

ON-LINE EXAMINATION FOR RECRUITMENT OF ASSISTANT GENERAL MANAGER (GENERAL ADMINISTRATION, TECHNICAL, ACCOUNTS, LAW) & MEDICAL OFFICER - CATEGORY I

(With reference to Advertisement No. 01/2021-FCI Category-I published in employment news on 27.02.2021)

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 :

ASSISTANT GENERAL MANAGER (GENERAL ADMINISTRATION)

Sr. No.	Name of the Test	No. of Qs.	Max. Marks	Version	Duration
1	Reasoning, Data Analysis & Numerical Ability	45	45	Bilingual i.e. Hindi and English only	150 Minutes
2	General Awareness and Current Affairs	45	45		
3	Management and Ethics	45	45		
4	Agriculture and Agriculture Economy and Computer Awareness	45	45		
	Total	180	180		

ASSISTANT GENERAL MANAGER (TECHNICAL, ACCOUNTS, LAW & MEDICAL OFFICER)

Sr. No.	Name of the Test	No. of Qs.	Max. Marks	Version	Duration
1	Reasoning, Data Analysis & Numerical Ability	30	15	Bilingual i.e. Hindi and English only	150 Minutes
2	General Awareness and Current Affairs	30	15		
3	Management and Ethics	30	15		
4	Agriculture and Agriculture Economy and Computer Awareness	30	15		
5	Professional Knowledge (Relevant Discipline)	60	120		
	Total	180	180		

The time for the test is 150 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 will be provided in English and Hindi. You can attempt any question at any point of time within these 150 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 no penalty for wrong answers marked by you. However, you are advised, not to mark answers by random guessing.**

Number of questions answered correctly by a candidate in each objective test is considered for arriving at the Corrected Score.

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

- (i) Number of questions answered correctly by a candidate in each objective test is considered for arriving at the Corrected Score.
- (ii) 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.

- (iii) Testwise 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 of the types not mentioned here.

Some sample questions are given below.

REASONING, DATA ANALYSIS & NUMERICAL ABILITY

This is a test to see how well you can think and also to judge your aptitude/reasoning. It contains questions of various kinds. Here are some sample questions.

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

Q.2. (1) BC (2) MN (3) PQ (4) XZ (5) ST

Q.3. In question below are given two statements followed by two conclusions numbered I and II. You have to take the two given statements to be true even if they seem to be at variance from commonly known facts, consider the two conclusions; together and then decide which of the given conclusions logically follows from the two given statements, disregarding commonly known facts.

Statements : All machines are windows. All windows are clouds.

Conclusions : I. All machines are clouds.

II. All clouds are machines.

(1) None follows

(2) Only I follows

(3) Both I & II follow

(4) Only II follows

(5) Either I or II follows

Q.4-5. 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 Other than those given as options.

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.4. 67@2#

(1) FLHQM (2) MLHQF (3) MLQHE (4) FLQHM (5) Other than those given as options

Q.5. \$687#

(1) AFTLA (2) AFTLM (3) BFTLA (4) BFTLM (5) Other than those given as options

Q.6-8. 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.6.** 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.7.** 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 40 (3) above 36
 (4) above 63 (5) Other than those given as options
- Q.8.** 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.9-10. Directions :** In each of the following questions, you have to find out what will come in place of the question mark (?).
- Q.9.** $20 \times \frac{1}{2} = ?$
 (1) 4 (2) 5 (3) 1 (4) 20 (5) Other than those given as options
- Q.10.** $0.7 \times 0.5 = ?$
 (1) 35 (2) 0.35 (3) 0.0035 (4) 0.035 (5) Other than those given as options

