



COAL MINES PROVIDENT FUND ORGANISATION

ON-LINE EXAMINATION - RECRUITMENT OF LOWER DIVISION CLERK

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. | Test | No. of Question | Marks | Time |
|---------|------------------------------------|-----------------|------------|-----------------------------|
| 1. | Test of Reasoning | 50 | 50 | Composite time of Two Hours |
| 2. | Test of English Language | 50 | 50 | |
| 3. | Test of Numerical Ability | 50 | 50 | |
| 4. | Test of Clerical/Computer Aptitude | 50 | 50 | |
| | 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. The tests will be provided in English and Hindi. You can attempt any question from 1 to 200 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 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.**

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

TEST OF REASONING

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

Directions : In the following question, there is a group of letters or words given. Four of the five are alike in a certain way, while one is different. Find out the one which is different.

Q.1. (1) black (2) red (3) green (4) yellow (5) paint

Q.2. "Foot" is related to "Man" in the same way as "Hoof" is related to _____
(1) Leg (2) Horse (3) Dog (4) Boy (5) Shoe

Q.3. "Day" is related to "Night" in the same way as "Kind" is related to _____
(1) Cruel (2) Bright (3) Dark (4) Generous (5) Gratitude

Q.4. 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.5.** 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.6.** 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.7.** Madhav ranks seventeenth in a class of thirty-one. What is his rank from the last ?
 (1) 13 (2) 14 (3) 15 (4) 16 (5) 17
- Q.8.** 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.9.** 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

TEST OF 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. Please remember, in the test proper 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.10.** 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.11.** The counsel urged the court to down the obnoxious law.
 (1) enact (2) enforce (3) cancel (4) strike (5) declare
- Q.12.** The local official the Minister of the situation.
 (1) explained (2) warned (3) apprised (4) told (5) intimated

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 '5'. (Ignore errors of punctuations, if any)

- Q.13.** I am twenty / two years old / when I first / joined the bank. No error
 (1) (2) (3) (4) (5)
- Q.14.** To the Hindus / the Ganga is / holier than / any other river. No error
 (1) (2) (3) (4) (5)
- Q.15.** Of all the teachers / in our school / our class teacher / were very strict. No error
 (1) (2) (3) (4) (5)

Directions : In each of the following questions select from amongst the five alternatives, the word **nearest in meaning** to the word given in capitals.

- Q.16.** CENTENARY
 (1) a guard (2) a hundred years (3) a very old man (4) hundred runs (5) hundredth anniversary
- Q.17.** TRIUMPH
 (1) conquer (2) smash (3) earn (4) brave (5) capture

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.18.** LIVELY
 (1) simple (2) weak (3) dull (4) angry (5) moron
- Q.19.** INADVERTENT
 (1) adequate (2) available (3) sluggish (4) negligent (5) intentional

In addition to the above questions, there will be a passage in English for comprehension. You will be asked questions based on the passage.

TEST OF NUMERICAL ABILITY

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

Q.20. At 10 paise each, how many paise will 6 lemons cost ?
 (1) 6 (2) 10 (3) 60 (4) 61 (5) 610

Q.21. Which of the following can be exact multiple of 4 ?
 (1) 27114 (2) 58204 (3) 48402 (4) 32286 (5) None of these

Q.22-27. 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. 'None of these' as your answer.

Q.22. $42 + 73 + 137 = ?$
 (1) 352 (2) 252 (3) 242 (4) 142 (5) None of these

Q.23. $20 \times \frac{1}{2} = ?$
 (1) 4 (2) 5 (3) 12 (4) 20 (5) None of these

Q.24. $0.7 \times 0.5 = ?$
 (1) 35 (2) 0.35 (3) 0.0035 (4) 0.035 (5) None of these

Q.25. $\frac{24}{65} \times \frac{13}{56} \times \frac{5}{7} = ?$
 (1) $\frac{3}{49}$ (2) $\frac{15}{245}$ (3) $\frac{3}{77}$ (4) $\frac{15}{56}$ (5) None of these

Q.26. $(27 + 498) \div 25 = ?$
 (1) 17 (2) 25 (3) 21 (4) 12 (5) None of these

Q.27. $15 : 25 :: 6 : ?$
 (1) 9 (2) 10 (3) 30 (4) 15 (5) None of these

TEST OF CLERICAL / COMPUTER APTITUDE

There will be different types of items in this test. In the first type, in each question a combination of name and address is given in the first column at the left followed by four such combinations one each under the columns 1, 2, 3 and 4. You have to find out the combination which is exactly the same as the combination in the first column. The number of the column which contains that combination is the answer. If all the combinations are different, the answer is "5".

| | 1 | 2 | 3 | 4 | 5 |
|---|--|---|--|--|------|
| Q.28. S. R. BHAT 36, Bora Street Bombay-400096 | S. R. BHAT 63, Bora Street Bombay-400096 | S. R. BHATT 36, Bora Street Bombay-400096 | S. R. BHAT 36, Bora Street Bombay-400069 | S. R. BHAT 36, Bora Street Bombay-400096 | None |
| Q.29. S. Narayanan Amar Apt. 62 Bombay-400011 | S. Narayan Amar Apt. 62 Bombay-400011 | S. Narayanan Amar Apt. 62 Bombay-400011 | S. Narayanan Amar Apt. 66 Bombay-400011 | S. Naraianan Amar Apt. 62 Bombay-400011 | None |

In the second type of questions, some items of family expenditure are given. The item in each questions is to be classified into one of the following five. Heads of expenditure : (1) Education (2) Food (3) Health (4) Travel (5) Miscellaneous. The number preceding the Head of expenditure 1 or 2 or 3 or 4 or 5, as the case may be, is the answer.

Sample question :

Q.30. Purchase of Rice

Since this item falls under the Head of expenditure "Food" the answer is "2".

In the third type of questions, five words or names are given. You have to find out which word or name will be in the middle after the words or names are rearranged in alphabetical order.

Example :

Q.31. (1) might (2) minister (3) mice (4) mill (5) mince

The alphabetical order will be mice, might, mill mince, minister. In this order "mill" is in the middle. So the answer is "4".

Q.32-33. In the following questions a group of numbers and symbols is to be coded by the letter code as per the given scheme and conditions. You have to find out the sr.no. of the letter code group which correctly represents the number symbol combination. The sr. no. of that letter code group is your answer. If none of the letter code groups is correct then mark (5) i.e None of these as your answer.

Number/Symbol : 2 \$ @ 7 6 # 8
 Letter Code : Q B H L F M T

Condition :

1. If the first as well as the last element is a symbol both are to be coded as 'A'.
2. If the first element is even digit and last element is a symbol their codes are to be inter changed.

Q.32. 67@2#

- (1) FLHQM (2) MLHQF (3) MLQHE (4) FLQHM (5) None of these

Q.33. \$687#

- (1) AFTLA (2) AFTLM (3) BFTLA (4) BFTLM (5) None of these

(A) Details of the On-line Examination Pattern

- (1) The examination would be conducted on-line i.e. on a computer.
- (2) All tests except test of English 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 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:



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.*

- (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.
- (22) 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 your roll number, password, 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 Organization 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 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 alongwith 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/Employee ID/Bar Council Identity card with photograph.
- (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. The Organization may take further action against such candidates as deemed fit by it.
- (8) 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.
- (9) 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.
- (10) 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.

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 above.
- (ii) One Ball point pen

WISH YOU GOOD LUCK