



ON-LINE RECRUITMENT EXAMINATION FOR THE POST OF JUNIOR SECRETARIATE

ASSISTANT&JUNIOR STENOGRAPHER - 2022

INFORMATION HANDOUT

This handout contains details pertaining to various aspects of the on-line exam you are going to take and important instructions about related matters. You are advised to study the handout carefully as it will help you in preparing for the examination.

The on-line examination will comprise the following objective type multiple choice tests and structure of the tests as stated below:

Structure of the test for Junior Secretariat Assistant (GEN/S&P/F&A)

Paper	Name of the Test	Number of Questions	Maximum Marks	Penalty	Version	Duration
I	Mental Ability Test	100	200 (2 Marks for every correct answer)	No	Bilingual i.e. Hindi and English except for the test of English Language	90 Minutes
II	General Awareness	50	150 (3 Marks for every correct answer)	One negative mark for every wrong answer	Bilingual i.e. Hindi and English except for the test of English Language	60 Minutes
	English Language	50	150 (3 Marks for every correct answer)			
TOTAL		200	500			150 Minutes

20 minutes' additional time for every hour of examination will be given to PwBD candidates eligible for compensatory time.

Paper II will be administered immediately after submission of Paper I.

Paper II will be evaluated only for those candidates who have secured the minimum threshold marks in Paper-I. However, the marks obtained in Paper I will not be taken into account while preparing the final merit list.

The time for the test is 150 minutes; however, you may have to be at the venue for approximately 210 minutes including the time required for logging in, collection of the Call letters, going through instructions, etc. All tests will be presented in English and Hindi except test of English Language. You can attempt any questions pertaining to the particular paper in the time allotted to that particular paper only. All the questions will have multiple choices. Out of the four answers to a question only one will be the correct answer. **You have to select the most appropriate answer and 'mouse click' that alternative which you feel is appropriate/correct. The alternative/option that you have clicked and saved (or marked for review) will be treated as your answer to that question. There will be penalty for wrong answers marked by you in Paper II. For every wrong answer marked by you, 1 mark assigned to that question (out of 3) will be deducted as penalty.**

Structure of the test for Junior Stenographer

Paper	Name of the Test	Number of Questions	Maximum Marks	Penalty	Version	Duration
I	General Intelligence & Reasoning	50	50	0.25 marks is deducted for every wrong answer	Bilingual i.e. Hindi and English except for the test of English Language	120 Minutes
II	General Awareness	50	50			
III	English Language & Comprehension	100	100			
TOTAL		200	200			120 Minutes

The time for the test is 120 minutes (160 minutes for PwBD); however, you may have to be at the venue for approximately 180 minutes (210 minutes for PwBD candidates).

You can attempt any question at any point of time within the 120 minutes. All the questions will have multiple choices. Out of the four answers to a question only one will be the correct answer. **You have to select the most appropriate answer and 'mouse click' that alternative which you feel is appropriate/correct. The alternative/option that you have clicked and saved (or marked for review) will be treated as your answer to that question. There will be penalty for wrong answer marked by you. For every wrong answer marked by you, 1/4th of the marks allotted to that question will be deducted as penalty.**

The Scores of Online Examination will be obtained by adopting the following procedure :

- (i) Number of questions answered correctly by a candidate in each objective test is considered for arriving at the Corrected Score after applying penalty for wrong answers.
- (ii) The Corrected Scores so obtained by a candidate are made equivalent to take care of the minor difference in difficulty level, if any, in each of the objective tests held in different sessions to arrive at the Equated Scores*

*Scores obtained by candidates on any test are equated to the base form by considering the distribution of scores of all the forms.

- (iii) Testwise scores and scores on total is reported with decimal points upto two digits.

Note : Cutoffs may be applied in two stages :

- (i) On scores in individual tests
- (ii) On Total Score

Some sample questions are given below.

SAMPLE QUESTIONS

Please note that the types of questions in this handout are only illustrative and not exhaustive. In the actual examination you will find questions of a higher difficulty level on some or all of these types and also questions on the types not mentioned here.

