



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

NOTICE

Recruitment to the post of UDC, MTS & Steno in ESIC

The advertisements for receipt of online applications for recruitment to the post of **UDC, MTS and Steno** were released by the different ESIC Regions/Office in the month of December 2015 (including the vacancies of PWD advertised in the month of October 2015 under special recruitment drive by the respective Regions). Advertisements for recruitment to the post of Stenographer in Tamil Nadu, Karnataka and West Bengal Region were also released in the year 2012-2013.

The **ONLINE EXAMINATION** for the above said advertisements are scheduled from **18th March, 2016 to 26th March, 2016 as under:-**

Day	Date	Shift	Time	Post
1	18.03.2016	I	9.00 AM to 11.00 AM	UDC
		II	12.30 PM to 2.30 PM	UDC
		III	4.00 PM to 6.00 PM	UDC
2	19.03.2016	I	9.00 AM to 11.00 AM	UDC
		II	12.30 PM to 2.30 PM	UDC
		III	4.00 PM to 6.00 PM	MTS
3	20.03.2016	I	9.00 AM to 11.00 AM	MTS
		II	12.30 PM to 2.30 PM	MTS
		III	4.00 PM to 6.00 PM	MTS
4	21.03.2016	I	9.00 AM to 11.00 AM	UDC
		II	12.30 PM to 2.30 PM	UDC
		III	4.00 PM to 6.00 PM	Steno
5	26.03.2016	I	9.00 AM to 11.00 AM	MTS
		II	12.30 PM to 2.30 PM	MTS

SHIFT WISE SCHEDULE OF EXAMINATION:

	Reporting Time	Examination Time	Duration
Shift – I	07:30 AM	09:00 AM to 11:00 AM	02 Hours
Shift - II	11:15 AM	12:30 PM to 02:30 PM	02 Hours
Shift – III	02:45 PM	04:00 PM to 06:00 PM	02 Hours

THE DETAILED SYLLABUS OF (1) GENERAL AWARENESS, (2) GENERAL ENGLISH/ENGLISH LANGUAGE, (3) GENERAL INTELLIGENCE AND (4) NUMERICAL ABILITY IS APPENDED BELOW AT ANNEXURE 'A'.

DETAILS OF FACILITATION CENTERS TO BE SET UPON 17TH March, 2016(BETWEEN 10.00AM TO 05.00 PM) IN CONNECTION WITH ONLINE EXAMINATION FOR THE POST OF UDC, MTS & STENO IN ESIC

Sl. No.	Name of the ESIC Region/ State for which the candidate is to be admitted in the Online Examination	Address of ESIC Office where Facilitation Center will be set up
1.	Andhra Pradesh	ESI Corporation, Panchdeep Bhawan, 5.9.23, Hill Fort Road, Hyderabad-500463. Andhra Pradesh.
2.	Assam	ESI Corporation, Panchdeep Bhawan, P.O. BamuniMaidan, Guwahati-781021. Assam.
3.	Bihar	ESI Corporation, Panchdeep Bhawan, Belly Road (J. N. Marg), Opp. C.R. Building, Patna-800001 (Bihar).
4.	Chhattisgarh	ESI Corporation, 107, Ram Nagar Road, Kota,Raipur-492010 Chhattisgarh
5.	Delhi (Regional Office)	ESI Corporation, DDA Complex cum Office, 3 rd & 4 th Floor, Rajendra Place, Rajendra Bhawan, New Delhi – 110 008
6.	Delhi (Hqrs. Office)	
7.	Directorate (Medical) Delhi	
8.	Goa	ESI Corporation, Panchdeep Bhawan, 3rd floor, EDC Plot No. 23, Patto, Panji, Goa-403001
9.	Gujarat	ESI Corporation, Ashram Road, Navrang Marg, Ahmedabad-380014 (Gujarat).
10.	Haryana	ESI Corporation, Panchdeep Bhawan, Sector-16, N.I.T.,

