



**Security Printing and Minting Corporation of India Limited**  
**Miniratna Category-I, CPSE**  
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**ON-LINE EXAMINATION - RECRUITMENT OF  
OFFICER (Legal), (IT), (HR), (F&A) & (Materials)**

**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 Test	Number of Questions	Maximum Marks	Duration
1.	Professional Knowledge	60	90	Composite time of 120 minutes
2.	General Awareness	15	15	
3.	English Language	15	15	
4.	Logical Reasoning	15	15	
5.	Quantitative Aptitude	15	15	
	<b>Total</b>	<b>120</b>	<b>150</b>	

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. All tests except test of English Language will be provided in English and Hindi. You can attempt any question 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 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.**

Syllabus is given below.

**PROFESSIONAL KNOWLEDGE**

Questions will be based on indicative syllabus as below :

**Discipline: Finance**

01. Financial Accounting

01.1. Accounting Standards

01.2. Corporate Accounts

01.3. Indirect & Direct - Tax Management

- 01.4. Auditing
- 01.5. Corporate & Industrial Laws
- 02. Cost & Management Accounting
  - 02.1. Costing Techniques
  - 02.2. Cost Audit
  - 02.3. Project Planning, Financing, Analysis and Management
  - 02.4. Quantitative Techniques
  - 02.5. Operation & Project Management Control
- 03. Financial Management
  - 03.1. Management Science
  - 03.2. International Financial Management
  - 03.3. Risk Management
  - 03.4. Capital Market Analysis
  - 03.5. Financial Derivatives
  - 03.6. Security Analysis and Investment Management

**Discipline: Human Resource**

- Human Resource Management
- Human Resource Planning
- Recruitment & Selection
- Human Resource Development: Strategies and Systems
- Performance Management & Appraisal
- Competency Mapping
- Training and Development
- Management of Compensations and Benefits
- Rewards & Recognition
- Organizational Structure Design and Change
- Management Process and Organizational Behavior
- Management of Change and Organization Effectiveness
- Managing Interpersonal and Group Processes
- Emotional Intelligence and Managerial Effectiveness
- Transactional Analysis
- Industrial Relations & Trade Unions

- Labour Laws
- Conflict Management
- Collective Bargaining and Negotiations process
- Grievance Management
- Management Science
- Business Policy and Strategic Analysis
- Corporate Evolution and Strategic Management
- Cross Cultural and Global Management
- International Business Environment
- Business Ethics, Corporate Governance & Social Responsibility
- Understanding Society and Social Structure
- Managerial Economics
- Financial Management and Accounting
- Marketing Management
- Quantitative Methods & Research Methodology
- Production and Operations Management
- Marketing Research
- Computer Applications in Business
- Management Information Systems
- Human Resource Information System
- Total Quality Management

**Discipline: Material**

1. Production Function
2. Micro Economics, applied to plant and industrial undertaking
3. Process Planning
4. Manufacturing Schedule
5. Replacement Analysis
6. Purchasing or Procurement
7. Purchase Organisation
8. Buying Techniques
9. Quantity and Quality Standards
10. The Purchasing Procedure
11. Accounting
12. Stores, Material Control & Scrap Disposal
13. Receipts and Issue of Materials
14. Store Records
15. Codification of Material
16. Physical Verification of Stores
17. Inventory Control
18. Inventory Classification
19. Inventory Management
20. Objectives of Inventory Control

21. Functions of Inventories
22. Economic Order Quantity
23. Inventory Models
24. ABC Analysis
25. Material Requirements Planning
26. Manufacturing Resources Planning
27. Operation Cycle

