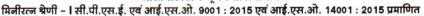प्रतिभूति कागज कारखाना, नर्मदापुरम– 461005 (म.प्र.)
(भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड की इकाई)
भारत सरकार के पूर्ण स्वामित्वाधीन
मिनीरत्न श्रेणी – I सी.पी.एस.ई. एवं आई.एस.ओ. 9001 : 2015 एवं आई.एस.ओ. 14001 : 2015 प्रमाणित
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ON-LINE EXAMINATION - RECRUITMENT OF WELFARE OFFICER, SUPERVISOR (PRODUCTION/LAB), SUPERVISOR (TECHNICAL SAFETY) AND SUPERVISOR (ELECTRICAL)

INFORMATION HANDOUT

This handout contains details pertaining to various aspects of the online exam you are going to undertake 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 as stated below:

Structure of the test

Sr. No.	Test Name	No. of Qs.	Max. Marks	Time/Duration	Version
1	Professional Knowledge	50	100	40 Minutes	Hindi & English language except for English language test.
2	Logical Reasoning	25	25	20 Minutes	
3	General Awareness	25	25	20 Minutes	
4	English Language	25	25	20 Minutes	
5	Quantitative Aptitude	25	25	20 Minutes	
	Total	**150**	**200**	**120 Minutes**	

The time for the test is 120 minutes; however you may have to be at the venue for approximately 180 minutes including the time required for logging in, collection of the call letters, going through the instructions etc. All tests except test of English Language will be provided in English and Hindi. Tests are separately timed. You can attempt any question in a particular test during the time allotted to that test only. All the questions will have multiple choices. Out of the five 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 on will be treated as your answer to that question. There will be no penalty for wrong answers marked by you. However, you are advised, not to mark answers by random guessing.**

In the Selection process, an applicant has to secure minimum marks i.e, cut-off will be applied on the total score and not on test wise rank sufficiently higher to get selected. The minimum qualifying i.e., cut-off marks require to consider on order of merits for different categories of candidates are as under:-

General / EWS Category	55%
OBC Category	50%
SC/ST category	45%

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.

(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 will be applied on total score.

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.

Some sample questions are given below.

PROFESSIONAL KNOWLEDGE

Questions will be based on the area of Specialization.

LOGICAL REASONING

This is a test to see how well you can think and also to judge your aptitude/ knowledge of working on computer. It contains questions of various kinds. Here are some sample questions.

Q.1-3. **Directions** : In each of the following questions, there are five letter groups or words in each question. Four of these letter groups or words are alike in some way, while one is different. Find the one which is different.

Q.1.   (1) black   (2) red   (3) green   (4) paint   (5) yellow

Q.2.   (1) BC   (2) MN   (3) PQ   (4) XZ   (5) ST

Q.3.   (1) Mango   (2) Apple   (3) Orange   (4) Guava   (5) Rose

Q.4-6. **Directions :** In each of the following questions, there is a question mark in which only one of the five alternatives given under the question satisfies the same relationship as is found between the two terms to the left of the sign :: given in the question. Find the correct answer.

Q.4.   Foot : man : : hoof : ?
  (1) leg   (2) dog   (3) horse   (4) boy   (5) shoe

Q.5.   Day : Night : : Kind : ?
  (1) Dark   (2) Bright   (3) Cruel   (4) Generous   (5) Gratitude

Q.6.   Hut : Mansion : : Rabbit : ?
  (1) Hole   (2) Carrot   (3) Elephant   (4) Small   (5) Rat

GENERAL AWARENESS

Q.1.   Who among the following is the director of the film "Lagaan" ?
  (1) Sanjay Leela Bhansali   (2) Vasant Govarikar   (3) Karan Johar
  (4) B. R. Chopra   (5) Other than those given as options

Q.2.   Why we cannot see the objects in the dark ?
  (1) These objects emit light
  (2) These objects absorb light
  (3) There is no light coming to our eyes from these objects
  (4) The light gets obstructed by the darkness.
  (5) Other than those given as options

Q.3.   Which of the following samples of water can be termed as pure water ?
  (1) Water in which alum is added   (2) Clean water
  (3) Filtered water   (4) No other substance added to it
  (5) Other than those given as options

Q.4.   Which of the following stands for I in RBI ?
  (1) India   (2) International   (3) Insurance   (4) Income   (5) Institute

Q.5.   OSCAR awards are given for best performance in which of the following field ?
  (1) Films   (2) Literature   (3) Sports   (4) Science   (5) Social Service

ENGLISH LANGUAGE

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   (5) over

Q.2. The counsel urged the court to .... down the obnoxious law.
(1) enact   (2) enforce   (3) cancel   (4) strike   (5) declare

Q.3. The local official .... the Minister of the situation.
(1) explained   (2) warned   (3) apprised   (4) told   (5) intimated

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 (5).

Q.4. I am twenty / two years old / when I first / joined the bank.   No error
     (1)   (2)   (3)   (4)   (5)

Q.5. To the Hindus / the Ganga is / holier than / any other river.   No error
     (1)   (2)   (3)   (4)   (5)

Q.6. Of all the teachers / in our school / our class teacher / were very strict.   No error
     (1)   (2)   (3)   (4)   (5)

QUANTITATIVE APTITUDE

This test is designed to measure how fast and accurate you are in dealing with numbers, viz. computation.

Q.1-3. Directions : In each of the following questions, you have to find out what will come in place of the question mark (?).

Q.1. 42 + 73 + 137 = ?
(1) 352   (2) 252   (3) 242   (4) 142   (5) Other than those given as options

Q.2. $20 \times \dfrac{1}{2}$ = ?

