



ESIC UDC & MTS & Stenographer Detail Syllabus 2022

ESIC UDC Exam Pattern 2022

The ESIC UDC Exam Pattern for Phase-I, II, and III has been discussed in this section with complete details. The candidates should prepare as per the pattern released by ESIC in the notification which is as follows-

Phase-1 Prelims Exam

1. This stage will be of qualifying nature only & marks will not be included in the final selection.
2. There will be 4 sections- General Intelligence and Reasoning, General Awareness, Quantitative Aptitude, and English Comprehension.
3. There will be 100 Objective Type Questions with 2 marks each for the correct answer.
4. There will be a negative marking of one-fourth mark for each incorrect answer.
5. The duration of the test will be 60 minutes (1 hour).

| S. No. | Name of the Test | No. of Questions | Max. Marks | Duration |
|--------------|------------------------------------|------------------|------------|--------------------------------|
| 1 | General Intelligence and Reasoning | 25 | 50 | 1 hour (60 minutes) |
| 2 | General Awareness | 25 | 50 | |
| 3 | Quantitative Aptitude | 25 | 50 | |
| 4 | English Comprehension | 25 | 50 | |
| Total | | 100 | 200 | |

Phase-2 Mains Exam

1. This stage will be of a scoring nature & marks will be considered in the final selection
2. There will be 4 sections- General Intelligence and Reasoning, General Awareness, Quantitative Aptitude, and English Comprehension.
3. There will be 200 Objective Type Questions with 1 mark each for the correct answer.
4. There will be a negative marking of one-fourth mark for each incorrect answer.
5. The duration of the test will be 120 minutes (2 hours).

| S. No. | Name of the Test | No. of questions. | Max.Marks | Duration |
|--------|------------------------------------|-------------------|-----------|----------------|
| 1 | General Intelligence and Reasoning | 50 | 50 | 2 hours |
| 2 | General Awareness | 50 | 50 | |
| 3 | Quantitative Aptitude | 50 | 50 | |
| 4 | English Comprehension | 50 | 50 | |

| | | | |
|--------------|------------|------------|--|
| Total | 200 | 200 | |
|--------------|------------|------------|--|

Phase-3 Computer Skill Test

There will be no negative marking for this phase & the marks scored by the candidates will not be considered for the final merit list.

| S.No. | Description of Test | Marks | TotalMarks | Duration |
|--------------|---|--------------|-------------------|-------------------|
| 1 | Preparation of 02 PowerPoints Slides | 10 | 50 marks | 30 minutes |
| 2 | Typing matter on MS Word with formatting | 20 | | |
| 3 | Preparation of Table on MS Excel with use of formulae | 20 | | |

ESIC UDC Syllabus

Here we have provided the section-wise syllabus for ESIC UDC Written Examination 2022. Check the topics which will be covered for the exam and start preparing now. Though the subjects are common in Phase-I & Phase-II, however, the difference lies in their difficulty level & the number of questions. The candidates must clear their basics for each subject to score good marks in both stages.

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Verbal Reasoning

1. Analogy
2. Series Completion
3. Verification of truth of the Statement
4. Situation Reaction Test
5. Direction Sense Test
6. Classification
7. Data Sufficiency
8. Alpha-Numeric Sequence Puzzle
9. Puzzle Test
10. Blood Relations
11. Coding-Decoding
12. Assertion and Reasoning
13. Arithmetical Reasoning
14. Operations of Mathematics
15. Venn Diagrams
16. Word Sequence
17. Missing Characters
18. Sequential Output training
19. Directions
20. Test on Alphabets
21. Eligibility Test

Non-Verbal Reasoning

1. Dot Situation
2. Identical figure groupings
3. Forming figures and analysis
4. Construction of Squares and Triangles
5. Series
6. Analytical Reasoning
7. Paper Folding
8. Paper Cutting
9. Cubes and Dice
10. Water Images
11. Mirror Images
12. Figure Matrix
13. Completion Incomplete Pattern
14. Spotting embedded figures
15. Classification
16. Rules Detection

ESIC UDC Syllabus For General Awareness

1. Finance Commissions
2. Taxes on Income and Expenditure
3. Financial and Railway Budget
4. Revenue of Central Government
5. Economic Planning
6. Inflation
7. National Income
8. Public Finance
9. Bills
10. Concept of Budget
11. Schemes and Policies implemented by Government
12. Indian Banking Industry History
13. Functions of Banks
14. Types of Banks
15. RBI and its Monetary Policy
16. Capital market in India
17. Money Market in India
18. Role of Banking.

