

**URGENT**  
**TIME BOUND**  
**BY EMAIL**

**HEADQUARTERS OFFICE**  
**EMPLOYEES' STATE INSURANCE CORPORATION**  
**PANCHDEEP BHAWAN: C.I.G. MARG: NEW DELHI-02.**

No.:-A- 12023/2/2023Exam.Comp .No

Dated:14.01.2025

To

The Regional Director, /

Joint Director-V, ESIC Hqrs.

**S u b : - Half Yearly Computer Skill Test for employees appointed on compassionate grounds/under sports quota to be held on 27-02-2025 – reg.**

**Sir/Madam,**

It is to inform you that Half Yearly Computer Skill Test for employees appointed on compassionate grounds/under sports quota is scheduled to be held on **27-02-2025 (Thursday)**. It is requested to invite application from eligible candidates and inform requirement of Question Papers in the following format:-

Sl. No.	Name & Designation of Candidate	Whether appointed on compassionate ground or under Sports Quota	Roll No.	Medium of language opted for CST (English / Hindi)	Region	Remarks

The Requirement of Question papers in the above format is to be sent to Insurance Commissioner(Rectt.), Examination Branch, ESIC Hqrs. preferably through email : jd-rectt@esic.nic.in latest by **31-01-2025**. If no eligible employee for the above test is available in the region, a NIL report is required to be sent. Moreover, in case no reply is received from any region by above stipulated date, it will be presumed that requirement of question papers in such region is NIL. The details and requirement of question papers in respect of candidates posted in SROs, ESIC Model Hospital, Divisional Offices, ESIC PGIMSR/Medical Colleges/ Dental Colleges etc. shall be furnished to Hqrs. only through the Regional Director of the concerned state.

The scheme and schedule of examination shall be as under:-

**The Scheme of Examination**

The Computer Skill Test shall comprise of following parts:-

**Part A** - Preparation of two Power Point presentations/slides on MS-Power Point (10 Marks).

**Part B** - Typing a letter/passagge/paragraph of about 150-200 words in MS-Word (20 Marks).

**Part C -** Preparation of Table/database in MS-Excel (20 Marks).

The total duration of the HYCST comprising all three parts (Part A, B and C) will be 30 Minutes. The total marks of the Computer Skill Test shall be 50 Marks. The qualifying marks in the Computer Skill Test shall be 17 irrespective of the marks obtained in each part.

**The Schedule of Examination**

Date of Exam : **27-02-2025 (Thursday)**  
Reporting time for candidates : 10:00AM  
Time of commencement of the test : 10:30AM  
Duration of Computer Skill Test : 30minutes

Necessary arrangement of venue, computers in good condition, configuration and other necessary arrangement for the Exam may be made at your level. The schedule and scheme of the examination may be brought to the notice of candidates and bilingual admit cards may also be issued to them.

The Sample Question Paper of HYCST is attached with this letter. The sample question paper of HYCST may be circulated to all the candidates who are to be admitted in the above test.

Question paper shall be provided to you at your official email in PDF format 30 minutes before the scheduled time for commencement of the exam by Hqrs. through email. Confidentiality of the text of the question paper shall be maintained at your level. Immediately after conclusion of the test and test paper are sealed, the candidate's typed content may be deleted from the system after retaining a soft copy in the safe custody of the Regional Director till declaration of result. Necessary certificate is to be attached in this regard.

Answer sheets of the Computer Skill Test (**Soft Copies & Hard Copies**) along with Attendance Sheets in a sealed envelopes marked confidential and Superscribed as "**Computer Skill Test held on 27.02.2025**" addressed to "**Insurance Commissioner(Rectt.), ESIC Hqrs. Panchdeep Bhawan, CIG Marg, New Delhi-110002**" may be sent via Speed Post.

