

**ON-LINE EXAMINATION - FOR THE POST OF PUBLIC RELATIONS OFFICER (PRO)**

**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 Professional Knowledge	50	110	Composite time of 120 Minutes
2.	Test of General Aptitude : i.e. (A) Test of Reasoning (B) Test of Quantitative Aptitude (C) Test of Marathi Language	40 20 20	20 10 10	
	Sub Total	80	40	
	<b>Total</b>	<b>130</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 the tests except test of Marathi Language will be made available in Marathi & English. Test of Marathi Language will be made available in Marathi only. 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 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**

Given below are some sample questions on General Aptitude. For Professional Knowledge, test will be based on the respective subject specialization.

## GENERAL APTITUDE

**Q.1-3.** 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 previous day of the day on which E is staged.
- (2) C must not be staged on Tuesday.
- (3) B must be on a day which 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.1.** 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.2.** 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.3.** 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.4.** In a code language "ENGINEER" is written as "NEIGENRE". How is "COMPRESSOR" written in that code language ?

- (1) OCPMERSOR
- (2) OCMPESSRO
- (3) OCPMERSRO
- (4) ROOCPMERS
- (5) Other than those given as options

**Q.5.** 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.6.** 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.7.** 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)  $4 \frac{1}{2}$
- (3)  $4 \frac{4}{9}$
- (4) 4
- (5) Other than those given as options

**प्र.8-9.** 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. 8.** इंग्लंडमधून जन्मलेल्या / कुसुमाग्रजांना शेक्सपियर म्हणतात / व हिंदुस्थानात जन्मलेल्या शेक्सपियरंना / कुसुमाग्रज म्हणतात निर्दोष  
(1) (2) (3) (4) (5)

**प्र. 9.** माझ्या स्मरणशक्तीनुसार / माझ्या बाळपणी माझ्या वडिलांची बदली / एका गलिच्छ गावी / झाली आहे. निर्दोष  
(1) (2) (3) (4) (5)

**प्र.10-11.** पुढे काही शब्दसमूह दिले आहेत. त्यांचा अर्थ सांगणारा एक शब्द दिलेल्या पर्यायातून निवडा.

**प्र. 10.** स्वतःच स्वतःची सर्व कामे करणारा.

- (1) स्वयंभू
- (2) स्वावलंबी
- (3) स्वयंचलित
- (4) स्वकष्टार्जित
- (5) स्वाध्यायी

**प्र. 11.** कोणतेही काम करू शकणारा.

- (1) बहुश्रुत
- (2) हुषार
- (3) चलाख
- (4) हरहुन्नरी
- (5) डोकेबाज

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

- (1) The examination would be conducted on-line i.e. on a computer.
- (2) All the tests except test of Marathi Language will be made available in Marathi & English. Test of Marathi Language will be made available in Marathi 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 ‘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



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 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) You can shuffle between sections and questions anytime during the examination as per your convenience.
- (19) 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 Mahatransco.
- (20) 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.
- (21) 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 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 Mahatransco 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/ E-Aadhar Card with a photograph/Employee ID/Bar Council Identity card with photograph. **Please Note - Ration Card will NOT be accepted as valid ID proof.** 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.

- (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 Mahatransco 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 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.
- (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 and he/she will not be allowed to appear in any recruitment process of the Mahatransco 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**