## **Discipline: IT**

### **Database Management System**

- File Based Data Management – Disadvantages of file system
- Database systems – Need for Database, Advantages of using a database
- Characteristics of data in a database – Functions of DBMS, Components of a database, Comparison between Database and file-processing systems
- Data dictionary – Data abstraction, Data independence – Logical and Physical data independence
- Architecture: Overall Architecture of DBMS
- Three level architecture – Hierarchical, Networking, Relational Data Models (E-R Model, E-R Diagrams, EER Model), Advantages and Disadvantages of each model.
- Advanced Concepts: Introduction to Data warehousing and Data mining – Different types
- Client/Server Technology: Client – Server – Distributed and Co-operative processing – Peer- to – Peer processing – Application components – Transaction management.
- Relational Structure – Characteristics of Relational Database Model – CODD's rules – Tables (Relations), Rows (Tuples), Domains, Attributes, Extension, Intention.
- Keys: Candidate Key, Primary Key, Foreign Key, Super Keys, Unique Keys.
- Data Constraints: Referential Integrity Constraints, Entity Integrity Constraints, Constraints like Primary key constraint, Unique, Check constraint strong Entity, Weak Entity.
- Normalization: Introduction – Purpose of Normalization – Definition of Functional Dependence (FD) Relational database Design, – Normal forms: 1NF, 2NF, 3NF, BCNF, 4NF and 5 NF.
- Database Administration: DBA Tasks – DBA Tools – User Privileges – Performance monitoring and tuning – Query tracing – Backup and Recovery
- Introduction to SQL: Advantages of SQL – Invoking SQL\*PLUS, The Oracle Data-types, Data Definition Language (DDL), Data Manipulation language (DML), Data Control Language (DCL), Data Query Language ( DQL) and all related commands.
- Queries using Group by and Order by clause & Join: Querying a Single Table, Ordering results, grouping the results, Joins, Types of Joins, Sub queries.
- Operators: Logical, Value, Syntax and Query expression operators – Set operators.
- Functions: Character, Arithmetic, Date and time, Group and Miscellaneous Functions, Commit, Rollback, Savepoint.
- Format models: Character, Numeric & Date Format models.
- Views: Introduction – Advantages of views – The Create View Command, Updating Views, Views and Joins, Views and Sub queries – Dropping Views.
- Sequences: Creating Sequences, Altering Sequences, Dropping Sequences.
- Indexes: Index Types, Creating of an Index: Simple Unique and Composite Index, Dropping Indexes.
- Snapshots: Creating a Snapshot, Altering Snapshot, Dropping a Snapshot.
- Introduction to PL/SQL: The PL/SQL Syntax, The PL/SQL Block Structure, Fundamentals of PL/SQL, Advantages of PL/SQL data Types.
- Control Structure: Conditional Control, Iterative Control, Sequential Control.
- Exception handling: Predefined Exception – User defined Exception.
- Cursors: Implicit and Explicit Cursors
- Procedures: Advantages – Creating – Executing and Deleting a Stored Procedure.
- Functions: Advantages – Creating – Executing and Deleting a Function.
- Database Triggers: Use of Database Triggers – How to apply database Triggers – Types of Triggers – Syntax for Creating Trigger – Deleting Trigger.

## Data Communication and Networking

- Data Communication: Components of a data communication – Data flow: simplex – half duplex – full duplex; Networks – Definition – Network criteria – Types of Connections: Point to point – multipoint; Topologies: Star, Bus, Ring, Mesh, Hybrid – Advantages and Disadvantages of each topology.
- Types of Networks: LAN – MAN – WAN – CAN – HAN – Internet – Intranet – Extranet, Client-Server, Peer To Peer Networks.
- Transmission Media: Classification of transmission media – Guided – Twisted pair, Coaxial, Fiber optics; unguided – Radio waves – Infrared – LOS – VSAT – cabling and standards
- Network devices: Features and concepts of Switches – Routers (Wired and Wireless) – Gateways.
- Network Models: Protocol definition – standards – OSI Model – layered architecture – functions of all layers..
- Data Link Layer: Framing & its methods, Flow Control, Error control. DLL Protocol, Piggybacking & Pipelining. MAC Sub layer, Media access control for LAN & WAN, collision, IEEE 802 standards for LAN & MAN & their comparison. Ethernet, Wireless LANs, Broadband Wireless, Bluetooth.
- Network Layer: Routing, Congestion Control Algorithms, IP protocol, IP Addresses, Comparative study of IPv4 & IPv6, Mobile IP.
- Transmission Control Protocol (TCP) – User Datagram Protocol, Data Traffic, Congestion Control and Quality of Service
- Network Security: Cryptography, Message Security, Digital Signature, User Authentication, Key Management, Security Protocols Internet, DNS, SMTP, FTP, HTTP, WWW, Virtual Terminal Protocol.

