



# DIRECTORATE OF TECHNICAL EDUCATION, MAHARASHTRA STATE MUMBAI

## INFORMATION HANDOUT FOR ONLINE EXAMINATION FOR RECRUITMENT OF STENOGRAPHER (LOWER GRADE), SENIOR CLERK AND INSTRUCTOR (LABORATORY ASSISTANT - TECHNICAL)

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 for the post of Stenographer (Lower Grade) & Senior Clerk

Sr. No.	Name of the Test	Number of Questions	Maximum Marks	Medium	Duration
1	Marathi Language	25	50	Marathi	120 Minutes
2	English Language	25	50	English	
3	General Knowledge	25	50	Bilingual i.e. Marathi & English	
4	Aptitude Test	25	50		
	<b>TOTAL</b>	<b>100</b>	<b>200</b>		120 Minutes

### Structure of the test for the post of Instructor (Laboratory Assistant - Technical)

Sr. No.	Name of the Test	Number of Questions	Maximum Marks	Medium	Duration
1	Marathi Language	15	30	Marathi	90 Minutes
2	English Language	15	30	English	
3	General Knowledge	15	30	Bilingual i.e. Marathi & English	
4	Aptitude Test	15	30		
	<b>TOTAL</b>	<b>60</b>	<b>120</b>		90 Minutes

The time for the test is 120 minutes for Stenographer & Senior Clerks post and 90 minutes for Instructor; however, you may have to be at the venue for approximately 180 minutes & 150 minutes respectively including the time required for logging in, collection of the call letters, going through the instructions etc. You can attempt any question at any point of time within the given time. 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 no penalty for wrong answers marked by you. However, you are advised not to mark answers by random guessing.**

**Please note that the types of questions in this handout are only illustrative and not exhaustive. In the actual examination you will find questions of a higher difficulty level on some or all of these types and also questions on the types not mentioned here.**

Some sample questions are given below.

### SAMPLE QUESTIONS

#### मराठी भाषा

प्र.1-2. पुढील प्रत्येक प्रश्नात वाक्याचे चार भाग पाडले आहेत. व्याकरणाच्या, वाक्य रचनेच्या किंवा भाषेच्या दृष्टीने वाक्य सदोष असल्यास, कोणत्या भागात दोष आहे ते ठरवून त्या भागाचा क्रमांक उत्तर म्हणून द्या. वाक्य निर्दोष / बिनचूक असल्यास उत्तर "(5)" द्या.

प्र.1. इंग्लंडमधून जन्मलेल्या / कुसुमाग्रजांना शेक्सपियर म्हणतात / व हिंदुस्थानात जन्मलेल्या शेक्सपियरांना /

(1)

(2)

(3)

कुसुमाग्रज म्हणतात.

(4)

निर्दोष

(5)

- प्र.2. माझ्या स्मरणशक्तीनुसार / माझ्या बाळपणी माझ्या वडिलांची बदली / एका गलिच्छ गावी / झाली आहे. निर्दोष  
(1) (2) (3) (4) (5)
- प्र.3-4. पुढे काही शब्दसमूह दिले आहेत. त्यांचा अर्थ सांगणारा एक शब्द दिलेल्या पर्यायांतून निवडा.  
प्र.3. स्वतःच स्वतःची सर्व कामे करणारा.  
(1) स्वयंभू (2) स्वावलंबी (3) स्वयंचलित (4) स्वकष्टार्जित (5) स्वाध्यायी
- प्र.4. कोणतेही काम करू शकणारा.  
(1) बहुश्रुत (2) हुषार (3) चलाख (4) हरहुन्नरी (5) डोकेबाज
- प्र.5. पुढील शब्द समूहाचा अर्थ सांगणारा शब्द दिलेल्या पर्यायांतून निवडा:  
देव आहेसे मानणारा  
(1) नास्तिक (2) आस्तिक (3) भक्त (4) संत (5) यापैकी एकही नाही

### ENGLISH LANGUAGE

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

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.2-3. **Directions** : In each of the following questions, select from amongst the five alternatives, the word most opposite in meaning of the word given in capitals.

