



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: 11<sup>th</sup> May, 2017

**DY. DIRECTOR (RECTT.)**

**ANNEXURE-‘A’**

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	<a href="mailto:rd-telangana@esic.in">rd-telangana@esic.in</a>
2.	Assam	ESI Corporation, Panchdeep Bhawan, P.O. BamuniMaidan, Guwahati-781021. Assam. Contact No. 0361-2550357	<a href="mailto:rd-assam@esic.in">rd-assam@esic.in</a> <a href="mailto:rd-as@esic.nic.in">rd-as@esic.nic.in</a>
3.	Bihar	ESI Corporation, Panchdeep Bhawan, Belly Road (J. N. Marg), Opp. C.R. Building, Patna-800001 (Bihar). Contact No. 0612-2521928	<a href="mailto:rd-bihar@esic.in">rd-bihar@esic.in</a> <a href="mailto:rd-bihar@esic.nic.in">rd-bihar@esic.nic.in</a>
4.	Chhattisgarh	ESI Corporation, 107, Ram Nagar Road, Kota,Raipur-492010 Chhattisgarh Contact No. 0771-2254589	<a href="mailto:rd-cgarh@esic.in">rd-cgarh@esic.in</a> <a href="mailto:rd-cgarh@esic.nic.in">rd-cgarh@esic.nic.in</a>
5.	Delhi (Regional Office)	ESI Corporation, DDA Complex cum Office, 3 <sup>rd</sup> & 4 <sup>th</sup> Floor, Rajendra Place, Rajendra Bhawan, New Delhi – 110 008 Contact No.011-25734381,25745044	<a href="mailto:rd-delhi@esic.in">rd-delhi@esic.in</a> <a href="mailto:rd-delhi@esic.nic.in">rd-delhi@esic.nic.in</a>
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	<a href="mailto:rajesh.yadav@esic.in">rajesh.yadav@esic.in</a>
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	<a href="mailto:dir-med.dl@esic.in">dir-med.dl@esic.in</a>
8.	Goa	ESI Corporation, Panchdeep Bhawan, 3rd floor, EDC Plot No. 23, Patto, Panji, Goa-403001 Contact No. 0832-2438870	<a href="mailto:rd-goa@esic.in">rd-goa@esic.in</a> <a href="mailto:rd-goa@esic.nic.in">rd-goa@esic.nic.in</a>
9.	Gujarat	ESI Corporation, Ashram Road, Navrang Marg, Ahmedabad-380014 (Gujarat). Contact No. 079-32400501	<a href="mailto:rd-qujrat@esic.in">rd-qujrat@esic.in</a> <a href="mailto:rd-qujrat@esic.nic.in">rd-qujrat@esic.nic.in</a>

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

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

Recruitment to the post of UDC & Steno. in ESI Corporation



कम्प्यूटर कौशल परीक्षा  
(भाग 2 परीक्षा)

COMPUTER SKILL TEST  
FOR THE POST OF UPPER DIVISION CLERK (UDC) &  
STENOGRAPHER IN ESIC

Instructions to Candidates with  
“Sample Question Paper”

ENGLISH AND HINDI

EMPLOYEES' STATE INSURANCE CORPORATION,  
HQRS. OFFICE,  
PANCHDEEP BHAWAN,  
C.I.G. MARG,  
NEW DELHI-110002. [www.esic.nic.in](http://www.esic.nic.in)

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SAMPLE

## **Instructions about conduct of the Computer Skill Test**

1. The computer skill test examines the computer proficiency and knowledge of computer including usage of office suites and database for which questions pertaining to a letter/passage/ paragraph of about 150-200 words in MSword, Power Point Presentation slides in MS-Power Point and Table in MSEXcel will have to be answered within the time limits.
2. **The computer skill test will be of 30 minutes duration of total marks of 50.**
3. **The Qualifying Marks in the Computer Skill Test shall be 17 irrespective of marks obtained in each part.**
4. Candidates shall be provided with a system having required specifications and they should create the files on the desktop of the PC allocated to the candidate.
5. Candidate should mention their Roll No., Batch time & Date on the top left side of each of the page of their individual files pertaining to Power point presentation, Letter/passage/paragraph in MS-word and MS- excel sheet/work sheet/table.
6. **After the Computer Skill Test is over the candidate must put his signature at the end of the Typed Matter in each page typed by him**
7. The Power point file created by the candidate should be saved with file name as **“Roll. No.-question- no.” (For Example: 110036-A.ppt).**
8. The Word file created by the candidate should be saved with file name as **“Roll. No.-question- no.” (For Example: 110036-B.doc).**
9. The Excel sheet file created by the candidate should be saved with file name as **“Roll. No.-question- no.” (For Example: 110036-C.xls).**

