



कर्मचारी राज्य बीमा निगम  
(श्रम एवं रोजगार मंत्रालय भारत सरकार)  
EMPLOYEES' STATE INSURANCE CORPORATION  
(Ministry of Labour & Employment, Govt. of India)  
आई.एस.ओ. 9001:2015 द्वारा प्रमाणित  
Certified with ISO 9001:2015



क्षेत्रीय कार्यालय (दिल्ली) / Regional Office (Delhi)  
तृतीय एवं चतुर्थ तल, राजेंद्र भवन, राजेंद्र प्लेस, नई दिल्ली-110008  
3<sup>rd</sup> and 4<sup>th</sup> Floor, Rajendra Bhawan  
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File No.: 11-A/36/38/1/2024/Rectt-1

## परिपत्र / Circular

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

It is hereby informed that the enclosed Hqrs Office letter no. letter no. A-12023/5/2022-Exam (Comp. No. 20385) dated 15/06/2025 regarding above said subject is being circulated for information and necessary action by all concerned.

All candidates/concerned officials are requested to go through the contents of the letter carefully and comply accordingly.

This issues with the approval of the Competent Authority.

भवदीय ,

Encl: As above.

Digitally signed by  
Rajesh Saini  
(राजेश सायनी)  
Date: 20-06-2025  
10:54:38  
**Assistant Director (Rectt-I)**

### **Copy to:**

1. **Joint Director I/c, Sub-Regional Office-Okhla/Rohini/ Nand Nagri** -with a request to bring the contents of this circular to the notice of all concerned.
2. **Branch Officers, All Branches of RO, Delhi** - with a request to bring the contents of this circular to the notice of all concerned.
3. **Medical Referee, MR Office-Mayapur/Mori Gate** - with a request to bring the contents of this circular to the notice of all concerned.
4. **Branch Manager, Branch Office-Mayapur/Karampura/Kishan Ganj/Mori Gate** - with a request to bring the contents of this circular to the notice of all concerned.
5. **Branch Officer, ICT Branch** -with a request to upload it on the website of RO-Delhi.
6. Notice Board/Guard File.



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



पंचदीप भवन, सी० आई० जी० मार्ग, नई दिल्ली  
Panchdeep Bhawan, CIG Marg, New Delhi-02  
Email : [jd-rectt@esic.nic.in](mailto:jd-rectt@esic.nic.in)  
Website : [www.esic.gov.in](http://www.esic.gov.in)

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

Dated: 15.06.2025

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 - 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,

I am directed to inform you that Limited Departmental Competitive Examination for the promotion to the posts of SSO, Assistant /Head-Clerk, UDC, LDC, PA and Stenographer for the year 2019 to 2025 in ESIC is scheduled to be held on 05/07/2025 and 06/07/2025. The written examination will be conducted in online mode/Computer Based Test (CBT). The action plan for the same 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 09.00AM - 11.00AM	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 2 Hours	05-07-2025 01.00PM - 03.00PM	12.00 PM

*15/6/2025*

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
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	08.00AM

#### 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

*CP*  
15/6/2025

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) (Objective Type Questions with multiple choice answer)	50 Questions 50 Marks 1 Hours	05-07-2025 05.00PM - 06.00PM	04.00PM


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 11.00AM – 11.30 AM	10.30 AM

  
15/6/2025



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  11.00AM - 11.30 AM	10.30 AM
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  12.30 PM onwards	12.00 PM
	2. Dictation- Speed 120 WPM (840 Words).  Transcription Time 45 Minutes for English and 55 minutes for Hindi.	07 Minutes	06-07-2025  12.30 PM onwards	12.00 PM

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	50 Marks	06-07-2025  11.00AM -	10.30 AM

  
15/6/2025

	of about 150-200 words in MS Word. (20 Marks) Part-C: Preparation of Table/Database in MS-Excel. (20 Marks)	30 Minutes	11.30 AM	
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  02.00 PM onward.	01:30 PM

Regional Directors are required to make following necessary arrangements for the smooth conduct of Computer Skill and Stenography Skill test:-

- (i) identification of venue for CST for SSO, LDC, PA & Steno. as per the count of applicants. The details of venues for the conduct of Computer Based Test (CBT) for written papers will be shared on receipt from empanelled agency.
- (ii) engagement of Instructor for conducting Stenography Skill Test for PA & Steno. and
- (iii) provision of scribe to eligible applicants as per OM F. No. 34-02/2015-DD-III dated 29/08/2018 issued by Ministry of Social Justice & Empowerment, Department of Empowerment for Persons with Disabilities (Divyangjan) (copy attached for ready reference).