		Faridabad-121002 Haryana
11.	Himachal Pradesh	ESI Corporation, ESIC Regional Office Housing Board, Phase 1, Sai Road, Baddi-173205. Himachal Pradesh
12.	Jammu & Kashmir	ESI Corporation, Regional Office, 10-B, Radha Bhawan, Shastri Nagar, Jammu – 180 004 (J & K).
13.	Jharkhand	ESI Corporation, Regional Office, ESI Hospital Campus, Namkum, Ranchi-834010 (Jharkhand).
14.	Karnataka	ESI Corporation, Panchdeep Bhawan, No.10, Binnyfields, Binnypet, Bangalore-560023. Karnataka
15.	Kerala	ESI Corporation, Panchdeep Bhawan, North Swaraj Round, Thrissur – 680020 (Kerala)
16.	Madhya Pradesh	ESI Corporation, Panchdeep Bhawan, Nanda Nagar, Indore-452008 Madhya Pradesh.
17.	Maharashtra	ESI Corporation, Panchdeep Bhawan, 108, N. M. Joshi Marg, Lower Parel, Mumbai – 400013 (Maharashtra)
18.	Orissa	ESI Corporation, Regional Office, Panchdeep Bhawan, Plot C, Unit – IX, Janpath Bhubaneswar-751022 (Orissa).
19.	Puducherry	ESI Corporation Dorr No. 178, 100 Feet Road, (Opp. To Regional Transport Office), Ansari Duraisamy Nagar, Puducherry-605004
20.	Punjab	ESI Corporation, Panchdeep Bhawan, Block No.3, Sector - 19-A, Madhya Marg, Chandigarh-160020.

21.	Rajasthan	ESI Corporation Regional Office, Bhawani Singh Marg, Jaipur – 302001 (Rajasthan).
22.	Tamil Nadu	ESI Corporation, Panchdeep Bhawan, 143, Sterling Road, Chennai – 600034 (Tamil Nadu)
23.	Uttar Pradesh	ESI Corporation, Panchdeep Bhawan, Sarvodaya Nagar, Kanpur-208005, Uttar Pradesh.
24.	Uttarakhand	ESI Corporation, Panchdeep Bhawan, Prem Nagar, Wing No.4, Shiv Puri, Prem Nagar, Dehradun-248007, Uttarakhand.
25.	West Bengal	ESI Corporation, Panchdeep Bhawan, 5/1, Grant Lane, Kolkata – 700012 (West Bengal).

Important Note:

- The link for downloading e-admit card has been sent to all the eligible candidates on their registered e-mail id**
- Link for downloading e-admit card is as under:-**

<https://www.digialm.com:443//EForms/configuredHtml/1258/4011/login.html>

- The e-Admit Cards for appearing in the Online Examination can be downloaded from the ESIC website <http://www.esic.nic.in>. For downloading e-admit card, candidates has to enter his/her USER ID which is Online Application Reference No. and Password which is his/her Date of Birth(in the DDMMYYYY format).**
- In case of any difficulty in downloading E-admit Card, the candidate are advised to feel free to contact at email id - esic2016helpdesk@gmail.com with details such as Name, Application Ref. No., Post & Date of Birth etc.**
- There will be **negative marking at the rate of 0.25 marks** to be deducted for every wrong answer to eliminate the element of chance.
- The candidate must bring e-Admit Card at the respective Examination Centre along with original photo ID proof viz. Office ID, passport, Voter Card, Aadhar Card, PAN Card etc. for verification.
- No candidate shall be permitted in the examination centre without carry e-admit Card and ID Proof under any circumstances.**
- The password for the online examination will be provided to the candidate 10 minutes before commencement of the examination at their respective seat.
- In order to familiarize with the ONLINE test (Computer Based), the candidates are advised to go through the demo (Mock Test) which is available on the website of ESIC.