## SAMPLE QUESTION PAPER FOR COMPUTER SKILL TEST (ENGLISH)

Time: 30 minutes

Max. Marks- 50

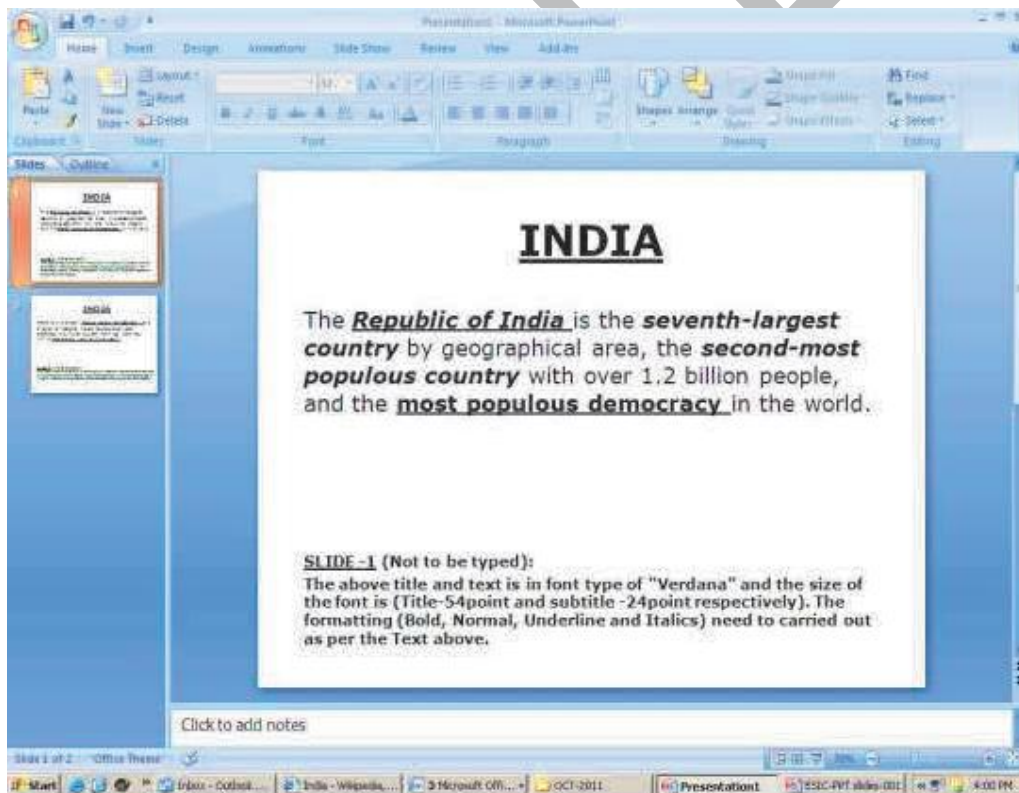
### MS-Power Point

Question: A

Marks - 10

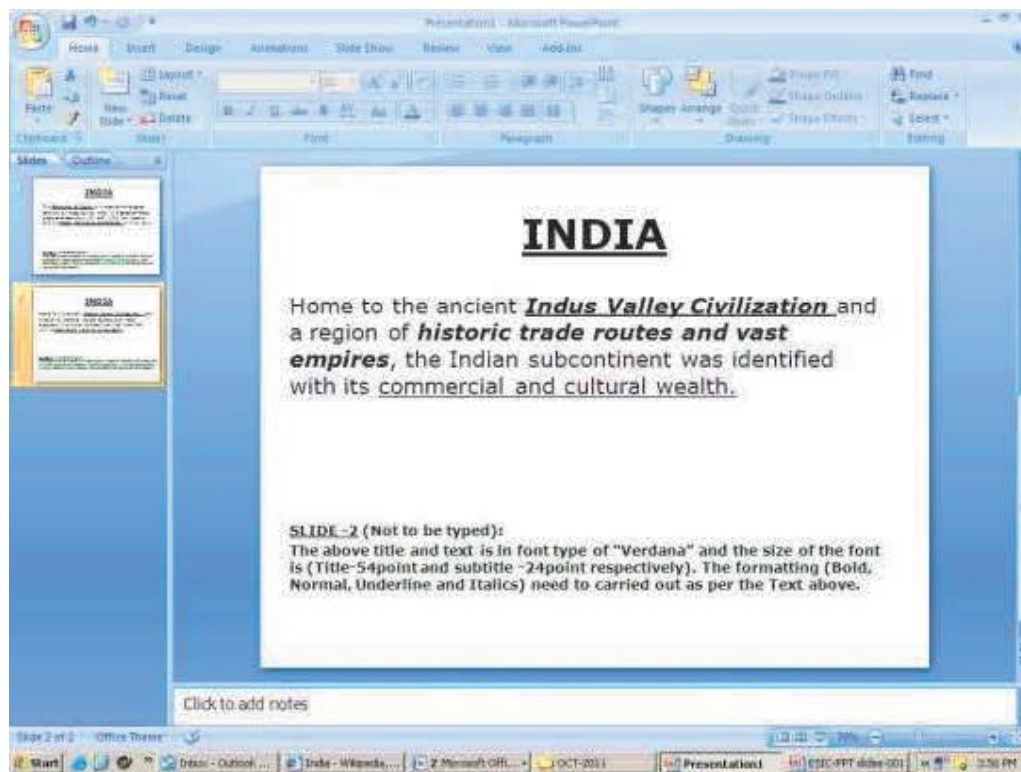
Create a power point presentation comprising the content as mentioned the sample slide with formatting (Bold, Underlining, Italics and Alignment) and following guidelines:

- Two power point slides using the default slide type having 2 sections "Add Title" and "Add Subtitle". The text/content should be aligned as per the sample slide. Each of the slides shall comprise of the equal content approximately.
- Reproduce the content as mentioned in the sample below by using "Verdana" as the font type for both "Title" as well as "Subtitles" along with the font size of "54 Point" for the Title and the font size of "24 point" for the "Subtitle (Text)". The title should in "Bold" also.





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MS-Word

Question: B

Marks-20

Reproduce the official letter using MS Word with the font type “Verdana” as per the format and guidelines given below, run the spell check and correct the spelling mistakes (if any) and save the file in correct format, Perform the following as per the sample.

There are 3 font sizes of “10 point”, “11 point” and “12 point” and the line spacing - single and double used in the sample along with right insertion.

Not to be typed. All text is in Font type of “Verdana”	Date: 19 <sup>th</sup> November, 2011
Font Size “12”	To,