ESIC UDC Syllabus For General Intelligence

1. Number Ranking
2. Figurative Classification
3. Classification
4. Blood Relations
5. Arrangements
6. Arithmetical Reasoning
7. Mathematical Operations
8. Venn diagrams
9. Number Series
10. Figural Pattern
11. Cubes and Dice
12. Analogies
13. Non-Verbal Series
14. Coding-Decoding
15. Logical Venn Diagrams
16. Directions
17. Number, Ranking & Time Sequence

ESIC UDC Syllabus For Quantitative Aptitude

1. Simple Equations
2. Quadratic Equations
3. Indices and Surds
4. Mensuration
5. Percentages
6. Areas
7. Time and Distance
8. Problems on Trains
9. Odd Man Out
10. Numbers and Ages
11. Pipes and Cisterns
12. Time and Work Partnership
13. Ratio and Proportion
14. Simple Interest
15. Probability
16. Averages
17. Problems on L.C.M and H.C.F
18. Problems on Numbers
19. Compound Interest
20. Volumes Profit and Loss
21. Races and Games
22. Mixtures and Allegations
23. Boats and Streams
24. Permutations and Combinations
25. Simplification and Approximation

ESIC UDC Syllabus For English Language

1. Spellings/Detecting Mis-spelt words
2. Common Error
3. Active/Passive Voice of Verbs
4. Comprehension Passage
5. Cloze Passage
6. Fill in the Blanks
7. Shuffling of Sentence parts
8. Conversions
9. Sentence Rearrangement
10. Grammar
11. Shuffling of Sentences in a passage
12. Improvement of Sentences
13. Synonyms/Homonyms

14. Antonyms
15. Vocabulary
16. Idioms & Phrases

ESIC MTS Syllabus 2022- Overview

Employees' State Insurance Corporation will conduct prelims exam followed by mains exam for 1947 MTS vacancies through **ESIC Recruitment 2022**. The candidates have to qualify in both stages to get selected for the vacancies. Have a look at the brief overview of ESIC MTS Syllabus 2022 from the table.

| ESIC MTS Syllabus & Exam Pattern 2022 | |
|--|---|
| Recruitment Body | Employees' State Insurance Corporation (ESIC) |
| Post Name | Multi-Tasking Staff |
| Category | Syllabus |
| Exam Level | National |
| Mode of Exam | Online |
| Marking Scheme | Prelims- 2 mark for each Mains - 1 mark for each |
| Negative Marking | 0.25 marks/ $\frac{1}{4}$ th marks |
| Selection Process | Prelims & Mains |
| Official Website | https://www.esic.nic.in/ |

ESIC Recruitment 2022 Out for 3847 UDC, MTS & Steno Posts

ESIC MTS Exam Pattern 2022

The selection for ESIC Multi Tasking Staff posts will be done through Preliminary Exam & Mains Exam. Both stages will be of Objective Type test and there will be a negative marking for each incorrect answer. ESIC MTS Prelims will be of qualifying in nature whereas the marks for ESIC MTS Mains will be

calculated for final selection. The complete ESIC MTS Exam Pattern for each stage has been discussed below.

ESIC MTS Phase-1 Prelims Exam

1. The prelims examination will be conducted for 200 marks.
2. A total number of 100 questions will be asked (2 marks for each question).
3. The duration of the examination will be 1 hour (60 minutes).
4. A penalty of $\frac{1}{4}$ th mark for each incorrect answer.

| S. No. | Name of the Test (Objective Tests) | No. of Questions | Max. Marks | Duration |
|--------------|------------------------------------|------------------|------------|--------------------------------|
| 1 | General Intelligence and Reasoning | 25 | 50 | 1 hour (60 minutes) |
| 2 | General Awareness | 25 | 50 | |
| 3 | Quantitative Aptitude | 25 | 50 | |
| 4 | English Comprehension | 25 | 50 | |
| Total | | 100 | 200 | |

