



ಕಾರ್ಮಿಕರ ರಾಜ್ಯ ವಿಮಾ ನಿಗಮ
ಕಾರ್ಮಿಕ ಮತ್ತು ಉದ್ಯೋಗ ಸಚಿವಾಲಯ, ಭಾರತ ಸರ್ಕಾರ
ಕರ್ಮಚಾರಿ ರಾಜ್ಯ ಬಿಮಾ ನಿಗಮ
(ಶ್ರಮ एवं रोज़गार मंत्रालय, भारत सरकार)
EMPLOYEES' STATE INSURANCE CORPORATION
(Ministry of Labour & Employment, Govt. of India)



ಪ್ರಾದೇಶಿಕ ಕಛೇರಿ, ಕರ್ನಾಟಕ, ನಂ.10, ಬಿನ್ನಿಫೀಲ್ಡ್ಸ್, ಬೆಂಗಳೂರು-560 023
ಬೆಂಗಳೂರು-560 023
ಕ್ಷೇತ್ರೀಯ ಕಾರ್ಯಾಲಯ, ಕನೊಡಕ, ನಂ. 10 ಬಿನ್ನಿಫೀಲ್ಡ್ಸ್, ಬೆಂಗಳೂರು - 560 023.
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Date: 28.11.2024

CIRCULAR

Subject:- Schedule for the conduct of LDCE for the posts of SSO, Assistant/Head Clerk, UDC, LDC, PA and Stenographer in ESIC- regarding.

In pursuance to Headquarters Letter No. A-12023/5/2022-Exam (Comp. No. 20385)dated 15.06.2025, it is informed that the schedule for the conduct of Computer Based Test (CBT), Computer Skill Test & Stenography Skill Test for the Limited Departmental Competitive Examination for the posts of SSO, Assistant/Head-clerk, UDC, LDC, PA and Stenographer for the year 2019 to 2025 is as under:

SOCIAL SECURITY OFFICER (SSO)				
PAPER	SUBJECT	No. of questions, total Marks & Duration	Date & Time	Reporting Time
I	ESI Act, Local Office/ accounts / Medical/Recovery manual, Drafting & office Procedure. (Medium: English / Hindi) (Objective Type Questions with Multiple choice answer)	100 Questions 100 Marks 2 Hours	05-07-2025 9.00 AM - 11.00 AM	8.00 AM
II	FR/SR/GFR/Pension/conduct Rules and Bookkeeping (Medium : English/Hindi) (Objective Type Questions with Multiple choice answer)	100 Questions 100 Marks 2Hours	05-07-2025 01:00PM- 03.00PM	12.00PM
III	Administrative law & Principles of Management. (Medium: English / Hindi) (Objective Type Questions with multiple choice answer)	100 Questions 100 Marks 2Hours	05-07-2025 05:00PM- 07:00PM	04:00PM
IV	Computer Skill Test (Qualifying in nature) Part A: Preparations of two Power Points Presentations/Slides on MS Power Point. (10 Marks) Part B: Typing letter/ passages/ paragraph of about 150-200 words in MS Word. (20 Marks)	50 Marks 30 Minutes	06-07-2025 09:00AM- 09:30AM	08:00AM

	Part C: Preparation of Table/Database in MS Excel. (20Marks)			
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ASSISTANT / HEAD CLERK				
PAPER	SUBJECT	No. of questions, total Marks & Duration	Date & Time	Reporting Time
I	English Language (Objective Type Questions with multiple choice answer)	100 Questions 100 Marks 2Hours	05-07-2025 9.00 AM - 11.00 AM	8.00 AM
II	ESI Scheme & Office Procedure (Medium : English/Hindi) (Objective Type Questions with Multiple choice answer)	100 Questions 100 Marks 2Hours	05-07-2025 01:00PM-03.00PM	12.00PM
III	Arithmetic, Mathematical ability , Gen. Mental ability & Gen. Knowledge (Medium : English/Hindi) (Objective Type Questions with Multiple choice answer)	100 Questions 100 Marks 2Hours	05-07-2025 05:00PM-07:00PM	04:00PM

