

## EMPLOYEES' STATE INSURANCE CORPORATION

**RECRUITMENT TO THE POST OF UPPER DIVISION CLERK (UDC), STENOGRAPHER (STENO.) AND MULTI-TASKING STAFF (MTS) FOR WEST BENGAL & SIKKIM REGIONS IN ESI CORPORATION**

**DATES FOR SUBMISSION OF ONLINE APPLICATIONS & FEE PAYMENT : 27th December, 2021 to 15th February, 2022.**

### ☆ Essential Educational AND Other Qualifications :

UDC	1. A degree of a recognized University or equivalent. 2. Working knowledge of computer including use of office suites and databases.
Steno.	1. 12 <sup>th</sup> class pass or equivalent from a recognized Board or University. 2. Skill Test Norms: Dictation: 10 Minutes @ 80 words per minute. Transcription: 50 minutes (English), 65 minutes (Hindi) (Only on computers).
MTS	Matriculation or equivalent pass from recognized Board.

### ☆ AGE LIMIT :

UDC & Steno.	Between 18 to 27 years as on the closing date for receipt of applications i.e. 15 <sup>th</sup> February, 2022.
MTS	Between 18 to 25 years as on the closing date for receipt of applications i.e. 15 <sup>th</sup> February, 2022.

● Relaxation of Upper age limit: SC/ ST - 5 years, OBC - 3 years, Persons With Disabilities - 10 years, Others as per rules.

### ☆ PAYMENT OF FEE (ONLINE MODE only):

S. No.	Candidate Category	Fee Amount
01	SC/ST/PWD/ Departmental Candidates, Female Candidates & Ex Servicemen * This fee of Rs. 250/- shall be refunded duly deducting Bank Charges as applicable, on appearing of the candidate in the Phase - I Written Examination.	Rs. 250/-*
02	All other categories	Rs. 500/-

- **Note:** Bank Transaction Charges will be borne by the candidate.
- On successful completion of the transaction, an e-Receipt will be generated.
- Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
- Candidates are required to take a printout of the e-Receipt and online Application Form containing fee details. Please note that if the same cannot be generated, online transaction may not have been successful.
- Female candidates, Departmental Candidates and candidates belonging to Scheduled Caste, Scheduled Tribe, Person with Disabilities (PWDs) and Ex-serviceman should provide the details of beneficiary account in which they would like to receive the refund viz. Beneficiary Name, Bank Name, Account Number and IFSC Code etc.

### □ SCHEME OF EXAMINATION :

**I. Scheme of Examination for the post of UPPER DIVISION CLERK is as under:**

○ **Phase I – Preliminary Examination (Qualifying in Nature) :**

S. No.	Name of the Test (Objective Tests)	No. of Qs.	Max. Marks	Duration	Version
1	General Intelligence and Reasoning	25	50	1 hour	Hindi & English
2	General Awareness	25	50		Hindi & English
3	Quantitative Aptitude	25	50		Hindi & English
4	English Comprehension	25	50		English
	<b>Total</b>	<b>100</b>	<b>200</b>		

**Note:** Phase –I Preliminary Examination is qualifying in nature and marks will not be reckoned for final merit. For each wrong answer, **there will be a negative marking of one fourth of the mark assigned to that question.** The candidates will be shortlisted for Phase-II in the ratio of 1:10 i.e. about 10 times the number of vacancies in each category on the basis of their performance in Phase – I Preliminary Examination.

○ **Phase II - Main Examination :**

S. No.	Name of the Test ( Objective Tests )	No. of Qs.	Max. Marks	Duration	Version
1	General Intelligence and Reasoning	50	50	2 hours	Hindi & English
2	General Awareness	50	50		Hindi & English
3	Quantitative Aptitude	50	50		Hindi & English
4	English Comprehension	50	50		English
<b>Total</b>		<b>200</b>	<b>200</b>		

**Note:** The marks obtained in Phase – II Main Examination will be considered for final selection. For each wrong answer, **there will be a negative marking of one fourth of the mark assigned to that question.** The candidates will be shortlisted for Phase-III Computer Skill Test in the ratio of 1:5 i.e. about 5 times the number of vacancies in each category on the basis of their performance in Phase – II Main Examination.