Yours faithfully

**Signed by Vijay Bokolia**  
(VIJAY BOKOLIA)  
Date: 15-01-2025 16:53:20  
Joint Director(Rectt.)



# **SAMPLE QUESTION PAPER/नमूना प्रश्न पत्र**

## **COMPUTER SKILL TEST/कम्प्यूटर कौशल परीक्षा**

**SAMPLE QUESTION PAPER OF HALF YEARLY COMPUTER SKILL TEST  
OF CANDIDATES APPOINTED ON COMPASSIONATE GROUND  
/APPOINTED UNDER SPORTS QUOTA TO THE POST OF UPPER  
DIVISION CLERK (UDC) IN ESIC**

**EMPLOYEES' STATE INSURANCE CORPORATION,  
HQRS. OFFICE,  
PANCHDEEP BHAWAN,  
C.I.G. MARG,  
NEW DELHI-110002. [www.esic.nic.in](http://www.esic.nic.in)**

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SAMPLE

## **General Instructions to Candidates**

1. Any candidate found using unfair means/reporting late/without original admit card (neither Duplicate Copy/Fax Copy) shall be debarred from the examination.
2. Candidates must hand over the print out of the files created duly signed by them and question paper to the invigilator before leaving the examination hall.
3. Candidates will not be allowed to leave the examination hall till the completion of time of examination.
4. Candidates must abide by the instructions given by the supervisor /invigilator, failure to do so will make the candidate liable to any action as ESIC may decide.
5. **Mobile Phone or any other electronic device is strictly prohibited in the examination hall.**

## **Instructions about conduct of the Computer Skill Test**

1. The computer skill test examines the computer proficiency and knowledge of computer including usage of office suites and database for which questions pertaining to a letter/passage/ paragraph of about 150-200 words in **MSword**, Power Point Presentation slides in **MS-Power Point** and Table in **MSExcel** will have to be answered within the time limits.
2. **The computer skill test will be of 30 minutes duration of total marks of 50.**
3. **The Qualifying Marks in the Computer Skill Test shall be 17 irrespective of marks obtained in each part.**
4. Candidates shall be provided with a system having required specifications and they should create the files on the desktop of the PC allocated to the candidate.
5. Candidate should mention their Roll No., Batch time & Date on the top left side of each of the page of their individual files pertaining to Power point presentation, Letter/passage/paragraph in MS-word and MS- excel sheet/work sheet/table.
6. **After the Computer Skill Test is over the candidate must put his signature at the end of the Typed Matter in each page typed by him**
7. The Power point file created by the candidate should be saved with file name as **“Roll. No.-question- no.” (For Example: 110036-A.ppt).**
8. The Word file created by the candidate should be saved with file name as **“Roll. No.-question- no.” (For Example: 110036-B.doc).**
9. The Excel sheet file created by the candidate should be saved with file name as **“Roll. No.-question- no.” (For Example: 110036-C.xls).**