Double line spacing	The Director, ESIC-HQ, PANCHDEEP BHAWAN, NEW DELHI.
Font Size “12”	<u>Subject: Submission of the Candidature for the advertised post in the September 2011 News daily.</u>
Single line spacing	Respected Madam/Sir,
Font Size “10”	This is with reference to the “ADVERTISEMENT” published in the <u>News Daily on 15<sup>th</sup> September, 2011 for the recruitment of Group “C” Category post.</u>
Single line spacing	<i>I would like to submit my candidature for the same as per the prescribed format of the application form.</i>
Font Size “10”	<u>Further, I have read and understood the eligibility criteria and process involved in the recruitment and at any stage during the recruitment process, any of the information declared by myself found incorrect my candidature would stand canceled and there would be no claim from my side whatsoever.</u>
Double line spacing	Thanking you with warm regards,
Font Size “11”	
Triple line spacing	
Font Size “10”	

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Triple line spacing	<i>Yours sincerely</i> Name: ANTONY JOSE
Font Size "10"	
Font Size "10"	Contact address: <b>2/8, RESIDENTIAL ENCLAVE, NEAR PLAZA CORNER, DELHI-110023.</b> <b>Enclosure:</b> Copy of the application form with certificates for verification.
Triple line spacing	
Font Size "10"	

MS-Excel

Question C

Marks-20

Reproduce the following data in the Ms-Excel sheet with Center alignment, Bold, Grid line, bold outside border and Perform the Calculation using formula in Ms-Excel sheet.

