

MAHARASHTRA STATE ELECTRICITY DISTRIBUTION CO. LTD.

ADVT. NO. 05/2023: INFORMATION HANDOUT FOR ONLINE EXAMINATION FOR THE POST OF JR. ASSISTANT (ACCOUNTS)

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 type multiple choice tests as stated below:

Structure of the Test

Sr. No.	Name of the test	No. of Questions	Max. Marks	Version	Duration
1	Professional Knowledge	25	50	Bilingual i.e. Marathi and English (except for Marathi Language)	75 Minutes
2	Reasoning	20	40		
3	Quantitative Aptitude	15	30		
4	Marathi Language	15	30		
	Total	75	150		75 Minutes

Note: All questions will carry equal marks.

The time for the test is 75 minutes; however, you may have to be at the venue for approximately 135-140 minutes. This is including the time required for logging in, collection of the call letters, going through the instructions etc. Tests are compositely timed. You can attempt any question in a particular test during the time of examination. 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 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 penalty for wrong answers marked by you. For every wrong answer marked by you, 1/4 of the marks assigned to that question will be deducted as penalty. If a question is left blank i.e. no answer is marked by the candidate, there will be no penalty for that question.**

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

- Number of questions answered correctly by a candidate in each objective test score is considered for arriving at the corrected Score after applying penalty for wrong answers.
- 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.

- Test wise scores and 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.

SAMPLE QUESTIONS

REASONING

- Q.1.** Some leaders are dishonest. Satyapriya is a leader. Which of the following inferences definitely follow from these two statements ?
 (1) Satyapriya is honest (2) Satyapriya is dishonest
 (3) Leaders are generally dishonest (4) Some leaders are honest
 (5) Satyapriya is sometimes dishonest
- Q.2-4.** Read the information given below and answer the questions.
 Six plays (A), (B), (C), (D), (E) and (F) of a famous playwright are to be staged one on each day from Monday to Saturday. The schedule of the plays is to be in accordance with the following.
 (1) A must be on the immediately previous day of the on which E is staged.
 (2) C must not be staged on Tuesday.
 (3) B must be on a day which immediately follows the day on which F is staged.
 (4) D must be staged on Friday only and should not be immediately preceded by B.
 (5) E must not be staged on the last day of the schedule.
- Q.2.** Which of the following is the schedule of plays, with the order of their staging from Monday ?
 (1) E A B F D C (2) A F B E D C (3) A F B C D E
 (4) F A B E D C (5) Other than those given as options
- Q.3.** Play C cannot definitely be staged on which of the following days in addition to Tuesday ?
 (1) Monday (2) Wednesday (3) Thursday (4) Friday (5) Saturday
- Q.4.** Play D is between which of the following pairs of play's ?
 (1) C and E (2) E and F (3) A and E (4) B and E (5) C and F
- Q.5-6. Directions :** In each of the following questions, there are five letter groups or words in each question. Four of these letter groups or words are alike in some way, while one is different. Find the one which is different.
- Q.5.** (1) black (2) red (3) green (4) paint (5) yellow
- Q.6.** (1) BC (2) MN (3) PQ (4) XZ (5) ST
- Q.7-8. Directions :** In each of the following questions, there is a question mark in which only one of the five alternatives given under the question satisfies the same relationship as is found between the two terms to the left of the sign :: given in the question. Find the correct answer.
- Q.7.** Foot : man :: hoof : ?
 (1) leg (2) dog (3) horse (4) boy (5) shoe
- Q.8.** Day : Night :: Kind : ?
 (1) Dark (2) Bright (3) Cruel (4) Generous (5) Gratitude

