



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

HOLDING OF COMPUTER SKILL TEST (PART – II EXAM.) FOR RECRUITMENT TO THE POST OF UDC

The Computer Skill Test (Part – II Exam.) for recruitment to the post of Upper Division Clerk (UDC) is tentatively proposed to be held in the month of **June, 2017**. The date of Computer Skill Test and Link for downloading the Admit Cards for appearing in the Computer Skill Test for the post of UDC will be made available to the candidates shortly.

- I. The **Scheme of Examination of Computer Skill Test (Qualifying in Nature)** for the post of UDC as already notified in the advertisement for the post is as under:

PART	Description	Marks	Duration
Part A	Preparation of two Power Point Presentations/Slides on MS-Power Point	10 Marks	30 Minutes
Part B	Typing a letter/passage/paragraph of about 150-200 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	

Qualifying Criteria: 17 marks out of total 50 marks irrespective of Marks Obtained in each part.

The detailed Scheme of Examination is already notified in the advertisement. **The Sample Question Paper with instruction on the conduct of examination is uploaded separately with this Notice.**

- II. As already notified in the advertisement for recruitment to the post of UDC, 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 Visually Disabled Candidates)
2.	Basics of MS Word	10	
3.	Basics of MS Excel	10	
4.	Basics of Windows 7	10	
5.	Basics of Internet	10	
Total Questions		50	

Qualifying Criteria: 15 marks out of total 50 marks irrespective of marks obtained in each part/section.

There is no Negative Marking in the Objective Type Test on Working Knowledge of Computers of PWD.

As such all those PWD candidates who are not able to type due to their disability are advised to submit their request for exemption from typing due to their disability and for appearing in the Objective Type Test on Working Knowledge of Computers along with their Disability Certificate to the concerned Appointing Authority which had issued the advertisement.

Further among these PWD candidates who are seeking exemption from typing due to their disability also need the assistance of Scribe, they have the discretion of (i) Opting for their Own Scribe or (ii) they can make a request to the concerned Appointing Authority for providing Scribe.

The addresses and email-ids of the concerned Appointing Authority of the ESIC State/Office which had issued the advertisement is appended below at Annexure 'A'. The PWD candidate can make a request (through email/telephone/written application/personal visit) to concerned ESIC Appointing Authority for :-

- (1) Exemption from Typing due to their disability along with their Disability Certificate and
- (2) For providing him the assistance of Scribe.

Dated: 11th May, 2017

DY. DIRECTOR (RECTT.)

The details of addresses and email-ids of the concerned Appointing Authority of the ESIC State/Office for submitting request by the PWD candidates who are seeking exemption from typing due to their disability for making request for:

- (1) Exemption from Typing due to their disability along with their Disability Certificate and
 (2) For providing him the assistance of Scribe.

Sl. No.	Name of the ESIC Region/State	Address & Contact Number of ESIC Regional Director for making request for Scribe	Email Id for making request for Scribe
1.	Andhra Pradesh	ESI Corporation, Panchdeep Bhawan, 5.9.23, Hill Fort Road, Hyderabad-500463. Andhra Pradesh. Contact No. 040-23234319	rd-telangana@esic.in
2.	Assam	ESI Corporation, Panchdeep Bhawan, P.O. BamuniMaidan, Guwahati-781021. Assam. Contact No. 0361-2550357	rd-assam@esic.in rd-as@esic.nic.in
3.	Bihar	ESI Corporation, Panchdeep Bhawan, Belly Road (J. N. Marg), Opp. C.R. Building, Patna-800001 (Bihar). Contact No. 0612-2521928	rd-bihar@esic.in rd-bihar@esic.nic.in
4.	Chhattisgarh	ESI Corporation, 107, Ram Nagar Road, Kota,Raipur-492010 Chhattisgarh Contact No. 0771-2254589	rd-cgarh@esic.in rd-cgarh@esic.nic.in
5.	Delhi (Regional Office)	ESI Corporation, DDA Complex cum Office, 3 rd & 4 th Floor, Rajendra Place, Rajendra Bhawan, New Delhi – 110 008 Contact No.011-25734381,25745044	rd-delhi@esic.in rd-delhi@esic.nic.in
6.	Delhi (Hqrs. Office)	Joint Director (E-V) ESI Corporation, Hqrs. Office, Panchdeep Bhawan, C.I.G. Marg, New Delhi – 110 002. Contact No. 011- 23210646, Extn.- 442	rajesh.yadav@esic.in
7.	Delhi {Director (Medical) Delhi Office}	Director (Medical) Directorate (Medical) Delhi ESI Scheme, ESI Dispensary Complex Tilak Vihar, New Delhi-110018. Contact No.011-28334604, 28334956	dir-med.dl@esic.in
8.	Goa	ESI Corporation, Panchdeep Bhawan, 3rd floor, EDC Plot No. 23, Patto, Panji, Goa-403001 Contact No. 0832-2438870	rd-goa@esic.in rd-goa@esic.nic.in
9.	Gujarat	ESI Corporation, Ashram Road, Navrang Marg, Ahmedabad-380014 (Gujarat). Contact No. 079-32400501	rd-gujrat@esic.in rd-gujrat@esic.nic.in