GENERAL AWARENESS AND CURRENT AFFAIRS

- Q.1.** Who among the following is the director of the film "Lagaan" ?
 (1) Sanjay Leela Bhansali (2) Vasant Govarikar (3) Karan Johar
 (4) B. R. Chopra (5) Other than those given as options
- Q.2.** Why we cannot see the objects in the dark ?
 (1) These objects emit light
 (2) These objects absorb light
 (3) There is no light coming to our eyes from these objects
 (4) The light gets obstructed by the darkness.
 (5) Other than those given as options
- Q.3.** Which of the following samples of water can be termed as pure water ?
 (1) Water in which alum is added (2) Clean water
 (3) Filtered water (4) No other substance added to it
 (5) Other than those given as options
- Q.4.** Which of the following stands for I in RBI ?
 (1) India (2) International (3) Insurance (4) Income (5) Institute
- Q.5.** In which of the following states is the number of people living below poverty line the maximum ?
 (1) Bihar (2) Andhra Pradesh (3) Uttar Pradesh (4) Rajasthan (5) Orissa
- Q.6.** Who among the following is the current Prime Minister of India ?
 (1) Shri Ram Nath Kovind (2) Dr. Manmohan Singh (3) Mrs. Sonia Gandhi
 (4) Shri Narendra Modi (5) Other than those given as options
- Q.7.** Which Team won the Vijay Hazare Trophy 2019-20 ?
 (1) Karnataka (2) Tamil Nadu (3) Chhattisgarh (4) Punjab (5) Gujarat
- Q.8.** To combat the menace of money laundering, which of the following financial institutions has introduced the 'Know Your Customer' Scheme ?
 (1) IDBI (2) RBI (3) NABARD (4) SIDBI (5) Other than those given as options
- Q.9.** Monetary policy is concerned with _____
 (1) the changes in the supply of money (2) buying and selling of financial instruments
 (3) reducing unemployment (4) All (1), (2) & (3)
 (5) Other than those given as options

MANAGEMENT AND ETHICS

- Q.1.** Which training method is very appropriate for learning and understanding theoretical concepts but not for acquiring operational skills?

- (1) Vestibule training (2) Case studies (3) Role play
(4) Programmed Instructions (5) Workshops

- Q.2.** According to AS -2 inventories should be valued at
(1) Realization value (2) Lower of historical cost and net realizable value
(3) Lower of historical cost and replacement cost (4) Replacement cost
(5) Market cost
- Q.3.** In a slightly skewed distribution the arithmetic mean is 45 and the median is 48. Which of the following is the approximate value of mode?
(1) 54 (2) 51 (3) 49.5 (4) 45 (5) 57
- Q.4.** The marginal product of labour is _____
(1) Output divided by labour input
(2) Additional output produced when one additional unit of labour is added
(3) Additional output produced when one additional unit of labour and one additional unit of capital are added
(4) Value of additional output when one dollar's worth of additional labour is added
(5) Other than those given as options
- Q.5.** IRDP stands for _____
(1) Intensive Rural Development Programme (2) Integrated Rural Development Programme
(3) Internal Rural Development Programme (4) International Rural Development Programme
(5) Other than those given as options

AGRICULTURE AND AGRICULTURE ECONOMY AND COMPUTER AWARENESS

- Q.1.** Among the following crops, this crop is a labour energy-drudgery and Irrigation Intensive one :
(1) Banana (2) Paddy (3) Cotton (4) Sugarcane (5) Tomato
- Q.2.** Which of the following is a high tech, high value agricultural project ?
(1) Marine fisheries (2) Green House (3) Grape cultivation
(4) Poultry (5) Other than those given as options
- Q.3.** Minor irrigation projects are concerned with the irrigable area of _____
(1) upto 1000 Hectares only (2) upto 2000 Hectares only (3) upto 2500 Hectares only
(4) upto 4000 Hectares only (5) Other than those given as options
- Q.4.** Economic theory tells us that when estimating the real demand for exports we should use the _____ exchange rate and when estimating the real demand for money we should use the _____ interest rate.
(1) real; real (2) real; nominal (3) nominal; real
(4) nominal; nominal (5) discounted; real
- Q.5.** Every component of your computer is either _____
(1) software or CPU / RAM (2) hardware or software
(3) application software or system software (4) an input device or output device
(5) Other than those given as options
- Q.6.** Which of the following is a popular Computer Language ?
(1) A + (2) BA + (3) C ++ (4) CA + (5) Other than those given as options
- Q.7.** The function of CPU is _____
(1) to provide external storage of text
(2) to create a hard copy
(3) to create a new software
(4) to read, interpret and process the information and instruction
(5) Other than those given as options

PROFESSIONAL KNOWLEDGE

Questions will be based on the specialization.

