

using 'Save As' option in the File menu and size can be reduced below 50 kb (photograph and hand written declaration) & 20 kb (signature and left thumb impression) by using crop and then resize option (Please see point (i) & (ii) above for the pixel size) in the 'Image' menu. Similar options are available in other photo editor also.

- If the file size and format are not as prescribed, an error message will be displayed.
- While filling in the Online Application Form the candidate will be provided with a link to upload his/her photograph, signature, left thumb impression and hand written declaration.

Procedure for Uploading the documents

- 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"
- Browse and Select the location where the Scanned Photograph / signature / left thumb impression / hand written declaration file has been saved.
- Select the file by clicking on it
- Click the 'Open/Upload' button

Your Online Application will not be registered unless you upload your Photograph, signature, left thumb impression and hand written declaration as specified.

Note:

- (1) In case the face in the photograph or signature or left thumb impression or the hand written declaration is unclear / smudged the candidate's application may be rejected.
- (2) After uploading the Photograph / signature / left thumb impression / hand written declaration in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature or left thumb impression or the hand written declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature, prior to submitting the form.
- (3) After registering online candidates are advised to take a printout of their system generated online application forms.

4. CENTRE OF EXAMINATION

While applying online application, candidate must select the centre in the application form in which he/she desires to take the exam.

1. The examination will be conducted online in venues given in the respective call letters.
2. No request for change of centre/venue/date/session for Examination shall be entertained.
3. ESIC, however, reserves the right to cancel any of the Examination Centres and/ or add some other Centres, at its discretion, depending upon the response, administrative feasibility, etc.
4. ESIC also reserves the right to allot the candidate to any centre other than the one he/she has opted for.
5. Candidate will appear for the examination at an Examination Centre at his/her own risks and expenses and ESIC will not be responsible for any injury or losses etc. of any nature.
6. **No TA/DA will be paid to any candidate including SC/ST candidates for appearing in the examinations.**
7. Choice of centre once exercised by the candidate will be final.
8. If sufficient number of candidates does not opt for a particular centre for "Online" examination, ESIC reserves the right to allot any other adjunct centre to those candidates OR if the number of candidates is more than the capacity available for online exam for a centre, ESIC reserves the right to allot any other centre to the candidate.

5. SCHEME OF EXAMINATION

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 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 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 - Computer Skill Test & Stenography Test (Both Qualifying in Nature)(a) **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		

(b) **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.

Note: The working knowledge 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 and Stenography Test will be qualifying in nature. Marks obtained will not be reckoned for merit ranking.

Qualifying Marks: - Qualifying Marks in Phase-I and Phase –II Examination will be decided at the discretion of ESIC.

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	Bilingual
2	General Awareness	25	50		Bilingual
3	Quantitative Aptitude	25	50		Bilingual
4	English Comprehension	25	50		English
	Total	100	200		

Note: Phase –I 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.

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	Bilingual
2	General Awareness	50	50		Bilingual
3	Quantitative Aptitude	50	50		Bilingual
4	English Comprehension	50	50		English
	Total	200	200		

Note: The marks obtained in Phase – II 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 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.

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 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.

1. The marks obtained in Phase – II will be considered for final selection.
2. For each wrong answer, there will be a negative marking of one fourth of the mark assigned to that question.
3. The candidates will be shortlisted for Phase-III 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.

Qualifying Marks: - Qualifying Marks in Phase-I (Preliminary Exam.), Phase – II (Main Exam.) and Phase –III Computer Skill Test/Objective Type Computer Test for PWDs will be decided at the discretion of ESIC.

6. **IMPORTANT INSTRUCTIONS TO CANDIDATES**

- (a) Candidates must apply online through the website www.esic.nic.in. No other means/mode of application will be accepted. Applications received through any other mode will not be accepted and will be summarily rejected. To apply online visit our website www.esic.nic.in.
- (b) After submitting the online application, the candidates are required to take print out of the finally submitted online application and retain the same with them.
- (c) **CANDIDATES ARE NOT REQUIRED TO SUBMIT TO ESIC EITHER BY POST OR BY HAND THE PRINTOUTS OF THEIR ONLINE APPLICATIONS OR ANY OTHER DOCUMENT. They will be required to submit printout of online application along with documents in support of their eligibility etc. at later stage.**
- (d) **THE CANDIDATES ARE ADVISED TO SUBMIT SINGLE ONLINE APPLICATION FOR A SINGLE REGION/STATE IN ESIC. However, if somehow, he/she submits multiple online applications for one or more Regions/States, then he/she must ensure that online application with the higher “Application Number” is complete in all respects including fee. The applicants, who submit multiple online applications for one or more Region/State, should note that only a single online application with higher “Application Number” shall be entertained by the ESIC and all other applications for one or more Region/State shall be rejected. Fee paid against one “Application Number” shall not be adjusted against any other “Application Number”.**
- (e) **APPLICATION ONCE SUBMITTED CANNOT BE MODIFIED. HENCE UTMOST CARE SHOULD BE TAKEN TO FURNISH THE CORRECT DETAILS BEFORE SUBMITTING THE ONLINE APPLICATION.**
- (f) **Candidates are advised to keep their personal email ID and mobile number active as all correspondences pertaining to exam will be communicated on email address and mobile number provided at the time of filling online application.**
- (g) **CANDIDATES ARE ADVISED IN THEIR OWN INTEREST TO APPLY ONLINE MUCH BEFORE THE CLOSING DATE AND NOT WAIT TILL THE LAST DATE TO AVOID THE POSSIBILITY OF DISCONNECTION/INABILITY/FAILURE TO LOG ON ETC.**
- (h) **DOWNLOAD OF CALL LETTER -** Candidates will have to visit the **ESIC** website for downloading call letters for online test. Intimation for downloading call letter will also be sent through email/SMS. Once the candidate clicks the relevant link, he/she can access the window for call letter download. The candidate is required to use (i) Registration Number/Roll Number, (ii) Password/Date of Birth for downloading the call letter. Candidate needs to affix recent recognizable photograph on the call letter preferably the same as provided during registration and appear at the examination centre with (i) Call Letter (ii) Photo Identity Proof as