



Employees' State Insurance Corporation  
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F.No.:- A-36/14/01/2017-Exam.

Dated:13-04-2018

To

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

**Sub. :- Schedule of Limited Departmental Competitive Examination for promotion to the posts of SSO/Manager Gr-II/Office Supdt., Assistant, UDC, PA, Stenographer for the vacancy year 2016-17 to 2017-18 and of LDC for the vacancy year from 2013-14 to 2017-18 - regarding.**

Sir/Madam,

I am directed to inform you that the Limited Departmental Competitive Examination for promotion to the posts of SSO/Manager Gr-II/Office Supdt., Assistant, UDC, PA, Stenographer for the vacancy year 2016-17 to 2017-18 and of LDC for the vacancy year from 2013-14 to 2017-18 are to be conducted as per the following schedule :-

S. No.	LDCE for the promotion to the post of	Scheduled Date
1.	SSO/Manager Gr-II/Office Supdt.	26-27 May,2018
2.	Assistant /Head Clerk	26 May, 2018
3.	Upper Division Clerk	26 May,2018
4.	Lower Division Clerk	26-27 May,2018
5.	Personal Assistant	26-27 May,2018
6.	Stenographer	27 May,2018

The detailed Scheme of Examination for the above posts is attached at Annexure-A.

The examination will be conducted in offline mode and it will be a OMR based examination. The Regional Directors & other requisition authorities are requested to bring the content of letter to the knowledge of all the applicants.

It is also requested to make necessary arrangements for conduct of examination viz. venue for written exam., venue for CST and Stenography Test for the concerned post as per Scheme of Examination.

Yours faithfully,

( RAKESH KUMAR )  
**Dy. Director (Rectt.).**

**Encl: As Above**

**ANNEXURE-A****SCHEME OF EXAMINATION FOR VARIOUS POSTS UNDER LDCE**

<b>SSO/MANAGER GR-II/OFFICE SUPDT.</b>					
<b>Paper</b>	<b>Subject</b>	<b>No. of questions &amp; Total Marks</b>	<b>Date</b>	<b>Duration &amp; Time</b>	<b>Reporting Time</b>
I	ESI Act, Local Office/ Accounts/ Medical/ Recovery Manual, Drafting & Office Procedure. (Medium : English/Hindi) (Objective Type Questions with multiple choice answer)	100 Questions 100 Marks	26-5-18	2 Hours 10.00 AM to 12.00 Noon	09.00 AM
II	FR/SR/GFR/Pension/Conduct Rules & Book Keeping (Medium : English/Hindi) (Objective Type Questions with multiple choice answer)	100 Questions 100 Marks	26-5-18	2 Hours 02.00 PM to 04.00 PM	01.00 PM
III	Administrative Law & Principles of Management. (Medium : English/Hindi) (Objective Type Questions with multiple choice answer)	100 Questions 100 Marks	27-5-18	2 Hours 10.00 AM to 12.00 Noon	09.00 AM
IV	Computer Skill Test <b>Part-A:</b> Preparation of two Power Points Presentations/Slides on MS Power Point. <b>Part-B:</b> Typing letter/ passage/ paragraph of about 150-200 words in MS Word. <b>Part-C:</b> Preparation of Table/ Database in MS-Excel.	50 Marks	27-5-18	30 Minutes 02.00 PM to 02.30 PM	01.00 PM

<b>ASSISTANT</b>					
<b>Paper</b>	<b>Subject</b>	<b>No. of questions &amp; Total Marks</b>	<b>Date</b>	<b>Duration &amp; Time</b>	<b>Reporting Time</b>
I	English Language (Objective Type Questions with multiple choice answer)	100 Questions 100 Marks	26-5-18	2 Hours 10.00 AM to 12.00 Noon	09.00 AM
II	ESI Scheme & Office Procedure (Medium : English/Hindi) (Objective Type Questions with multiple choice answer)	100 Questions 100 Marks	26-5-18	2 Hours 01.00 PM to 03.00 PM	12.30 PM
III	Arithmetic, Mathematical ability, Gen. Mental ability & Gen. Knowledge (Medium : English/Hindi) (Objective Type Questions with multiple choice answer)	100 Questions 100 Marks	26-5-18	2 Hours 04.00 PM to 06.00 PM	03.30 PM

