



Uttarakhand Cooperative Institutional Service Board

उत्तराखण्ड सहकारी संस्थागत सेवा मण्डल

website: www.ukcooperative.in

ON-LINE EXAMINATION - RECRUITMENT OF VARIOUS POST CLERK-CUM-CASHIER, JUNIOR BRANCH MANAGER, SENIOR BRANCH MANAGER, MANAGER AND ASSISTANT MANAGER

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 :

Structure of the test for the post of Clerk cum Cashier

| Sr. No. | Name of the Tests | Medium of Exam | No. of Questions | Max. Marks | Duration (Minutes) |
|---------|-----------------------------|----------------|------------------|------------|--------------------|
| 1 | Reasoning | Hindi/Eng | 40 | 40 | 30 Minutes |
| 2 | Numerical Ability | Hindi/Eng | 40 | 40 | 30 Minutes |
| 3 | General/Financial Awareness | Hindi/Eng | 60 | 60 | 20 Minutes |
| 4 | Hindi Language | Hindi | 20 | 20 | 15 Minutes |
| 5 | English Language | English | 20 | 20 | 15 Minutes |
| 6 | Computer Knowledge | Hindi/English | 20 | 20 | 10 Minutes |
| Total : | | | 200 | 200 | 120 Minutes |

Structure of the test for the post of Junior Branch Manager

| Sr. No. | Name of the Tests | Medium of Exam | No. of Questions | Max. Marks | Duration (Minutes) |
|---------|-----------------------------|----------------|------------------|------------|--------------------|
| 1 | Reasoning | Hindi/Eng | 40 | 40 | 30 Minutes |
| 2 | Quantitative Aptitude | Hindi/Eng | 40 | 40 | 30 Minutes |
| 3 | General/Financial Awareness | Hindi/Eng | 60 | 60 | 20 Minutes |
| 4 | Hindi Language | Hindi | 20 | 20 | 15 Minutes |
| 5 | English Language | English | 20 | 20 | 15 Minutes |
| 6 | Computer Knowledge | Hindi/English | 20 | 20 | 10 Minutes |
| Total : | | | 200 | 200 | 120 Minutes |

Structure of the test for the post of Senior Branch Manager

| Sr. No. | Name of the Tests | Medium of Exam | No. of Question | Max. Mark | Duration (Minutes) |
|---------|---|----------------|-----------------|-----------|--------------------|
| 1 | Reasoning | Hindi/Eng | 50 | 50 | 35 Minutes |
| 2 | Quantitative Aptitude & Data Interpretation | Hindi/Eng | 50 | 50 | 35 Minutes |
| 3 | Financial Awareness | Hindi/Eng | 60 | 60 | 25 Minutes |
| 4 | English Language | English | 20 | 20 | 15 Minutes |
| 5 | Computer Knowledge | Hindi/English | 20 | 20 | 10 Minutes |
| Total : | | | 200 | 200 | 120 Minutes |

Structure of the test for the post of Manager and Assistant Manager

| Sr. No. | Name of the Tests | Medium of Exam | No. of Question | Max. Mark | Duration (Minutes) |
|---------|---|----------------|-----------------|-----------|--------------------|
| 1 | Reasoning | Hindi/Eng | 40 | 40 | 30 Minutes |
| 2 | Quantitative Aptitude & Data Interpretation | Hindi/Eng | 40 | 40 | 30 Minutes |
| 3 | Financial Awareness | Hindi/Eng | 60 | 60 | 20 Minutes |
| 4 | English Language | English | 20 | 20 | 15 Minutes |
| 5 | Hindi Language | Hindi | 20 | 20 | 15 Minutes |
| 6 | Computer Knowledge | Hindi/English | 20 | 20 | 10 Minutes |
| | Total : | | 200 | 200 | 120 Minutes |

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, checking of the call letters, going through the instructions etc. All tests except test of English Language & Hindi Language will be provided in English and Hindi. 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, 1/4 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 each objective test 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.

- Testwise scores and scores on total is reported with decimal points upto two digits.

Note : Cutoffs may be applied in two stages :

- On scores in individual tests
- On Total Score

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

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

- Q.1.** Every person above eighteen years of age who is registered as a voter, can vote. To find out whether Madhu, who was born twenty years ago, can vote, which of the following further information is needed ?
(I) Madhu's date of birth (II) Whether Madhu is registered as a voter
(1) Only I (2) Only II (3) Either I or II (4) Neither I nor II (5) Both I and II
- Q.2.** If the first and the second letters in the word 'DEPRESSION' were interchanged, also the third and the fourth letters, the fifth and sixth letters and so on, which of the following would be the seventh letter from the right ?
(1) R (2) O (3) S (4) I (5) Other than those given as options

