



CENTRAL WAREHOUSING CORPORATION

(A 'Navratna' Govt. of India Undertaking)

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ONLINE EXAMINATION - RECRUITMENT OF JUNIOR PERSONAL ASSISTANT AND JUNIOR EXECUTIVE (RAJBHASHA)

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 online examination will comprise the following objective type test as stated below:

Structure of the test for the post of Junior Personal Assistant

Sr. No.	Name of the Tests (Not By sequence)	No. of Questions	Maximum Marks	Medium	Time allotted for each test (Separately timed)
1	Reasoning	20	20	Hindi and English	20 Minutes
2	Computer Aptitude	20	20	Hindi and English	15 Minutes
3	Data Analysis & Interpretation and Quantitative Aptitude	40	40	Hindi and English	40 Minutes
4	General Awareness	35	35	Hindi and English	20 Minutes
5	English Language	35	35	English	25 Minutes
6	Language & Comprehension Abilities- Descriptive Test	2	30	English	30 Minutes
	Total	152	180		150 Minutes

Structure of the test for the post of Junior Executive (Rajbhasha)

Sr. No.	Name of the Tests (Not By sequence)	No. Of Questions	Maximum Marks	Medium of Exam	Time allotted for each test (Separately timed)
1.	Reasoning and Computer Aptitude	30	30	Hindi and English	25 Minutes
2.	Data Analysis & Interpretation and Quantitative Aptitude	30	30	Hindi and English	25 Minutes
3.	General Awareness	20	20	Hindi and English	15 Minutes
4.	English Language	20	20	English	15 Minutes
5.	Professional knowledge (Objective)	50	50	Hindi and English	50 Minutes
6.	Professional Knowledge (Descriptive) (Translation from Hindi to English and vice versa) (Fully Online*)	2	50	-	50 Minutes
	TOTAL	152	200		180 Minutes

The total time for the test is 150 minutes for the post of Junior Personal Assistant and 180 minutes for the post of Junior Executive (Rajbhasha), however you may have to be at the venue for approximately 210 minutes and 240 minutes respectively including the time required for logging in, collection of the call letters, giving of instructions etc. All questions will be provided in Hindi and English except for English Language test and Language & Comprehension Abilities test. Tests are separately timed. You can attempt any question in a particular test during the time allotted to that test only. 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.**

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

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

- (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 test are equated to the base form by considering the distribution of scores of all the forms.

- (iii) Test 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.

REASONING AND COMPUTER APTITUDE

Q.1-5. 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 plays ?

- (1) C and E (2) E and F (3) A and E (4) B and E (5) C and F

Q.4. Which of the following plays is on Monday ?

- (1) E (2) A (3) F (4) B (5) C

Q.5. Which of the following plays immediately follows B ?

- (1) F (2) E (3) D (4) C (5) A

DATA ANALYSIS & INTERPRETATION AND 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.** At 10 paise each, how many paise will 6 lemons cost ?
 (1) 6 (2) 10 (3) 60 (4) 610 (5) Other than those given as options
- Q.5.** Which of the following can be exact multiple of 4 ?
 (1) 27114 (2) 58204 (3) 48402 (4) 32286 (5) Other than those given as options
- Q.6.** 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
- Q.7.** $2168 + 3154 + 2369 = ?$
 (1) 7791 (2) 7691 (3) 7681 (4) 7781 (5) Other than those given as options
- Q.8.** If 3 workers collect 48 Kg. Cotton in 4 days, how many kg. Cotton will 9 workers collect in 2 days ?
 (1) 216 (2) 32 (3) 108 (4) 72 (5) Other than those given as options

GENERAL AWARENESS

- Q.1.** Which of the following stands for I in RBI ?
 (1) India (2) International (3) Insurance (4) Income (5) Institute
- Q.2.** Which of the following sectors contributes maximum in deciding the growth in income of the states in India ?
 (1) Energy (2) Tourism (3) Service (4) Transport (5) Agriculture
- Q.3.** 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.4.** 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.5.** R. V. Janakiraman, who passed away recently, was the former Chief Minister of which State/U.T. ?
 (1) Tamil Nadu (2) Karnataka (3) Puducherry (4) Odisha (5) Kerala
- Q.6.** Which of the following authorities issues licences to LIC agents in India ?
 (1) IRDA (2) RBI (3) LIC (4) SEBI (5) Other than those given as options
- Q.7.** Monetary policy is concerned with _____
 (1) changes in the supply of money
 (2) buying and selling of financial instruments
 (3) reducing unemployment
 (4) changes in the supply of money & reducing unemployment
 (5) Other than those given as options
- Q.8.** Which of the following stands for I in IRDA ?
 (1) Indian (2) International (3) Insurance (4) Income (5) Institute

