

सौएसआईआर-केन्द्रीय खनन एवं ईंधन अनुसंधान संस्थान
(वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्)
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Barwa Road, Dhanbad – 826 015, Jharkhand, India
An ISO 9001 Certified Institute

**Online Examination for Recruitment of Assistant (Gen/F&A/S&P)
GRADE III (Re-Designation Junior Secretariat Assistant Gen./F&A/S&P) against
Advt. No. CIMFR 02/2015 & CIMFR-01/2016**

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 :

Sr. No.	Name of the Tests	Number of Questions	Maximum Marks	Duration
1.	Mental Ability	100	200	90 Minutes
2.	General Awareness	50	150	60 Minutes
3.	English Language	50	150	
	TOTAL	200	500	

The total time for the test is 150 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. You can attempt questions as per time allotted to tests. 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 on will be treated as your answer to that question. For tests of Mental Ability there will be no penalty for wrong answers marked by you. However, you are advised not to mark your answers by random guessing. For tests of General Awareness and English Language there will be penalty for wrong answers marked by you. For every wrong answer 1 mark 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.

SAMPLE QUESTIONS

**MENTAL ABILITY
(Reasoning & Quantitative Ability)**

- 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.** If the first and the second letters in the word 'DEPRESSION' were interchanged, also the third and the fourth letters, the fifth and sixth letters and so on, which of the following would be the seventh letter from the right ?
 (1) R (2) O (3) S (4) Other than those given as options
- Q.3.** 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. 120 (4) Other than those given as options
- Q.4. 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) Other than those given as options

GENERAL KNOWLEDGE

- Q.1.** "Kumbh-Mela" is held in our country after every _____
 (1) 6 years (2) 12 years
 (3) 14 years (4) Other than those given as options
- Q.2.** 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

GENERAL ENGLISH

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. Please remember, in the test paper there may be questions of several other types also.

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) through (2) in (3) to (4) over
- Q.2.** The local official the Minister of the situation.
 (1) explained (2) warned (3) apprised (4) told

Directions : Read each sentence given below 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'.

(Ignore errors of punctuations, if any)

- Q.3.** I am twenty two years / old when I first / joined the bank. No error
(1) (2) (3) (4)
- Q.4.** To the Hindus / the Ganga is holier / than any other river. No error
(1) (2) (3) (4)

(A) Details of the On-line Examination Pattern

- (1) The examination would be conducted on-line i.e. on a computer.
- (2) All the questions will have multiple choices. Out of the four 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 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".**
- (3) 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 test(s). When the clock runs out the exam ends by default - you are not required to end or submit your exam.
- (4) 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



You have answered the question but marked it for review.

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.*

- (5) 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.
- (6) To select your answer, click on one of the option buttons.
- (7) To change your answer, click another desired option button.

- (8) To save your answer, you **MUST** click on **Save & Next**.
- (9) To deselect a chosen answer, click on the chosen option again or click on the **Clear Response** button.
- (10) 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.*
- (11) 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.
- (12) Questions that are saved or marked for review after answering will ONLY be considered for evaluation.**
- (13) 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 CIMFR.
- (14) 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.
- (15) After the expiry of test duration, the candidates will not be able to attempt any question or check their answers.
- (16) 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, 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.
- (4) You must scrupulously follow the instructions of the Test Administrator and CIMFR 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) Please bring this 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 this call-letter alongwith 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 Card/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 (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 Gazette notification/their marriage certificate/affidavit.

- (7) Mere admission and appearance in written test will not confer any right on the candidature. If at any stage, the information furnished by the candidate is found to be incorrect; their candidature will be rejected summarily without any notice. If any shortcoming(s) is/are detected even after selection, their services are liable to be terminated without any notice. The onus is on the candidate to prove that all the information provided/submitted by him/her in the application form is true. The candidates may ensure that they fulfill the terms/qualification of the aforesaid advt. Candidature is liable to be rejected at any stage of the recruitment process or thereafter, if any information provided by the candidate is found to be false or is not found in conformity with eligibility.
- (8) Candidates are advised to visit our website www.cimfr.nic.in regularly to get the latest update regarding this recruitment.
- (9) Biometric data (thumb impression and photograph) will be captured at the examination venue both before and after exam. 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 exam day.
 - (b) If fingers are dirty or dusty, ensure to wash them and dry them before the finger print (biometric) is captured.
 - (c) Ensure fingers of both hands are dry. If fingers are moist, wipe each finger to dry it.
 - (d) If the primary finger 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)
- (10) 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 CIMFR may take further action against such candidates as deemed fit by it.
- (11) 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.
- (12) 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.
- (13) 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.
- (14) 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.

- (15) 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 CIMFR recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective affect.

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 6.
- (ii) One Ball point pen

WISH YOU GOOD LUCK