

ONLINE RECRUITMENT EXAMINATION FOR CATEGORY III POSTS (PHASE - II)

(With reference to Advt. No.01/2022-FCI Category-III published in employment news on 03.09.2022)

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 Paper I

J.E. (Civil Engineering), J.E. (Electrical Mechanical Engineering), AG-III (General), AG-III (Accounts), AG-III (Technical), AG-III (Depot), & AG-III (Hindi)

Sr. No.	Name of the Test	Number of Questions	Maximum Marks	Duration	Medium of Examination
1	English Language	25	25	20 Minutes	English
2	Reasoning Ability	25	25	20 Minutes	Bilingual (English & Hindi)
3	Numerical Aptitude	25	25	20 Minutes	Bilingual (English & Hindi)
4	General Studies* comprising of Indian History, Geography, Indian Economy – 25 Questions General Science upto Class 10 th level - 10 Questions Current Affairs – 5 Questions Computer Awareness - 5 Questions	45	45	30 Minutes	Bilingual (English & Hindi)
	Total	120	120	90 Minutes	

*The nature of questions will be such that they do not require specialized study of any discipline.

Structure of Paper II

J.E. (Civil Engineering), J.E. (Electrical Mechanical Engineering), AG-III (Accounts), AG-III (Technical), AG-III (Hindi)

1	Professional Knowledge	60	120	60 Minutes	Bilingual (English & Hindi)
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Please note that Paper I & II for Post Code A, B, E, F, & H will be held in single sitting.

Structure of Paper III

Steno. Grade-II

Sr. No.	Name of the Test	Number of Questions	Maximum Marks	Duration	Medium of Examination
1	General English	30	30	25 Minutes	English
2	General Awareness	30	30	20 Minutes	Bilingual (English & Hindi)
3	General Intelligence	30	30	25 Minutes	Bilingual (English & Hindi)

4	Computer Awareness (with specific reference to MS Word, Excel, PowerPoint and Internet) for candidates applying for the Post Code C (Steno Grade II)	30	30	20 Minutes	Bilingual (English & Hindi)
	Total	120	120	90 Minutes	

The candidates shall report at the Examination Center one hours before the commencement of the examination so as to complete the frisking and other formalities well before time which includes the time required for logging in, collection of the call letters, going through the instructions etc. All tests except tests of English Language and General English will be provided in English and Hindi. Tests are separately timed. Candidate may 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. Candidates have to select the most appropriate answer and 'mouse click' that alternative which candidate think is appropriate/ correct. The alternative/ option that candidate have clicked on will be treated as your answer to that question. There will be penalty for wrong answers marked by you. However, you are advised, not to mark answers by random guessing. Further, for every wrong answer marked the candidate, 1/4th of the marks assigned 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) Scores on total is reported with decimal points upto two digits.

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.

ENGLISH LANGUAGE / 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 the sample questions given below. Please remember, in the test paper there may be questions of several other types also.

- Q.1.** Read the sentence to find out whether there is any grammatical or idiomatic error in it. The error, if any, will be in one part of the sentence. That part is the answer. If there is no error, the answer is 'No error'. (Ignore the errors of punctuation, if any).

The regaining of freedom / as we well know has given rise for / many dormant issues /

- (1) and conflicts in our society. (2) (3) No error (4) (5)

- Q.2-3. Directions :** In each of the following questions, select from amongst the five alternatives, the word most opposite in meaning of the word given in capitals.

- Q.2.** LIVELY
 (1) simple (2) weak (3) dull (4) angry (5) moron

- Q.3.** INADVERTENT
 (1) adequate (2) available (3) sluggish (4) negligent (5) intentional

- Q.4.** Pick out from the words given below this sentence the word which would complete the sentence correctly and meaningfully.

He wants me to look _____ his garden during his absence.
 (1) at (2) over (3) after (4) into (5) from

REASONING ABILITY

This is a test to see how well you can think. It contains questions of various kinds. Here are some sample questions.