## SAMPLE QUESTION PAPER FOR COMPUTER SKILL TEST (ENGLISH)

Time: 30 minutes

Max. Marks- 50

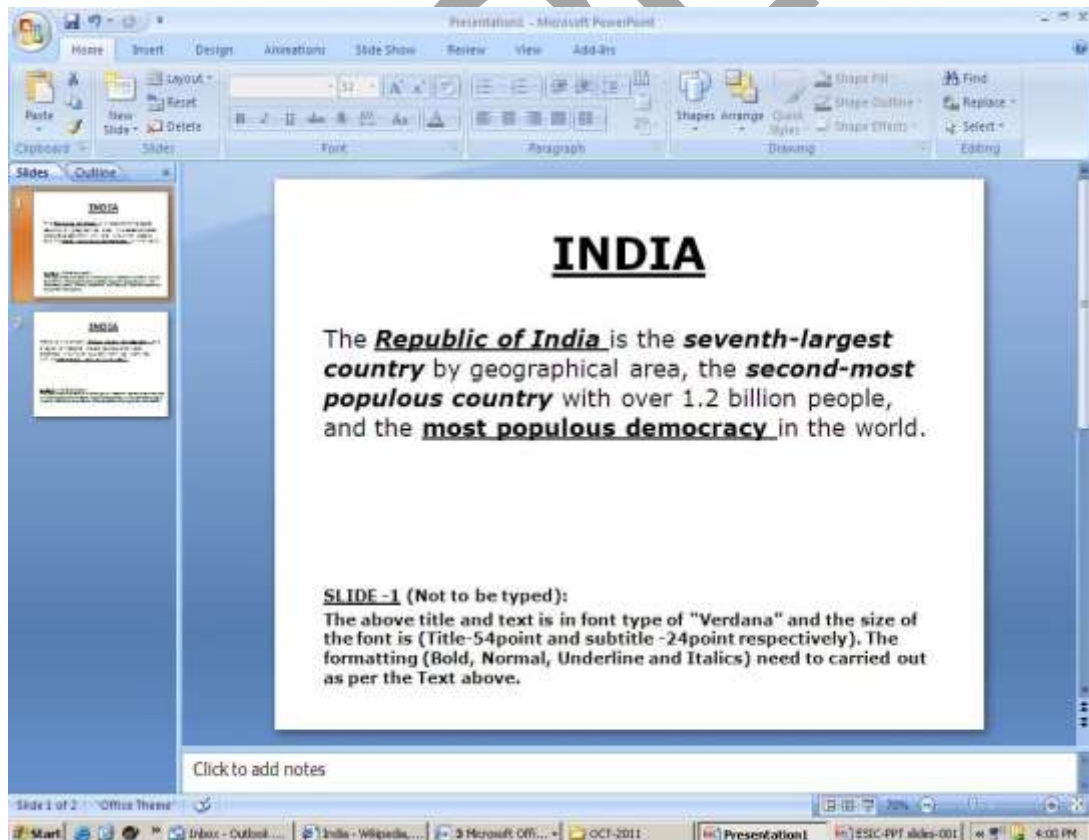
### MS-Power Point

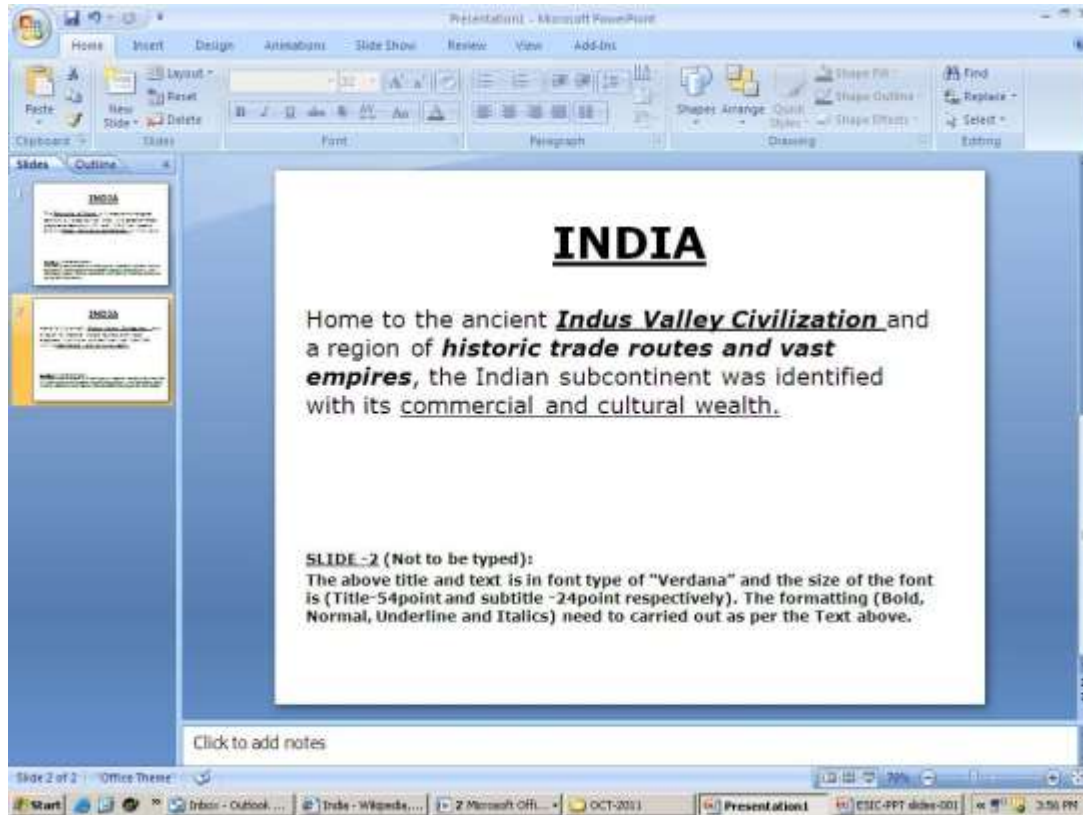
Question: A

Marks - 10

Create a power point presentation comprising the content as mentioned the sample slide with formatting (Bold, Underlining, Italics and Alignment) and following guidelines:

- Two power point slides using the default slide type having 2 sections "Add Title" and "Add Subtitle". The text/content should be aligned as per the sample slide. Each of the slides shall comprise of the equal content approximately.
- Reproduce the content as mentioned in the sample below by using "Verdana" as the font type for both "Title" as well as "Subtitles" along with the font size of "54 Point" for the Title and the font size of "24 point" for the "Subtitle (Text)". The title should in "Bold" also.





SAMMI



## MS-Word

Question: B

Marks-20

Reproduce the official letter using MS Word with the font type “Verdana” as per the format and guidelines given below, run the spell check and correct the spelling mistakes (if any) and save the file in correct format, Perform the following as per the sample.

There are 3 font sizes of “10 point”, “11 point” and “12 point” and the line spacing - single and double used in the sample along with right insertion.

Not to be typed. All text is in Font type of “Verdana”	<p><b>Date: 19<sup>th</sup> November, 2011</b></p> <p>To,</p> <p><b>The Director, ESIC-HQ, PANCHDEEP BHAWAN, NEW DELHI.</b></p> <p><u><i>Subject: Submission of the Candidature for the advertised post in the September 2011 News daily.</i></u></p> <p>Respected Madam/Sir,</p> <p>This is with reference to the “ADVERTISEMENT” published in the <u>News Daily on 15<sup>th</sup> September, 2011 for the recruitment of Group “C” Category post.