



Headquarters Office
Employees' State Insurance Corporation
Panchdeep Bhawan: C.I.G. Marg: New delhi-02.
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E-mail- jd-recthq@esic.in.

F.No.:-A-36(14)2013-14/Exam.

Dated: 23.8.2013.

To

All A.C.s/R.D.s/J.Ds,
Regional Office,
D(M)D/NTA/J.D.-V, Hqrs.,
E.S.I. Corporation.

Subject : - i) Action Plan for Limited Departmental Competitive Examination for the Year 2013-14.
ii) Revised Schedule of Examination and instructions thereof.

Sir,

Kindly refer to your office letter No. A-12(30)/95-Exam. dated: 05.06.2013 followed by letter number A-36(11)2012/LDCE/Exam. dated: 2.8.2013 on the above mentioned subject. In this connection it is informed that the above L.D.C.E. will now be conducted on 21-22nd September, 2013 and 28-29th September, 2013 as per the Schedule of Examination (Post-wise) enclosed hereto.

1. Venue for the Exam. :

Venues for the Examination will be arranged by respective Regional Directors. So far as three offices of the Corporation at Delhi i.e. Hqrs. office, Regional Office, Delhi and Directorate (Medical) Delhi, are concerned, the arrangement of Venue & other arrangements for the Exam. will be made by the Regional Director, Regional Office, Delhi.

2. Supervisory Arrangements :

The Regional Directors/Head of Offices where the examination is scheduled to be held are requested to make all necessary supervisory arrangements for smooth conduct of examination.

3. Invigilation:

Invigilators for the Examination will be deputed by the Regional Directors concerned.

4. Arrangement of Instructor for P.A. Test :

The Regional Directors of the Regions where the P.A. test is scheduled to be conducted, will arrange instructors for dictation of English/Hindi separately.

5. Arrangements for Computer Skill Test:

Necessary arrangements for conduct of the Computer Skill Test like arrangement of Computer Lab and supporting personnel will be made through out sourcing Institutes of repute at the level of Regional Directors.

6. Seating Arrangement:

Candidates may be allowed to sit on their seats 30 minutes before the commencement of the Paper. No candidate may be allowed to leave the Examination Hall before the scheduled time

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for the completion of the Examination. Seating arrangement in the Examination Hall may be made in such a way that any two candidates for the same exam may not sit together behind one another so far as the Objective Multiple Type Questions Papers are concerned. Possession/use of mobile phones or any electronic gadget inside the Examination Hall is strictly prohibited.

7. Supply of Question Papers :

Question Papers for the Examination will be provided by Hqrs. office.

8. Forwarding of used OMR Sheets & Attendance Sheets :

OMR Sheets duly signed by the candidates & the invigilators, Attendance Sheets, shorthand note books & transcriptions duly signed by the candidates & invigilators, hard copies of CST together with soft copies in form of CDs, may be sent, duly sealed, to Hqrs. through Central Observers if deputed by Hqrs. or where local arrangements are made the same may be sent by speed post addressed to the Insurance Commissioner(Rectt.), ESIC Hqrs. Office marking the envelop "Confidential LDCE-2013" after completion of the Examination.

9. Association of officer from Employees Provident Fund Organization (EPFO) :

An officer from E.P.F.O. may also be associated to make Examination process transparent.

The receipt of this may please be acknowledged.

This issues with the approval of the Insurance Commissioner (Recruitment).

Encl.: As above (Two).

Yours faithfully,

Encl.: As above (2).

(G.S. Giri)
Jt. Director (RECTT.).

Copy for information to :-

1. Jt. Director-I & Jt. Director-II, Hqrs.
2. Finance & Accounts Branch-III, ESIC, Hqrs.

(G.S. Giri)
Jt. Director (RECTT.).

Date – 21st September, 2013 (Saturday)

Session	Session Time	Marks	Timing	Name Of The Post and Paper to be completed
1 st Session	2 Hrs.	LDC 100 (English :25 marks Arithmetic : 25 marks General Awareness: 40 marks ESI Scheme : 10 marks)	200 10 AM to 12 Noon	LDC (2 Papers) Paper – I English, Arithmetic, Gen. Awareness & E.S.I. Scheme
2 nd Session	1 Hrs.	50	50 2:00 PM to 3.00 PM (Session Duration - 1Hr.)*	PA (3 Papers) Paper – I (i) General Awareness, (ii) Comprehension & writing ability of English Language

* Note : i) CST stands for Computer Skill Test.

ii) Actual time allowed for CST will be 30 minutes only during the session.

Date – 22nd September, 2013 (Sunday)

Session	Session Time	Timing	Name Of The Post and Paper to be completed
1 st Session	2 Hrs.	10 AM to 12 Noon (Session Duration 2 hrs.)*	PA Paper – II Skill Test -Shorthand speed of 120 / 100 wpm in English / Hindi

* Note: - Actual time allowed for the Skill Test during the session, will be as under:-

Speed	Words	Dictation Time	Transcription
100 wpm	1000	10 min.	English 50 min. Hindi 65 min.
120 wpm	840	7 min.	45 min. 55 min.

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SCHEDULE / TIMING OF LDCE EXAMINATION (SESSION – WISE)

Date – 28th September, 2013 (Saturday)

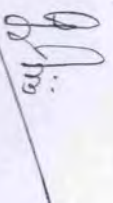
Session	Session Time	Marks		Timing	Name Of The Post and Paper to be completed		
		ASSTT.	SSO		ASSTT. (3 papers)	SSO (4 Papers)	
1 st Session	2 Hrs.	100	100	9:00 A.M. to 11:00 A.M.	Paper – I English	ESI Act, Local Office/Accounts/Medical, Recovery Manual, Drafting & Office Procedure	
2 nd Session	2 Hrs.	100	100	11:30 A.M. to 1:30 P.M.	Paper – II ESI Scheme & Office Procedure	FR /SR /GFR /Pension /Conduct Rules & Book Keeping	
3 rd Session	2 Hrs.	100	100	3:00 P.M. to 5:00 P.M.	Paper – III Arithmetic, Mathematical ability, Gen. Mental ability & Gen. Knowledge	Paper – III Administrative Law & principles of Management	

Date – 29th September, 2013 (Sunday)

Session	Session Time	Marks	Timing	Name Of The Post and Paper to be completed	
1 st Session	1 Hrs.	50	10 AM to 11:00 A.M. (Session Duration -1Hr.)*	SSO	Paper-IV---CST

* Note : i) CST stands for Computer Skill Test.

ii) Actual time allowed for CST will be 30 minutes only during the session.


 (G.S-GIRI)
 Jt. Director (Rectt.)