- Q.1.** Some leaders are dishonest. Neelam is a leader. Which of the following inferences definitely follows from these two statements ?
 (1) Neelam is honest (2) Neelam is dishonest
 (3) Some leaders are honest (4) Leaders are generally dishonest
 (5) Neelam is sometimes dishonest
- Q.2.** If the letters of the following alphabet interchange positions, so that A takes the place of Z and Z takes the place of A; B takes the place of Y and Y takes the place of B and so on, what will be the 13th letter from the right ?
 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
 (1) M (2) N (3) O (4) L (5) Other than those given as options
- Q.3.** 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) I (5) Other than those given as options
- Q.4.** 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) 22 (5) Other than those given as options

NUMERICAL APTITUDE

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

Directions : In each of the following questions one number is missing. The place where the number is missing is shown by a question mark (?). You have to find out which one of the answers shown against 1, 2, 3 and 4 can replace the question mark. If none of these four can replace the question mark, you will indicate (5) i.e. 'Other than those given as options' as your answer.

- Q.1.** $\frac{24}{65} \times \frac{13}{56} \times \frac{5}{7} = ?$
 (1) $\frac{3}{49}$ (2) $\frac{15}{245}$ (3) $\frac{3}{77}$ (4) $\frac{15}{56}$ (5) Other than those given as options
- Q.2.** $(27 + 498) \div 25 = ?$
 (1) 17 (2) 25 (3) 21 (4) 12 (5) Other than those given as options

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

Q.3-5. 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.3.** Which attribute for promotion has received the highest rank ?
 (1) Perseverance (2) Seniority (3) Honesty (4) Sociability (5) Efficiency
- Q.4.** How many employees gave rank III to intelligence ?
 (1) 119 (2) 98 (3) 77 (4) 70 (5) 10
- Q.5.** Which attribute is considered the least important for promotion ?
 (1) Honesty (2) Intelligence (3) Perseverance (4) Efficiency (5) Sociability

**GENERAL STUDIES COMPRISING OF INDIAN HISTORY, INDIAN ECONOMY,
GEOGRAPHY & GENERAL SCIENCE UPTO CLASS 10TH LEVEL, CURRENT AFFAIRS,
COMPUTER AWARENESS**

- Q.1.** To combat the menace of money laundering, which of the following financial institutions has introduced the 'Know Your Customer' Scheme ?
(1) IDBI (2) RBI (3) NABARD (4) SIDBI (5) Other than those given as options
- Q.2.** OSCAR awards are given for best performance in which of the following field ?
(1) Films (2) Literature (3) Sports (4) Science (5) Social Service
- Q.3.** Which of the following stands for I in RBI ?
(1) India (2) International (3) Insurance (4) Income (5) Institute
- Q.4.** The famous Gomateshwar idol is in which of the following states ?
(1) Maharashtra (2) Madhya Pradesh (3) Uttar Pradesh (4) Orissa (5) Karnataka
- Q.5.** The famous Ayodhya temple is located on the bank of the river _____
(1) Ganga (2) Godavari (3) Sarayu (4) Ban Ganga (5) Narmada
- Q.6.** 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.7.** _____ is an output device of a computer ?
(1) Printer (2) CPU (3) Mouse (4) Keyboard (5) None of these
- Q.8.** What is the full form of RAM ?
(1) Random Adaptive Mouse (2) Random Adaptive Memory (3) Random Access Memory
(4) Random Access Mouse (5) None of these

GENERAL AWARENESS

- Q.1.** National Securities Depository Limited (NSDL), an electronic securities depository, was promoted in 1996 by IDBI, UTI, leading public and private sector banks and ____
(1) Bombay Stock Exchange (BSE) Limited
(2) National Stock Exchange of India (NSE) Limited
(3) Multi Commodity Exchange of India (MCX) Limited
(4) Indian National Multi-Commodity Exchange (NMCE) Limited
(5) National Commodity & Derivative Exchange (NCDEX) Limited
- Q. 2.** According to Socio Economic and Caste Census (SECC) exercise that started in 2011 the total number of households in India are around _____
(1) 17.39 crore (2) 19.39 crore (3) 21.39 crore (4) 24.39 crore (5) 27.39 crore
- Q.3.** Which taxes at the Central level are being subsumed into GST ?
(1) Central Excise Duty (2) Additional Excise Duty (3) Service Tax
(4) Special Additional Duty of Customs (5) All the given options
- Q.4.** RBI has issued guidelines based on the Basel III reforms on capital regulation to the extent applicable to banks operating in India. The Basel III capital regulations continue to be based on three mutually reinforcing Pillars. In this connection, which among the following is not a part of such Pillars ?
(1) Minimum Capital requirement
(2) Profit Maximization
(3) Supervisory review of Capital Adequacy
(4) Market Discipline of the Basel II capital adequacy framework
(5) All the given options are pillars