Details of the online Examination :

- (1) The examination would be conducted on-line i.e. on a computer.
- (2) All tests 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 correct answer and 'mouse click' that alternative which he/ she feels is 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 displayed on the right side of screen will show the status of each question using one of the following symbols:

 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 for a question simply indicates that you would like to look at that question again. *If a question is answered and Marked for Review, your answer for that question will be considered in the 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 tests and questions during the examination as per time allocated to test(s).
- (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 FCI.
- (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 the allotted 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 :**

- (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 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 as uploaded).
- (4) Person with Benchmark Disability should contact the Test Centre Administrator of the test venue at least 30 minutes before the time of examination for assistance in seating, if needed.
- (5) **Eligible PwBD candidates using their own Scribe in the examination are required to submit 'Scribe Declaration Form' as per Annexure-F given in the detailed advertisement, on the day of examination at Examination Venue**
- (6) You must scrupulously follow the instructions of the Test Administrator and FCI Representative at the examination venue. If you violate the instructions you will be disqualified and will be asked to leave the examination venue.
- (7) No use of calculators (separate or with watch), books, note books or written notes, cell phones (with or without camera facility), scale, algorithm tables or any other electronic device will be allowed during the examination. **After AarogyaSetu status display at the entry gate, candidates will be required to switch off their mobile phones, and deposit it at the designated location, to be collected while exiting.**
- (8) 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. The call-letter along with photocopy of photo identity proof duly stapled together are to be submitted at the end of exam by putting it in the designated drop-box. Currently valid photo identity proof may be PAN Card/Passport/Permanent Driving License/Voter's Card with photograph/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 in original/Bar Council Identity card with photograph. **Please Note - Ration Card and Learner's Driving Licence 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. In case the candidates who have changed their name, will be allowed in examination only if they produce original Gazette notification / their original marriage certificate / affidavit in original. However, the permission to give the exam shall be provisional & the candidature shall be subject to verification of documents at later stage in case of selection of a candidate. **Photo ID should be valid as on the day of the examination.**
- (9) Photograph and IRIS will be captured at the examination venue. The photo captured will be matched with the photo uploaded by the candidate in the application. You must NOT change your appearance from the photo uploaded by you.
(IRIS scan is introduced in lieu of Biometric thumb impression due to covid-19 situation to avoid circulation of infection with multiple thumb impressions). Decision of the IRIS data verification authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates. Refusal to participate in the process of IRIS scanning / verification on any occasion may lead to cancellation of candidature. With regards to the same, please note the following:
 - (a) **'LEFT EYE (IRIS)' will be captured for all the candidates.**
 - (b) **Candidates should remove Contact Lenses and Spectacles while capturing IRIS. Candidates are advised to avoid wearing contact lenses and prefer spectacles.**
 - (c) **There is no touch involved in IRIS scanning. Half feet distance between scanner and eye will be maintained.** (Any failure to observe these points will result in non-admittance for the examination)

Fingerprint scanning will be captured in case of blind candidates.

