

Recruitment to the post of Upper Division Clerk in ESI Corporation



# कम्प्यूटर कौशल परीक्षा (Hkkx 2 ijh{kk)

COMPUTER SKILL TEST  
FOR THE POST OF UPPER DIVISION CLERK (UDC)

Instructions to Candidates  
With  
"Sample Question Paper"  
ENGLISH AND HINDI

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  
StudySite.org

## General Instructions to Candidates

1. Before appearing for the Computer Skill Test candidates must satisfy that they fulfill the eligibility criteria for the post as laid down in the advertisement.
2. Candidates are allowed to appear in the Computer skill test provisionally and their candidature shall be terminated unilaterally at any stage of the recruitment process if it is found that he/she does not fulfill the eligibility criteria.
3. Candidates are advised to report at the examination hall at the reporting time mentioned in the Admit Card.
4. The candidates must bring their photo identity proof at the time of Computer Skill Test.
5. The candidates are advised to bring the attested copies testimonials/documents in support of their age, educational qualification, NOC, Category/Sub Category etc. at the time of Computer Skill Test.
6. Candidates will paste their self-attested recent passport size colored photograph at the space provided in second copy of the Admit Card.
7. Candidates will put their thumb impression and signature in second copy of Admit Card in the presence of invigilator at the time of Examination and handover the same to the invigilator.
8. Any candidate found using unfair means/reporting late/without original admit card (neither Duplicate Copy/Fax Copy) shall be debarred from the examination.
9. Candidates will not be entitled to TA/DA for appearing in the examination.
10. 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.
11. Candidates will not be allowed to leave the examination hall till the completion of time of examination.
12. Candidates are advised to preserve the copy of the Admit card till the declaration of the result.

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13. 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.
14. **Mobile Phone, Pager and 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 MS-word, Power Point Presentation slides in MS-Power Point and Table in MS-Excel 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).