Name	A	B	Total (A+B)	% age of A with the total	Average of A & B
E	4800	6000			
F	5000	4500			
G	5800	5000			
H	4600	3200			

- Create the Excel sheet using Ms-Excel. Reproduce the heading of each of the column as mentioned in the Sample. All the heading should in Bold.
- Calculate the total of A and B using the formula in the desired cell.
- Calculate the %age of A with the total using the %age formula in the desired cell.
- Calculate the average of A and B using the formula in the desired cell.

## कम्प्यूटर कौशल परीक्षा

समय: 30 मिनट  
प्रश्न : A

अधिकतम अंक -50

(एम. एस.- पावर प्वाइंट)

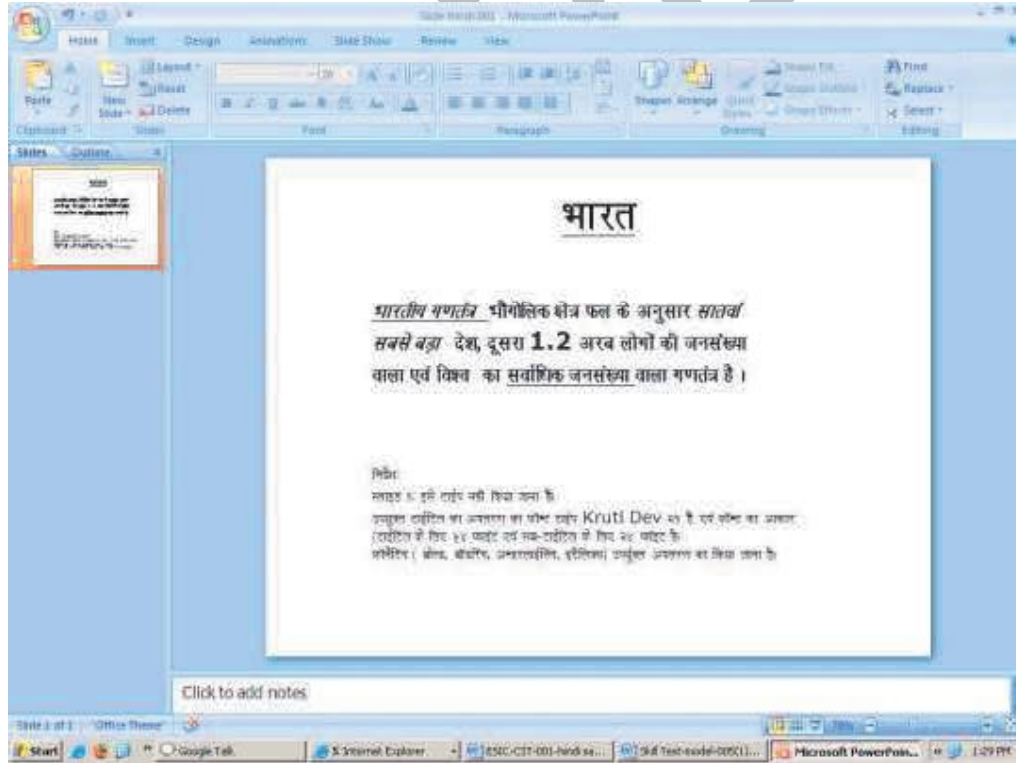
नमूने स्लाइड में इंगित अन्तर वातं (कन्टेन्ट) के लिए एक पावर प्वाइंट प्रस्तुतिकरण फॉर्मेटिंग के सहित (बोल्ड, बॉडरिंग, अन्डरलाईनिंग, इटैलिक्स) एवं निम्नलिखित मार्ग निर्देशन के अन्तर्गत तैयार करें:

अ. डिफॉल्ट स्लाइड टाईप जिसमें 2 खण्ड “Add Title” एवं “Add Sub Title” दो पावर प्वाइंट स्लाइड बनायें। अवतरण/ कन्टेन्ट नमूना स्लाइड के अनुसार पंक्तिबद्ध होना चाहिए। प्रत्येक स्लाइड में लगभग बराबर कन्टेन्ट होने चाहिए।

