



RECRUITMENT EXAMINATION FOR STAFF IN RSETI DHALAI AND RSETI UDAIPUR

INFORMATION HANDOUT ON WRITTEN EXAMINATION

This handout contains details pertaining to various aspects of the written 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 examination will comprise the following objective type multiple choice tests as stated below:

1. Written Exam for the post of Faculty

Sr. No.	Test	No. of Question	Marks
1	Test of General Knowledge & Awareness	70	70
2	Test of Computer Capability	30	30
	Total	100	100

2. Written Exam for the post of Office Assistant

Sr. No.	Test	No. of Question	Marks
1	Test of General Knowledge & Awareness	30	30
2	Test of Computer Capability	70	70
	Total	100	100

The total time for the test is **60 minutes**; however, you may have to be at the venue for approximately 90 minutes including the time required for collection of the call letters, going through the instructions etc. All tests will be provided in English language 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 mark the most appropriate answer in the provided OMR Answer Sheet. The alternative/ option that you have marked on the OMR sheet will be treated as your answer to that question. There will be penalty for wrong answers marked by you. For every wrong answer marked by you, 1/4th of the marks assigned to that question will be deducted as penalty.**

The Scores of the Written Examination will be obtained by adopting the following procedure:

- Number of questions answered correctly by a candidate in the test is considered for arriving at the Corrected Score after applying penalty for wrong answers.
- Testwise scores and scores on total is reported with decimal points upto two digits.
- Each candidate will be required to obtain a minimum score in the examination to be considered to be shortlisted for interview. Depending on the number of vacancies available, adequate number of candidates for each post not exceeding three times of the declared vacancies shall be called for interview, subject to

availability. Prior to the completion of the interview process, scores obtained in the online main examination will not be shared with the candidates shortlisted for interview.

Please note that the types of questions in this handout are only illustrative and not exhaustive. In the actual examination you may 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.

TEST OF GENERAL KNOWLEDGE AND AWARENESS

- Q.1.** What is the Gross Domestic Product (GDP) of India for the year 2019-20 as per the National Statistical Office (NSO)?
(1) 6.2% (2) 6% (3) 5.5% (4) 5% (5) None of these
- Q.2.** Who was appointed as the Deputy Governor of the Reserve Bank of India (RBI) on 14th January, 2020?
(1) Muneesh Kapur (2) Partha Ray (3) Adarsh Kishore (4) M.D. Patra (5) None of these
- Q.3.** Who was the first Governor of Tripura?
(1) A.L. Dias (2) B. K. Nehru (3) S. C. Sinha (4) N Chakraborty (5) None of these



TEST OF COMPUTER CAPABILITY

- Q.1.** In internet terminology, “www” stands for.....?
(1) World Word Web (2) World Wide Web (3) World White Web (4) World Work Web (5) None of these
- Q.2.** In Excel..... is a group of cells that form a rectangle on the screen.
(1) Calculation (2) Formula (3) Range (4) Range Address (5) All of the above
- Q.3.** Unwanted repetitious messages, such as unsolicited bulk email is known as?
(1) Spam (2) Trash (3) Calibri (4) Courier (5) None of these

(A) Details of the Written Examination Pattern

- (1) The examination would be conducted on OMR Sheet.
- (2) The tests will be provided in English language only.
- (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 mark that alternative which he/ she feels is appropriate/ correct in the OMR Answer Sheet. The alternative/ option that is marked will be treated as the answer to that question.**
- (4) 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 the selection process.
- (5) 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.
- (6) After the expiry of 60 minutes, the candidates will not be able to attempt any question or check their answers. The answer sheets of the candidate along with Question Paper must be immediately handed over to the invigilators.

- (7) The methodology of marking answers on the OMR Sheet is given as under:

INSTRUCTIONS FOR FILLING THE SHEET	
1. This sheet should not be folded or crushed.	
2. Use only blue/ black ball point pen to fill the circles.	
3. Use of pencil is strictly prohibited.	
4. Circles should be darkened completely and properly.	
5. Cutting and erasing on this sheet is not allowed.	
6. Do not use any stray marks on the sheet.	
7. Do not use marker or white fluid to hide the mark.	
WRONG METHODS	CORRECT METHOD
	

(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 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 (the same photograph as given in application form).
- (4) You must scrupulously follow the instructions of the Test Administrator and Invigilators at the examination venue. If you violate the instructions you will be disqualified and will be asked to leave the examination venue.
- (5) Following items are not allowed inside the examination centre:-
Any stationery item like textual material (printed or written), bits of papers, Geometry/Pencil Box, Plastic Pouch, Calculator, Scale, Writing Pad, Pen Drives, Log Table, Electronic Pen/Scanner, Any communication device like Mobile Phone, Bluetooth, Earphones, Microphone, Pager, Health Band etc. Other items like Goggles, Handbags, Hair-pin, Hair-band, Belt, Cap, Any watch/Wrist Watch, Camera, Any metallic item, Any eatable item opened or packed, water bottle, Any other item which could be used for unfair means for hiding communication devices like camera, blue tooth devices etc. Candidates must leave all such accessories/ items / devices outside the exam hall at their own risk. Punjab National Bank will not be responsible for any misplaced / lost items of candidates. All ornaments like Ring, Earrings, Nose-pin, Chain/Necklace, Pendants, Badge, brooch etc. will be thoroughly checked.
- (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 alongwith photograph/Photo Identity proof issued by a People's Representative on official letterhead alongwith photograph/Valid recent Identity Card issued by a recognised College/University/Aadhaar Card/E-Aadhaar Card with a photograph/ Employee ID with photograph. **Please Note - Ration Card and Learner's Driving License will NOT be accepted as valid ID proof for this purpose.** 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) 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.
- (8) You should bring with you a ball-point pen. After the test is over you **MUST** hand over the OMR Answer Sheet and Question Paper to the Test Administrator / Invigilator before leaving the venue.
- (9) The possibility of occurrence of some problem in the administration of the examination cannot be ruled out completely. 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.
- (10) Please note that a candidate is allowed to appear only once in the examination. Multiple appearance in examination will result in cancellation of candidature. In case more than one call letter has been generated, candidates are advised to appear only once on the date and at the time mentioned on the respective call letter. All other call letters are to be surrendered.
- (11) 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.
- (12) 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. 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