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

Time: 30 minutes

Max. Marks- 50

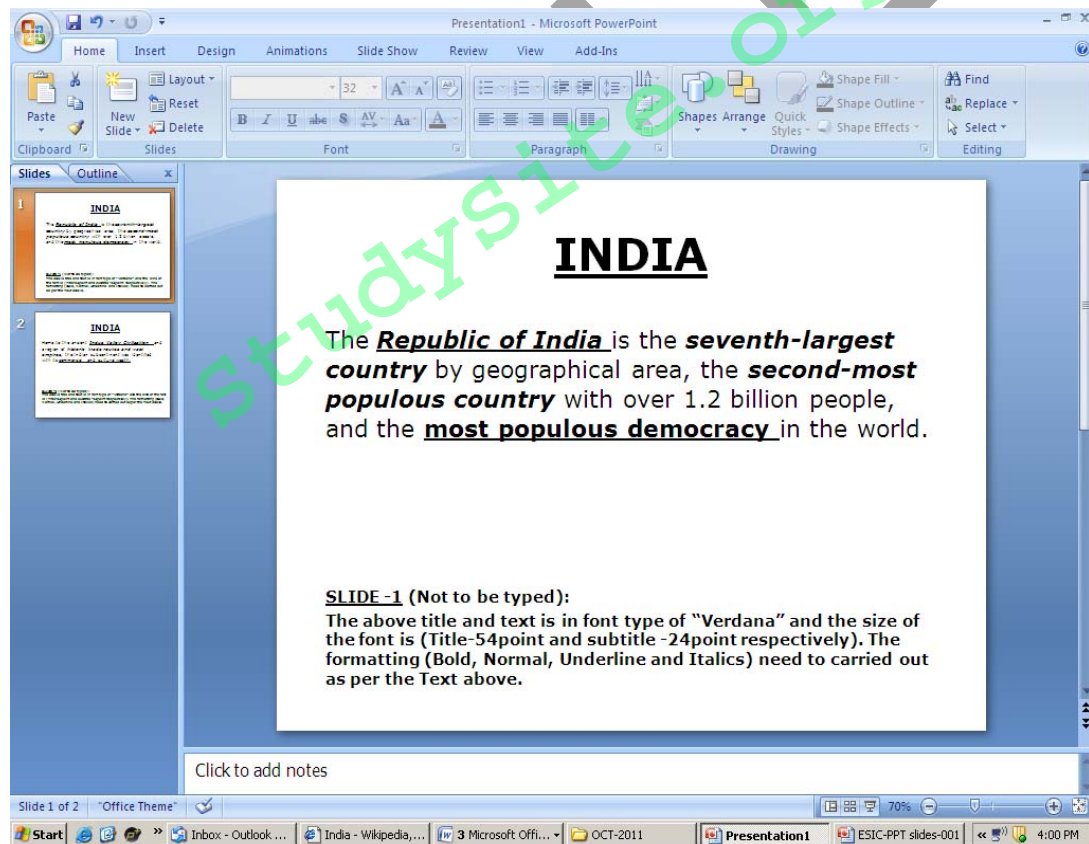
### MS-Power Point

Question: A

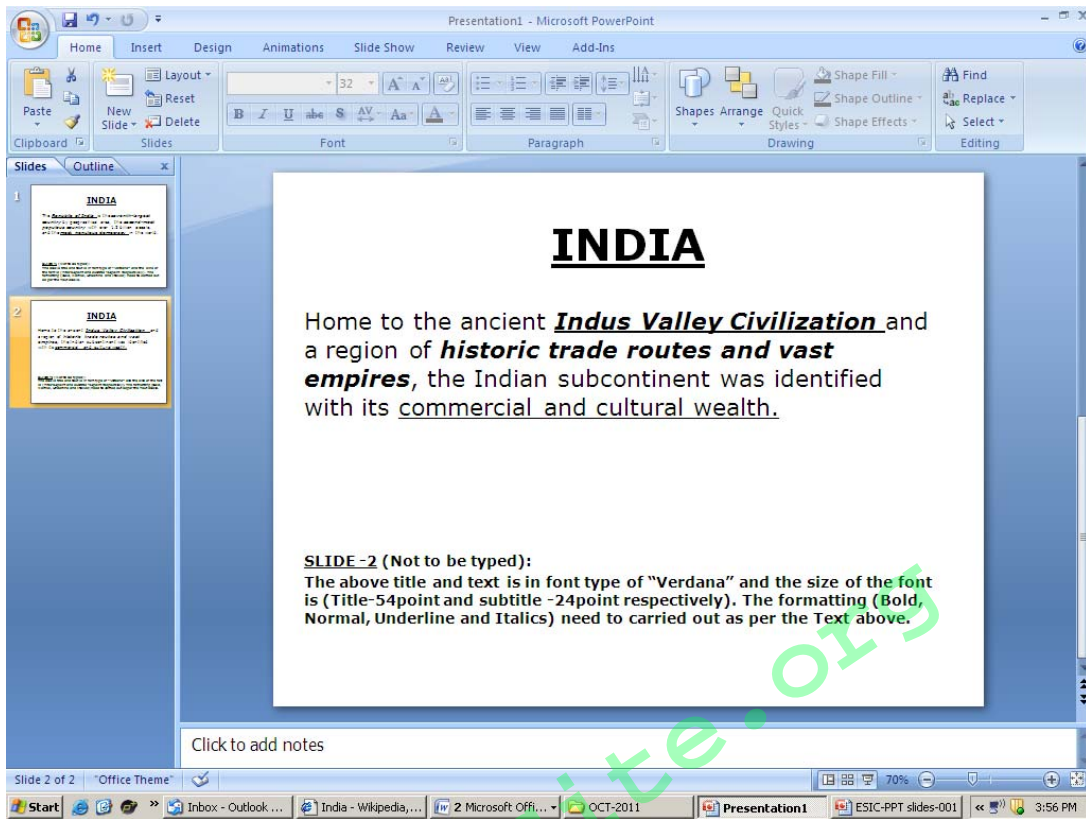
Marks - 10

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.



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The image shows a screenshot of a Microsoft PowerPoint presentation. The slide is titled "INDIA" in a large, bold, black font. Below the title, the text reads: "Home to the ancient ***Indus Valley Civilization*** and a region of ***historic trade routes and vast empires***, the Indian subcontinent was identified with its commercial and cultural wealth." Below this text, there is a note: "SLIDE-2 (Not to be typed): The above title and text is in font type of 'Verdana' and the size of the font is (Title-54point and subtitle -24point respectively). The formatting (Bold, Normal, Underline and Italics) need to carried out as per the Text above." The slide is displayed in a window titled "Presentation1 - Microsoft PowerPoint". The taskbar at the bottom shows the Start button, several open applications including Outlook, Wikipedia, and the current presentation, and the system clock showing 3:56 PM on OCT-2011.

**INDIA**

Home to the ancient ***Indus Valley Civilization*** and a region of ***historic trade routes and vast empires***, the Indian subcontinent was identified with its commercial and cultural wealth.

