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Tel. No. : 07574-255259, Fax No. : 07574-255170, E-mail : gm.spm@spmcl.com, Website : http://spmhoshangabad.spmcl.com



**ON-LINE EXAMINATION - RECRUITMENT OF SUPERVISOR (DRAFTSMAN),
SUPERVISOR (TECHNICAL SAFETY), SUPERVISOR (ENVIRONMENT), JUNIOR HINDI TRANSLATOR,
JUNIOR OFFICE ASSISTANT, JUNIOR TIME KEEPER & JUNIOR TECHNICIAN**

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 :

**SUPERVISOR (DRAFTSMAN), SUPERVISOR (TECHNICAL SAFETY),
SUPERVISOR (ENVIRONMENT), JUNIOR HINDI TRANSLATOR**

| Sr. No. | Test Name | No. of Qs. | Max. Marks | Version | Time/Duration |
|---------|------------------------|------------|------------|---|-------------------------------|
| 1 | Professional Knowledge | 40 | 40 | Hindi & English language except English language section. | Composite time of 120 Minutes |
| 2 | Logical Reasoning | 40 | 40 | | |
| 3 | General Awareness | 40 | 40 | | |
| 4 | English Language | 40 | 40 | | |
| 5 | Quantitative Aptitude | 40 | 40 | | |
| | Total | 200 | 200 | | |

JUNIOR OFFICE ASSISTANT & JUNIOR TIME KEEPER

| Sr. No. | Test Name | No. of Qs. | Max. Marks | Version | Time/Duration |
|---------|-----------------------|------------|------------|---|-------------------------------|
| 1 | Logical Reasoning | 40 | 40 | Hindi & English language except English language section. | Composite time of 120 Minutes |
| 2 | General Awareness | 40 | 40 | | |
| 3 | English Language | 40 | 40 | | |
| 4 | Computer knowledge | 40 | 40 | | |
| 5 | Quantitative Aptitude | 40 | 40 | | |
| | Total | 200 | 200 | | |

JUNIOR TECHNICIAN

| Sr. No. | Test Name | No. of Qs. | Max. Marks | Version | Time/Duration |
|---------|-----------------------|------------|------------|---|-------------------------------|
| 1 | General Science | 40 | 40 | Hindi & English language except English language section. | Composite time of 120 Minutes |
| 2 | Logical Reasoning | 40 | 40 | | |
| 3 | General Awareness | 40 | 40 | | |
| 4 | English Language | 40 | 40 | | |
| 5 | Quantitative Aptitude | 40 | 40 | | |
| | Total | 200 | 200 | | |

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. You can attempt any question at any point of time within these 120 minutes. 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.**

Number of questions answered correctly by a candidate in each objective test is considered for arriving at the Corrected Score.

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 may be applied in two stages :

- (i) On scores in individual tests
- (ii) 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 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 SCIENCE

- Q.1.** 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.2.** 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

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

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)

COMPUTER KNOWLEDGE

- Q.1.** Every component of your computer is either _____
 (1) software or CPU / RAM (2) hardware or software
 (3) application software or system software (4) an input device or output device
 (5) Other than those given as options
- Q.2.** The full form of LAN is :
 (1) Local Access Network (2) Local Area Network (3) Long Area Node
 (4) Local Area Node (5) Other than those given as options
- Q.3.** Which of the following is a popular Computer Language ?
 (1) A + (2) BA + (3) C ++ (4) CA + (5) Other than those given as options
- Q.4.** The function of CPU is _____
 (1) to provide external storage of text (2) to create a hard copy
 (3) to create a new software (4) to read, interpret and process the information and instruction
 (5) Other than those given as options
- Q.5.** Oracle is _____
 (1) Application Software (2) Date Base (3) Antivirus Software
 (4) Programme (5) Other than those given as options

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.** $20 \times \frac{1}{2} = ?$
 (1) 4 (2) 5 (3) 1 (4) 20 (5) Other than those given as options
- Q.3.** $0.7 \times 0.5 = ?$
 (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 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:



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 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) Test name(s) will be displayed on the top bar of the screen. Questions in a test can be viewed by clicking on the test name. The test you will view will be highlighted.
- (15) After clicking the **Save & Next** button on the last question for a test, you will automatically be taken to the first question of the (next) test.
- (16) You can move the mouse cursor over the test names to view the status of the questions for that test.
- (17) You can shuffle between tests and questions during the examination as per time allocated to test(s).
- (18) 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, Hoshangabad.
- (19) 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.
- (20) After the expiry of the allotted time, 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.
- (21) **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, Hoshangabad Representative at the examination venue. If you violate the instructions you will be disqualified and will be asked to leave the examination venue.
- (6) 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. **After AarogyaSetu status display at the entry gate, candidates will be required to switch off their mobile phones, and deposit it at the designated location, to be collected while exiting.**
- (7) 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 at the end of exam by putting it in the designated drop-box. Currently valid photo identity proof may be PAN Card/Passport/Permanent Driving License/ 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 and Learner's Driving Licence will NOT be accepted as valid ID proof.** 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.

- (8) 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, Hoshangabad may take further action against such candidates as deemed fit by it.
- (9) You should bring with you a ball-point pen. 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 drop this sheet of paper along with the Call Letter in the designated drop-box.
- (10) 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 problem, which may include the conduct of another examination if considered necessary. 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.
- (11) 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.
- (12) 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.
- (13) 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, Hoshangabad 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.

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 AND/OR informed via SMS/Mail on their registered mobile number/mail prior to exam date. 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 simple pen and ink stamp pad (blue or black)**
 - f. **Exam related documents (Call Letter and Photocopy of the ID card stapled with it, ID Card in Original.)**
 - g. **Call Letter should be brought with the Photocopy of the Photo ID stapled with it. Original ID (same as Photocopy) is also to be brought for verification. The name on the ID and on the Call Letter should be exactly the same.**
 - h. **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/her 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. (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 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.**
- 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 in the boxes provided at the exit of lab/venue while leaving or at the designated place. 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