ब. निम्नलिखित का प्रयोग करते हुए टाइटिल एवं सब टाइटिल दोनों, “ टाइटिल हेतु “ 54 प्वाइंट के फॉन्ट साईज के सहित एवं सब टाइटिल हेतु 24 फॉन्ट साईज सहित “Krutı Dev 21” फॉन्ट का प्रयोग करके निम्नलिखित दर्शाये गये नमूने के अनुसार कन्टेन्ट को रिप्रोड्यूस (प्रतिरूपित) करें। टाइटिल बोल्ड में भी होना चाहिए।

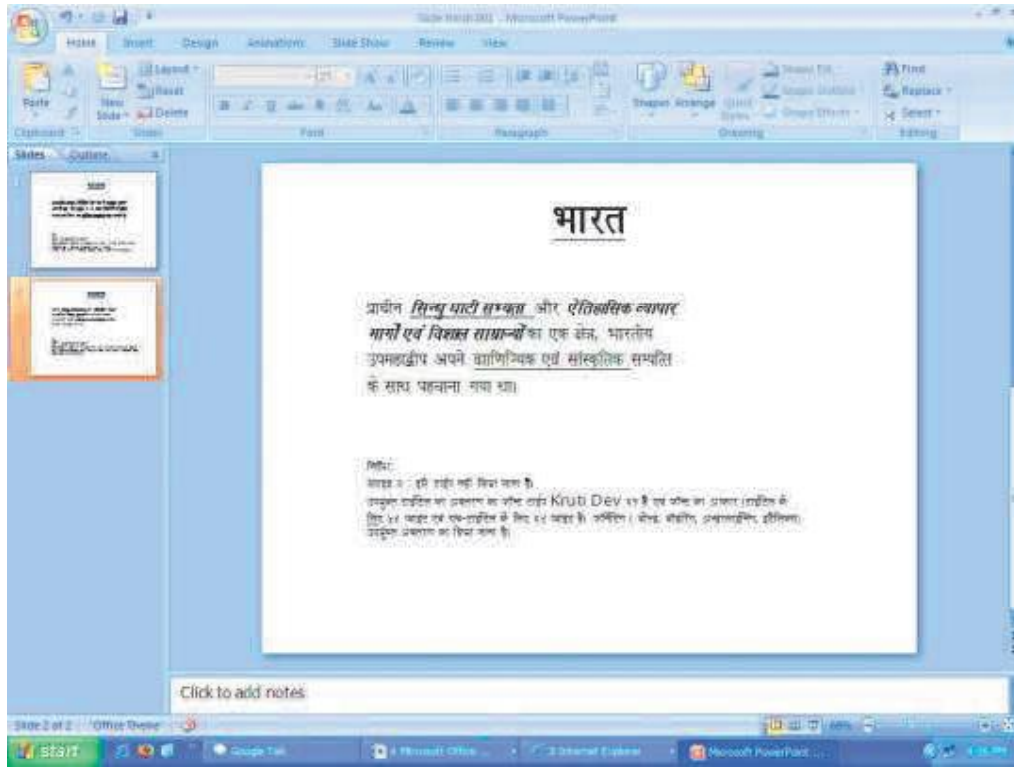
### Slide

1:



Slide 2:

Recruitment to the post of UDC & Steno. in ESI Corporation



SAMRAT

## Recruitment to the post of UDC & Steno. in ESI Corporation

(एम. एस. वर्ड)

प्रश्न B

अधिकतम अंक -20

नीचे दिये गये मार्गनिर्देशों एवं फॉर्मेट के अनुसार Kruti Dev 21 फॉन्ट टाईप सहित एम. एस. वर्ड का प्रयोग करते हुए शासकीय पत्र को प्रतिरूपित करें एवं फाईल को सही फॉर्मेट में सेव करें। निम्नलिखित नमूने के साथ निष्पादन करें।  
 “10 प्वाइंट, 11 प्वाइंट एवं 12प्वाइंट ये तीन फॉन्ट साईजजे हैं, एवं सिंगल लाईन स्पेसिंग एवं डबल लाईन स्पेसिंग जो कि नमूने में उपयोग किया गया है जो दाहिने तरफ ईसर्ट किया गया है।