○ **Phase III - Computer Skill Test (Qualifying in nature) comprising of following three parts: -**

S. No.	Description of Test	Marks	Total Marks	Duration
1	Preparation of 02 Power Points Slides	10	50 marks	30 minutes
2	Typing matter on MS Word with formatting	20		
3	Preparation of Table on MS Excel with use of formulae	20		

**Qualifying Marks: -** The Qualifying Marks in Phase-I (Preliminary Exam.), Phase – II (Main Exam.) will be 45% for UR Category, 40% for OBC Category & EWS category, 35% for SC, ST & Ex. Servicemen category and 30% for PWD Category. The Qualifying Marks in Phase –III Computer Skill Test/Objective Type Computer Test for PWDs will be decided at the discretion of ESIC.

**II. Scheme of Examination for the post of STENOGRAPHER is as under:**

○ **Phase I - Main Examination:**

S.No.	Name of the Test	No. of Qs	Max. Marks	Duration	Version
1	English Language & Comprehension	100	100	70 minutes	Hindi and English except English Language & Comprehension
2	Reasoning Ability	50	50	35 minutes	
3	General Awareness	50	50	25 minutes	

**Note:** The marks obtained in Phase – I Main Examination will be considered for final selection. For each wrong answer, there will be a negative marking of one fourth of the mark assigned to that question. The candidates will be shortlisted for Phase-II Skill Test in Stenography in the ratio of 1:10 i.e. about 10 times the number of vacancies in each category on the basis of their performance in Phase -I.

○ **Phase II – Skill Test in Stenography (Qualifying in nature):**

The candidates who are shortlisted in the Main Examination will be required to appear in the Skill Test of Stenography. The candidates will be given one dictation for 10 minutes in English or Hindi (as opted by the candidates in the Online Application Form) at the speed of 80 words per minute. The matter will have to be transcribed on Computer. The Transcription Time is as under:

Language of Skill Test	Time Duration	Time Duration for PWD candidates eligible for scribe.
English	50 Minutes	70 Minutes
Hindi	65 Minutes	90 Minutes

**Qualifying Marks/Standards: -** The Qualifying Marks in Phase I – Main Examination will be 45% for UR Category, 40% for OBC Category & EWS category, 35% for SC, ST & Ex. Servicemen category and 30% for PWD Category. The Qualifying Standards in Phase –II Stenography Skill Test will be decided at the discretion of ESIC.

**III. Scheme of Examination for the post of MULTI-TASKING STAFF is as under:**

○ **Phase I – Preliminary Examination (Qualifying in Nature) :**

S. No.	Name of the Test ( Objective Tests)	No. of Qs.	Max. Marks	Duration	Version
1	General Intelligence and Reasoning	25	50	<b>1 hour</b>	Hindi, English and Bengali
2	General Awareness	25	50		Hindi, English and Bengali
3	Quantitative Aptitude	25	50		Hindi, English and Bengali
4	English Comprehension	25	50		English
	<b>Total</b>	<b>100</b>	<b>200</b>		

**Note:** Phase –I Preliminary Examination is qualifying in nature and marks will not be reckoned for final merit. For each wrong answer, there will be a negative marking of one fourth of the mark assigned to that question. The candidates will be shortlisted for Phase-II in the ratio of 1:10 i.e. about 10 times the number of vacancies in each category on the basis of their performance in Phase – I Preliminary Examination.

○ **Phase II - Main Examination:**

S. No.	Name of the Test ( Objective Tests)	No. of Qs.	Max. Marks	Duration	Version
1	General Intelligence and Reasoning	50	50	<b>2 hours</b>	Hindi, English and Bengali
2	General Awareness	50	50		Hindi, English and Bengali
3	Quantitative Aptitude	50	50		Hindi, English and Bengali
4	English Comprehension	50	50		English
	<b>Total</b>	<b>200</b>	<b>200</b>		

**Note:** The marks obtained in Phase – II Main Examination will be considered for final selection. For each wrong answer, there will be a negative marking of one fourth of the mark assigned to that question.

