NOTICE

CONDUCT OF (I) COMPUTER SKILL TEST FOR THE POST OF UDC AND (II) STENOGRAPHY TEST & COMPUTER SKILL TEST FOR RECRUITMENT TO THE POST OF STENO.

The (i) Phase-III Examinations – Computer Skill Test for recruitment to the post of UDC-2019 and (ii) Phase-II Examinations – Stenography Test & Computer Skill Test for recruitment to the post of Steno.-2019 will be held on **20th October, 2019 (Sunday).**

The Scheme of Computer Skill Test (for the post of UDC & Steno.) and Stenography Test (for the post of Steno.) is as under:

COMPUTER SKILL TEST FOR THE POST OF UDC & STENO. (QUALIFYING IN NATURE)

(i) **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	
Part B	Typing a letter/passage/paragraph of about 200 words with formatting in MS Word	20 Marks	30 Minutes
Part C	Preparation of Table/Database in MS-Excel with use of formulae	20 Marks	
	TOTAL	50 Marks	

Qualifying Marks: 17 marks out of Total 50 marks.

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

ESIC will consider the Medium of Computer Skill Test – English or Hindi as filled by the candidate in the Online Application. Those candidates who have opted 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 UDC & Steno. - 2019, 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	
2.	Basics of MS Word	10	**30 Minutes**
3.	Basics of MS Excel	10	(40 Minutes for PWD
4.	Basics of Operating System	10	Candidates eligible for
5.	Basics of Internet	10	assistance of Scribe)
	Total Questions	50	

Note: There will be no negative marking in the Objective Type Test on Working Knowledge of Computers for PWDs.
Qualifying Marks : 15 marks out of Total 50 marks.

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/Tel. No. 011-23219513 by 7th October, 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: 29th 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: 29th 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 UDC is "A degree of a recognized University or equivalent" and for the post of Steno is "Higher Secondary Pass (pass in 12th Standard or equivalent from a recognized board)" therefore the qualification of the Scribe brought by you in Phase III Examination for the post of UDC should be one step below the Graduation Degree and in Phase II Examination for the post of Steno should be one step below the12th Standard.

In case it is found that the qualification of the Scribe is not one step below the Graduation Degree for the post of UDC and one step below the 12th for the post of Steno, 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 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/Tel. No. 011-23219513** for providing Scribe **by 7th October, 2019**.

Appended below at Annexure – A is '**Scribe Declaration Form'** to be submitted by the candidate using their own Scribe on the day of examination i.e. 20th October, 2019 at Examination Center.

STENOGRAPHY TEST FOR THE POST OF STENO. (QUALIFYING IN NATURE)

Stenography Test - Stenography Test 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. 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.

There is no exemption from skill test in Stenography for any category of candidates.

ESIC will consider the Medium of Stenography Test – English or Hindi as filled by the candidate in the Online Application.

The Stenography Test for the post of Stenographer is Qualifying in Nature and the **Qualifying Criteria** in Stenography Tests is as under:

Stenography Test - Upto 7% mistakes for UR and upto 10% mistakes for all reserved categories.

IMPORTANT INSTRUCTIONS TO CANDIDATES REGARDING SUBMISSION OF CERTIFICATES/DOCUMENTS IN SUPPORT OF THEIR ELIGIBILITY FOR THE POST APPLIED FOR

The candidates are required to submit **self-attested** copies of the following certificate/documents on the day of above examination i.e. on 20th October, 2019 at the Examination Center in support of their eligibility for the post as detailed hereunder:

i) Matriculation or equivalent certificate in support of proof of Date of Birth,

ii) Certificates/Degree/Mark Sheets etc. in support of Essential Educational Qualification for the post.

iii) **Category Certificate issued by Competent Authority in the prescribed proforma in respect of candidates belonging to SC, ST, OBC, EWS, PWD, Ex-Servicemen and other categories**.

   Note: Candidates belonging to OBC Category are required to submit latest OBC certificate in the prescribed proforma of Govt. of India appended below at **Annexure – C** and along with Form of Declaration appended at **Annexure – D**.

iv) Candidates claiming relaxation in age under the category of Govt. Servant/ESIC Employee shall have to produce '**Service Certificate**' along with 'No Objection Certificate (NOC)' in Original failing which they will be provisionally allowed on submission of undertaking in this regard.

v) Discharge Certificate/Service Certificate/No Objection Certificate in respect of candidates belonging to Ex-servicemen Category.

vi) **Photo bearing Identification Proof** (self-attested photocopy **along with Original thereof**) – The candidates are required to bring at least one currently valid Photo identity proof in original and a photocopy of the same.

   Note: Currently valid photo identity proof may be PAN Card/Passport/Permanent Driving Licence/Voter's Card/Bank Passbook with photograph/Photo Identity proof issued by a Gazetted Officer on official letterhead alongwith photograph/Photo Identity proof issued by a People's Representative on official letterhead alongwith photograph/Valid recent Identity Card issued by a recognised College/University/Aadhaar Card/E-Aadhaar Card with a photograph/Employee ID/Bar Council Identity card with photograph.

   Important: Ration Card and Learner's Driving License will NOT be accepted as valid ID proof.

The above documents are to be submitted along with the duly filled proforma appended below at **Annexure – 'B'**.

