City and Industrial Development Corporation of Maharashtra Limited

INFORMATION HANDOUT FOR ONLINE EXAMINATION

RECRUITMENT OF SYSTEMS MANAGER, SYSTEM ANALYST

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

Sr. No.	Name of the Test	No. of Qs.	Max. Marks	Version	Duration
1	Marathi	30	30	Marathi	
2	English	30	30	English	
3	Reasoning Ability	25	25	Marathi and English	120 Minutes
4	Current Affairs	25	25	Marathi and English	
5	Scenario based Professional Knowledge	90	90	English	
	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, collection of the call letters, going through the instructions etc. All the tests except test of Professional Knowledge, Marathi Language & English Language will be in bilingual i.e. English and Marathi. You can attempt any question within the 120 minutes. All the questions will have multiple choices. Out of the five answers to a question only one will be the correct answer. **You have to select the most appropriate answer and 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

MARATHI

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   निर्दोष
    (4)   (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 शब्द दिले आहेत. त्यांचा अर्थ सांगणारा एक शब्द दिलेल्या पर्यायातून 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) बहु श्रुत (2) हुशार (3) चलाख (4) हरहु न्नरी (5) डोकेबाज

ENGLISH

This is a test to see how well you know English. Your English language ability would be tested through questions on grammar & vocabulary, synonyms, antonyms, sentence completion, comprehension of a passage etc.

Q.1-2. 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 'No error'. (Ignore the errors of punctuation, if any).

Q.1. 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. 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.3-4. Pick out from the words given below each sentence the word which would complete the sentence correctly and meaningfully.

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

Q.5-10. 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 (5) of rights is duty. If we all (6) our duties, rights will not be (7) to seek. If leaving duties unperformed we run (8) rights, they will (9) us like an elusive person. The more we pursue them, the farther (10) they fly.

Q.5. (1) end (2) source (3) joy (4) purpose (5) power

Q.6. (1) deny (2) devote (3) discharge (4) imagine (5) fulfill

Q.7. (1) far (2) close (3) easy (4) against (5) common

Q.8. (1) as (2) after (3) at (4) from (5) for

Q.9. (1) hold (2) grab (3) fight (4) escape (5) chase

Q.10. (1) off (2) can (3) did (4) could (5) towards

REASONING ABILITY

Q.1. 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
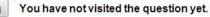
2

Q.2. 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.3. 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

Q.4. Some leaders are dishonest. Satyapriya is a leader. Which of the following inferences definitely follows from these two statements ?

(1) Satyapriya is honest   (2) Satyapriya is dishonest

(3) Some leaders are honest   (4) Leaders are generally dishonest

(5) Satyapriya is sometimes dishonest

CURRENT AFFAIRS

Q.1. Which country won Cricket Worldcup 2007 ?

(1) South Africa   (2) Srilanka   (3) England   (4) Newzealand   (5) Other than those given as options

Q.2. Which of the following crop is not taken in Maharashtra ?

(1) Jowar   (2) Wheat   (3) Jute   (4) Cotton   (4) Tobacco

Q.3. In Maharashtra, which of the following city 'Kumbh Mela' is held ?

(1) Pune   (2) Ratnagiri   (2) Nashik   (3) Pandharpur   (4) Kolhapur

Q.4. 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.5. Which of following State's border is not close to the border of Maharashtra ?

(1) Chhattisgarh   (2) Karnataka   (3) Andhra Pradesh   (4) Rajasthan   (5) Gujrat
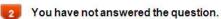
SCENARIO BASED PROFESSIONAL KNOWLEDGE

Questions in this test will be in the area of specialisation for the respective post. The syllabus for the same has been uploaded on CIDCO's website.

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

(1)   The examination would be conducted on-line i.e. on a computer.

(2)   All the tests except test of Professional Knowledge, Marathi Language & English Language will be in English and Marathi.

(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:

 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) 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 within the 120 minutes.

(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 CIDCO.

(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 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.

(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)   You must scrupulously follow the instructions of the Test Administrator and the CIDCO 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/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 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 Gazette notification/their marriage certificate / affidavit.

(7)   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 examination centre.
   (Any failure to observe these points 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. CIDCO may take further action against such candidates as deemed fit by it.

(9)   You must bring a ball point pen. You may bring an ink stamp pad (blue/black) 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 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 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)   Please note that a candidate is allowed to appear only once in the online examination. Multiple appearance (for the same post) in online examination will result in cancellation of candidature. In case more than one call letter has been generated (for the same post), candidates are advised to appear only once on the date and at the time mentioned on the respective call letter. All other call letters (for that post) are to be surrendered.

(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 CIDCO 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!