



FOOD, CIVIL SUPPLIES & CONSUMER PROTECTION DEPARTMENT



INFORMATION HANDOUT FOR ONLINE EXAMINATION FOR RECRUITMENT OF SUPPLY INSPECTOR AND UPPER DIVISION CLERK (UDC)

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 online examination will comprise the following objective & descriptive type tests as stated below:

Structure of the test

Sr. No.	Name of the Test	Number of Questions	Maximum Marks	Version	Duration
1	Marathi Language	25	50	Marathi	120 Minutes
2	English Language	25	50	English	
3	General Knowledge	25	50	Bilingual i.e. English and Marathi	
4	Intelligence Test and Numerical Ability	25	50		
Total		100	200		120 Minutes

The time for examination 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 Hall Tickets, going through the instructions etc. You can attempt any question in any test during the 120 minutes. The questions in the objective tests will have 5 options. **You have to select the most appropriate answer and the '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. There will be no negative marking for wrong answers marked by you. However, you are advised not to mark answers by random guessing.**

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

MARATHI LANGUAGE

- प्र.1-2. पुढील प्रत्येक प्रश्नात वाक्याचे चार भाग पाडले आहेत. व्याकरणाच्या, वाक्य रचनेच्या किंवा भाषेच्या दृष्टीने वाक्य सदोष असल्यास, कोणत्या भागात दोष आहे ते ठरवून त्या भागाचा क्रमांक उत्तर म्हणून द्या. वाक्य निर्दोष / बिनचूक असल्यास उत्तर "(5)" द्या.
- प्र.1. इंग्लंडमधून जन्मलेल्या / कुसुमाग्रजांना शेक्सपियर म्हणतात / व हिंदुस्थानात जन्मलेल्या शेक्सपियरांना /
(1) (2) (3)
कुसुमाग्रज म्हणतात निर्दोष
(4) (5)
- प्र.2. माझ्या स्मरणशक्तीनुसार / माझ्या बाळपणी माझ्या वडिलांची बदली / एका गलिच्छ गावी / झाली आहे. निर्दोष
(1) (2) (3) (4) (5)
- प्र.3-4. पुढे काही शब्दसमूह दिले आहेत. त्याला समानार्थी असणारा एक शब्द दिलेल्या पर्यायातून निवडा.
- प्र.3. स्वतःच स्वतःची सर्व कामे करणारा.
(1) स्वयंभू (2) स्वावलंबी (3) स्वयंचलित (4) स्वकष्टार्जित (5) स्वाध्यायी

- प्र.4. कोणतेही काम करू शकणारा.
 (1) बहुश्रुत (2) हुषार (3) चलाख (4) हरहुन्नरी (5) डोकेबाज
- प्र.5. पुढील शब्दसमूहाचा अर्थ सांगणारा एक शब्द दिलेल्या पर्यायातून निवडा.
 देव आहेसे मानणारा
 (1) नास्तिक (2) आस्तिक (3) भक्त (4) संत (5) दिलेल्या पर्यायांव्यतिरीक्त अन्य

ENGLISH LANGUAGE

- Q.1. Read each 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. The number of that part is the answer. If there is no error, the answer is 'No error'. (Ignore the errors of punctuation, if any).

Most of the third world / country are experiencing / the ethnic or communal problem /
 (1) (2) (3)
 in varying degrees. No error
 (4) (5)

- Q.2. Pick out from the words given below each sentence the word which would complete the sentence correctly and meaningfully.

Continuous unemployment has induced in the people a kind of _____ which is most depressing.
 (1) laziness (2) encouragement (3) satisfaction (4) anger (5) awakening

- Q.3-5. In the following passage there are blanks, each of which has been numbered. These numbers are printed below the passage and against each, five words are suggested, one of which fits the blank appropriately. Find out the appropriate word in each case.

The true source of rights is duty. If we all (3) our duties, rights will not be (4) to seek. If leaving duties unperformed we run (5) rights, they will escape us like an elusive person.