UPPER DIVISION CLERK				
PAPER	SUBJECT	No. of questions, total Marks & Duration	Date & Time	Reporting Time
I	English Language (Objective Type Questions with multiple choice answer)	100 Questions 100 Marks 2Hours	05-07-2025 9.00 AM - 11.00 AM	8.00 AM
II	ESI Scheme & Office Procedure (Medium : English/Hindi) (Objective Type Questions with Multiple choice answer)	100 Questions 100 Marks 1 ½ Hours	05-07-2025 01:00PM-02.30PM	12.00PM
III	Arithmetic (Medium : English/Hindi) (Objective Type Questions	50 Questions 50 Marks	05-07-2025 05:00PM-	04:00PM

	with Multiple choice answer)	1 Hour	06:00PM	
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LOWER DIVISION CLERK				
PAPER	SUBJECT	No. of questions, total Marks & Duration	Date & Time	Reporting Time
I	English, Arithmetic, General Awareness & ESI Scheme (Medium : English/Hindi) (Objective Type Questions with Multiple choice answer)	100 Questions, 100 Marks (English-25 Marks, Arithmetic-25 Marks, Gen. Awareness-40 Marks' ESI Scheme-10 Marks) 2 Hours	05-07-2025 9.00 AM - 11.00 AM	8.00 AM
II	Computer Skill Test (Qualifying in nature) (Medium : English/Hindi)	50 Marks 30 Minutes	06-07-2025 11:00AM-11:30AM	10:30AM

PERSONAL ASSISTANT				
PAPER	SUBJECT	No. of questions, total Marks & Duration	Date & Time	Reporting Time
I	General Awareness (Medium : English/Hindi) Comprehension & writing ability of English language (Objective Type Questions with Multiple choice answer)	200 Questions 200 Marks 2 Hours	05-07-2025 9.00 AM - 11.00 AM	8.00 AM
II	Computer Skill Test (Qualifying in nature) Part A: Preparations of two Power Points Presentations / Slides on MS Power Point. (10 Marks) Part B: Typing letter/ passages/ paragraph of about 150-200 words in MS Word. (20 Marks) Part C: Preparation of	50 Marks 30 Minutes	06-07-2025 11:00AM-11:30AM	10:30 AM

	Table/Database in MS Excel. (20Marks)			
III	Skill Test (Shorthand speed of 120/100 wpm in English/Hindi language) 1.Dictation-speed 100 WPM(1000 Words) Transcription Time 50 Minutes for English and 65 Minutes for Hindi	10 Minutes	06-07-2025 12:30PM onwards	12:00PM
	2. Dictation – Speed 120 WPM (840 Words). Transcription Time 45 Minutes for English and 55 Minutes for Hindi	07 Minutes	06-07-2025 12:30PM onwards	12:00PM

STENOGRAPHER				
PAPER	SUBJECT	No. of questions, total Marks & Duration	Date & Time	Reporting Time
I	Computer Skill Test (Qualifying in nature) Part A: Preparations of two Power Points Presentations/Slides on MS Power Point. (10 Marks) Part B: Typing letter/ passages/ paragraph of about 150-200 words in MS Word. (20 Marks) Part C: Preparation of Table/Database in MS Excel. (20Marks)	50 Marks 30 Minutes	06-07-2025 11:00AM-11:30AM	10:30 AM
II	Skill Test for Stenography (Shorthand speed Test @ 80 wpm) (Medium : English/Hindi) Dictation –Speed 80 WPM (English/Hindi) Transcription Time 65 Minutes for English and 75 minutes for Hindi	10 Minutes	06-07-2025 02:00PM onwards	01:30 PM

Further, the details of examination venues for the conduct of Computer Based Test (CBT) for written papers & Computer Skill Test will be intimated in due course.

(SUNIL KUMAR MEHTO)
JOINT DIRECTOR (ADMN)

To:

1. All officials concerned (through controlling officers).
2. The Office of the Insurance Commissioner (South Zone), ESIC, RO, Bengaluru.
3. The Office of the Medical Commissioner (South Zone), ESIC, RO, Bengaluru.
4. The Dean/ Medical Superintendent / Principal, (ESIC MC & PGIMSR and MH, Rajajinagar/ ESIC-Hosp., Peenya/ ESIC-MC & Hosp., Kalaburagi/ ESIC-DC, Kalaburagi/ ESIC-NC, Kalaburagi/ ESIC-NC, Indiranagar) for information and necessary action.
5. The Joint Directors (I/c.), Sub Regional Offices (Hubli/ Peenya/ Bommasandra/ Gulbarga/ Mysore/ Mangalore) for information and necessary action.
6. The Deputy Director (I/c), ZTI, South Zone, Gulbarga.
7. All Branch Officers / Branch Managers / Branches coming under RO jurisdiction, ESIC, Bengaluru for information and necessary action.
8. AC & RD Cell / O.L. Branch / Circular file / Notice Board / Website copy.