



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

HOLDING OF STENOGRAPHY TEST (PART-II EXAM.) & COMPUTER SKILL TEST (PART – III EXAM.)
FOR RECRUITMENT TO THE POST OF STENOGRAPHER IN ESIC

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

I. The Scheme of Stenography Test (Part-II – Qualifying in Nature) is as under :-

Part-II:- Stenography Test of Qualifying Nature for 10 minutes with a speed of 80 words per minute in English or Hindi and transcription of the same on computer for one hour. If the candidate have not indicated the medium of STENOGRAPHY TEST in the online Application Form, ESIC will consider ENGLISH as the medium of STENOGRAPHY TEST for such candidates. There is no exemption from skill test in Stenography for any category of candidates.

VH candidate will be required to transcribe the matter in 85 minutes for English Shorthand or in 95 minutes for Hindi Shorthand for the post of Stenographer.

II. The Scheme of Examination of Computer Skill Test (Part – III Exam. - Qualifying in Nature) for the post of Steno. 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.

III. As already notified in the advertisement for recruitment to the post of Steno, 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-goaa@esic.in rd-goaa@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 |

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| 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 |

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| 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 |