- Q.3. (1) deny (2) devote (3) discharge (4) imagine (5) fulfill
 Q.4. (1) far (2) close (3) easy (4) against (5) common
 Q.5. (1) as (2) after (3) at (4) from (5) for

GENERAL KNOWLEDGE

- Q.1. Which country won the "Cricket World-Cup 2007" ?
 (1) South Africa (2) Sri Lanka (3) England
 (4) New Zealand (5) Other than those given as options
- Q.2. Which of the following crops is not cultivated in Maharashtra ?
 (1) Jowar (2) Wheat (3) Jute (4) Cotton (5) Tobacco
- Q.3. In which of the following cities of Maharashtra is Kumbh Mela organised ?
 (1) Pune (2) Ratnagiri (3) Nashik (4) Pandharpur (5) Kolhapur
- Q.4. To combat the menace of money laundering, which of the following financial institution has introduced the 'Know Your Customer' Scheme ?
 (1) IDBI (2) RBI (3) NABARD (4) SIDBI (5) Other than those given as options
- Q.5. Which of the following states does **NOT** have a common border with Maharashtra ?
 (1) Chhattisgarh (2) Karnataka (3) Andhra Pradesh (4) Rajasthan (5) Gujarat

INTELLIGENCE TEST AND NUMERICAL ABILITY

Q.1-3. Directions : In each of the following questions, you have to find out what will come in place of the question mark (?).

Q.1. $42 + 73 + 137 = ?$
 (1) 352 (2) 252 (3) 242 (4) 142 (5) Other than those given as options

Q.2. $20 \times \frac{1}{2} = ?$
 (1) 4 (2) 5 (3) 12 (4) 20 (5) Other than those given as options

Q.3. At 10 paise each, how many paise will 6 lemons cost ?
 (1) 6 (2) 10 (3) 60 (4) 610 (5) Other than those given as options

Q.4-6. Study the following table carefully and answer the questions given below _____

Distribution of 1000 candidates as regards their marks in written examination out of 300 and interview out of 100 in a selection examination






Written Examination Marks	INTERVIEW MARKS					
	Below 30	30-39	40-49	50-59	60-69	70 & above
260 & above	8	18	26	18	26	4
210 to 259	5	4	30	22	10	9
160 to 209	16	10	45	56	18	9
110 to 159	28	42	100	190	15	5
60 to 109	35	115	20	8	7	5
Below 60	32	32	20	4	6	2

- Q.4.** How many candidates did obtain more than 69 percent marks and above in both written examination and interview ?
 (1) 22 (2) 49 (3) 13 (4) 9 (5) Other than those given as options
- Q.5.** If approximately 325 candidates were to be qualified in the written examination, what should be the percentage of the qualifying marks ?
 (1) above 20 (2) above 70 (3) above 36
 (4) above 63 (5) Other than those given as options
- Q.6.** About 42 percent of the candidates fall in which of the following ranges of the interview marks ?
 (1) 110-159 (2) 110 & below (3) 50 to 70
 (4) 50 & above (5) Other than those given as options

(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 Marathi Language and English Language will be provided in English and Marathi.
- (3) All the objective 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 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 status 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) Sections in the particular paper 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.

(15) After clicking the **Save & Next** button on the last question for a section, you will automatically be taken to the first question of the same section.

(16) You can move the mouse cursor over the section names to view the status of the questions for that section.

(17) You can shuffle between sections and questions anytime during the examination.

(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 the Department.

(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 for Objective Paper:

- (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, Reporting time and Venue address of the examination given in the Hall Tickets.
- (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 Hall Ticket) on the day of the examination. Late comers will not be allowed.
- (3) The Hall Ticket 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) You must scrupulously follow the instructions of the Test Administrator and the Department's 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), smart watch or any other electronic device will be allowed during the examination.
- (6) Please bring the Hall Ticket with your recent photograph affixed thereon, photocopy of the ID proof stapled with Hall Ticket and same currently valid photo identity proof in original. - **THIS IS ESSENTIAL. Please submit the Hall-ticket along with photocopy of photo identity proof duly stapled together to the Invigilator.** During each shift, Hall Ticket along with photocopy of photo identity proof duly stapled together are to be submitted at the end of exam by handing over to the Invigilator. Currently valid photo identity proof may be PAN Card/ Passport/ Permanent Driving License/ Voter's Card with photograph/ Bank Passbook with photograph/ Aadhaar/ E-aadhaar card with a photograph. **Please Note - Ration Card and Learner's Driving License will NOT be accepted as valid ID proof for this examination.** Please note that your name as appearing on the Hall Ticket (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 Hall Ticket 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.
- (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. Department may take further action against such candidates as deemed fit by it.
- (8) You must bring a ball point pen with you. You may bring an ink stamp pad (blue/black) with you. 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 each paper is over, you **MUST** handover this sheet of paper along with the Hall Ticket to the Invigilator.
- (9) 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 the administrative department. 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) 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.
- (11) 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 effect.
- (12) Please read instructions related to Social Distancing given on the next page.

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 Hall Ticket. Latecomers 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. **A simple pen and ink stamp pad (blue/black)**
 - d. **Exam related documents (Hall Ticket and Photocopy of the ID card stapled with it, ID Card in Original)**
 - e. **In the 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 a 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!