टाईप नहीं किया जायेगा। सभी टैक्सट फॉन्ट टाईप Kruti Dev 21 में हैं।	
फ्रान्ट साईज“12” → डबल लाईन स्पेसिंग →	दिनांक - 19 नवम्बर, 2011
फ्रान्ट साईज“12” → सिंगल लाईन स्पेसिंग →	सेवा में,
फ्रान्ट साईज“12” →	संचालक महोदय, ई. एस. आई. सी. -मुख्यालय, पंचदीप भवन, नई दिल्ली
डबल लाईन स्पेसिंग →	
फ्रान्ट साईज“10” → सिंगल लाईन स्पेसिंग →	विषय: सितम्बर 2011 में न्यूज डेली में विज्ञापित पद हेतु अभ्यर्थी के आवेदन के संदर्भ में ।
फ्रान्ट साईज“10” → डबल लाईन स्पेसिंग →	आदरणीय मैडम/सर,
फ्रान्ट साईज“11” → सिंगल लाईन स्पेसिंग →	यह ग्रुप “सी” श्रेणी पद हेतु भर्ती के लिए 15 सितम्बर 2011 को ‘न्यूज डेली’ में प्रकाशित विज्ञापन के संदर्भ में किया गया है।
फ्रान्ट साईज“10” → डबल लाईन स्पेसिंग →	मैं अपना आवेदन दिये गये फॉर्मेट के अनुसार अपनी पात्रता के लिए देना चाहता हूँ
फ्रान्ट साईज“11” →	“पुनः, मैंने भर्ती में सम्मिलित पात्रता मानदण्डों एवं प्रक्रिया को पढ़ और समझ लिया है एवं भर्ती प्रक्रिया के किसी भी स्तर पर मेरे द्वारा उद्धोषित सूचना यदि असत्य पायी जाती है तो मेरी पात्रता इस दशा में निरस्त कर दी जायेगी तथा मेरे तरफ से किसी भी प्रकार का कोई भी दावा स्वीकार नहीं होगा।”
टिपल लाईन स्पेसिंग →	
फ्रान्ट साईज“10” → टिपल लाईन स्पेसिंग →	आपका अतिधन्यवाद,
फ्रान्ट साईज“10” → फ्रान्ट साईज“10” →	आपका आभारी नाम: एन्टोनी जोस
टिपल लाईन स्पेसिंग →	

## Recruitment to the post of UDC & Steno. in ESI Corporation

फान्ट साईज "10" →	सम्पर्क करने का पता: 2/8, रेजिडेन्सियल इनक्लेव, नीयर प्लाजा कॉर्नर, दिल्ली- 110023 संलग्न: आवेदन पत्र की प्रतिलिपि प्रमाण पत्र सत्यापन के साथ।
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(एम. एस. एक्सल )

प्रश्न C

अधिकतम अंक -20

निम्नलिखित आकड़ों को एम. एस. एक्सल सीट में सेन्टर एलाइनमेंट, बोल्ड, ग्रिडलाईन, बोल्ड आउटसाइड बॉर्डर सहित रिप्रोड्यूज (प्रतिरूपित) करें एवं एम. एस. एक्सल सीट में सूत्रों का प्रयोग करके परिकलन निष्पादन करें।

नाम	अ	ब	योग अ+ब	योग का अ से %	अ एवं ब का औसत
स	4800	6000			
द	5000	4500			
य	5800	5000			
र	4600	3200			

- 1- एम. एस. एक्सल का प्रयोग करते हुए एक्सल सीट बनायें। प्रत्येक स्तम्भ का शीर्षक नमूने के अनुसार रिप्रोड्यूज करें। सभी शीर्षक बोल्ड में होने चाहिए।
- 2- अ एवं ब का योग वांछित सेल में सूत्र का प्रयोग करते हुए परिकलन करें।
- 3- वांछित सेल में प्रतिशत सूत्र का प्रयोग करते हुए योग का अ के साथ प्रतिशत का परिकलन करें।
- 4- वांछित सेल में सूत्र का प्रयोग करते हुए अ एवं ब के औसत का परिकलन करें।