

Employees State Insurance Corporation



ESIC UDC, MTS, Steno Exam Pattern

Upper Division Clerk (UDC)

Phase-1 Prelims Examination

Name of the Test (Objective Tests)	Max. Marks	Duration
General Intelligence and Reasoning	50	1 hour
General Awareness	50	
Quantitative Aptitude	50	
English Comprehension	50	
Total: 200 Marks		

Phase 2 - Main Examination

Name of the Test (Objective Tests)	Max. Marks	Duration
General Intelligence and Reasoning	50	2 hours
General Awareness	50	
Quantitative Aptitude	50	
English Comprehension	50	
Total: 200 Marks		

Employees State Insurance Corporation



Phase III - Computer Skill Test

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.

Multi-Tasking Staff (MTS)

Phase-1 Prelims Examination

Name of the Test (Objective Tests)	Max. Marks	Duration
General Intelligence and Reasoning	50	1 hour
General Awareness	50	
Quantitative Aptitude	50	
English Comprehension	50	
Total: 200 Marks		

Employees State Insurance Corporation



Phase 2 - Main Examination

Name of the Test (Objective Tests)	Max. Marks	Duration
General Intelligence and Reasoning	50	2 hours
General Awareness	50	
Quantitative Aptitude	50	
English Comprehension	50	
Total: 200 Marks		

Employees State Insurance Corporation



Stenographer

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	
<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 1:10 i.e. about 10 times the number of vacancies in each category on the basis of their performance in Phase - I.</p>						
Phase II – Skill Test in Stenography (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.

ESIC UDC, MTS, Steno Syllabus

English

- Spellings/ Detecting Mis-spelt words
- Antonyms and their correct usage
- Common Error
- Active/ Passive Voice of Verbs
- Comprehension Passage
- Spot the Error

Employees State Insurance Corporation



- Cloze Passage
- Fill in the Blanks
- Shuffling of Sentence parts
- Conversions
- Sentence Rearrangement
- Grammar
- Shuffling of Sentences in a passage
- Improvement of Sentences
- Synonyms/Homonyms
- Antonyms
- Vocabulary
- Idioms & Phrases
- One word substitution

General Intelligence

- Number Ranking
- Figurative Classification
- Classification
- Blood Relations
- Arrangements
- Arithmetical Reasoning
- Mathematical Operations
- Venn diagrams
- Number Series
- Figural Pattern
- Cubes and Dice
- Analogies
- Non-Verbal Series
- Coding-Decoding
- Logical Venn Diagrams
- Directions
- Number, Ranking & Time Sequence

Reasoning

- Mirror Images
- Grouping Identical Figures
- Figure Matrix Questions

Employees State Insurance Corporation



- Problem on Age Calculation
- Decision Making
- Inference
- Analogy
- NonVerbal Series
- Test of Direction Sense
- Number Series
- Alphabet Series
- Arguments
- Ven Diagram
- Blood Relations
- Coding and Decoding
- Number Ranking
- Arithmetical Reasoning

General Awareness

- Indian History
- Indian Culture & Heritage
- Current Events – National & International
- Indian Polity
- Indian Constitution
- Science & Technology
- Indian Geography
- IT & Space etc
- Indian Economy

Quantitative Aptitude

- Time and Work Partnership
- Ratio and Proportion
- Boats and Streams
- Simple Interest
- Time and Distance
- Problems on Trains
- Areas
- Races and Games
- Numbers and Ages
- Mixtures and Allegations

Employees State Insurance Corporation



- Mensuration
- Permutations and Combinations
- Problems on L.C.M and H.C.F
- Pipes and Cisterns
- Percentages
- Simple Equations
- <https://www.freshersnow.com/syllabus/>
- Problems on Numbers
- Averages
- Indices and Surds
- Compound Interest
- Volumes
- Odd Man Out
- Quadratic Equations
- Probability
- Profit and Loss
- Simplification and Approximation