

## ESIC Stenographer & UDC Recruitment Exam Pattern 2019

### 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
2	Reasoning Ability	50	50	35 minutes	Language & Comprehension
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 ( <b>Objective Tests</b> )	No. of Qs.	Max. Marks	Duration	Version
1	General Intelligence and Reasoning	25	50	<b>1 hour</b>	Bilingual
2	General Awareness	25	50		Bilingual
3	Quantitative Aptitude	25	50		Bilingual
4	English Comprehension	25	50		English
<b>Total</b>		<b>100</b>	<b>200</b>		

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

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.