## Operating System

- Introduction to System Programs & Operating Systems, Buffering & Spooling, Types of Operating System.
- File concepts, access methods, free space managements, allocation methods, directory systems, protection, organization, sharing & implementation issues, etc.
- Process: Concept, Process Control Blocks (PCB), Scheduling criteria Preemptive & non Preemptive process scheduling, Scheduling algorithms, algorithm evaluation, multiple processor scheduling, real time scheduling, threads, critical section problem, semaphores, and classical problems of synchronization, etc.
- Memory Hierarchy, logical and physical address space, swapping, contiguous and non-contiguous allocation, paging, segmentation, Concepts of virtual memory, Cache Memory Organization, demand paging, page replacement algorithms, allocation of frames, thrashing, demand segmentation.
- Distributed operating system:-Types, Design issues, File system, Remote file access, RPC, RMI, Distributed Shared Memory(DSM), Basic Concept of Parallel Processing & Concurrent Programming
- Security & threats protection: Security violation through Parameter, Computer Worms & Virus, Security Design Principle, Authentications, Protection Mechanisms.

## Software Engineering

- The Software Product and Software Process Models, Software Process customization and improvement.
- Requirement Elicitation, Analysis, and Specification Functional and Non-functional requirements, Validation, Trace ability.
- Software Design, Architectural Design, User Interface Design, Function-oriented Design, SA/SD Component Based Design, Design Metrics.
- Software Analysis and Testing, Software Test Process, Testing Levels, Test Criteria, Test Case Design, Test Oracles, Test Techniques, Black-Box Testing, etc.

- Software Maintenance & Software Project Measurement: Software Configuration Management (SCM), Re-engineering, Reverse Engineering. Project Management Concepts, Feasibility Analysis, Project and Process Planning, Resources Project Scheduling and Tracking, etc.

### **Data Structure**

- Introduction: Basic Terminology, Data types and its classification, Array Definition, Representation and Analysis of Arrays, Single and Multidimensional Arrays, etc.
- Stack, Array Implementation of stack, Linked Representation of Stack, Queue, Array and linked implementation of queues, Circular queues, D-queues and Priority Queues. Linked list, Generalized linked list.
- Trees: Basic terminology, Binary Trees, Complete Binary Tree, Extended Binary Trees, Array and Linked Representation of Binary trees, etc.
- Internal and External sorting ,Insertion Sort, Bubble Sort, selection sort Quick Sort, Merge Sort, Heap Sort, Radix sort, Searching & Hashing: Sequential search, binary search, Hash Table, Hash Functions, etc.
- Graphs: Introduction, Sequential Representations of Graphs, Adjacency Matrices, Traversal, Connected Component and Spanning Trees, Minimum Cost Spanning Trees.

### **Compiler Design**

- Introduction to Compiler, Phases and passes, Bootstrapping, Implementation of lexical analyzers, LEX: lexical analyzer generator, Input buffering, Recognition of tokens, Error handling.
- Basic Parsing Techniques: Parsers, Shift reduce parsing, operator precedence parsing, top down parsing, predictive parsers, LR parsers , an automatic parser generator
- Syntax directed definitions, L-attributed definitions, Syntax directed Translators, Intermediate code, etc.
- Symbol Tables, Run-Time Administration, simple stack allocation scheme, storage allocation in block structured language, Code Optimization and Code Generation
- Parsing control statements, syntax diagrams, Error Recovery, Interpreting control statements, parsing programs, procedures and Functions.

### **Computer Organization and Microprocessor**

- Computer System: Basic Computer Operation, Machine Instructions, Addressing Modes, DLX Architecture,
- Computer Configuration, Memory organization, Memory Architecture and Interface, DMA, Synchronization, etc.
- Microprocessor As A CPU– types of Microprocessor, Microcomputers, Computer Languages, Flags, Program Counter(PC), Stack Pointer, OPCode Format, etc.
- Input-output System.

### **Object Oriented Programming (OOPS)**

General concept OOPS– Object, Classes, Data Abstraction, Encapsulation, Inheritance, Polymorphism, Methods and Messages, Dynamic Binding.

- Features, Advantages and Applications of OOPS
- Aggregation and Association, Generalization, Multiple Inheritance.