MENTAL ABILITY TEST

- Q.1.** The town of Paranda is located on Green lake. The town of Akram is West of Paranda. Tokhada is East of Akram but West of Paranda. Kakran is East of Bopri but West of Tokhada and Akram. If they are all in the same district, which town is the farthest West ?
(1) Paranda (2) Kakran (3) Akram (4) Other than those given as options
- Q.2.** In a row of girls, if Seeta who is 10th from the left and Lina who is 9th from the right interchange their seats, Seeta becomes 15th from the left. How many girls are there in the row ?
(1) 16 (2) 18 (3) 19 (4) Other than those given as options
- Q.3.** If the letters in the word TOPS can be rearranged to form a meaningful word beginning with O, the last letter of that word is your answer. If more than one such word can be formed, M is the answer and if no such word can be formed, X is the answer.
(1) T (2) M (3) X (4) Other than those given as options
- Q.4.** Sohanlal purchased 120 reams of paper at Rs.100 per ream. The expenditure on transport was Rs.480. He had to pay an octroi duty of 50 paise per ream and the coolie charges were Rs.60. What should be the selling price of each ream if he wants a profit of 20% ?
(1) Rs.126 (2) Rs.115.50 (3) Rs.105 (4) Other than those given as options

Q.5-6. Directions : Given below is a table showing percentages out of a total of 700 employees ranking six attributes that help promotion. Rank I is the highest. Study the table carefully and answer questions that follow :

Attribute	% of Employees Giving Different Ranks					
	I	II	III	IV	V	VI
Seniority	32	17	22	19	5	5
Perseverance	14	19	17	9	27	14
Efficiency	15	19	21	14	14	17
Intelligence	10	14	10	14	17	35
Honesty	24	17	7	9	27	16
Sociability	5	14	23	35	10	13

- Q.5.** Which attribute for promotion has received the highest rank ?
 (1) Perseverance (2) Seniority (3) Honesty (4) Other than those given as options
- Q.6.** How many employees gave rank III to intelligence ?
 (1) 119 (2) 98 (3) 77 (4) Other than those given as options

GENERAL AWARENESS

- Q.1.** Which of the following stands for I in RBI ?
 (1) India (2) International (3) Insurance (4) Income
- Q.2.** R. K. Laxman is famous for _____
 (1) Painting (2) Cartoons (3) Film Direction (4) Other than those given as options
- Q.3.** OSCAR awards are given for best performance in which of the following field ?
 (1) Films (2) Literature (3) Sports (4) Science
- Q.4.** Who is the person closely associated with operation flood programmes and was honoured by Padma Vibhushan recently ?
 (1) Dr. V. Kurien (2) Dr. M. S. Swaminathan (3) Dr. Amartya Sen (4) Dr. A. P. J. Abdul Kalam
- Q.5.** "Kumbh-Mela" is held in our country after every _____
 (1) 6 years (2) 10 years (3) 14 years (4) Other than those given as options
- Q.6.** Who among the following is the current Prime Minister of India ?
 (1) Shri Narendra Modi (2) Shri Amit Shah
 (3) Yogi Aditya Nath (4) Other than those given as options
- Q.7.** Which of the following stands for I in IRDA ?
 (1) International (2) Insurance (3) Income (4) Institute
- Q.8.** Who among the following is the current Finance Minister of India ?
 (1) Shri Arun Jaitley (2) Shri P. Chidambaram
 (3) Shri Amit Shah (4) Other than those given as options

ENGLISH LANGUAGE & COMPREHENSION

This is a test to see how well you know English. Your English language ability would be tested through questions on grammar, vocabulary, sentence completion, synonyms, antonyms, comprehension of a passage, etc. Study and answer the sample questions given below :

- Q.1-3. Directions :** Pick out the most appropriate word from amongst the words given below each sentence to complete it meaningfully.
- Q.1.** He quickly glanced the book to find what it said about the Indian economy.
 (1) at (2) through (3) in (4) to
- Q.2.** The counsel urged the court to down the obnoxious law.
 (1) enact (2) enforce (3) cancel (4) strike
- Q.3.** The local official the Minister of the situation.
 (1) explained (2) warned (3) apprised (4) told