Important Note: **Candidates are not required to bring Original Copies of above documents except the Photo bearing Identification Proof, Service Certificate and NOC.**

The link for downloading E-Admit Card for appearing in the Phase III and Phase II Examinations for the post of UDC and Steno. respectively with Venue of Examination will be made available to the candidates shortly. The Phase III and Phase II Examinations for the post of UDC and Steno. respectively will be conducted in the concerned Region for which the candidate has applied as given here under:

Region	Examination City	Region	Examination City
ANDHRA PRADESH	Vijayawada	KARNATAKA	Bengaluru
BIHAR	Patna	KERALA	Thrissur
CHHATISGARH	Raipur	MADHYA PRADESH	Indore
DELHI D(M)D		NORTH EAST REGIONS	Guwahati
DELHI HQRS.	Delhi NCR	ODISHA	Bhubaneswar
DELHI RO		PUDDUCHERRY	Puducherry
GOA	Panaji	RAJASTHAN	Jaipur
GUJARAT	Ahmedabad	TAMILNADU	Chennai
HIMACHAL PRADESH	Chandigarh	TELANGANA	Hyderabad
PUNJAB		UTTAR PRADESH	Kanpur
J&K	Jammu	UTTARAKHAND	Dehradun
JHARKHAND	Ranchi	WEST BENGAL	Kolkata

All the candidates are hereby requested to visit ESIC website www.esic.nic.in for further updates.

Dated: 26th September, 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 for UDC and one step below 12th Standard for Steno, 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

EMPLOYEES' STATE INSURANCE CORPORATION

SUBMISSION OF DOCUMENTS FOR RECRUITMENT TO THE POST OF UDC & STENO – 2019

DOCUMENT SUBMISSION SLIP

Name of Candidate _____

Post _____Roll No. _____ Registration No. _____

Date of Birth_____ Category/ Sub Category _____

      Copies of the following self-attested certificates/documents have been submitted by the undersigned in support of the eligibility for the above post:

S. No	Certificate/Documents	Yes / No
1	Matriculation or equivalent certificate in support of proof of Date of Birth	
2	Certificates/Degree/Mark Sheets etc. in support of Essential Educational Qualification for the post	
3	SC/ST/OBC Certificate in the prescribed format	
4	Ex-Servicemen/PWD/J & K Migrant or any other category certificate	
5	Service Certificate in case of Govt. Servant/ESIC Employee	
6	'No Objection Certificate' (NOC) in case of Govt. Servant/ESIC Employee	
7	Photo bearing Identification Proof	
8	Remarks (if Any)	
9	Declaration (if Any)	

Dated:

(Signature of the Candidate)

(FORMAT OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA)

This is to certify that Shri/Smt./Kumari _____ son/daughter of_____ of village/town _____ in District/Division _____ in the_____ State/Union Territory _____ belongs to the _____ Community which is recognized as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No._____dated_____*. Shri/Smt./Kumari_____ and/or his/her family ordinarily reside(s) in the_____ District/Division of the _____ State/Union Territory. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India, Department of Personnel & Training OM No. 36012/22/93-Estt. (SCT,) dated 08.09.1993**.

Date_____	District Magistrate/ Deputy Commissioner etc.

Seal of Office

	*-	**The Authority issuing the Certificate may have to mention the details of Resolution of Government of India, in which the Caste of candidate is mentioned as OBC.**
	**-	As amended from time to time.
	Note:	The term ordinarily reside(s) used here will have the same meaning as in section 20 of the Representation of the People Act, 1950.
List of authorities empowered to issue Caste/Tribe Certificate Certificates:		
i.		District Magistrate / Additional District Magistrate/ Collector/ Deputy Commissioner / Additional Deputy Commission/ Dy. Collector / 1st Class Stipendiary Magistrate / Sub-Divisional Magistrate / Extra-Assistant Commissioner/ Taluka Magistrate / Executive Magistrate.
ii.		Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
iii.		Revenue Officers not below the rank of Tehsildar.
iv.		Sub-Divisional Officers of the area where the applicant and or his family normally resides.

Note-I   a.   The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

         b.   The authorities competent to issue Caste Certificate are indicated below:-

           i.   District Magistrate / Additional Magistrate / Collector / Dy. Commissioner / Additional Deputy Commissioner / Deputy Collector / Ist Class Stipendary Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of 1st Class Stipendary Magistrate).

           ii.   Chief Presidency Magistrate /Additional Chief Presidency Magistrate/ Presidency Magistrate.

           iii.   Revenue Officer not below the rank of Tehsildar

           iv.   Sub-Divisional Officer of the area where the candidate and/or his family resides.

Note-II   The closing date for receipt of application will be treated as the date of reckoning for OBC status of the candidate and also, for assuming that the candidate does not fall in the creamy layer.

Note-III   The candidate should furnish the relevant OBC Certificate in the format prescribed for Central Government jobs as per **Annexure 'A'** above issued by the competent authority on or before the Closing Date as stipulated in this Notice.

Form of declaration to be submitted by the OBC candidate (in addition to the community certificate)

I ………………. Son/daughter of Shri…………………….resident of village/town/city…………………. district…………………. state………………hereby declare that I belong to the………………..community which is recognized as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No 36102/22/93-Estt. (SCT) dated 8-9-1993. It is also declared that I do not belong to persons/ sections/sections (Creamy Layer) mentioned in column 3 of the Schedule to the above referred Office Memorandum dated 8-9-1993, O.M. No. 36033/3/2004-Estt. (Res.) dated 9th March, 200, O.M. No. 36033/3/2004-Estt. (Res.) dated 14th October, 2008 and OM No. 36033/1/2013-Estt. (Res.), dated: 27th May, 2013.

Signature:………………………..

Full Name:………………………

Address