**Qualifying Marks:** - The Qualifying Marks in Phase-I (Preliminary Exam.), Phase – II (Main Exam.) will be 45% for UR Category, 40% for OBC Category & EWS category, 35% for SC, ST & Ex. Servicemen category and 30% for PWD Category.

**□ HOW TO APPLY :**

○ **APPLICATION REGISTRATION:**

- ❖ Candidates to go to the ESIC website [www.esic.nic.in](http://www.esic.nic.in) and click on the option "**APPLY ONLINE FOR RECRUITMENT TO THE POST OF UDC/STENO./MTS IN ESIC**" which will open a new screen.
- ❖ To register application, choose the tab "Click here for Registration" and enter Name, Contact details and Email-id. **A Provisional Registration Number and Password will be generated by the system and displayed on the screen.** Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.
- ❖ In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required. Visually Impaired candidates should fill the application form carefully and verify/ get the details verified to ensure that the same are correct prior to final submission.
- ❖ Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
- ❖ Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Uploading of Photograph and Signature.
- ❖ Candidates can proceed to fill other details of the Application Form.
- ❖ Click on the Preview Tab to preview and verify the entire application form before COMPLETE REGISTRATION.
- ❖ Modify details, if required, and click on 'COMPLETE REGISTRATION' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
- ❖ Click on 'Payment' Tab and proceed for payment.
- ❖ Click on 'Submit' button.



**IMPORTANT POINTS TO BE NOTED BY CANDIDATES BEFORE APPLYING ONLINE :**

- (i) **Before applying online, candidates should scan their:**
  - photograph (4.5cm × 3.5cm)
  - signature (with black ink)
  - left thumb impression (on white paper with black or blue ink)
  - a hand written declaration (on a white paper with black ink) (text given below)ensuring that the all these scanned documents adhere to the required specifications as given in this Advertisement.
- (ii) The left thumb impression should be properly scanned and not smudged. (If a candidate is not having left thumb, he/she may use his/ her right thumb for applying.)
- (iii) The text for the hand written declaration is as follows –  
**“I, \_\_\_\_\_ (Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required.”**
- (iv) The above mentioned hand written declaration has to be in the candidate’s hand writing and in English only. If it is written and uploaded by anybody else or in any other language, the application will be considered as invalid. (In the case of Visually Impaired candidates who cannot write may get the text of declaration typed and put their left hand thumb impression below the typed declaration and upload the document as per specifications.)
- (v) Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process.

**Guidelines for Scanning and Uploading of Documents :**

Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph and signature as per the specifications given below.

○ **Photograph Image:**

- Photograph must be a recent passport size colour picture.
- Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- **Dimensions 200 x 230 pixels (preferred)**
- **Size of file should be between 20kb–50 kb**
- **Ensure that the size of the scanned image is not more than 50kb.**
- If the photo is not uploaded at the place of Photo Admission for Examination will be rejected/denied. Candidate him/herself will be responsible for the same.
- Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.

○ **Signature:**

- The applicant has to sign on white paper with Black Ink pen.
- Signature / Hand written declaration in CAPITAL LETTERS shall NOT be accepted.
- **File type: jpg / jpeg**
- **Dimensions: 140 x 60 pixels in 200 DPI (Preferred for required quality)**
- **File Size: 10 KB – 20 KB**

○ **Left thumb impression:**

- The applicant has to put his left thumb impression on a white paper with black or blue ink.
- **File type: jpg / jpeg**
- **Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e 3 cm \* 3 cm (Width \* Height)**
- **File Size: 20 KB – 50 KB**

○ **Hand-written declaration:**

- Hand written declaration should not be written in CAPITAL LETTERS.
- The applicant has to write the declaration in English clearly on a white paper with black or blue ink.
- The hand written declaration should be of the applicant and not by any other person.
- **File type: jpg / jpeg**
- **Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e 10 cm \* 5 cm (Width \* Height)**
- **File Size: 50 KB – 100 KB**

- There will be separate links for uploading Photograph, signature, left thumb impression and hand written declaration
- Click on the respective link “Upload Photograph / signature / left thumb impression / hand written declaration”
- **Your Online Application will not be registered unless you upload your Photograph, signature, left thumb impression and hand written declaration as specified.**
- After registering online candidates are advised to take a printout of their system generated online application forms.

# MIES