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.

This issues with the approval of Director General, ESIC.

Encls:- As Above.

Yours faithfully  
  
 (Yogesh Saini)  
 Assistant Director



F. No. 34-02/2015-DD-III  
Government of India  
Ministry of Social Justice & Empowerment  
Department of Empowerment of of Persons with Disabilities (Divyangjan)

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Pt. Deendayal Antyodaya Bhawan,  
C.G.O. Complex, New Delhi -110003  
Dated: the 29<sup>th</sup> August, 2018

Office Memorandum

**Subject:** Guidelines for conducting written examination for Persons with Benchmark Disabilities

The undersigned is directed to say that this Department had issued the guidelines for conducting written examination for persons with disabilities defined in terms of erstwhile Persons with Disabilities (Equal Opportunities, Protection for Rights and Full Participation) Act, 1995 vide OM No. 16-110/2003-DD.III dated 26/02/2013. The Department had constituted a Committee under the Chairmanship of Secretary, DEPwD in March, 2015 to review the said guidelines based on the issues raised by Union Public Service Commission and others. Meanwhile the Central Government enacted the Rights of Persons with Disabilities Act, 2016 (RPwD Act, 2016 ) which came into force from 19.04.2017. The Act provides for reservation in Government jobs for persons with benchmark disabilities as defined under section 2 (r) of the said Act.

Based on the findings of the Committee, the Central Government hereby lays down the revised guidelines for conducting written examination for persons with benchmark disabilities in supersession of the earlier guidelines issued vide OM No. 16-110/2003-DD.III dated 26/02/2013 as under:

- I. These guidelines may be called as "Guidelines for conducting written examination for persons with benchmark disabilities 2018".
- II. There should be a uniform and comprehensive policy across the country for persons with benchmark disabilities for written examination taking into account improvement in technology and new avenues opened to the persons with benchmark disabilities providing a level playing field. Policy should also have flexibility to accommodate the specific needs on case-to-case basis.
- III. There is no need for fixing separate criteria for regular and competitive examinations.



IV. The facility of Scribe/Reader/Lab Assistant should be allowed to any person with benchmark disability as defined under section 2(r) of the RPwD Act, 2016 and has limitation in writing including that of speed if so desired by him/her.

In case of persons with benchmark disabilities in the category of blindness, locomotor disability (both arm affected-BA) and cerebral palsy, the facility of scribe/reader/lab assistant shall be given, if so desired by the person.

In case of other category of persons with benchmark disabilities, the provision of scribe/reader/lab assistant can be allowed on production of a certificate to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his behalf, from the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government health care institution as per proforma at **APPENDIX-I**.

V. The candidate should have the discretion of opting for his own scribe/reader/lab assistant or request the Examination Body for the same. The examining body may also identify the scribe/ reader/lab assistant to make panels at the District/Division/ State level as per the requirements of the examination. In such instances the candidates should be allowed to meet the scribe **two days** before the examination so that the candidates get a chance to check and verify whether the scribe is suitable or not.

VI. In case the examining body provides the scribe/reader/lab assistant, it shall be ensured that qualification of the scribe should not be more than the minimum qualification criteria of the examination. However, the qualification of the scribe/reader should always be matriculate or above.

In case the candidate is allowed to bring his own scribe, the qualification of the scribe should be one step below the qualification of the candidate taking examination. The persons with benchmark disabilities opting for own scribe/reader should submit details of the own scribe as per proforma at **APPENDIX-II**

VII. There should also be flexibility in accommodating any change in scribe/reader/lab assistant in case of emergency. The candidates should also be allowed to take more than one scribe/reader for writing different papers especially for languages. However, there can be only one scribe per subject.

VIII. Persons with benchmark disabilities should be given, as far as possible, the option of choosing the mode for taking the examinations i.e. in Braille or in the computer or in large print or even by recording the answers as the examining bodies

can easily make use of technology to convert question paper in large prints, e-text, or Braille and can also convert Braille text in English or regional languages.

IX. In case, the persons with benchmark disabilities are allowed to take examination on computer system, they should be allowed to check the computer system one day in advance so that the problems, if any in the software/system could be rectified. Use of own computer/laptop should not be allowed for taking examination. However, enabling accessories for the computer based examinations such as keyboard, customized mouse etc should be allowed.