- Q.3. In a row of girls, if Seeta who is 10th from the left and Lina who is 9th from the right interchange their seats, Seeta becomes 15th from the left. How many girls are there in the row ?
 (1) 16 (2) 18 (3) 19 (4) 22 (5) Other than those given as options
- Q.4. In the series given below count each 5 which is not immediately preceded by 3 but is immediately followed by 7. How many such 5's are there ?
 1 5 7 3 5 7 4 7 3 7 2 5 6 5 8 5 7 4 5 6 5 5 7 1 5 7 7 5 5
 (1) 1 (2) 2 (3) 3 (4) 4 (5) 5
- Q.5. The town of Paranda is located on Green lake. The town of Akram is West of Paranda. Tokhada is East of Akram but West of Paranda. Kakran is East of Bopri but West of Tokhada and Akram. If they are all in the same district, which town is the farthest West ?
 (1) Paranda (2) Kakran (3) Akram (4) Tokhada (5) Bopri

NUMERICAL ABILITY

- Q.1. At 10 paise each, how many paise will 6 lemons cost ?
 (1) 6 (2) 10 (3) 60 (4) 61 (5) 610
- Q.2. 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.3-6. In each of the following questions one number is missing. The place where the number is missing is shown by a question mark (?). You have to find out which one of the answers shown against 1, 2, 3 and 4 can replace the question mark. If none of these four can replace the question mark, you will indicate (5) i.e. 'Other than those given as options' as your answer.
- Q.3. $42 + 73 + 137 = ?$
 (1) 352 (2) 252 (3) 242 (4) 142 (5) Other than those given as options
- Q.4. $20 \times = ?$
 (1) 4 (2) 5 (3) 12 (4) 20 (5) Other than those given as options
- Q.5. $0.7 \times 0.5 = ?$
 (1) 35 (2) 0.35 (3) 0.0035 (4) 0.035 (5) Other than those given as options
- Q.6. $15 : 25 :: 6 : ?$
 (1) 9 (2) 10 (3) 30 (4) 15 (5) Other than those given as options

QUANTITATIVE APTITUDE & DATA INTERPRETATION

This test is designed to measure how fast and accurate you are in dealing with numbers, viz. computation, quantitative reasoning, interpretation of tables and graphs etc.

- Q.1-3. Directions : Given below is a table showing percentages out of a total of 700 employees ranking six attributes that help promotion. Rank I is the highest. Study the table carefully and answer the questions that follow :

| % of Employees Giving Different Ranks | | | | | | |
|---------------------------------------|----|----|-----|----|----|----|
| Attribute | I | II | III | IV | V | VI |
| Seniority | 32 | 17 | 22 | 19 | 5 | 5 |
| Perseverance | 14 | 19 | 17 | 9 | 27 | 14 |
| Efficiency | 15 | 19 | 21 | 14 | 14 | 17 |
| Intelligence | 10 | 14 | 10 | 14 | 17 | 35 |
| Honesty | 24 | 17 | 7 | 9 | 27 | 16 |
| Sociability | 5 | 14 | 23 | 35 | 10 | 13 |

- Q.1. Which attribute for promotion has received the highest rank ?
 (1) Perseverance (2) Seniority (3) Honesty (4) Sociability (5) Efficiency
- Q.2. How many employees gave rank III to intelligence ?
 (1) 119 (2) 98 (3) 77 (4) 70 (5) 10
- Q.3. Which attribute is considered the least important for promotion ?
 (1) Honesty (2) Intelligence (3) Perseverance
 (4) Efficiency (5) Sociability

GENERAL / FINANCIAL AWARENESS

- Q.1. Which is the largest city of Haryana State ?
 (1) Faridabad (2) Rohtak (3) Panipat (4) Hisar (5) Sirsa
- Q.2. Which of the following cities in Haryana has been cited as the war place in the Mahabharata?
 (1) Panipat (2) Kurukshetra (3) Rohtak (4) Chandigarh (5) Kamal
- Q.3. Tangible Network is _____
 (1) share capital plus reserves (2) total current assets
 (3) fixed assets minus depreciation (4) network minus tangible assets
 (5) Other than those given as options
- Q.4. The concept of deferred revenue expenditure is closely related to which of the following accounting concepts ?
 (1) Accrual (2) Going Concern (3) Matching Concept
 (4) Conservation (5) Consistency
- Q.5. Evergreening of sticky loans by banks is done by _____
 (1) Providing fresh loans to defaulting borrowers to pay interest
 (2) Converting outstanding loans into term loans.
 (3) Writing off interest outstanding
 (4) Only (1) and (2)
 (5) Other than those given as options

ENGLISH LANGUAGE

This is a test to see how well you know English. Your English language ability would be tested through questions on grammar, vocabulary, sentence completion, synonyms, antonyms, comprehension of a passage, etc. Study and answer the sample questions given below :

Directions : In each of the following questions, select from amongst the five alternatives, the word nearest in meaning to the word given in capitals.