GENERAL INTELLIGENCE

- Q.1.** In the series given below count each 5 which is not immediately preceded by 3 but is immediately followed by 7. How many such 5's are there ?
1 5 7 3 5 7 4 7 3 7 2 5 6 5 8 5 7 4 5 6 5 5 7 1 5 7 7 5 5
(1) 1 (2) 2 (3) 3 (4) 4 (5) 5
- Q.2.** 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) Tokhada (5) Bopri

Q.3. STAMMERING is related to SPEECH in the same way as DEAFNESS is related to which of the following ?

- (1) EAR (2) HEARING (3) DUMB (4) SILENCE (5) TALK

Q.4. Sapling is related to Tree as _____

- (1) Horse is related to Mare (2) River is related to Brook
(3) Bud is related to Flower (4) Student is related to Teacher
(5) Tree is related to Furniture

Q.5. Which letter should be in place of the question mark in the following series ?

- G H J M ? V
(1) T (2) S (3) R (4) U (5) Q

PROFESSIONAL KNOWLEDGE

Questions will be based on the area of specialization.

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

- (1) The examination would be conducted on-line i.e. on a computer.
- (2) The tests except tests of English Language & General English (Language based paper) will be provided in bilingual i.e. 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 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".**
- (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 test. 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) 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, only after the time allotted to that test elapses.
- (16) You cannot shuffle between tests during the examination as all tests are separately timed.
- (17) 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 FCI.
- (18) 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.
- (19) After the expiry of time allotted to a particular test 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.
- (20) 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. (Preferably the same photograph as was as uploaded).
- (4) Eligible PwBD candidates using their own Scribe in the examination are required to submit ‘Scribe Declaration Form’ as per Annexure-H given in the detailed advertisement, on the day of examination at Examination Venue.
- (5) 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.
- (6) In order to save time on frisking (Metal Detectors will be used), the candidates are advised to follow the below mentioned dress code:
- Light clothes which cannot be used for hiding any instruments or communication devices.
 - Half sleeves but not having big buttons or any badge, brooches etc. which could be used to hide the communication device, Bluetooth, camera etc.
 - Slippers, sandals and not the shoes/socks.
 - Light Clothes without any metal items like zippers, button etc.
- However, candidates coming in customary/religious dresses PwBD should report at the centre well in advance prior to reporting time for proper frisking.
- (7) Biometric data (thumb impression) and photograph will be captured twice at the examination venue i.e. before the start of examination and after completion of examination. 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).
- (8) You must scrupulously follow the instructions of the Test Administrator and the FCI Representative at the examination venue. If you violate the instructions you will be disqualified and will be asked to leave the examination venue.
 - (9) No use of calculators (separate or with watch), books, note books or written notes, cell phones (with or without camera facility), scale, algorithm tables or any other electronic device will be allowed during the examination.
 - (10) 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 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/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/Bar Council Identity card with photograph. Please Note - Ration Card and Learner's Driving License will not be accepted as valid ID proof for this exam. 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. Photo ID should be valid as on the day of the examination.
 - (11) Your responses (answers) will be analysed with responses of 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. FCI may take further action against such candidates as deemed fit by it.
 - (12) Ball point pen and stamp pad will be provided at the venue. Candidates should not bring any stationary items such as pens, pencils, erasers, sharpeners etc. to the exam venue. A sheet of paper will be provided at the venue 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. It is mandatory for the candidates to write his/her Name, Roll Number, Registration Number, System No. on every page of Rough sheets provided at the exam venue.
 - (13) 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.
 - (14) 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.
 - (15) 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 unauthorized possession of test content is likely to be prosecuted.
 - (16) 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 FCI in the future. If such instances go undetected during the current selection process but are detected subsequently, the candidature of such candidates shall be cancelled and further action shall be taken as deemed fit.

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