- Q.4-6. Directions :** Read each sentence to find out whether there is any grammatical error in it. The error, if any, will be in one part of the sentence. The number of that part of the sentence is your answer. If there is no error, the answer is No error
- Q.4.** I am twenty two years old / when I first / joined the bank. No error
 (1) (2) (3) (4)
- Q.5.** To the Hindus / the Ganga is holier than / any other river. No error
 (1) (2) (3) (4)
- Q.6.** Of all the teachers / in our school / our class teacher were very strict. No error
 (1) (2) (3) (4)

GENERAL INTELLIGENCE AND REASONING

- Q.1-5.** Read the information given below and answer the questions.
 Six plays A, B, C, D, E and F of a famous playwright are to be staged one on each day from Monday to Saturday. The schedule of the plays is to be in accordance with the following.
 (1) A must be on the immediately previous day of the on which E is staged.
 (2) C must not be staged on Tuesday.
 (3) B must be on a day which immediately follows the day on which F is staged.
 (4) D must be staged on Friday only and should not be immediately preceded by B.
 (5) E must not be staged on the last day of the schedule.
- Q.1.** Which of the following is the schedule of plays, with the order of their staging from Monday ?
 (1) E A B F D C (2) A F B E D C (3) A F B C D E (4) Other than those given as options
- Q.2.** Play C cannot definitely be staged on which of the following days in addition to Tuesday ?
 (1) Monday (2) Wednesday (3) Thursday (4) Other than those given as options
- Q.3.** Play D is between which of the following pairs of plays ?
 (1) C and E (2) E and F (3) A and E (4) Other than those given as options
- Q.4.** Which of the following plays is on Monday ?
 (1) E (2) A (3) F (4) Other than those given as options
- Q.5.** Which of the following plays immediately follows B ?
 (1) F (2) E (3) D (4) Other than those given as options
- Q.6-7.** In the following questions a group of numbers and symbols is to be coded by the letter code as per the given scheme and conditions. You have to find out the sr.no. of the letter code group which correctly represents the number symbol combination. The sr. no. of that letter code group is your answer.
- | | | | | | | | | |
|---------------|---|---|----|---|---|---|---|---|
| Number/Symbol | : | 2 | \$ | @ | 7 | 6 | # | 8 |
| Letter Code | : | Q | B | H | L | F | M | T |
- Condition :**
1. If the first as well as the last element is a symbol both are to be coded as 'A'.
 2. If the first element is even digit and last element is a symbol their codes are to be inter changed.
- Q.6.** 67@2#
 (1) FLHQM (2) MLHQF (3) MLQHE (4) FLQHM
- Q.7.** \$687#
 (1) AFTLA (2) AFTLM (3) BFTLA (4) BFTLM

(A) Details of the Objective On-line Examination Pattern

- (1) The examination would be conducted on-line i.e. on a computer.
- (2) All questions except questions on 'English Language' & 'English Language & Comprehension' will be in English and Hindi.
- (3) All the questions will have multiple choices. Out of the four answers to a question only one will be the correct answer. You have to select the most appropriate answer and 'mouse click' that alternative which you feel is appropriate/correct. The alternative/option that is clicked on and saved (or marked review) will be treated as the answer to that question. Answer to any question will be considered for final evaluation only when you have submitted the answers by clicking on "Save & Next" or "Mark for Review & Next".

- (4) The clock has been set at the server and the countdown timer at the top right corner of your screen will display the time remaining for you to complete the exam. When the clock runs out the exam ends by default - you are not required to end or submit your exam.
- (5) The question palette at the right of screen shows one of the following statuses of each of the questions numbered :



You have not visited the question yet.



You have not answered the question.



You have answered the question.



You have NOT answered the question, but have marked the question for review.



The question(s) "Answered and Marked for Review" will be considered for evaluation.

The Marked for Review status simply acts as a reminder that you have set to look at the question again. If an answer is selected for a question that is Marked for Review, the answer will be considered in the final evaluation.