</u></p> <p><i>I would like to submit my candidature for the same as per the prescribed format of the application form.</i></p> <p><u><i>Further, I have read and understud the eligibillity criteria and process involved in the recruitment and at any stage during the recruitment process, any of the informetion declaraed by myself found incorrect my candidature would stand canceled and there would be no claim from my side whatsoever.</i></u></p> <p>Thanking you with warm regards,</p>
Font Size “12”	
Double line spacing	
Font Size “12”	
Single line spacing	
Font Size “12”	
Double line spacing	
Font Size “10”	
Single line spacing	
Font Size “10”	
Double line spacing	
Font Size “11”	
Single line spacing	
Font Size “10”	
Double line spacing	
Font Size “11”	
Triple line spacing	
Font Size “10”	

Triple line spacing	<i>Yours sincerely</i> Name: ANTONY JOSE
Font Size "10"	
Font Size "10"	Contact address: <b>2/8, RESIDENTIAL ENCLAVE, NEAR PLAZA CORNER, DELHI-110023.</b> <b>Enclosure:</b> Copy of the application form with certificates for verification.
Triple line spacing	
Font Size "10"	

MS-Excel

Question C

Marks-20

Reproduce the following data in the Ms-Excel sheet with Center alignment, Bold , Grid line, bold outside border and Perform the Calculation using formula in Ms-Excel sheet.

Name	A	B	Total (A+B)	% age of A with the total	Average of A & B
E	4800	6000			
F	5000	4500			
G	5800	5000			
H	4600	3200			

- Create the Excel sheet using Ms-Excel. Reproduce the heading of each of the column as mentioned in the Sample. All the heading should in Bold.
- Calculate the total of A and B using the formula in the desired cell.
- Calculate the %age of A with the total using the %age formula in the desired cell.
- Calculate the average of A and B using the formula in the desired cell.

