

MAHARASHTRA STATE ELECTRICITY DISTRIBUTION CO. LTD.
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ON-LINE EXAMINATION - RECRUITMENT FOR THE POST OF UPKENDRA SAHAYYAK
INFORMATION HANDOUT & SAMPLE QUESTIONNAIRE

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. Please note that this is a competitive examination and that mere passing is not adequate. You have to obtain a high rank in order of merit. You should therefore put in your best effort in the examination.

The online examination will comprise the following objective type multiple choice tests as stated below :

अनु क्र.	प्रश्नावलीचे नाव	प्रश्नसंख्या	V.O.	एकत्रित वेळ
1.	टेक्निकल कॉम्पिटन्सी (तांत्रिकिय क्षमता)	50	70	120 मिनिटे
2.	सामान्य अभियोग्यता	20	10	
3.	मुलभूत अंकगणितीय योग्यता	20	20	
	एकूण	90	100	

The time for the test is 120 minutes; however you may have to be at the venue for approximately 150 minutes including the time required for logging in, collection of the call letters, giving of instructions etc. The tests will be printed in English and Marathi. You can attempt any question from 1 to 90 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 highlighted and will be treated as your answer to that question. There will be a penalty for wrong answers marked by you. For each wrong answer one fourth of the marks assigned will be deducted.**

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.

टेक्निकल कॉम्पिटन्सी (तांत्रिकिय क्षमता)

या वरील विषयातील विशेष ज्ञानावर आधारित असतील

सामान्य अभियोग्यता

ही चाचणी तुम्ही किती त्वरेने आणि अचूकपणे विचार करू शकता त्याचे मापन करते. ह्या चाचणीत तर्कशक्ती, विश्लेषणात्मक योग्यता, कार्यकारण भावात्मक विचार करणे इत्यादींवर आधारित प्रश्न असतील. खालील नमुना प्रश्न अभ्यासा.

प्र.1. काही नेते अप्रामाणिक असतात. सत्यप्रीय हा नेता आहे ? या दोन विधानांवरून खालीलपैकी कोणता निष्कर्ष निश्चितपणे निघतो ?

- (1) सत्यप्रीय प्रामाणिक आहे. (2) सत्यप्रीय अप्रामाणिक आहे.
(3) काही नेते प्रामाणिक असतात. (4) नेते हे सामान्यतः अप्रामाणिक असतात.
(5) सत्यप्रीय हा काही वेळ अप्रामाणिक असतो

प्र. 2. TOPS या शब्दाच्या अक्षरांना 'O' ने प्रारंभ करून रचल्याने जर का एक अर्थपूर्ण शब्द बनविता येत असेल तर त्या शब्दाचे अंतिम अक्षर हे तुम्ही उत्तर म्हणून दर्शवा. जर का असे एकाहून अधिक शब्द बनविता येत असतील तर उत्तर म्हणून 'M' दर्शवा आणि असा एकही अर्थपूर्ण शब्द बनविता येणे शक्य नसल्यास उत्तर 'X' दर्शवा.

- (1) T (2) P (3) S (4) M (5) X

- प्र. 3. मुलांच्या एका रांगेत महेश रांगेच्या डावीकडून सातवा आणि उजवीकडून अठरावा आहे. त्या रांगेत एकूण किती मुले आहेत ?
 (1) 26 (2) 25 (3) 27 (4) निश्चित सांगता येत नाही (5) यापैकी एकही नाही
- प्र. 4. खालील पाचांपैकी चार एका निश्चित प्रकारे सारखे आहेत आणि म्हणून त्यांचा एक गट बनतो. त्या गटात न येणारा पांचवा कोणता ?
 (1) किलोग्राम (2) किलोमीटर (3) इंच (4) फूट (5) यार्ड

मुलभूत अंकगणितीय योग्यता

ही चाचणी तुम्ही अंकात्मक क्रिया म्हणजेच मोजणे, सांख्यिकीय तर्कशक्ती, कोष्टक आणि आलेख यांचा अर्थ स्पष्ट करणे इ. किती जलद आणि अचूकपणे करू शकता याचे मापन करते.