- (6) To select a question to answer, you can do one of the following :
- (a) Click on the question number on the question palette at the right of your screen to go to that numbered question directly. Note that using this option **does NOT save your answer** to the current question.
 - (b) Click on **'Save & Next'** to save answer to current question and to go to the next question in sequence.
 - (c) Click on **'Mark for Review and Next'** to save answer to current question, mark it for review, and to go to the next question in sequence.
- (7) To select your answer, click on one of the option buttons.
- (8) To change your answer, click another desired option button.
- (9) To save your answer, you **MUST** click on **Save & Next**.
- (10) To deselect a chosen answer, click on the chosen option again or click on the **Clear Response** button.
- (11) To mark a question for review click on **Mark for Review & Next**. *If an answer is selected for a question that is **Marked for Review**, the answer will be considered in the final evaluation.*
- (12) To change an answer to a question, first select the question and then click on the new answer option followed by a click on the **Save & Next** button.
- (13) Questions that are saved or marked for review after answering will ONLY be considered for evaluation.**
- (14) You are requested to follow the instructions of the "Test Administrator" carefully. If you do not follow the instructions/rules, it would be treated as a case of misconduct/adoption of unfair means and such a candidate would be liable for debarment from appearing for examination.
- (15) You may ask the Test Administrator about your doubts or questions only before the commencement of the test. No query shall be entertained after the commencement of the examination.
- (16) After the expiry of assigned time, you will not be able to attempt any question or check your answers. Your answers would be saved automatically by the computer system even if you have not clicked the "Submit" button.
- (17) Please note :**
- (a) You will not be allowed to "finally submit" unless you have exhausted the actual test time.**
 - (b) Under no circumstances should you click on any of the 'keyboard keys' once the exam starts as this will lock the exam.**

[B] General Instructions:

- (1) Please note the Login ID, date, time and venue address of the examination given in the call letter.
- (2) You may visit the venue one day before the Online Examination to confirm the location so that you are able to report on time (as printed on the call letter) on the day of the examination. Late comers will not be allowed.
- (3) Please bring the call letter with your photograph affixed thereon, currently valid photo identity proof in original and a photocopy of the same ID proof which you bring in original - THIS IS ESSENTIAL. Please hand over the call letter along with photocopy of photo identity proof duly stapled together to the invigilator. Currently valid photo identity proof may be **PAN Card/Passport/Permanent Driving Licence/Voter's Card/Bank Passbook with photograph/Photo Identity proof issued by a Gazetted Officer on official letterhead /Photo Identity proof issued by a People's Representative on official letterhead/Valid recent Identity Card issued by a recognised College/University/Aadhar/E-Aadhar Card with a photograph/Employee ID/Bar Council Identity card with photograph. Please Note - Ration Card and Learner's Driving License will NOT be accepted as valid ID proof.** Please note that your name as appearing on the call letter should exactly match the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the name indicated in the call letter and Photo Identity Proof you will not be allowed to appear for the exam. In case of candidates who have changed their name will be allowed only if they produce Gazette notification/their marriage certificate/affidavit.
- (4) You must scrupulously follow the instructions of the Test Administrator and CSIR - IICB Representative at the examination venue. If you violate the instructions you will be disqualified and will be asked to leave the examination venue.
- (5) No use of calculators (separate or with watch), books, note books or written notes, cell phones (with or without camera facility), or any other electronic device will be allowed during the examination.
- (6) Your responses (answers) will be analysed with other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted in this regard, it is inferred/concluded that the responses have been shared and scores obtained are not genuine/valid, your candidature may be cancelled. Any candidate who is found copying or receiving or giving assistance or engaging in any behaviour unbecoming of a candidate will not be considered for assessment. CSIR – IICB may take further action against such candidates as deemed fit by it.
- (7) You should bring with you a ball-point pen and ink stamp pad (blue/black). A sheet of paper will be provided which can be used for rough work or taking down the question number you would like to review at the end of the test before submitting your answers. After the test is over you MUST hand over this sheet of paper to the Test Administrator before leaving the venue.
- (8) The possibility of occurrence of some problem in the administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problem, which may include movement of candidates, delay in test. Conduct of a re-exam is at the absolute discretion of test conducting body. Candidates will not have any claim for a re-test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.
- (9) If the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session are required if the nodes capacity is less or some technical disruption takes place at any centre or for any candidate.
- (10) Anyone found to be disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of test contents in any form or any information therein in whole or part thereof or by any means verbal or written, electronic or mechanical or taking away the papers supplied in the examination hall or found to be in unauthorised possession of test content is likely to be prosecuted.
- (11) In the event of any inconsistency between Hindi and English version, the English version shall prevail.

