

क्षेत्रीय कार्यालय, कर्नाटक



REGIONAL OFFICE (Karnataka)
कर्मचारी राज्य बीमा निगम

EMPLOYEES' STATE INSURANCE CORPORATION



RECRUITMENT FOR THE POST OF STENOGRAPHER, UPPER DIVISION
CLERK AND MULTI-TASKING STAFF

EXAM SYLLABUS AND EXAM PATTERN:

Scheme of Examinations :

The recruitment process consist of three levels;

Part – I – Multiple choice objective type paper

Part – II – Computer Skill Test

Part – III – Stenography Test

1. Part – I: Multiple choice objective type paper (Part-I) is common for all the posts, viz, Stenographer, Upper Division Clerk and Multitasking Staff:

Post	Type of Examination	Duration	Subject	Number of Questions in each subject
Stenographer	Objective	One and Half Hours	General English General Knowledge	50 questions 50 questions
Remarks:	1. The questions will be set in English and Hindi for subject 2. The Maximum marks will be 100.			

The syllabus for the examination are as follows:

Post	Type of Examination	Duration	Subject	Number of Questions in each subject
Upper Division Clerk	Objective	Two Hours	1. Numerical Ability 2. English Language	50 questions 50 questions

& Multi Tasking Staff			3. General Intelligence	50 questions
			4. General Awareness	50 questions
Remarks:	1. The questions will be set in English and Hindi for subject (1)(3) & (4). 2. The maximum marks will be 200.			

Note: The level of difficulty will be as per educational qualification of the respective post. There will be negative marking i.e., 0.25 marks will be deducted for every wrong answer.

2. Part – II: Computer skill test - applicable for the posts of UDC & stenographers.

Computer skill Test			
A	-	Preparation of two power points presentations/slides on MS-Power Point	10 marks
B	-	Typing a letter/passage/paragraph of about 150-200 words in MS-Word	20 marks
C	-	Preparation of Table/Database in MS-Excel	20 marks

The total marks of the computer skill test shall be 50(fifty) with duration of 30 minutes for completing all the three parts. The candidates shall be given the test/matter in the question paper which they have to type/reproduce in the Answer Sheet including formatting of text and use of formulae etc., as per instructions given in the question paper.

3. Part –III: Stenography test –applicable only for the post of Stenographers

(I)	Stenography Test	Stenography Test for 10 minutes with a speed of 80 w.p.m in English/Hindi and transcription of the same on computer for one hour.
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The medium of examination is Hindi / English, according to the choice of the candidates As such, they are advised to opt for the medium of examination at the time of examination carefully.

The Corporation reserves the right to admit only such number of candidates to Part-II and III of Stenographer recruitment and to Part-II of the Upper Division Clerk recruitment as are considered necessary by it for Stenography Test/Computer Skill Test, based on the performance of candidates in Part-I examination.

NOTE: The probable date of examination will be:

For the post UDC: 01-04-2012

For the post of MTS: 29-04-2012

For the post of Stenographer – will be notified separately.

MODE OF SELECTION :

- (a) The selection for the post of Upper Division Clerk will be made on the basis of written test (Part-1), followed by Computer skill test (Part-II).
- (b) The selection for the post of Stenographer will be made on the basis of written test (Part-1), followed by Computer skill test (Part-II) and Stenography test (Part-III).
- (c) The selection for the post of Multi Tasking Staff will be made on the basis of written test (objective type) only.

8. Candidates are advised to provide the valid e-mail id and mobile number for communication purpose, which are mandatory.

09. How to Apply:

Intending candidates should first register themselves online by visiting the ESIC Karnataka Website www.esickar.gov.in. The candidates may refer the instructions prescribed in the website regarding the procedure for online registration before commencement of registration.

After successful registration, a system generated printout of Online application duly signed and duly attested, alongwith testimonials (as applicable) may be sent in the closed cover superscribed "**Application for the post of UDC / STENOGRAPHER / MTS** " by **registered post/speed post only** so as to reach at the following address by closing date i.e., **10.02.2012**. For candidates residing in North Eastern Regions, Jammu and Kashmir State, Andaman and Nicobar Island/ Lakshadweep closing date will be on 17.02.2012.

**Additional Commissioner & Regional Director,
Establishment Branch,
Regional Office,
E.S.I. Corporation,
No.10, Binnypet, Binnyfield,
BANGALORE-560 023
KARNATAKA**

Applications received other than through online process will not be entertained and they will be rejected summarily. The System generated hard copy of online application duly signed by the candidate along with the examination fee(whenever applicable) received within the stipulated time shall only be considered as a valid application for the posts advertised.

10. Those candidates who are employed in Govt/Semi-Govt/Autonomous Bodies etc., should send their system generated hardcopy of online application "Through Proper Channel". However, they may send an advance copy of their system generated hardcopy of online application, alongwith requisites mentioned at sl.no. 09 so as to reach this office on or before the closing date.

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