Uttarakhand Cooperative Institutional Service Board
उत्तराखण्ड सहकारी संस्थागत सेवा मण्डल

website: www.ukcoorperative.in

**ON-LINE EXAMINATION - RECRUITMENT OF
CLERK-CUM-CASHIER**

INFORMATION HANDOUT

This handout contains details pertaining to various aspects of the online main 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.

You may have to be at the venue for approximately four hours including the time required for logging in, collection of the call letters, going through the instructions etc.

The on-line examination will comprise the following objective type multiple choice tests as stated below :

Sr. No.	Name of the Tests	Medium of Exam	No. of Questions	Max. Marks	Duration
1	Reasoning	Hindi/Eng	40	40	Composite time of 2 hours
2	Numerical Ability	Hindi/Eng	40	40	
3	General Awareness	Hindi/Eng	60	60	
4	English Language	English	20	20	
5	Hindi Language	Hindi	20	20	
6	Computer Knowledge	Hindi/English	20	20	
	Total		**200**	**200**	

All tests except test of English Language and Hindi Language will be provided in English and Hindi. You can attempt any question at any point of time within these 120 minutes. All the objective 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 :

(i) 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.

(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.

Note : Cutoffs may be applied in two stages :

(i) On scores in individual tests

(ii) 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.

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. (1) Mango (2) Apple (3) Orange (4) Guava (5) Rose

Q.4. If 'A " B' means 'add B to A', 'A ' B' means 'subtract B from A', 'A # B' means 'divide A by B' and 'A V B' means 'multiply A by B; which of the following gives the average sales of two days where S_1 and S_2 are the sales of the first and the second day respectively ?
(1) $(S_1 ' S_2)$ # 2 (2) 2 # $(S_1 " S_2)$ (3) $(S_1 " S_2$ # 2)
(4) $(S_1 V S_2)$ # $(S_1 " S_2)$ (5) Other than those given as options

Q.5-6. 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.5. 67@2#
(1) FLHQM (2) MLHQF (3) MLQHE (4) FLQHM (5) Other than those given as options

Q.6. $687#
(1) AFTLA (2) AFTLM (3) BFTLA (4) BFTLM (5) Other than those given as options

NUMERICAL ABILITY

This test is to measure how fast and accurate you are in dealing with numbers.

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. $20 \times \frac{1}{2}$ = ?
(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

GENERAL AWARENESS

This test is intended to give an index of your awareness of people and events past and present in different walks of life.

Q.1. Which of the following is the state where the number of people living below poverty line is maximum ?
(1) Bihar   (2) Andhra Pradesh   (3) Uttar Pradesh   (4) Rajasthan   (5) Orissa

Q.2. 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.3. 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.4. 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.4. 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

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 : Pick out the most appropriate word from amongst the words given below each sentence to complete it meaningfully.

Q.1. He quickly glanced .... the book to find what it said about the Indian economy.
(1) at   (2) through   (3) in   (4) to   (5) over

Q.2. The counsel urged the court to .... down the obnoxious law.
(1) enact   (2) enforce   (3) cancel   (4) strike   (5) declare

Q.3. The local official .... the Minister of the situation.
(1) explained   (2) warned   (3) apprised   (4) told   (5) intimated

Directions : Read each sentence to find out whether there is any grammatical error in it. The error, if any, will be in one part of the sentence. The number of that part of the sentence is your answer. If there is no error, the answer is (5).

Q.4. I am twenty / two years old / when I first / joined the bank.   No error
    (1)   (2)   (3)   (4)   (5)

Q.5. To the Hindus / the Ganga is / holier than / any other river.   No error
    (1)   (2)   (3)   (4)   (5)

Q.6. Of all the teachers / in our school / our class teacher / were very strict.   No error
    (1)   (2)   (3)   (4)   (5)

HINDI LANGUAGE

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

प्र.1-3. **नीचे** दिये गये प्रश्नों मे से हरेक में एक वाक्य दिया गया है जिसे (1), (2), (3) और (4) भागों में बांटा गया
है । वाक्य को पढ कर ज्ञात 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 मे होगी । इस भाग का क्रमांक ही आपका उत्तर है । अगर वाक्य त्रुटिहीन है तो उत्तर (5) दीजिये अर्थात त्रुटि नहीं ।

प्र.1. चालीस लडकों का एक मिला जुला / ठहाका उठा था और / कक्षा की छत पे टकरा कर /
 (1) (2) (3)
सब का सब एकदम मेरे भीतर उतर गया था । त्रुटि नहीं
 (4) (5)

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

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

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 है जो कि इस पूरे वाक्यांश या शब्द समूह का अर्थ एक शब्द में स्पष्ट कर देते है । आपको वह शब्द ज्ञात कर उसको उत्तर के क्रम मे 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

Details of the online Examination :

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

(2)   All tests except of English 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) 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 UCIS BOARD.

(15) 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.

(16) 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.

(17) 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, 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 UCIS 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, 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. Please handover the 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 /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.** 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.

   (7)   Biometric data (thumb impression) and photograph will be captured twice at the examination venue i.e. before the start of examination and after completion 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)

(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. The UCIS BOARD may take further action against such candidates as deemed fit by it.

(9) 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 hand over this sheet of paper to the Test Administrator before leaving the venue.

(10) 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.

(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 recruitment process of the UCIS BOARD 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.

IMPORTANT POINTS TO REMEMBER

You are advised to bring with you the following:

(i) Call letter with photo affixed thereon and photo ID card in **Original** and photocopy as mentioned in point 6.

(ii) One Ball point pen.

WISH YOU GOOD LUCK