**SLIDE-2 (Not to be typed):**  
The above title and text is in font type of "Verdana" and the size of the font is (Title-54point and subtitle -24point respectively). The formatting (Bold, Normal, Underline and Italics) need to carried out as per the Text above.

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## 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>Date: 19<sup>th</sup> November, 2011</p> <p>To,</p> <p>The Director, ESIC-HQ, PANCHDEEP BHAWAN, NEW DELHI.</p> <p><u>Subject: Submission of the Candidature for the advertised post in the September 2011 News daily.</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>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 declared by myself found incorrect my candidature would stand canceled and there would be no claim from my side whatsoever.</u></p> <p>Thanking you with warm regards,</p> <p><i>Yours sincerely</i> Name: ANTONY JOSE</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 →	
Font Size "10" →	

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Font Size "10" →	Contact address: 2/8, RESIDENTIAL ENCLAVE, NEAR PLAZA CORNER, DELHI-110023. <u>Enclosure:</u> 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.



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## 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, अन्डरलाईनिंग, 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 फॉन्ट 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।

Slide 1:

Slide 2:

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**भारत**

प्राचीन **सिन्धु घाटी सभ्यता** और **ऐतिहासिक व्यापार मार्गों एवं विशाल साम्राज्यों** का एक क्षेत्र, भारतीय उपमहाद्वीप अपने वाणिज्यिक एवं सांस्कृतिक सम्पत्ति के साथ पहचाना गया था।

निर्देशः  
खाइड २ : इसे टाईप नहीं किया जाना है।  
उत्कृष्ट टाइपिंग का अवसरण का फॉन्ट टाईप Kruti Dev २१ है एवं फॉन्ट का आकार (टाइपिंग) के लिए १४ प्वाइंट एवं गैर-टाइपिंग के लिए २४ प्वाइंट है। कर्सिंग (बोर्ड, बॉर्डर, अक्षरसाक्षिण, इटैलिया) उत्कृष्ट अवतरण का किया जाना है।

Click to add notes

Slide 2 of 2 "Office Theme" 69% 4:06 PM

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(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 साईजेज 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” →	दिनांक - 19 नवम्बर, 2011
डबल लाईन स्पेसिंग →	
फान्ट साईज“12” →	सेवा में,
सिंगल लाईन स्पेसिंग →	
फान्ट साईज“12” →	संचालक महोदय, ई. एस. आई. सी.-मुख्यालय, पंचदीप भवन, नई दिल्ली
डबल लाईन स्पेसिंग →	
फान्ट साईज“10” →	विषय: सितम्बर 2011 में न्यूज डेली में विज्ञापित पद हेतु अभ्यर्थी के आवेदन के संदर्भ में।
सिंगल लाईन स्पेसिंग →	
फान्ट साईज“10” →	आदरणीय मैडम/सर,
डबल लाईन स्पेसिंग →	
फान्ट साईज“11” →	यह ग्रुप “सी” श्रेणी पद हेतु भर्ती के लिए 15 सितम्बर 2011 को ‘न्यूज डेली’ में प्रकाशित विज्ञापन के संदर्भ में किया गया है।
सिंगल लाईन स्पेसिंग →	
फान्ट साईज“10” →	मैं अपना आवेदन दिये गये फॉर्मेट के अनुसार अपनी पात्रता के लिए देना चाहता हूँ
डबल लाईन स्पेसिंग →	
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।”
टिंपल लाईन स्पेसिंग →	
फान्ट साईज“10” →	आपका अतिबन्धवाद,
टिंपल लाईन स्पेसिंग →	
फान्ट साईज“10” →	आपका आभारी
फान्ट साईज“10” →	नाम: एन्टोनी जोस
टिंपल लाईन स्पेसिंग →	
फान्ट साईज“10” →	सम्पर्क करने का पता: 2/8, रेजिडेंसियल 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	V	C	योग V+C	योग का V से %	V एवं C का औसत
l	4800	6000			
n	5000	4500			
;	5800	5000			
j	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- V एवं C का योग वांछित सेल में सूत्र का प्रयोग करते हुए परिकलन करें।
- 3- वांछित सेल में प्रतिशत सूत्र का प्रयोग करते हुए योग का V के साथ प्रतिशत का परिकलन करें।
- 4- वांछित सेल में सूत्र का प्रयोग करते हुए V एवं C के औसत का परिकलन करें।