## कम्प्यूटर कौशल परीक्षा

समय: 30 मिनट

अधिकतम अंक -50

प्रश्न : A

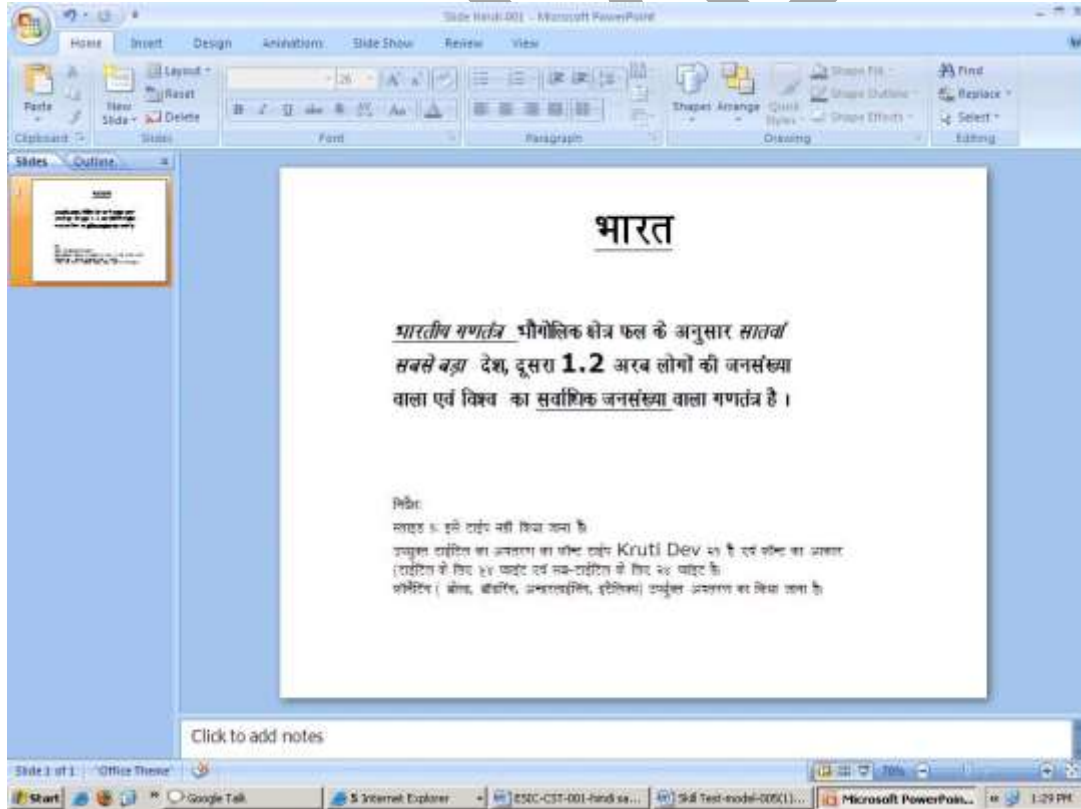
(एम. एस.- पावर प्वाइंट)

नमूने स्लाइड में इंगित अन्तर वातं (कन्टेन्ट) के लिए एक पावर प्वाइंट प्रस्तुतिकरण फॉर्मेटिंग के सहित (बोल्ड, बॉर्डरिंग, अन्डरलाइनिंग, इटैलिक्स) एवं निम्नलिखित मार्ग निर्देशन के अर्न्तगत तैयार करें:

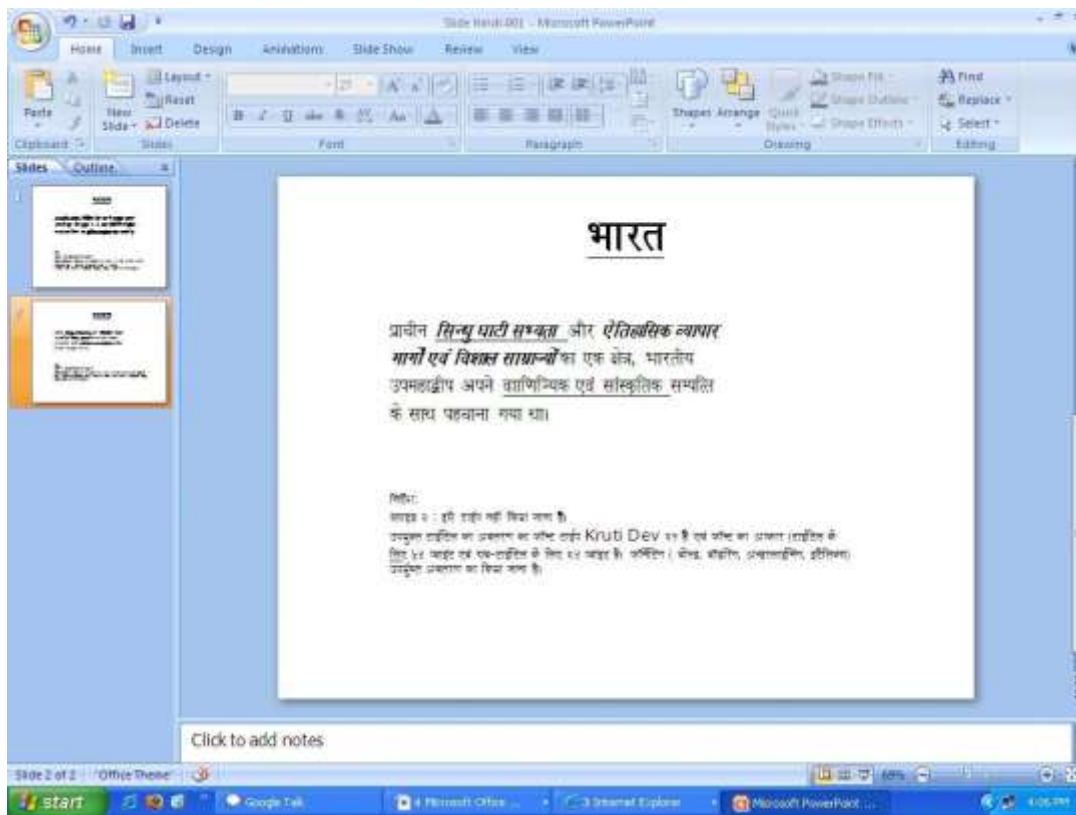
अ. डिफॉल्ट स्लाइड टाईप जिसमें 2 खण्ड “Add Title” एवं “Add Sub Title” दो पावर प्वाइंट स्लाइड बनायें। अवतरण/ कन्टेन्ट नमूना स्लाइड के अनुसार पंक्तिबद्ध होना चाहिए। प्रत्येक स्लाइड में लगभग बराबर कन्टेन्ट होने चाहिए।

ब. निम्नलिखित का प्रयोग करते हुए टाइटिल एवं सब टाइटिल दोनों, “ टाइटिल हेतु “ 54 प्वाइंट के फोन्ट साईज के सहित एवं सब टाइटिल हेतु 24 फॉन्ट साईज सहित “Krutı Dev 21” फॉन्ट का प्रयोग करके निम्नलिखित दर्शाये गये नमूने के अनुसार कन्टेन्ट को रिप्रोड्यूस (प्रतिरूपित) करें। टाइटिल बोल्ड में भी होना चाहिए।

Slide1:



Slide 2:



(एम. एस. वर्ड)

प्रश्न B

अधिकतम अंक -20

नीचे दिये गये मार्गनिर्देशों एवं फॉर्मेट के अनुसार Kruti Dev 21 फॉन्ट टाईप सहित एम. एस. वर्ड का प्रयोग करते हुए शासकीय पत्र को प्रतिरूपित करें एवं फाईल को सही फॉर्मेट में सेव करें। निम्नलिखित नमूने के साथ निष्पादन करें।  
“10 प्वाइंट, 11 प्वाइंट एवं 12प्वाइंट ये तीन फॉन्ट साईजजे हैं, एवं सिंगल लाईन स्पेसिंग एवं डबल लाईन स्पेसिंग जो कि नमूने में उपयोग किया गया है जो दाहिने तरफ इंसर्ट किया गया है।