ESIC MTS Phase-2 Mains Exam

1. A total number of 200 questions will be asked in Phase-II Exam.
2. The exam will be conducted for 200 marks (1 mark for each question).
3. The duration of the examination is 2 hours (120 minutes).
4. There will be a penalty of $\frac{1}{4}$ th mark for each incorrect answer.

| S. No. | Name of the Test (Objective Tests) | No. of questions. | Max.Marks | Duration |
|--------------|------------------------------------|-------------------|------------|----------------|
| 1 | General Intelligence and Reasoning | 50 | 50 | 2 hours |
| 2 | General Awareness | 50 | 50 | |
| 3 | Quantitative Aptitude | 50 | 50 | |
| 4 | English Comprehension | 50 | 50 | |
| Total | | 200 | 200 | |

ESIC MTS Syllabus 2022

The complete topic-wise ESIC MTS Syllabus for each subject General Intelligence and Reasoning, General Awareness, Quantitative Aptitude, and English Comprehension has been listed below. If you are beginning with your preparation for ESIC MTS Recruitment 2022, then do start with the ESIC MTS Syllabus for the subject you are confident about.

ESIC MTS Syllabus for Reasoning Ability

The candidates will have to prepare for the reasoning section with the following topics as their quickly problem-solving ability will be analysed in this section. Check the ESIC MTS Syllabus 2022 for Reasoning Ability from the below section.

Verbal Reasoning

The topics covered under verbal reasoning are as follows-

1. Analogy
2. Series Completion
3. Verification of truth of the Statement
4. Situation Reaction Test
5. Direction Sense Test
6. Classification
7. Data Sufficiency
8. Alpha-Numeric Sequence Puzzle
9. Puzzle Test
10. Blood Relations
11. Coding-Decoding
12. Assertion and Reasoning
13. Arithmetical Reasoning
14. Operations of Mathematics
15. Venn Diagrams
16. Word Sequence
17. Missing Characters
18. Sequential Output training
19. Directions
20. Test on Alphabets
21. Eligibility Test

Non-Verbal Reasoning

The topics covered under non-verbal reasoning section are as follows-

1. Dot Situation
2. Identical figure groupings
3. Forming figures and analysis
4. Construction of Squares and Triangles
5. Series
6. Analytical Reasoning
7. Paper Folding

8. Paper Cutting
9. Cubes and Dice
10. Water Images
11. Mirror Images
12. Figure Matrix
13. Completion Incomplete Pattern
14. Spotting embedded figures
15. Classification
16. Rules Detection

ESIC MTS Syllabus for General Awareness

The candidates must be well aware of what's happening around them today and what had happened in the past few years. This section would analyse the candidate's knowledge about the following topics or subjects as mentioned in ESIC MTS Syllabus 2022 for General Awareness.

1. Finance Commissions
2. Taxes on Income and Expenditure
3. Financial and Railway Budget
4. Revenue of Central Government
5. Economic Planning
6. Inflation
7. National Income
8. Public Finance
9. Bills
10. Concept of Budget
11. Schemes and Policies implemented by Government
12. Indian Banking Industry History
13. Functions of Banks
14. Types of Banks
15. RBI and its Monetary Policy
16. Capital market in India
17. Money Market in India
18. Role of Banking.

ESIC MTS Syllabus for English

Fluency in the English language is a must to apply for ESIC Multi Tasking Staff and for this there will be a separate section of questions in the exam. Check the complete ESIC MTS Syllabus 2022 for English and prepare accordingly.

1. Spellings/Detecting Mis-spelt words
2. Common Error
3. Active/Passive Voice of Verbs
4. Comprehension Passage
5. Cloze Passage
6. Fill in the Blanks
7. Shuffling of Sentence parts
8. Conversions

9. Sentence Rearrangement
10. Grammar
11. Shuffling of Sentences in a passage
12. Improvement of Sentences
13. Synonyms/Homonyms
14. Antonyms
15. Vocabulary
16. Idioms & Phrases

ESIC MTS Syllabus for General Intelligence

Read the sub-topics covered under ESIC MTS Syllabus 2022 for General Intelligence from the below list and start preparing for the topic you find interesting and easier.