X. The procedure of availing the facility of scribe should be simplified and the necessary details should be recorded at the time of filling up of the forms. Thereafter, the examining body should ensure availability of question papers in the format opted by the candidate as well as suitable seating arrangement for giving examination.

XI. The disability certificate issued by the competent medical authority at any place should be accepted across the country.

XII. The word "extra time or additional time" that is being currently used should be changed to "compensatory time" and the same should not be less than 20 minutes per hour of examination for persons who are allowed use of scribe/reader/lab assistant. All the candidates with benchmark disability not availing the facility of scribe may be allowed additional time of minimum of one hour for examination of 3 hours duration. In case the duration of the examination is less than an hour, then the duration of additional time should be allowed on pro-rata basis. Additional time should not be less than 5 minutes and should be in the multiple of 5.

XIII. The candidates should be allowed to use assistive devices like talking calculator (in cases where calculators are allowed for giving exams), tailor frame, Braille slate, abacus, geometry kit, Braille measuring tape and augmentative communication devices like communication chart and electronic devices.

XIV. Proper seating arrangement (preferably on the ground floor) should be made prior to the commencement of examination to avoid confusion or distraction during the day of the exam. The time of giving the question papers should be marked accurately and timely supply of supplementary papers should be ensured.

XV. As far as possible, the examining body should also provide reading material in Braille or E-Text or on computers having suitable screen reading software for open book examination. Similarly online examination should be in accessible format i.e. websites, question papers and all other study material should be accessible as per the international standards laid down in this regard.



XVI. Alternative objective questions in lieu of descriptive questions should be provided for Hearing-Impaired persons, in addition to the existing policy of giving alternative questions in lieu of questions requiring visual inputs, for persons with Visual Impairment.

XVII. As far as possible the examination for persons with disabilities should be held at the ground floor. The examination centres should be accessible for persons with disabilities.

2. It is requested to ensure that the above guidelines are scrupulously followed while conducting examination for persons with benchmark disabilities. All the recruitment agencies, Academics/Examination Bodies etc. under the administrative control of each Ministry/Deapartment may be advised appropriately to ensure compliance of implementing these guidelines. Action taken in this regard may be intimated to this office.

3. The above guidelines are issued with the approval of Hon'ble Minister (Social Justice & Empowerment).

Yours faithfully,

  
(D.K. Panda)

Under Secretary to the Government of India  
Tele. No. 24369059

To

1. Secretary of all Ministries/Department.
2. Secretary, UPSC, Shahjahan Road, New Delhi.
3. Chairman, SSC, Block No.12, CGO Complex, Lodhi Road, New Delhi-110003.
4. Chairman, University Grants Commission with a request to issue necessary instructions to all universities including Deemed Universities for compliance.
5. Chairman, Railway Board
6. All National Institutes and RCI under administrative control of Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of SJ&E, New Delhi

Copy for information to: CCPD, Sarojini Bhawan, Bhagwan Dass Road, New Delhi

Certificate regarding physical limitation in an examinee to write

This is to certify that, I have examined Mr/Ms/Mrs \_\_\_\_\_ (name of the candidate with disability), a person with \_\_\_\_\_ (nature and percentage of disability as mentioned in the certificate of disability), S/o/D/o \_\_\_\_\_, a resident of \_\_\_\_\_ (Village/District/State) and to state that he/she has physical limitation which hampers his/her writing capabilities owing to his/her disability.

Signature

Chief Medical Officer/Civil Surgeon/ Medical Superintendent of a  
Government health care institution

Name & Designation.

Name of Government Hospital/Health Care Centre with Seal

Place:

Date:

**Note:**

Certificate should be given by a specialist of the relevant stream/disability (eg. Visual impairment – Ophthalmologist, Locomotor disability – Prthopaedic specialist/PMR).



**Letter of Undertaking for Using Own Scribe**

I \_\_\_\_\_, a candidate with \_\_\_\_\_ (name of the disability) appearing for the \_\_\_\_\_ (name of the examination) bearing Roll No. \_\_\_\_\_ at \_\_\_\_\_ (name of the centre) in the District \_\_\_\_\_, \_\_\_\_\_ (name of the State). My qualification is \_\_\_\_\_.

I do hereby state that \_\_\_\_\_ (name of the scribe) will provide the service of scribe/reader/lab assistant for the undersigned for taking the aforesaid examination.

I do hereby undertake that his qualification is \_\_\_\_\_. In case, subsequently it is found that his qualification is not as declared by the undersigned and is beyond my qualification, I shall forfeit my right to the post and claims relating thereto.

(Signature of the candidate with Disability)

Place:

Date: