

## H. 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 ( <b>Objective Tests</b> ) | No. of Qs. | Max. Marks | Duration      | Version         |
|--------|---|------------|------------|---------------|-----------------|
| 1      | General Intelligence and Reasoning          | 25         | 50         | <b>1 hour</b> | 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 ( <b>Objective Tests</b> ) | No. of Qs. | Max. Marks | Duration       | Version         |
|--------|---|------------|------------|----------------|-----------------|
| 1      | General Intelligence and Reasoning          | 50         | 50         | <b>2 hours</b> | 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    |             |            |

Note: The working knowledge of computers in respect of PWD Candidates who are unable to type shall be assessed by holding an Objective Type Computer Test of 50 Marks having 50 Questions with no negative marking. Computer Skill Test will be qualifying in nature. Marks obtained will not be reckoned for merit ranking.

**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 -<br>Main<br>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 |   |
| <p>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 <b>1:10</b> i.e. about 10 times the number of vacancies in each category on the basis of their performance in Phase - I.</p> |   |                                  |   |            |            |   |
| Phase II –<br>Skill Test in<br>Stenography<br>(Qualifying in nature)  | <p>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:</p> |                                  |   |            |            |   |
| 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 ( <b>Objective Tests</b> ) | No. of Qs. | Max. Marks | Duration       | Version         |  |
| 1   | General Intelligence and Reasoning          | 25         | 50         | <b>1 hour</b>  | Hindi & English |  |
| 2   | General Awareness                           | 25         | 50         |                | Hindi & English |  |
| 3   | Quantitative Aptitude                       | 25         | 50         |                | Hindi & English |  |
| 4   | English Comprehension                       | 25         | 50         |                | English         |  |
| Total   |   | 100        | 200        |                |                 |  |
| <p>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 <b>1:10</b> i.e. about 10 times the number of vacancies in each category on the basis of their performance in Phase – I Preliminary Examination.</p> |   |            |            |                |                 |  |
| Phase II - Main Examination   |   |            |            |                |                 |  |
| S. No.  | Name of the Test ( <b>Objective Tests</b> ) | No. of Qs. | Max. Marks | Duration       | Version         |  |
| 1   | General Intelligence and Reasoning          | 50         | 50         | <b>2 hours</b> | Hindi & English |  |
| 2   | General Awareness                           | 50         | 50         |                | Hindi & English |  |
| 3   | Quantitative Aptitude                       | 50         | 50         |                | Hindi & English |  |
| 4   | English Comprehension                       | 50         | 50         |                | English         |  |
| Total   |   | 200        | 200        |                |                 |  |
| <p>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.</p>   |   |            |            |                |                 |  |

**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.