

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.

## 6. 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.

## 7. SCHEME OF EXAMINATION

Scheme of Examination for the post of SSO is proposed as under:

### Phase I - Preliminary Examination

S. No.	Name of the Test (Objective Tests)	No. of Qs.	Max. Marks	Duration	Version
1	English Language	30	30	20 minutes	English
2	Reasoning Ability	35	35	20 minutes	Hindi & English
3	Quantitative Aptitude	35	35	20 minutes	Hindi & English
	Total	100	100		

Note:-

1. Phase –I is qualifying in nature and marks will not be reckoned for final merit.
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-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.
4. If the examination is held in more than one session, the scores across various sessions will be equated following standard practice to adjust for slight differences in difficulty level of different test batteries used across sessions.

### Phase II - Main Examination

S. No.	Name of the Test ( <b>Objective Tests</b> )	No. of Qs.	Max. Marks	Duration	Version
1	Reasoning/ Intelligence	40	60	35 minutes	Hindi & English
2	General/ Economy/ Financial/ Insurance Awareness	40	40	20 minutes	Hindi & English
3	English Language	30	40	30 minutes	English
4	Quantitative Aptitude	40	60	35 minutes	Hindi & English
<b>Total</b>		<b>150</b>	<b>200</b>	<b>2 hours</b>	

Note:-

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.

### Phase III - Computer Skill Test & Descriptive Test

(a) **Computer Skill Test (CST) - 50 Marks (30 Minutes Duration)** comprising of following three parts: -

- (i) Preparation of 02 Power Points Slides – 10 Marks
- (ii) Typing matter on MS Word with formatting - 20 Marks
- (iii) Preparation of Table on MS Excel with use of formulae – 20 Marks

(b) **Descriptive Paper - English Language (Letter Writing & Essay)**

No. of Questions	Max. Marks	Duration	Version
2	50	30 minutes	English

Note:-

1. 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.
2. Computer Skill Test and Descriptive paper 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 and 30% for PWD Category. The Qualifying Marks in Phase –III Computer Skill Test/Objective Type Computer Test for PWDs & Descriptive Paper will be decided at the discretion of ESIC.

### 8. IMPORTANT INSTRUCTIONS TO CANDIDATES

- (a) Candidates must apply online through the website [www.esic.nic.in](http://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](http://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 ONLY SINGLE ONLINE APPLICATION. However, if somehow, he/she submits multiple online applications, 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, should note that only the online application with higher "Application Number" shall be entertained by the ESIC and 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 stipulated in clause (j) below and also specified in the call letter and photocopy of the same Photo Identity Proof as brought in original.**
- (i) **CANDIDATES REPORTING LATE** i.e. after the reporting time specified on the call letter for Examination will not be permitted to take the examination. The reporting time mentioned on the call letter is prior to the Start time of the test. Though the duration of the examination is 1-2 hours, candidates may be required to be at the venue for about 4 hours including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions.
- (j) **IDENTITY VERIFICATION** - In the Phase-I, II and III Examinations the candidate is required to submit to the invigilator for verification, the call letter along with original and a photocopy of the candidate's currently valid photo identity (bearing exactly the same name as it appears on the call letter) such as PAN Card/ Passport/ Permanent Driving Licence/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer on official letterhead along with photograph / Photo identity proof issued by a People's Representative on official letterhead along with photograph / valid recent Identity Card issued by a recognized College/ University/ Aadhar card/ E-Aadhar Card with a photograph/ Employee ID/ Bar Council Identity Card with photograph. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination.

***Ration Card and Learner's Driving License are not valid id proof.***

**Note:** Candidates have to produce in original the photo identity proof and submit photocopy of the photo identity proof along with call letter in the Phase-I, II and III Examinations. Candidates must note that the name as appearing on the call letter (provided during the process of registration) should exactly match the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the name indicated in the Call Letter and Photo Identity Proof the candidate will not be allowed to appear for the examination. In case of candidates who have changed their name, will be allowed only if they produce original Gazette notification / their original marriage certificate / affidavit in original.

- (k) A compensatory time of twenty minutes per hour or otherwise advised shall be permitted for the candidates with locomotor disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40%impairment).