10. The candidate is requested to reach at examination centre as per Reporting Time given above. The main gate will be closed before half an hour from the commencement of the test. **Late coming is not allowed.**
11. No request for change in examination centre will be considered under any circumstances.
12. Candidate must bring two Ball Point Pens (Black/Blue) for filling required particulars in the examination. The scratch paper will be provided for rough work. **Not allowed to write the text of question(s) on it.** On completion of the test, candidates will have to return back all the scratch papers to the Invigilator(s).
13. Candidates are not allowed to carry any textual material, calculators, mobile phone, pager or any other electronic devices inside the examination room/hall and the Examination Centre/ESIC will not be responsible for any loss in this regard.
14. In case your e-Admit-Card is without scanned photograph/wrong/dull photograph, the candidates are advised to bring 2 recent colored passport size photographs at the examination centre for further necessary action.
15. **The details printed on e-admit card must be checked by the candidate. In case of any misprinting/error in the admit card, the candidate is advised to personally report on 17th March, 2016 at Facilitation Counter of respective Region along with 2 passport size photographs and documentary evidence/certificates etc. so that necessary corrections are made and fresh admit card is issued accordingly.**
16. The Candidates appearing in the online examination should, in their own interest, check their eligibility criteria in all respect so as to avoid disappointment at any later stage. Your candidature for the online exam is **"PURELY PROVISIONAL"** pending detailed scrutiny of your fulfilling the eligibility conditions as per the recruitment rules of ESIC. In the event of any information or part of it being found false or incorrect before or after the exam or appointment, action can be taken against you by the ESIC and your candidature/appointment shall automatically stand cancelled/repatriated/ terminated.
17. **Once the Biometric attendance/ Capturing of photograph at the Registration Desk are done, no candidate shall be allowed to leave the Exam Room/Hall before the conclusion of the test.**
18. Any candidate, who is found copying/receiving/giving assistance or using unfair means during the exam, will be disqualified and ESIC will not be responsible for his/her candidature.
19. Any query/concerns of the candidates related to any question(s) should be submitted / forwarded to **Director (Recruitment), ESIC at the above mentioned address** within 5 days from the date of conduct of the examination, thereafter ESIC will start initiating the result process and any representation in this regard will not be entertained.
20. Candidates are also advised to read the General Instructions carefully for ONLINE examination as enclosed with the e-Admit Card.
21. Candidates are advised not to disturb with other candidates, misconduct with officials, use of unfair means during the exam
22. **There will be provision of bio-metric thumb impression, videography of the candidates and surveillance through CCTV. Appropriate action under the law will be taken against the candidates in the event of impersonation established.**

Dated: 9th March, 2016.

DY. DIRECTOR (RECTT.)

ANNEXURE 'A'

DETAILED SYLLABUS OF (1) GENERAL AWARENESS, (2) GENERAL ENGLISH/ENGLISH LANGUAGE, (3) GENERAL INTELLIGENCE AND (4) NUMERICAL ABILITY

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Syllabus for General English/English Language:

- Spot the error.
- Fill in the blanks.
- Synonyms/ Homonyms.
- Antonyms.
- Spellings.
- Detecting Mis-spelt words.
- Idioms and phrases.
- One word substitutions.
- Improvement.
- Shuffling of sentence parts.
- Shuffling of Sentences in a passage.
- Cloze passage.
- Comprehension passage.

Syllabus for General Awareness:

- Indian Constitution.
- Awards and Honors.
- Books.
- Culture.
- General Politics.
- Current events.
- Economic Scene.
- Geography.
- History.
- Sports and Games.

Syllabus for Numerical Ability:

- Number Systems.
- Computation of Whole Numbers.
- Decimals and Fractions.
- The relationship between Numbers.
- Fundamental arithmetical operations.
- Percentages.
- Ratio and Proportion.
- Averages.
- Interest.
- Profit and Loss.
- Discount.
- Use of Tables and Graphs.
- Mensuration.
- Time and Distance.
- Ratio and Time.
- Time and Work.

Syllabus for General Intelligence

- Similarities and Differences.
- Analysis.
- Space Visualization.
- Decision Making.
- Problem Solving.
- Observation.
- Judgment.
- Figure Classification.
- Visual Memory.
- Number Series.
- Relationship Concepts.
- Non-Verbal Series.
- Arithmetical Computation.
- Analytical Functions etc.