ENGLISH LANGUAGE

- Q.1.** 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).
 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.** Pick out from the words given below each sentence the word which would complete the sentence correctly and meaningfully.
 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.3-8.** In the following passage there are blanks, each of which has been numbered. These numbers are printed below the passage and against each, five words are suggested, one of which fits the blank appropriately. Find out the appropriate word in each case.
- The true (3) of rights is duty. If we all (4) our duties, rights will not be (5) to seek. If leaving duties unperformed we run (6) rights, they will (7) us like an elusive person. The more we pursue them, the farther (8) they fly.
- Q.3.** (1) end (2) source (3) joy (4) purpose (5) power

- Q.4.** (1) deny (2) devote (3) discharge (4) imagine (5) fulfill
- Q.5.** (1) far (2) close (3) easy (4) against (5) common
- Q.6.** (1) as (2) after (3) at (4) from (5) for
- Q.7.** (1) hold (2) grab (3) fight (4) escape (5) chase
- Q.8.** (1) off (2) can (3) did (4) could (5) towards
- Q.9.** Select from amongst the five alternatives, the word nearest in meaning to the word given in capitals.
ACCOMPLISHED
(1) Polished (2) Completed (3) Strong (4) Companion (5) attained
- Q.10.** Pick out the most appropriate phrase from amongst the phrases given below the sentence to complete is meaningfully.
eagerly _____ to this moment.
(1) look at (2) look down (3) look upon (4) look forward (5) look for

PROFESSIONAL KNOWLEDGE

Questions in this test will be based on the area of Specialization.

LANGUAGE & COMPREHENSION ABILITIES- DESCRIPTIVE TEST

- Q.1.** Write an essay on any **ONE** of the following topics
- Three effective measures to eradicate illiteracy in India. Explain how the measures suggested by you will be effective.
 - It is often said that computerization results in unemployment. Do you agree? Explain.

Q.2. English Comprehension based on a passage.

Read the following passage carefully and answer the questions that follows.

In this age, when the popular involvement in day-to-day matters is mounting, it is the electronic systems that offer us a potential service infrastructure which could, with careful programming, probably take care of a very large element of what we describe as mechanical, procedural governance without all the distortions, corruptions and harassments which constitute the daily misery of the average citizen. Of course, the electronic systems will only behave to the extent that they are properly programmed. But this is no impossible task today.

Once we move our minds beyond the mere use of the electronic revolution for business efficiency and higher profitabilities and apply it to the task of reducing the routine, repetitive activities of governance, we will conserve time and energy for more important and creative tasks. In other words, the electronic revolution can make for better and more effective handling of real everyday problems, additionally to providing the basic service of computerized information banks. Even in less developed conditions, the potential of the electronic network to take over a great deal of what is called bureaucratic "paper work" has been vividly demonstrated. Licensing system involving endless form filling in endless copies; tax matters which baffle millions of citizens, particularly those who have nothing to hide; election system which require massive supervisory mobilizations or referendums based on miniscule "samples" which seldom reflect the reality at the social base. At all these points, the electronic advantage is seen and recognized. However, we must proceed further.

It is possible to foresee a situation where the citizen, with his personalized computer entry card, his "number", is able to enter the electronic network for a variety of needs now serviced by regiments of officials, high and low. Indeed, this is already happening in a number of countries. From simple needs, we will move to more complex servicing, and, ultimately, into creativity or what is called "artificial intelligence".

- Q. (i)** What does the term "bureaucratic paper work" refer to?
- Q. (ii)** How has electronic revolution helped organisations in day-to-day activities?
- Q. (iii)** What is "artificial intelligence"?

PROFESSIONAL KNOWLEDGE (DESCRIPTIVE)
(TRANSLATION FROM HINDI TO ENGLISH AND VICE VERSA)

Questions in this test will be based on the translation from Hindi to English and English to Hindi.

(A) Details of the On-line Examination Pattern: (Objective)

- (1) The examination would be conducted Online i.e. on a computer.
- (2) All questions will be in Hindi & English except for the test of English Language and test of Language & Comprehension Abilities.
- (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.