SOCIAL DISTANCING MODE CONDUCT OF EXAM RELATED INSTRUCTIONS

- 1 Candidate is required to report at the exam venue strictly as per the time slot mentioned in the Call Letter. It is expected that candidate strictly adhere to this time slot – as entry into the exam venue will be provided based upon the individual's time slot ONLY. Candidates should report atleast 15 minutes before the Reporting time indicated on the call Letter.
- 2 Mapping of 'Candidate Roll Number and the Lab Number' will NOT be displayed outside the exam venue, but the same will be intimated to the candidates individually at the time of entry of the candidate to the exam venue.
- 3 Items permitted into the venue for Candidates
Candidates will be permitted to carry only certain items with them into the venue.
 - a. Mask (WEARING A MASK is COMPULSORY)
 - b. Gloves
 - c. Personal transparent water bottle (Candidate should bring his / her own water bottle)
 - d. Personal hand sanitizer (50 ml)
 - e. A ball point pen and ink stamp pad (blue/black)
 - f. Exam related documents (Call Letter and ID Card in Original.)
 - g. In case of Scribe Candidates - Scribe form duly filled and signed with Photograph affixed.No other Items are permitted inside the venue.
- 4 Candidate should not share any of their personal belonging/material with anyone
- 5 Candidate should maintain safe social distance with one another.
- 6 Candidate should stand in the row as per the instructions provided at venue.
- 7 If candidate is availing services of a scribe, then scribe also should bring their own Gloves, N95 Mask, sanitizer (50ml) and transparent water bottle. Wearing a mask is compulsory. Both candidate and Scribe will require to be wearing N95 Mask.
- 8 A Candidate must have AarogyaSetu App installed on his mobile phone. The AarogyaSetu status must show candidate's risk factor. A candidate will have to display this status to the Security Guard at the entry into the exam venue. In case a candidate does not have a smart phone, he/she will have to bring in a signed declaration to this effect (declaration is provided along with this Call Letter) and show the same to the Security Guard at the entry into the exam venue. Candidates with Moderate or High Risk Status on AarogyaSetu App will not be allowed entry. In case any of the responses in declaration suggest COVID 19 infection/symptoms, the candidate will not be permitted inside the exam venue. (If candidate is availing services of a Scribe, then Scribe should also follow the same instructions.)
- 9 After AarogyaSetu status display at the entry gate, candidates/scribe will be required to switch off their mobile phones, and deposit it at the designated location, to be collected while exiting.
- 10 All candidates (and Scribe, if applicable) will be checked with Thermo guns at the entry point for temperature. In case, any person is observed to be having above normal temperature ($> 99.14^{\circ}$ F) or displaying any symptoms of the virus, they will not be allowed entry into the venue.
- 11 In candidate registration :
 - a. Candidate registration will be done through photo capture. Photo captured will be matched with the photo uploaded by you in the application (as printed in the call letter). You must NOT change your appearance from the photo uploaded by you.
 - b. Photograph will be taken while candidate is standing.
 - c. Seat number will be given to the candidate.
- 12 Rough sheet, call letter and ID proof management
 - Rough sheet(s) kept at each candidate desk will be used by candidate.
 - Candidate must follow the instructions related to dropping the call letter with the ID proof copy and rough sheets in the boxes provided at the exit of lab/venue while leaving or at the place designated by Exam officials. Those candidates who avail the services of Scribe should submit Scribe form also along with the Call Letter and ID proof copy.
 - Candidate must drop the rough sheets, call letter, ID proof copy in the boxes provided at the exit of lab/venue while leaving or at the designated place indicated by Exam officials.
- 13 Post Examination Controls
 - On completion of examination, the candidates should move out in an orderly manner without crowding as instructed by the venue staff.

WISH YOU GOOD LUCK