<b>UPPER DIVISION CLERK</b>					
<b>Paper</b>	<b>Subject</b>	<b>No. of questions &amp; Total Marks</b>	<b>Date</b>	<b>Duration &amp; Time</b>	<b>Reporting Time</b>
I	English Language (Objective Type Questions with multiple choice answer)	100 Questions 100 Marks	26-5-18	2 Hours 10.00 AM to 12.00 Noon	09.00 AM
II	ESI Scheme & Office Procedure (Medium : English/Hindi) (Objective Type Questions with multiple choice answer)	100 Questions 100 Marks	26-5-18	1 Hours & 30 Minutes 02.00 PM to 03.30 PM	01.30 PM
III	Arithmetic (Medium : English/Hindi) (Objective Type Questions with multiple choice answer)	50 Questions 50 Marks	26-5-18	1 Hours 04.30 PM to 05.30 PM	04.00 PM

<b>LOWER DIVISION CLERK</b>					
<b>Paper</b>	<b>Subject</b>	<b>No. of questions &amp; Total Marks</b>	<b>Date</b>	<b>Duration &amp; Time</b>	<b>Reporting Time</b>
I	English, Arithmetic, General Awareness & ESI Scheme (Medium : English/Hindi) (Objective Type Questions with multiple choice answer)	100 Questions 100 Marks (English-25 Marks, Arithmetic- 25 Marks, Gen. Awareness- 40 Marks, ESI Scheme-10 Marks)	26-5-18	2 Hours 10.00 AM to 12.00 PM	09.00 AM
II	Computer Skill Test (Medium : English/Hindi)	50 Marks	27-5-18	30 minutes 03.30 PM to 04.00 PM	3.00 PM

<b>PERSONAL ASSISTANT</b>					
<b>Paper</b>	<b>Subject</b>	<b>No. of questions &amp; Total Marks</b>	<b>Date</b>	<b>Duration &amp; Time</b>	<b>Reporting Time</b>
I	(i) General Awareness (Medium - English/Hindi) (ii) Comprehension & writing ability of English Language (Objective Type Questions with multiple choice answer)	200 Questions 200 Marks	26-5-18	2 Hours 10.00 AM to 12.00 Noon	09.00 AM
II	Computer Skill Test <b>Part-A:</b> Preparation of two Power Points Presentations/Slides on MS Power Point. <b>Part-B:</b> Typing letter/ passage/ paragraph of about 150-200 words in MS Word. <b>Part-C:</b> Preparation of Table/Database in MS-Excel.	50 Marks	27-5-18	30 minutes 10.00 AM to 10.30 AM	09.00 AM
III	Skill Test (Shorthand speed of 120/100 wpm in English/Hindi language) 1. Dictation- Speed 100 WPM (1000 Words). Transcription Time 50 Minutes for English and 65 minutes for Hindi.		27-5-18	Dictation- 10 Minutes  11.00 AM onwards	
	2. Dictation- Speed 120 WPM ( <b>840</b> Words). Transcription Time 45 Minutes for English and 55 minutes for Hindi.			<b>Dictation-</b> 07 minutes	

<b>STENOGRAPHER</b>					
<b>Paper</b>	<b>Subject</b>	<b>No. of questions &amp; Total Marks</b>	<b>Date</b>	<b>Duration &amp; Time</b>	<b>Reporting Time</b>
I	<b>Computer Skill Test</b> <b>Part-A:</b> Preparation of two Power Points Presentations/Slides on MS Power Point. <b>Part-B:</b> Typing letter/ passage/ paragraph of about 150-200 words in MS Word. <b>Part-C:</b> Preparation of Table/Database in MS-Excel.	50 Marks	27-5-18	30 minutes 10.00 AM to 10.30 AM	09.00 AM
II	Skill Test for Stenography (Shorthand speed Test @ 80 wpm) (Medium- English/Hindi) Dictation- Speed 80 WPM (Hindi/English) Transcription Time 65 Minutes for English and 75 minutes for Hindi.		27-5-18	Dictation- 10 Minutes  11.00 AM onwards	

  
**Deputy Director (Rectt.)**