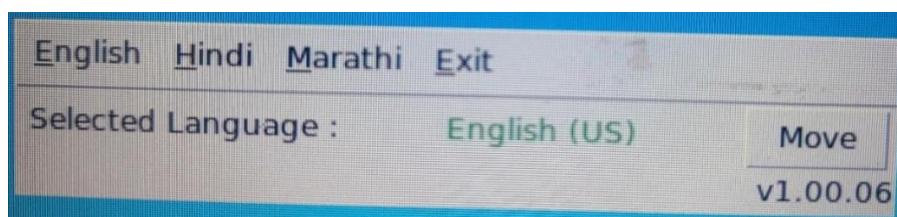
The Marked for Review status simply acts as a reminder that you have set to look at the question again. *If an answer is selected for a question that is Marked for Review, the answer will be considered in the final evaluation.*

- (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) ONLY Questions that are saved or marked for review after answering will 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 shuffle between the questions anytime during the examination as per your convenience.
- (18) Tests are separately timed. You can attempt any question in a particular test during the time allotted to that test only.
- (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 CWC.
- (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 completion of the exam duration of 150 minutes for Junior Personal Assistant and 180 minutes for Junior Executive (Rajbhasha), the candidates will not be able to attempt any question or check their answers.
- (22) **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.**
- (23) **Please note for Descriptive type paper:**
- No separate login is required to take the test.**
 - This test will start automatically upon auto-submission of objective tests.**
 - Questions will be displayed on computer monitor.**
 - Only one question will be displayed at a time.**
 - “While typing if you press the ‘Space bar’ and then press the ‘Enter’ key, the cursor will not move to next line. However if you press the ‘Enter’ key immediately after the last word, the cursor will move to the next line. You should also note in case the ‘Space bar’/ ‘Enter’ key is pressed multiple times in a single instance only a single keystroke (i.e. one space and one enter to the next line) will be taken by the system.”**

IMPORTANT :

Although the panel as shown below appears in Objective tests (or elsewhere where not applicable) as well, it is to be used in the Descriptive test only.



Kindly read the following instructions very carefully

- This panel will be visible with Language Selection option which is to be used during the descriptive test. **PLEASE DO NOT CLICK ON “EXIT”** at any point during the examination.
- Use the panel provided to select Hindi Language for answering Hindi Descriptive Question and English Language for answering English Descriptive Question.
- **Do not click on the “Exit”** button on the panel at any point during the examination.
- Keyboard layout will be available only in English. Candidates should have the knowledge of Inscript or Remington (GAIL) mapping on the keyboard if they wish to answer Descriptive part of Paper II in Hindi.

[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 **4 inches x 6 inches size colour 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 CWC 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. The call-letter along with photocopy of photo identity proof duly stapled together are to be submitted to the invigilator at the end of exam.** Currently valid photo identity proof may be PAN Card/Passport/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/Aadhaar Card/E-Aadhaar 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 exam.** 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) Your responses (answers) will be analyzed 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. CWC 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** handover this sheet of paper along with the Call Letter and photocopy of photo identity proof to the invigilator.
- (9) Biometric data (thumb impression) and photograph will be captured at the examination venue before the start of examination. Decision of the Biometric 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 biometric data capturing/ verification on any occasion may lead to cancellation of candidature. 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 examination day.
 - (b) If fingers are dirty or dusty, ensure to wash them and dry them before the thumb impression (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 (thumb) to be captured is injured/damaged, immediately notify the concerned authority in the test centre.
 (Any failure to observe these points will result in non- admittance for the examination).
- (10) In order to save time on frisking (Metal Detectors will be used), the candidates are advised to follow the below mentioned dress code:
 - 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 device, Bluetooth, camera etc.
 - Slippers, sandals and not the shoes/socks.
 - Light Clothes without any metal items like zippers, button etc.
 However, candidates coming in customary/religious dresses and Persons with Benchmark Disabilities (PwBD) candidates should report at the centre well in advance prior to reporting time for proper frisking.
- (11) 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.

- (12) 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 is required if the nodes capacity is less or some technical disruption takes place at any centre or for any candidate.
- (13) 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.
- (14) 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 CWC 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.
- (15) Candidates are advised to take note of "The Public Examinations (Prevention of Unfair Means) Act, 2024".

WISH YOU GOOD LUCK!