- Q.2. LIVELY  
(1) simple (2) weak (3) dull (4) angry (5) moron
- Q.3. INADVERTENT  
(1) adequate (2) available (3) sluggish (4) negligent (5) intentional

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

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

- Q.5-6. **Direction** : In each of the following questions, select from amongst the five alternatives, the word nearest in meaning to the word given in capitals.

- Q.5. LETHAL (1) light (2) dangerous (3) deadly  
(4) cruel (5) thoughtless
- Q.6. CENTENARY (1) a guard (2) a hundred years (3) a very old man  
(4) a hundred runs (5) a hundredth anniversary

### GENERAL KNOWLEDGE


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


## APTITUDE TEST


- Q.1.** 'Foot' is related to 'Man' in the same way as 'Hoof' is related to — ?  
(1) Horse            (2) Dog            (3) Shoe            (4) Blacksmith            (5) Saddle
- Q.2.** Under which of the following heads of expenditure would "Subscription paid for children's magazine" be classified ?  
(1) Food            (2) Travel            (3) Hospitality            (4) Health            (5) Education
- Q.3.** In a row of boys, Mahesh is seventh from the left side and 18th from the right side of the row. How many boys are there in the row ?  
(1) 26            (2) 25            (3) 27            (4) Cannot be determined            (5) Other than those given as options
- Q.4.** Which of the following English letter groups will replace the question-mark (?) in the following **series** of letter groups ?  
AB BC CD DE ? FG  
(1) DF            (2) DG            (3) FE            (4) EF            (5) GF
- Q.5.** In a certain code 'A + B' means "A is the mother of B" and 'A – B' means "A is the father of B". Which of the following means "P is the grand-mother of R" ?  
(1) P – Q + R            (2) Q – R + P            (3) P + Q – R  
(4) Q + R – P            (5) Other than those given as options


### (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 Marathi and English except for the test/s of Marathi & English 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:

 1 You have not visited the question yet.

 2 You have not answered the question.

 3 You have answered the question.

 4 You have NOT answered the question, but have marked the question for review.

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

The Marked for Review status simply acts as a reminder that you have set to look at the question again. *If an answer is selected for a question that is Marked for Review, the answer will be considered in the final evaluation.*

- (6) To select a question to answer, you can do one of the following :
  - (a) Click on the question number on the question palette at the right of your screen to go to that numbered question directly. Note that using this option **does NOT save your answer** to the current question.
  - (b) Click on '**Save & Next**' to save answer to current question and to go to the next question in sequence.
  - (c) Click on '**Mark for Review and Next**' to save answer to current question, mark it for review, and to go to the next question in sequence.
- (7) To select your answer, click on one of the option buttons.
- (8) To change your answer, click another desired option button.

- (9) To save your answer, you **MUST** click on **Save & Next**.
- (10) To deselect a chosen answer, click on the chosen option again or click on the **Clear Response** button.
- (11) To mark a question for review click on **Mark for Review & Next**. *If an answer is selected for a question that is Marked for Review, the answer will be considered in the final evaluation.*
- (12) To change an answer to a question, first select the question and then click on the new answer option followed by a click on the **Save & Next** button.
- (13) Questions that are saved or marked for review after answering will ONLY be considered for evaluation.**
- (14) Sections 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 at any point of time within the given time for exam.
- (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 Directorate of Technical Education.
- (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 :**
  - (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. 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 Directorate of Technical Education 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 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.

- (7) 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. Directorate of Technical Education 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 your own ink stamp pad (blue/black). 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.
- (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 Directorate of Technical Education 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.
- (12) Please read instructions related to the Social Distancing given on the next page.

## **INSTRUCTIONS WITH REGARD TO SOCIAL DISTANCING**

- 1 Candidate is required to report at the exam venue strictly as per the time slot mentioned in the 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. A simple pen and ink stamp pad (blue/black)
  - 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.

**WISH YOU GOOD LUCK!**