1. Number Ranking
2. Figurative Classification
3. Classification
4. Blood Relations
5. Arrangements
6. Arithmetical Reasoning
7. Mathematical Operations
8. Venn diagrams
9. Number Series
10. Figural Pattern
11. Cubes and Dice
12. Analogies
13. Non-Verbal Series
14. Coding-Decoding
15. Logical Venn Diagrams
16. Directions
17. Number, Ranking & Time Sequence

ESIC MTS Syllabus for Quantitative Aptitude

The mathematical section of the candidates must be strong enough to score good marks in the examination and the following topics are to be covered for ESIC MTS Exam.

1. Simple Equations
2. Quadratic Equations
3. Indices and Surds
4. Mensuration
5. Percentages
6. Areas
7. Time and Distance
8. Problems on Trains
9. Odd Man Out
10. Numbers and Ages
11. Pipes and Cisterns
12. Time and Work Partnership
13. Ratio and Proportion

14. Simple Interest
15. Probability
16. Averages
17. Problems on L.C.M and H.C.F
18. Problems on Numbers
19. Compound Interest
20. Volumes Profit and Loss
21. Races and Games
22. Mixtures and Allegations
23. Boats and Streams
24. Permutations and Combinations
25. Simplification and Approximation

ESIC Stenographer Syllabus 2022

The ESIC Stenographer selection process has two rounds. The first round is the Main exam and the performance in this round is considered for preparing the final merit list. The second round is the Computer Skill Test (CST) and the Stenography Test. The CST is of qualifying type. The **ESIC Stenographer syllabus** for both the rounds to selection has been described in the tables ahead.

Phase - I: Main Exam

| Part | Subject | Syllabus |
|--------|------------------------------------|--|
| Part A | English language and comprehension | <ul style="list-style-type: none">○ Basic English grammar and sentence structure○ Direct and indirect speech○ Articles, spellings○ Phrases and idioms○ Phrase replacement○ Active and passive voice○ Parts of speech○ Cloze test○ Sentence correction○ Spotting errors○ Comprehension reading○ Antonyms and synonyms |
| Part B | Reasoning Ability | <ul style="list-style-type: none">○ Analogies○ Arithmetical reasoning○ Analysis○ Non-verbal series○ Decision making○ Discriminating observation○ Verbal and figure classification○ Similarities and differences○ Space visualization○ Judgement○ Alphanumeric series○ Visual memory○ Blood relations |

| | | |
|--------|-------------------|---|
| | | <ul style="list-style-type: none">○ Problem solving |
| Part C | General Awareness | <ul style="list-style-type: none">○ Indian history○ Indian polity○ countries , currencies, and capitals○ Government schemes and policies○ National and international important events○ Science and technology○ Indian geography○ Indian constitution○ Scientific research○ Art and culture○ Awards○ Books○ Indian economy○ Days and events |

Check the final [ESIC Stenographer Result](#) on the official website

Phase - II: Stenography Test

The second phase will be of qualifying nature and it will contain only the Stenography Skill Test.

ESIC Stenographer Exam Pattern 2022

The Corporation has provided the **ESIC Stenographer exam pattern** in the official notification. Follow the exam pattern to ensure that you score maximum marks.

Phase - I: Main Exam

The **ESIC Stenographer exam pattern** 2022 includes the following main points.

- Objective-type questions will be asked in this paper.
- Every question will be of 1 mark.
- One-fourth marks will be deducted for wrong answers.
- The paper is divided into three sections.

| Part | Subject | Number of Questions | Marks | Duration |
|--------------|------------------------------------|----------------------|------------------|----------------|
| Part A | English language and comprehension | 100 | 100 | 70 minutes |
| Part B | Reasoning Ability | 50 | 50 | 35 minutes |
| Part C | General Awareness | 50 | 50 | 25 minutes |
| Total | | 200 Questions | 200 Marks | 2 Hours |

Phase - II: Stenography Test

The Stenography Test is a transcription and typing test. Candidates will have to type either in both English and Hindi. The test will be conducted on the following grounds:

| Language of Skill Test | Time Duration | Time Duration for PWD candidates eligible for scribe |
|-------------------------------|----------------------|---|
| English | 50 Minutes | 70 Minutes |
| Hindi | 65 Minutes | 90 Minutes |