निर्देश : खालील प्रत्येक प्रश्नात एक संख्या दिलेली नाही. त्या न दिलेल्या संख्येच्या जागी प्रश्नचिन्ह (?) दर्शविले आहे. तुम्हाला (1), (2), (3) आणि (4) या उत्तरांपैकी कोणते उत्तर प्रश्नचिहनाच्या जागी येऊ शकते ते शोधावयाचे आहे. जर का ह्या चारांपैकी एक ही प्रश्न चिहनाच्या जागी येऊ शकत नसेल तर यापैकी एकही नाही म्हणजे उत्तर क्र. (5) हे उत्तर तुम्ही दर्शवावा.

- प्र. 5. $42 + 73 + 137 = ?$
 (1) 352 (2) 252 (3) 242 (4) 142 (5) यापैकी एकही नाही
- प्र. 6. $20 \times \frac{1}{2} = ?$
 (1) 4 (2) 5 (3) 12 (4) 20 (5) यापैकी एकही नाही
 काही प्रश्नांसाठी अंकगणितीय तर्कशक्तीची आवश्यकता असते. उदाहरणार्थ -
- प्र. 7. जर एका लिंबाला 10 पैसे तर 6 लिंबांची किंमत किती पैसे ?
 (1) 6 (2) 10 (3) 60 (4) 61 (5) यापैकी एकही नाही
- प्र. 8. खालीलपैकी कोणत्या संख्येस 4 ने निःशेष भाग जातो ?
 (1) 27114 (2) 58204 (3) 48402 (4) 32286 (5) यापैकी एकही नाही
- प्र. 9. जर एक पेन 10 रुपयांना विकल्याने त्याच्या खरेदीच्या किमतीइतकाच नफा होत असेल तर त्या पेनची खरेदीची किंमत किती?
 (1) 3 रुपये (2) 5 रुपये (3) 10 रुपये (4) 20 रुपये (5) यापैकी एकही नाही

(A) Details of the On-line Examination Pattern

- (1) The examination would be conducted on-line i.e. on a computer.
- (2) All tests will be in Marathi.
- (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 most appropriate answer and 'mouse click' that alternative which he/ she feels is appropriate/ correct. The alternative/ option that is clicked on will be highlighted and 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 at the right of screen shows one of the following statuses of each of the questions numbered:

 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 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) You can view the entire paper by clicking on the **Question Paper** button.
- (8) To select your answer, click on one of the option buttons
- (9) To change your answer, click the another desired option button
- (10) To save your answer, you **MUST** click on **Save & Next**
- (11) To deselect a chosen answer, click on the chosen option again or click on the **Clear Response** button.
- (12) 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.*
- (13) 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.
- (14) Questions that are saved or marked for review after answering will ONLY be considered for evaluation.**
- (15) Sections will be displayed on the top bar of the screen. Questions in a section can be viewed by clicking on the section name. The section you will view will be highlighted.
- (16) After clicking the **Save & Next** button on the last question for a section, you will automatically be taken to the first question of the next section.
- (17) You can move the mouse cursor over the section names to view the status of the questions for that section.
- (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 Organization.
- (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 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.
- (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 the 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) 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 as was uploaded during online registration).

- (4) User Name and Password to enter the on-line exam site will be given at the venue on the day of exam.
- (5) You must scrupulously follow the instructions of the Test Administrator and Company Representative at the examination venue. If you violate the instructions you will be disqualified and will be asked to leave the examination venue.
- (6) 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 NOT be allowed during the examination.
- (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.** 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/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 Card with a photograph/E-Aadhar Card/Employee ID/Bar Council Identity Card with photograph. 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 Company 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 hand over this sheet of paper to the Test Administrator before leaving the venue.
- (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 is required if the nodes capacity is less or some technical disruption takes place at any centre or for any candidate.
- (12) In case more than one call letter has been generated (for the same post), candidates are advised to appear only once on the date and at the time mentioned on the respective call letter. All other call letters (for that post) are to be surrendered.
- (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.

IMPORTANT POINTS TO REMEMBER

You are advised to bring with you the following:

- (i) Call letter with photo affixed thereon and photo ID card in **Original** and photocopy as mentioned in point 7.
- (ii) One Ball point pen

WISH YOU GOOD LUCK