10.	Haryana	ESI Corporation, Panchdeep Bhawan, Sector-16, N.I.T., Faridabad-121002 Haryana Contact No. 0129-2282442	rd-haryana@esic.in rd-haryana@esic.nic.in
11.	Himachal Pradesh	ESI Corporation, ESIC Regional Office Housing Board, Phase 1, Sai Road, Baddi-173205. Himachal Pradesh Contact No. 01795-245961	rd-hp@esic.in dir-parwanoo@esic.in
12.	Jammu & Kashmir	ESI Corporation, Regional Office, 10-B, Radha Bhawan, Shastri Nagar, Jammu – 180 004 (J & K). Contact No. 0191-2459682	rd-j&K@esic.in rd-j&k@esic.nic.in
13.	Jharkhand	ESI Corporation, Regional Office, ESI Hospital Campus, Namkum, Ranchi-834010 (Jharkhand). Contact No. 0651-2261581	rd-jharkhand@esic.in rd-jharkahnd@esic.nic.in
14.	Karnataka	ESI Corporation, Panchdeep Bhawan, No.10, Binnyfields, Binnypet, Bangalore-560023. Karnataka Contact No. 080-26740764	rd-karnataka@esic.in rd-karnataka@esic.nic.in
15.	Kerala	ESI Corporation, Panchdeep Bhawan, North Swaraj Round, Thrissur – 680020 (Kerala) Contact No. 0487-2331241	rd-kerala@esic.in rd-kerala@esic.nic.in
16.	Madhya Pradesh	ESI Corporation, Panchdeep Bhawan, Nanda Nagar, Indore-452008 Madhya Pradesh. Contact No. 0731-2576452	rd-mp@esic.in rd-mp@esic.nic.in
17.	Maharashtra	ESI Corporation, Panchdeep Bhawan, 108, N. M. Joshi Marg, Lower Parel, Mumbai – 400013 (Maharashtra) Contact No. 022-61209777	rd-maharashtra@esic.in rd-maharashtra@esic.nic.in
18.	Orissa	ESI Corporation, Regional Office, Panchdeep Bhawan, Plot C, Unit – IX, Janpath Bhubaneswar-751022 (Orissa). Contact No. 0674-2546380	rd-orissa@esic.in rd-orissa@esic.nic.in
19.	Puducherry	ESI Corporation Dorr No. 178, 100 Feet Road, (Opp. To Regional Transport Office), Ansari Duraisamy Nagar, Puducherry-605004 Contact No. 0413-2354268	rd-pondi@esic.in rd-pondi@esic.nic.in
20.	Punjab	ESI Corporation, Panchdeep Bhawan, Block No.3, Sector - 19-A, Madhya Marg, Chandigarh-160020. Contact No. 0172-2544126	rd-punjab@esic.in rd-punjab@esic.nic.in
21.	Rajasthan	ESI Corporation Regional Office, Bhawani Singh Marg, Jaipur – 302001 (Rajasthan). Contact No. 0141-2385767	rd-rajasthan@esic.in rd-rajasthan@esic.nic.in

22.	Tamil Nadu	ESI Corporation, Panchdeep Bhawan, 143, Sterling Road, Chennai – 600034 (Tamil Nadu) Contact No. 044-28279952	rd-tamilnadu@esic.in rd-tamilnadu@esic.nic.in
23.	Uttar Pradesh	ESI Corporation, Panchdeep Bhawan, Sarvodaya Nagar, Kanpur-208005, Uttar Pradesh. Contact No. 0512-2217957	rd-up@esic.in rd-up@esic.nic.in
24.	Uttarakhand	ESI Corporation, Panchdeep Bhawan, Prem Nagar, Wing No.4, Shiv Puri, Prem Nagar, Dehradun-248007, Uttarakhand. Contact No. 0135-2771753	rd-uchal@esic.in rd-uchal@esic.nic.in
25.	West Bengal	ESI Corporation, Panchdeep Bhawan, 5/1, Grant Lane, Kolkata – 700012 (West Bengal). Contact No. 033-22259236	rd-westbengal@esic.in rd-westbengal@esic.nic.in