QUANTITATIVE APTITUDE

- Q.1-3.** 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.1.** 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.2.** 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.3.** 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
- Q.4.** If n is an odd integer, which of the following must be odd ?
 I. $2n + n$ II. $n + n + n$ III. $n \times n \times n$
 (1) I only (2) II only (3) III only (4) I and III only (5) I, II and III.
- Q.5.** The strength of PGDBA class is 42 of whom 33.3% are experienced and others freshers. There are 20 females in the class of whom 80% are freshers. How many experienced male students are in the class ?
 (1) 4 (2) 10 (3) 12 (4) 16 (5) Cannot be determined
- Q.6.** Manu walked from Pali to Roha and back. The distance between Pali and Roha is one km. His speed while going to Pali was 5 km. per hour and it was 4 km. while returning from Roha. What was Manu's average speed in km. per hour for the entire two-way trip ?
 (1) 5 (2) 4 (3) 4 (4) 4 (5) Other than those given as options

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) कुसुमाग्रज म्हणतात (2) निर्दोष
 (3) निर्दोष
 (4) निर्दोष (5) निर्दोष
- प्र.2.** माझ्या स्मरणशक्तीनुसार / माझ्या बाळपणी माझ्या वडिलांची बदली / एका गलिच्छ गावी / झाली आहे.
 (1) निर्दोष (2) निर्दोष (3) निर्दोष (4) निर्दोष (5) निर्दोष
- प्र.3-4.** पुढे काही शब्दसमूह दिले आहेत. त्यांचा अर्थ सांगणारा 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






PROFESSIONAL KNOWLEDGE

Questions in the Professional Knowledge Test will be based on the subject specialization as given in qualification.

(A) Details of the Online Examination Pattern:

- (1) The examination would be conducted on-line i.e. on a computer.
- (2) The tests will be in Bilingual i.e. Marathi and English, except for Marathi Language.
- (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 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 :
- 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.
 - Click on **'Save & Next'** to save answer to current question and to go to the next question in sequence.
 - 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 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 next 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 attempt any question in a particular test during the time of test.
- (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 MSEDCL.
- (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 exam time, 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 :**
- Candidates will not be allowed to "finally submit" unless they have exhausted the actual test time.**
 - 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 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. Latecomers 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) You must scrupulously follow the instructions of the Test Administrator and the MSEDCL Representative at the examination venue. If you violate the instructions you will be disqualified and will be asked to leave the examination venue.
- (5) Use of books, notebooks, calculators, digital watch, pagers, mobile phones, bluetooth & electronic devices etc. is not permitted in this examination. Candidates are advised not to bring any of the banned items including mobile phone, pagers to the venue of examination as safety arrangement cannot be assured. Any candidate found resorting to any unfair means or malpractice or any misconduct while appearing for the examination including giving/receiving help to/from any candidate during the examination will be disqualified. The candidate should be vigilant to ensure that no other candidate is able to copy from his/her answers.
- (6) **Please bring the call letter with your recent photograph affixed thereon, photocopy of the ID proof stapled with call letter and same currently valid photo identity proof in original. - THIS IS ESSENTIAL. Please handover the call-letter along with photocopy of photo identity proof duly stapled together 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/Valid recent Identity Card issued by a recognised College/ University/Aadhaar card/E-aadhaar card with a photograph/ 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 examination.** 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 marriage certificate in original. PAN Card will **not** be accepted as a proof of the change in the name.
- (7) Photograph and Biometric data (thumb impression) will be captured at the examination venue. 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 by candidates 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. MSEDCL may take further action against such candidates as deemed fit by it.
- (9) You must bring a ball point pen with you. You may bring Ink stamp pad (blue/black). Ink stamp pad will be provided at examination hall; however, you may carry your own. 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** handover this sheet of paper along with the Call Letter to the invigilator 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 problems, which may include movement of candidates, delay in test. The conduct of a re-exam is at the absolute discretion of the 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) 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.
- (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 and he/she will not be allowed to appear in any recruitment process of MSEDCL in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect.
- (13) Candidates are advised to take note of "The Public Examinations (Prevention of Unfair Means) Act, 2024"/ The Maharashtra Competitive Examination (Prevention of Unfair Means) Act, 2024".
- (14) Please read instructions related to the 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. 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. Ink stamp pad (blue/black). (Same will be provided at examination hall, however, you may carry your own)
 - d. Exam related documents (Call Letter 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.

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!