- (10) 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. FCI may take further action against such candidates as deemed fit by it.
- (11) **You should bring with you a blue/black ball-point pen. Only plastic ball point pens (without any metallic parts except the nib of the refill) will be allowed.** Candidates should not bring any stationary items such as pencils, erasers, sharpeners etc. to the exam venue. 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** drop this sheet of paper along with the Call Letter in the designated drop-box. **You must bring an ink stamp pad (blue/black) with you.**
- (12) 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. Decision of the test conducting body in this regard shall be final. Candidates not willing to accept such change shall lose his/her candidature for this exam.
- (13) 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.
- (14) 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.
- (15) 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 FCI 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.
- (16) In order to save time on frisking (Metal detectors will be used) and the candidates are advised to follow the dress code described below:
- Light clothes which cannot be used for hiding any instruments or communication devices.
 - Half sleeves but not having big buttons or any badge, brooches, etc which could be used to hide the communication devices, Bluetooth camera etc.
 - Slippers, sandals and not the shoes/socks.

However, candidates coming in customary/religious dresses/PwBD candidates should report at the centres well in advance, prior to reporting time for proper frisking.

INSTRUCTIONS RELATED TO CONDUCT OF EXAM IN SOCIAL DISTANCING MODE

- Candidate is required to report at the exam venue strictly as per the time slot mentioned in the Call Letter AND/OR informed via SMS/Mail on their registered mobile number/mail prior to exam date. It is expected that candidate strictly adhere to this time slot – as entry into the exam venue will be provided based upon the individual's time slot ONLY. Candidates should report atleast 15 minutes before the Reporting time indicated on the call Letter.**
- 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.**
- Items permitted into the venue for Candidates
Candidates will be permitted to carry only certain items with them into the venue.
 - Mask (WEARING A MASK is COMPULSORY)**
 - Gloves**
 - Personal transparent water bottle (Candidate should bring his / her own water bottle)**
 - Personal hand sanitizer (50 ml)**
 - A simple blue/black ball-point pen. Only plastic ball point pens (without any metallic parts except the nib of the refill) will be allowed.**
 - An ink stamp pad (blue/black)**
 - Exam related documents (Call Letter and Photocopy of the ID card stapled with it, ID Card in Original.)**

h. Call Letter should be brought with the Photocopy of the Photo ID stapled with it. Original ID (same as Photocopy) is also to be brought for verification. The name on the ID and on the Call Letter should be exactly the same.

i. In 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 candidate is availing services of a scribe, then scribe also should bring their own Gloves, Mask, sanitizer (50ml) and transparent water bottle. Wearing a mask is compulsory. Both candidate and Scribe will require to be wearing Mask.
- 8 A Candidate must have AarogyaSetu App installed on his mobile phone. The AarogyaSetu status must show candidate's risk factor. A candidate will have to display this status to the Security Guard at the entry into the exam venue. In case a candidate does not have a smart phone, he/she will have to bring in a signed declaration to this effect (declaration is provided along with this Call Letter) and show the same to the Security Guard at the entry into the exam venue. (If candidate is availing services of a Scribe, then Scribe should also follow the same instructions.)
- 9 After Aarogya Setu status display at the entry gate, candidates will be required to switch off their mobile phones, and deposit it at the designated location, to be collected while exiting.
- 10 All candidates (and Scribe, if applicable) will be checked with Thermo guns at the entry point for temperature.
- 11 In candidate registration:
 - a. Candidate registration will be done through photo capture. Photo captured will be matched with the photo uploaded by you in the application (as printed in the call letter). You must NOT change your appearance from the photo uploaded by you.
 - b. Photograph will be taken while candidate is standing.
 - c. Seat number will be given to the candidate.
- 12 Rough sheet, call letter and ID proof management
 - Rough sheet(s) kept at each candidate desk will be used by candidate.
 - Candidate must follow the instructions related to dropping the call letter with the ID proof copy in the boxes provided at the exit of lab/venue while leaving or at the designated place. Those candidates who avail the services of Scribe should submit Scribe form also along with the Call Letter and ID proof copy
 - Candidate must drop the rough sheets, call letter, ID proof copy in the boxes provided at the exit of lab/venue while leaving or at the designated place indicated by Exam officials.
- 13 Post Examination Controls
 - 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