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.

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).**

NOTE : Candidates should bring the attested copies of testimonials/documents in support of their age, educational qualification, NOC if in Govt. Service, Reserved Category/Sub Category in the prescribed proforma of Govt. of India & as per physical requirements for the post of UDC in case of PWD Sub Category.