टाईप नहीं किया जायेगा। सभी टैक्सट फॉन्ट टाईप Kruti Dev 21 में हैं।	
फान्ट साईज“12” → डबल लाईन स्पेसिंग →	दिनांक - 19 नवम्बर, 2011
फान्ट साईज“12” → सिंगल लाईन स्पेसिंग →	सेवा में,
फान्ट साईज“12” →	संचालक महोदय, ई. एस. आई. सी. -मुख्यालय, पंचदीप भवन, नई दिल्ली
डबल लाईन स्पेसिंग →	
फान्ट साईज“10” → सिंगल लाईन स्पेसिंग →	विषय: सितम्बर 2011 में न्यूज डेली में विज्ञापित पद हेतु अभ्यर्थी के आवेदन के संदर्भ में ।
फान्ट साईज“10” → डबल लाईन स्पेसिंग →	आदरणीय मैडम/सर,
फान्ट साईज“11” → सिंगल लाईन स्पेसिंग →	यह ग्रुप “सी” श्रेणी पद हेतु भर्ती के लिए 15 सितम्बर 2011 को ‘न्यूज डेली’ में प्रकाशित विज्ञापन के संदर्भ में किया गया है।
फान्ट साईज“10” → डबल लाईन स्पेसिंग →	मैं अपना आवेदन दिये गये फॉर्मेट के अनुसार अपनी पात्रता के लिए देना चाहता हूँ
फान्ट साईज“11” →	“पुनः, मैंने भर्ती में सम्मिलित पात्रता मानदण्डों एवं प्रक्रिया को पढ़ और समझ लिया है एवं भर्ती प्रक्रिया के किसी भी स्तर पर मेरे द्वारा उद्घोषित सूचना यदि असत्य पायी जाती है तो मेरी पात्रता इस दशा में निरस्त कर दी जायेगी तथा मेरे तरफ से किसी भी प्रकार का कोई भी दावा स्वीकार्य नहीं होगा।”
टिपल लाईन स्पेसिंग →	
फान्ट साईज“10” → टिपल लाईन स्पेसिंग →	आपका अतिधन्यवाद,
फान्ट साईज“10” →	आपका आभारी
फान्ट साईज“10” →	नाम: एन्टोनी जोस
टिपल लाईन स्पेसिंग →	

फांट साईज "10" →	सम्पर्क करने का पता: 2/8, रेजिडेन्सियल इनक्लेव, नीयर प्लाजा कॉर्नर, दिल्ली- 110023 संलग्न: आवेदन पत्र की प्रतिलिपि प्रमाण पत्र सत्यापन के साथ।
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(एम. एस. एक्सल )

प्रश्न C

अधिकतम अंक -20

निम्नलिखित आकड़ों को एम. एस. एक्सल सीट में सेन्टर एलाइनमेंट, बोल्ड, ग्रिडलाईन, बोल्ड आउटसाइड बॉर्डर सहित रिप्रोड्यूस (प्रतिरूपित) करें एवं एम. एस. एक्सल सीट में सूत्रों का प्रयोग करके परिकलन निष्पादन करें।

नाम	अ	ब	योग अ+ब	योग का अ से %	अ एवं ब का औसत
स	4800	6000			
द	5000	4500			
य	5800	5000			
र	4600	3200			

- 1- एम. एस. एक्सल का प्रयोग करते हुए एक्सल सीट बनायें। प्रत्येक स्तम्भ का शीर्षक नमूने के अनुसार रिप्रोड्यूस करें। सभी शीर्षक बोल्ड में होने चाहिए।
- 2- अ एवं ब का योग वांछित सेल में सूत्र का प्रयोग करते हुए परिकलन करें।
- 3- वांछित सेल में प्रतिशत सूत्र का प्रयोग करते हुए योग का अ के साथ प्रतिशत का परिकलन करें।
- 4- वांछित सेल में सूत्र का प्रयोग करते हुए अ एवं ब के औसत का परिकलन करें।