(1) 4   (2) 5   (3) 1   (4) 20   (5) Other than those given as options

Q.3. 0.7 x 0.5 = ?
(1) 35   (2) 0.35   (3) 0.0035   (4) 0.035   (5) Other than those given as options

Also, there may be some questions based on graphs and tables.

Q.4-6. 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 :

% of Employees Giving Different Ranks						
Attribute	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.4. Which attribute for promotion has received the highest rank ?
(1) Perseverance   (2) Seniority   (3) Honesty   (4) Sociability   (5) Efficiency

Q.5. How many employees gave rank III to intelligence ?
(1) 119   (2) 98   (3) 77   (4) 70   (5) 10

Q.6. Which attribute is considered the least important for promotion ?
(1) Honesty   (2) Intelligence   (3) Perseverance (4) Efficiency   (5) Sociability

Details of the online Examination :

(1) The examination would be conducted on-line i.e. on a computer.

(2) All tests except test of English Language will be in English and Hindi.

(3) All the questions will have multiple choices. Out of the five answers to a question only one will be the correct answer. **The candidate has to select the correct answer and 'mouse click' that alternative which he/ she feels is correct. The alternative/ option that is clicked on will be treated as the answer to that question. Answer to any question will be considered for final evaluation, only when candidates 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 displayed on the right side of screen will show the status of each question using one of the following symbols:

 1 You have not visited the question yet.

 2 You have not answered the question.

 3 You have answered the question.

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

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

The Marked for Review status for a question simply indicates that you would like to look at that question again. *If a question is answered and Marked for Review, your answer for that question will be considered in the 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) The candidates are requested to follow the instructions of the "Test Administrator" carefully. If any candidate does 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 examinations for a period as decided by Security Paper Mill, Narmadapuram.

(15) Tests are separately timed. You can attempt any question in a particular test during the time allotted to that test only.

(16) The candidates may ask the Test Administrator about their doubts or questions only before the commencement of the test. No query shall be entertained after the commencement of the examination.

(17) After the expiry of 120 minutes, the candidates will not be able to attempt any question or check their answers. The answers of the candidate would be saved automatically by the computer system even if he/she has not clicked the "Submit" button.

(18) Please note :

    (a) **Candidates will not be allowed to "finally submit" unless they have exhausted the actual test time.**

    (b) **Under no circumstances should a candidate click on any of the 'keyboard keys' once the exam starts as this will lock the exam.**

B] General Instructions:

(1) Please note Date, Reporting 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) The call letter should be brought with you to the examination venue along with your recent passport size photograph duly pasted on it. (Preferably the same photograph as was as uploaded).

(4) Person with Benchmark Disability should contact the Test Centre Administrator of the test venue at least 30 minutes before the time of examination for assistance in seating, if needed.

(5) You must scrupulously follow the instructions of the Test Administrator and Security Paper Mill, Narmadapuram Representative at the examination venue. If you violate the instructions you will be disqualified and will be asked to leave the examination venue.

(6) Biometric data (thumb impression) and photograph will be captured before the start of examination at the examination venue. Decision of the Biometric data verification authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates. **Refusal to participate in the process of biometric data capturing / verification on any occasion may lead to cancellation of candidature.** With regards to the same, please note the following :
    (a) If fingers are coated (stamped ink/mehndi/coloured...etc.), ensure to thoroughly wash them so that coating is completely removed before the examination day.
    (b) If fingers are dirty or dusty, ensure to wash them and dry them before the thumb impression (biometric) is captured.
    (c) Ensure fingers of both hands are dry. If fingers are moist, wipe each finger to dry them.
    (d) If the primary finger (thumb) to be captured is injured/damaged, immediately notify the concerned authority in the test centre.
    (Any failure to observe these points will result in non-admittance for the examination).

(7) 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.

(8) 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. **The call-letter along with photocopy of photo identity proof duly stapled together are to be submitted to the Invigilator.** Currently valid photo identity proof may be PAN Card/Passport/Driving Licence/Voter's Card with photograph/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 in original/Bar Council Identity Card with photograph. **Please Note - Ration Card will NOT be accepted as valid ID proof for this project.** Please note that your name as appearing on the call letter (provided by you during the process of registration) 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 original Gazette notification/their original marriage certificate/ affidavit in original.**

(9) 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. The Security Paper Mill, Narmadapuram may take further action against such candidates as deemed fit by it.

(10) You should bring with you a ball-point pen. You are allowed to bring your own 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 submit this sheet of paper along with the Call Letter to the Invigilator.

(11) The possibility for occurrences 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 problems, which may include the conduct of another examination if considered necessary. The decision of the test conducting body in this regard shall be final. Candidates not willing to accept such change shall lose his/her candidature for this exam.

(12) 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 is required if the nodes capacity is less or some technical disruption takes place at any centre or for any candidate.

(13) 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.

(14) Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection, process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any recruitment process of the Security Paper Mill, Narmadapuram in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect.

(15) Candidates are advised to take note of "The Public Examinations (Prevention of Unfair Means) Act, 2024".

(16) Please read instructions related to Social Distancing given below.

INSTRUCTIONS WITH REGARD TO SOCIAL DISTANCING

1   Candidate is required to report at the exam venue strictly as per the time slot mentioned in the Call Letter. Latecomers will not be allowed to take the test.

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**

   b. **Personal hand sanitizer (50 ml)**

   c. **A simple pen and ink stamp pad (blue/black)**

   d. **Exam related documents (Call Letter and Photocopy of the ID card stapled with it, ID Card in Original)**

   e. **In the 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 a candidate is availing services of a scribe, then scribe also should bring their own Mask.

8   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!