



EMPLOYEES' STATE INSURANCE CORPORATION  
PANCHDEEP BHAWAN, CIG MARG, NEW DELHI-110002

**NOTICE**

**CONDUCT OF PHASE III EXAMINATIONS – DESCRIPTIVE TEST AND COMPUTER SKILL TEST FOR  
RECRUITMENT TO THE POST OF SSO-2018**

The Phase-III Examinations – Descriptive Test and Computer Skill Test for recruitment to the post of SSO-2018 will be held on **13<sup>th</sup> January, 2019 (Sunday)** as under:

Exam Date	Test	Medium of Test	Exam Start Time	Duration
13 <sup>th</sup> January, 2019 (Sunday)	Reporting Time: 08:30 AM			
	Gate Closure Time: 09:00 AM			
	English Language Descriptive Test (Pen & Paper Mode)	English	10.00 AM	30 Minutes (40 Minutes for PWD Candidates eligible for assistance of Scribe)
	Computer Skill Test/ Objective Type Test on working knowledge of Computers for PWDs	English or Hindi	11.00 AM	30 Minutes (40 Minutes for PWD Candidates eligible for assistance of Scribe)

The Scheme of Phase III Examinations - (i) Descriptive Test and (ii) Computer Skill Test (CST) for the post of SSO is as under:

(i) **Descriptive Paper** (Qualifying in Nature) - **English Language (Essay & Letter Writing)**

Subject	No. of Questions	Max. Marks	Duration	Medium of Test
Essay Writing	01	25	30 minutes*	English Only
Letter Writing	01	25		
Total	02	50		

\*40 Minutes for PWD Candidates eligible for assistance of Scribe.

(ii) **Computer Skill Test** (Qualifying in Nature) shall comprise of following 03 parts:

Part	Description	Marks	Duration
Part A	Preparation of two Power Point Presentations/Slides on MS-Power Point	10 Marks	30 Minutes (40 Minutes for PWD Candidates eligible for assistance of Scribe)
Part B	Typing a letter/passage/paragraph of about 200 words with formatting in MS Word	20 Marks	
Part C	Preparation of Table/Database in MS-Excel with use of formulae	20 Marks	
TOTAL		50 Marks	

**The Sample Question Paper of Computer Skill Test with instruction on the conduct of examination is uploaded separately with this Notice.**

Candidates can give Computer Skill Test in English or Hindi medium. Those candidates who will opt for Hindi medium in Computer Skill Test are hereby informed that **MANGAL FONT** will be used in the Computer Skill Test in Hindi medium with the option of any of the following two Keyboard Layouts:

- i) **INSCRIPT KEYBOARD LAYOUT;**
- ii) **REMINGTON (GAIL) KEYBOARD LAYOUT.**

As already notified in the advertisement for recruitment to the post of SSO-2018, the working knowledge of computers **in respect of PWD candidates, who are unable to type due to their disability**, shall also be assessed by holding a written examination (objective type) comprising of questions related to computer.

The **Syllabus & Scheme of Examination of Objective Type Test (Qualifying in Nature) on Working Knowledge of Computers of PWD Candidates who are unable to type due to their disability** is as under:

S. No.	Section Name	No. of Questions	Total Duration of Exam
1.	Basics of Computer	10	30 Minutes (40 Minutes for PWD Candidates eligible for assistance of Scribe)
2.	Basics of MS Word	10	
3.	Basics of MS Excel	10	
4.	Basics of Operating System	10	
5.	Basics of Internet	10	
	Total Questions	50	

**Note:** There will be no negative marking in the Objective Type Test on Working Knowledge of Computers for PWDs.

As such all those PWD candidates who are not able to type due to their disability are advised to submit their request via email/telephone at [jd-rectt@esic.nic.in](mailto:jd-rectt@esic.nic.in)/Tel. No. 011-23219513 **by 10th January, 2019** for exemption from typing due to their disability and for appearing in the Objective Type Test on Working Knowledge of Computers.

As per Govt. of India, Ministry of Social Justice & Empowerment OM F. No. 34-02/2015-DD-III, dated: 29<sup>th</sup> August, 2018 - "the candidate should have the discretion of opting for his own scribe/reader/lab assistant or request the Examination Body for the same."

