



कर्मचारी राज्य बीमा निगम
(श्रम एवं रोजगार मंत्रालय, भारत
सरकार)
EMPLOYEES' STATE
INSURANCE CORPORATION
(Ministry of Labour &
Employment, Govt. of India)



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सं.: A-12023/5/2022-Exam (Comp. No. 20385)

Date: 27.06.2025

सेवा मे

अतिरिक्त आयुक्त / क्षेत्रिय निदेशक/ निदेशक (मु०) ,
क्षेत्रिय कार्यालय,
D(M)D/NTA/J.D.-V/J.D.-I/II(Hqrs.),E-I/E-II, ESIC Hqrs.,
E.S.I. Corporation.

विषय :- Action Plan(revised) - Conduct of Limited Departmental Competitive Examination for the posts of SSO, Assistant/Head-Clerk, UDC, LDC, PA and Stenographer in ESIC on 05/07/2025 and 06/07/2025.

Sir,

In reference to this office letter of even number dated 15/06/2025 and 26/06/2025 on the above-noted subject, the instructions and revised schedule are reproduced again for strict compliance. The written examination will be conducted in online mode/Computer Based Test (CBT). Accordingly, the revised action plan for the same is as follows:

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 09.00AM - 11.00AM	8.00 AM
II	FR/SR/GFR/Pension/Conduct Rules and Book Keeping (Medium : English/Hindi) (Objective Type Questions with multiple choice answer)	100 Questions 100 Marks 2 Hours	05-07-2025 01.00PM - 03.00PM	12.00 PM
III	Administrative law & Principles of Management. (Medium : English/Hindi) (Objective Type Questions with multiple choice answer)	100 Questions 100 Marks 2 Hours	05-07-2025 05.00PM - 07.00PM	04.00PM

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IV	Computer Skill Test (Qualifying in nature) Part-A: Preparation of two Power Points Presentations/Slides on MS Power Point. (10 Marks) Part-B: Typing letter/ passage/paragraph of about 150-200 words in MS Word. (20 Marks) Part-C: Preparation of Table/Database in MS-Excel. (20 Marks)	50 Marks 30 Minutes	06-07-2025 09.00AM – 09.30 AM	08.30 AM
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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 2 Hours	05-07-2025 09.00AM - 11.00AM	8.00 AM
II	ESI Scheme & Office Procedure (Medium : English/Hindi) (Objective Type Questions with multiple choice answer)	100 Questions 100 Marks 2 Hours	05-07-2025 01.00PM - 03.00PM	12.00 PM
III	Arithmetic, Mathematical ability, Gen. Mental ability & Gen. Knowledge (Medium : English/Hindi) (Objective Type Questions with multiple choice answer)	100 Questions 100 Marks 2 Hours	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 2 Hours	05-07-2025 09.00AM - 11.00AM	8.00 AM
II	ESI Scheme & Office Procedure (Medium : English/Hindi) (Objective Type Questions with multiple choice answer)	100 Questions 100 Marks 1½ Hours	05-07-2025 01.00PM - 02.30PM	12.00 PM
III	Arithmetic (Medium : English/Hindi)	50 Questions 50 Marks	05-07-2025	04.00PM

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	(Objective Type Questions with multiple choice answer)	1 Hours	05.00PM - 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) 2 Hours	05-07-2025 09.00 AM - 11.00AM	08.00 AM
II	Computer Skill Test (Qualifying in nature) (Medium : English/Hindi)	50 Marks 30 Minutes	06-07-2025 01.00 PM - 01.30 PM	12.30 PM

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 09.00AM - 11.00AM	8.00 AM
II	Computer Skill Test (Qualifying in nature) Part-A: Preparation of two Power Points Presentations/Slides on MS Power Point. (10 Marks) Part-B: Typing letter/ passage/paragraph of about 150-200 words in MS Word. (20 Marks) Part-C: Preparation of Table/Database in MS-Excel. (20 Marks)	50 Marks 30 Minutes	06-07-2025 01.00 PM - 01.30 PM	12.30 PM
III	Skill Test (Shorthand speed of 120/100 wpm in English/Hindi language) 1. Dictation- Speed 100 WPM (1000 Words).	10 Minutes	06-07-2025 03.00 PM onwards	2.30 PM

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	Transcription Time 50 Minutes for English and 65 minutes for Hindi.			
	2. Dictation- Speed 120 WPM (840 Words).	07 Minutes	06-07-2025 03.00 PM onwards	02.30 PM
	Transcription Time 45 Minutes for English and 55 minutes for Hindi.			

STENOGRAPHER				
Paper	Subject	Total Marks & Duration	Date & Time	Reporting Time
I	Computer Skill Test (Qualifying in nature) Part-A: Preparation of two Power Points Presentations/Slides on MS Power Point. (10 Marks) Part-B: Typing letter/ passage/paragraph of about 150-200 words in MS Word. (20 Marks) Part-C: Preparation of Table/Database in MS-Excel. (20 Marks)	50 Marks 30 Minutes	06-07-2025 01.00 PM – 01.30 PM	12.30 PM
II	Skill Test for Stenography (Shorthand speed Test @ 80 wpm) (Medium- English/Hindi) Dictation- Speed 80 WPM (Hindi/English) Transcription Time 65 Minutes for English and 75 minutes for Hindi.	10 Minutes	06-07-2025 03.00 PM onward.	02:30 PM

Regional Directors are required to make necessary arrangements for the smooth conduct of LDCE CBT to be held on 5-7-2025 and Computer Skill and Stenography Skill test to be held on 6-7-2025 as per the direction/instructions given by Hqrs. Office.

Details of venues for CBT for 05-7-2025 conducted by IBPS has already been communicated and arrangement of venues for CST for SSO, LDC, PA & Steno. as per the count of applicants is to be made at the level of Regional Offices. All the Regional Director are requested to take necessary action for:-

- (i) Issue admit cards to candidates appearing in LDCE to be scheduled on 06-07-2025.
- (ii) Engagement of Instructor for conducting Stenography Skill Test for PA & Steno. and

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- (iii) Provision of scribe to eligible applicants as per OM F. No. 34-02/2015-DD-III dated 29/08/2018, corrigendum dated 8/2/2019 and OM dated 10/08/2022 issued by Ministry of Social Justice & Empowerment, Department of Empowerment for Persons with Disabilities (Divyangjan).

All the Regional Directors are hereby requested to bring the content of above action plan to the notice of all the applicants/ concerned officials working under their control.

Regional Director, RO-Delhi will make all necessary arrangements for smooth conduct of LDCE for the officials of RO-Delhi, DMD and Hqrs. Office. Admit cards for the candidates of Directorate(Medical)Delhi, Regional Office Delhi and Hqrs. Office will be issued by Regional Director, Regional Office Delhi and details of scribe/exemption from CST or appearing in Objective paper for CST may be obtained from concerned units i.e. DMD, HQrs.

This issues with the approval of Insurance Commissioner (Rectt.), ESIC.

Yours faithfully



(Vijay Bokolia)
Joint Director Director(Rectt.)

Copy to:-

1. Website Content Manager for uploading on ESIC website.