### **Discipline: LEGAL**

- Companies Act, 2013
- The arbitration and Conciliation Act of 1996 along with the Arbitration and Conciliation Amendment Act, 2015

- The Indian Contract Act, 1872
- Transfer of Property Act, 1882
- The Code of Civil Procedure, 1908
- The Constitution of India
- The Industrial Disputes Act, 1947
- The factories Act, 1948
- The Payment of Wages Act, 1936
- The Minimum Wages Act, 1948
- The Contract Labour (Regulation & Abolition) Act, 1970
- The Employees Provident Fund & Miscellaneous Provisions Act, 1952
- The Employees compensation Act, 1923
- The Employees state Insurance Act, 1948
- Maternity benefit Act, 1961
- The Payment of Gratuity Act, 1972
- The payment of Bonus Act, 1965
- Rules of Drafting and Conveyancing
- CCS(CCA) Rules on service matters

**Some sample questions are given below:**

### **GENERAL AWARENESS**

This test is designed to measure your awareness about the past and present events.

- Q.1.** R. K. Laxman is famous for \_\_\_\_\_  
 (1) Painting (2) Cartoons (3) Screenplay Writing  
 (4) Film Direction (5) Other than those given as options
- Q.2.** Which of the following stands for I in RBI ?  
 (1) India (2) International (3) Insurance (4) Income (5) Institute
- Q.3.** 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.4.** Who among the following is the current Prime Minister of India ?  
 (1) Dr. A. P. J. Abdul Kalam (2) Dr. Manmohan Singh

- (3) Mrs. Sonia Gandhi  
(5) Other than those given as options

(4) Shri Atal Bihari Vajpayee

## 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, synonyms, antonyms, sentence completion, comprehension of a passage etc.

**Q.1-2.** 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 '5'. (Ignore the errors of punctuation, if any).

**Q.1.** 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.** The regaining of freedom / as we well know has given rise for / many dormant issues /  
(1) (2) (3)  
and conflicts in our society. No error.  
(4) (5)

**Q.3-4.** Pick out from the words given below each sentence the word which would complete the sentence correctly and meaningfully.

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

## LOGICAL REASONING

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

**Q.1.** If the letters in the word TOPS can be rearranged to form a meaningful word beginning with O, the last letter of that word is your answer. If more than one such word can be formed, M is the answer and if no such word can be formed, X is the answer.  
(1) T (2) P (3) M (4) S (5) X

**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



## QUANTITATIVE APTITUDE

This test is designed to measure how fast and accurate you are in dealing with numbers, viz. computation, quantitative reasoning, interpretation of tables and graphs.

**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.**  $42 + 73 + 137 = ?$   
(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.** If the profit made by selling a pen for Rs.10 is as much as its cost, what is the cost price of the pen ?  
(1) Rs.3/-      (2) Rs.5/-      (3) Rs.10/-      (4) Rs.20/-      (5) Other than those given as options

**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 :

Attribute	% of Employees Giving Different Ranks					
	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) Sociability      (5) Efficiency

**Q.5.** How many employees gave rank III to intelligence ?  
(1) 119      (2) 98      (3) 77      (4) 70      (5) 10

**Q.6.** Which attribute is considered the least important for promotion ?  
(1) Honesty      (2) Intelligence      (3) Perseverance  
(4) Efficiency      (5) Sociability

### (A) Details of the On-line Examination Pattern

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



The question(s) "Answered and Marked for Review" will be considered for evaluation.



The question(s) "Marked for Review" will not be considered for evaluation. Hence, no marks will be allocated for the same.

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.
  - (16) You can move the mouse cursor over the test names to view the status of the questions for that test.
  - (17) You can shuffle between test and questions anytime during the examination as per your convenience.
  - (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.
  - (21) 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 uploaded).
- (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 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/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 project.** 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) Biometric data (thumb impression and photograph) will be captured at the examination venue before and after the examination. 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 them.
  - (d) If the primary finger to be captured is injured/damaged, immediately notify the concerned authority in the test center.(Any failure to observe these points will result in non-admittance for the examination)
- (8) 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.

- (9) 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.
- (10) 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.
- (11) 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.
- (12) 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.
- (13) 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 Organization 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**