



ക.രാ.ബി.നി.  
E.S.I.C.

എംപ്ലോയീസ് സ്റ്റേറ്റ് ഇൻഷുറൻസ് കോർപ്പറേഷൻ  
(തൊഴിൽ മന്ത്രാലയം, ഭാരത സർക്കാർ)  
कर्मचारी राज्य बीमा निगम  
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)  
EMPLOYEES' STATE INSURANCE CORPORATION  
(Ministry of Labour & Employment, Govt. of India)



सत्यमेव जयते

റീജിയണൽ ഓഫീസ്/ क्षेत्रीय कार्यालय/ REGIONAL OFFICE  
പഞ്ചദീപ് ഭവൻ, നോർത്ത് സ്വരാജ് റൗണ്ട്, തൃശ്ശൂർ - 680020  
पंचदीप भवन, उत्तरी स्वराज राउंड, तृशूर - 680020  
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सं.54.E.112715.प्रशा (E.112715)

दिनांक:17-06-2025

### ज्ञापन / MEMORANDUM

विषय: कर्मचारी राज्य बीमा निगम में सामाजिक सुरक्षा अधिकारी, सहायक/प्रधान लिपिक, प्रवर श्रेणी लिपिक, अवर श्रेणी लिपिक, निजी सहायक और आशुलिपिक के पद के लिए सीमित विभागीय प्रतियोगी परीक्षा का आयोजन--तत्संबंधी

Sub: Conduct of Limited Departmental Competitive Examination for the post of SSO, Assistant/Head-Clerk, UDC, LDC, PA and Stenographer in ESIC— regarding.

महोदय/महोदया,

I am directed to inform that Headquarters Office has conveyed that Limited Departmental Competitive Examination for promotion to the post of SSO, Assistant/Head-Clerk, UDC, LDC, PA and Stenographer for the vacancy year 2019 to 2025 is scheduled to be held on **05.07.2025 and 06.07.2025** as shown below.

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 Question with multiple choice answers)	100 Questions 100 Marks 2 hours	05.07.2025 09.00 am to 11.00 am	08.00 am
II	FR/SR/GFR/Pension/Conduct Rules and Bookkeeping (Medium: English/Hindi) (Objective Type Question with multiple choice answers)	100 Questions 100 Marks 2 hours	05.07.2025 01.00 pm to 03.00 pm	12.00 pm
III	Administrative law & Principles of Management. (Medium: English/Hindi) (Objective Type Question with multiple choice answers)	100 Questions 100 Marks 2 hours	05.07.2025 05.00 pm to 07.00 pm	04.00 pm
IV	Computer Skill Test (Qualifying in nature) Part-A: Preparation of two power point presentations/slides on MS Power Point. (10marks) 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 09.00 am to 09.30 pm	08.00 am
Assistant/ Head Clerk				
Paper	Subject	No. of questions, Total Marks &	Date and Time	Reporting Time

		Duration		
I	English Language (Objective Type Question with multiple choice answers)	100 Questions 100 Marks 2 hours	05.07.2025 09.00 am to 11.00 am	08.00 am
II	ESI Scheme & Office Procedure (Medium: English/Hindi) (Objective Type Question with multiple choice answers)	100 Questions 100 Marks 2 hours	05.07.2025 01.00 pm to 03.00 pm	12.00 pm
III	Arithmetic, Mathematical ability, Gen. Mental ability & Gen. Knowledge (Medium: English/Hindi) (Objective Type Question with multiple choice answers)	100 Questions 100 Marks 2 hours	05.07.2025 05.00 pm to 07.00 pm	04.00 pm
<b>Upper Division Clerk</b>				
Paper	Subject	No. of questions, Total Marks & Duration	Date and Time	Reporting Time
I	English Language (Objective Type Question with multiple choice answers)	100 Questions 100 Marks 2 hours	05.07.2025 09.00 am to 11.00 am	08.00 am
II	ESI Scheme & Office Procedure (Medium: English/Hindi) (Objective Type Question with multiple choice answers)	100 Questions 100 Marks 1 ½ hours	05.07.2025 01.00 pm to 02.30 pm	12.00 pm
III	Arithmetic (Medium: English/Hindi) (Objective Type Question with multiple choice answers)	50 Questions 50 Marks 1 hour	05.07.2025 05.00 pm to 06.00 pm	04.00 pm
<b>Lower Division Clerk</b>				
Paper	Subject	No. of questions, Total Marks & Duration	Date and Time	Reporting Time
I	English, Arithmetic, General Awareness & ESI Scheme (Medium: English/Hindi) (Objective Type Question with multiple choice answers)	100 Questions 100 Marks (English-25, Arithmetic-25, Gen Awareness-40, ESI Scheme- 10) 2 hours	05.07.2025 09.00 am to 11.00 am	08.00 am
II	Computer Skill Test (Qualifying in nature) (Medium: English/Hindi)	50 Marks 30 minutes	06.07.2025 11.00 am to 11.30 pm	10.30 am
<b>Personal Assistant</b>				
Paper	Subject	No. of questions, Total Marks & Duration	Date and Time	Reporting Time
I	General Awareness (Medium - English/Hindi) Comprehension & writing ability of English language (Objective Type Question with multiple choice answers)	200 Questions 200 Marks 2 hours	05.07.2025 09.00 am to 11.00 am	08.00 am

II	Computer Skill Test (Qualifying in nature) Part-A: Preparation of two power point presentations/slides on MS Power Point. (10marks) 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 11.00 am to 11.30 pm	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		
<b>Stenographer</b>				
Paper	Subject	No. of questions, Total Marks & Duration	Date and Time	Reporting Time
I	Computer Skill Test (Qualifying in nature) Part-A: Preparation of two power point presentations/slides on MS Power Point. (10marks) 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 11.00 am to 11.30 pm	10.30 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 12.30 pm onwards	12.00 pm

This is issued with the approval of competent authority.

अनुलग्नक/ Encl: As above.

उपनिदेशक(प्रशासन)  
DY. DIRECTOR (Administration)

To:

Copy to:

1. The Dy. Director-in-charge, SRO Kozhikode/Ernakulam/Kollam/Thiruvananthapuram
2. The Medical Superintendent, ESIC Hospital Asramam/Ezhukone/Udyogamandal
3. All Officers/Officials, Regional Office, Thrissur
4. All Branch Offices/DCBO under Regional Office Thrissur

- 5.The General Secretary ESIC Employees Union, RO Thrissur
- 6.Website content Mangar for publishing in the website
- 7.Hindi Cell for Translation