As per above O.M. dated: 29<sup>th</sup> August, 2018 the qualification of the Scribe brought by the candidate should be one step below the minimum qualification criteria of the examination. The minimum qualification criteria for the post of Social Security Officer – 2018 is "A degree of a recognized University" and therefore the qualification of the Scribe brought by you in Phase III Examination should be one step below the Graduation Degree.

**In case it is found that the qualification of the Scribe is not one step below the Graduation Degree, the candidature of the candidate shall be summarily rejected.**

Accordingly, PWD candidates appearing in the above examination are advised that in case they need the assistance of Scribe in Descriptive Test and/or Objective Type Computer Test, they have the discretion of (1) Opting for their Own Scribe or (2) they can make a request via email/telephone at [jd-rectt@esic.nic.in](mailto:jd-rectt@esic.nic.in)/Tel. No. 011-23219513 for providing Scribe **by 10<sup>th</sup> January, 2019**.

Appended below is 'Scribe Declaration Form' to be submitted by the candidate using their own Scribe on the day of examination i.e. 13<sup>th</sup> January, 2018 at Examination Center.

The link for downloading E-Admit Card for appearing in the Phase III Examination with Venue of Examination will be made available to the candidates shortly. The list of candidates with City of Examination with instructions on submission of requisite documents is already uploaded on ESIC website.

All the candidates are hereby requested to visit ESIC website [www.esic.nic.in](http://www.esic.nic.in) for further updates.

**Dated: 7<sup>th</sup> January, 2019**

**DY. DIRECTOR (RECTT.)**

## SCRIBE DECLARATION FORM

We, the undersigned, Shri/Smt/Kum. \_\_\_\_\_ eligible candidate having qualification \_\_\_\_\_ and Shri/Smt/Kum. \_\_\_\_\_ eligible writer (Scribe) having qualification \_\_\_\_\_ for the eligible candidate, do hereby declare that :

1. The scribe is identified by the candidate at his/her own cost and as per own choice.
2. **In case it is found that the qualification of the Scribe is not as declared by the candidate and/or the qualification of the Scribe is not one step below the Graduation Degree, the candidature of the candidate shall be summarily rejected. In such case the candidate shall forfeit his/her right to the post and claims relating thereto.**
3. The candidate is **blind/low vision** or affected by **cerebral palsy** with **loco-motor impairment** and **his/her writing speed is affected** and she/he needs a writer (scribe) as permissible under the Government of India rules governing the recruitment of Physically Challenged persons.
4. As per the rules, the candidate availing services of a scribe is eligible for compensatory time of 20 minutes for every hour of the examination.
5. In view of the importance of the time element and the examination being of a competitive nature, the candidate undertakes to fully satisfy the Medical Officer of the Organization that there was necessity for use of a scribe as his/her writing speed is affected by the disabilities mentioned in Point 3 above.
6. **The candidate has ensured that the scribe is not a candidate for the same recruitment exercise.**
7. **The scribe has ensured that he/she is not appearing in the same recruitment exercise.**
8. All the above statements made by us are true and correct to the best of our knowledge and belief. We also understand that in case it is detected at any stage of recruitment that we do not fulfill the eligibility norms and/or that the information furnished by us is incorrect/false or that we have suppressed any material fact(s), the candidature of the applicant (both the candidate as well as scribe in case he/she has appeared in the same examination) will stand cancelled, irrespective of the result of the examination. If any of these shortcoming(s) is/are detected even after the candidate's appointment, his/her services are liable to be terminated. In such circumstances, both signatories will be liable to criminal prosecution.

I, \_\_\_\_\_ (Scribe) certify that I am not a candidate for this recruitment.  
**(Name of Scribe)**

I, \_\_\_\_\_ the candidate for this recruitment certify that I have ensured that the above  
**(Name of candidate)**  
 scribe is not appearing for this recruitment.

Given under are our signature and contact details: -

	SCRIBE	CANDIDATE
	Signature:	Signature:
	Name:	Name:
	Qualification:	Qualification:
	Address:	Address:
Photo of the Scribe	Contact No.:	Contact No.:

\_\_\_\_\_  
**Signature of Invigilator**