- Q.1. LETHAL
 (1) light (2) dangerous (3) deadly (4) cruel (5) thoughtless
- Q.2. CENTENARY
 (1) a guard (2) a hundred years (3) a very old man
 (4) hundred runs (5) hundredth anniversary
- Q.3. TRIUMPH
 (1) conquer (2) smash (3) earn (4) brave (5) capture

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.4. LIVELY
 (1) simple (2) weak (3) dull (4) angry (5) moron
- Q.5. INADVERTENT
 (1) adequate (2) available (3) sluggish (4) negligent (5) intentional
- Q.6. INEPT
 (1) accurate (2) skilful (3) sensible (4) artistic (5) apt

HINDI LANGUAGE

इस प्रश्नावली में हिंदी भाषा में प्रवीणता, शब्दभंडार, वाक्यरचना, शब्दप्रयोग, समानार्थक, विपरीतार्थी शब्द, अनेकार्थी शब्द, वर्तनी त्रुटि, लोकोक्तियां, मुहावरें आदि से संबंधी प्रश्न होंगे।

प्र.1-3. नीचे दिये गये प्रश्नों में से हरेक में एक वाक्य दिया गया है जिसे (1), (2), (3) और (4) भागों में बांटा गया है। वाक्य को पढ़ कर जात कीजिये कि वाक्य में शब्दों के गलत प्रयोग, वर्तनी या व्याकरण की कोई त्रुटि तो नहीं है। त्रुटि अगर होगी तो वाक्य के किसी एक ही भाग में होगी। इस भाग का क्रमांक ही आपका उत्तर है। अगर वाक्य त्रुटिहीन है तो उत्तर (5) दीजिये अर्थात् त्रुटि नहीं।

प्र.1. चालीस लडकों का एक मिला जुला / ठहाका उठा था और / कक्षा की छत पे टकरा कर /
 (1) (2) (3) त्रुटि नहीं
 सब का सब एकदम मेरे भीतर उतर गया था। (5)

प्र.2. सेठ पुरुषोत्तम दास पूना की सरस्वती पाठशाला / का मुआयना करने के बाद में /
 (1) (2) त्रुटि नहीं
 बाहर निकले तो एक लडकी ने / दौड़ कर उनका दामन पकड़ लिया। (5)
 (3) (4)

प्र.3. वह झपट कर कुरसी से उठी / और बड़े वेग से कई कमरो / और बरामदो को पार करती /
 (1) (2) (3) त्रुटि नहीं
 मैनेजर के सामने को आकर खड़ी हो गई। (5)
 (4)

प्र.4-5. नीचे दिए गए प्रश्नों में से एक शब्द समूह या वाक्यांश दिया गया है और फिर उसके बाद पाँच ऐसे शब्द सुझाए गए हैं जो कि इस पूरे वाक्यांश या शब्द समूह का अर्थ एक शब्द में स्पष्ट कर देते हैं। आपको वह शब्द जात कर उसको उत्तर के क्रम में दर्शाना है।

प्र.4. जिसका कभी नाश न हो
 (1) अपनाश (2) निरामिष (3) अटल (4) अविनाशी (5) सर्व व्यापक

प्र.5. कम बोलने वाला
 (1) मिठबोला (2) समदर्शी (3) मृदुभाषी (4) संयमित (5) मितभाषी

COMPUTER KNOWLEDGE

Q.1. Pick the odd man out.
 (1) Monitor (2) Keyboard (3) Floppy drive (4) Windows (5) Hard-disk drive

- Q.2. The full form of LAN is _____
 (1) Local Access Network (2) Local Area Network (3) Long Area Node
 (4) Local Area Node (5) Other than those given as options
- Q.3. _____ is an output device of a computer.
 (1) Printer (2) CPU (3) Monitor (4) Keyboard (5) CD
- Q.4. What is the full form of RAM ?
 (1) Random Adaptive Mouse (2) Random Adaptive Memory
 (3) Random Access Memory (4) Random Access Mouse
 (5) Other than those given as options

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

- (1) The examination would be conducted on-line i.e. on a computer.
- (2) The tests except test of English Language and Hindi Language will be provided 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 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 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) 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 Uttarakhand Cooperative Institutional Service Board.

(15) Tests are separately timed. You can attempt any question in a particular test during the time allotted to that test only.

(16) 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.

(17) 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.

(18) 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 to appear for the examination.

(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 uploaded).

(4) You must scrupulously follow the instructions of the Test Administrator and Uttarakhand Cooperative Institutional Service Board 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 or any other electronic device will be allowed during the examination.
- (6) 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)

- (7) 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 this call-letter alongwith photocopy of photo Identity proof duly stapled together to the Invigilator.** Currently valid photo identity proof may be PAN Card/Passport/ Permanent Driving Licence/Voter's Card with photograph/Bank Passbook with photograph/Photo Identity proof issued by a Gazetted Officer on official letterhead along with photograph/Photo Identity proof issued by a People's Representative on official letterhead along with photograph/Valid recent Identity Card issued by a recognized College/University/Aadhaar Card/E-Aadhaar Card with a photograph/Employee ID in original/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 purpose.** 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.
- (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. Uttarakhand Cooperative Institutional Service Board may take further action against such candidates as deemed fit by it.
- (9) You must bring a ball point pen with you. 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 Test Administrator 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 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.

- (11) 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.
- (12) 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.
- (13) 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 Uttarakhand Cooperative Institutional Service Board recruitment process 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.
- (14) Please read instructions related to 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. Late comers 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 Exam related documents (Call Letter and Photocopy of the ID card stapled with it, ID Card in Original)
 - e. 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 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