

# V.O. CHIDAMBARANAR PORT TRUST

## ON-LINE EXAMINATION - RECRUITMENT OF ACCOUNTS OFFICER – GR. I

### 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 :

Sr. No.	Name of the Test	Number of Questions	Maximum Marks	Duration
1	Accountancy including Cost Accounts & Financial Management	20	40	90 minutes
2	Taxation	10	20	
3	Other Acts (Major Port Trusts Act, 1963)	5	10	
4	Proficiency in English	5	10	
5	Reasoning Abilities	5	10	
	<b>Total</b>	<b>45</b>	<b>90</b>	

The time for the test is 90 minutes; however you may have to be at the venue for approximately 120 minutes including the time required for logging in, collection of the admit cards, going through the instructions etc. All tests will be provided in English. You can attempt any objective question during the 60 minutes allotted. You cannot attempt the objective questions once the descriptive paper starts. 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 in the objective tests. For every wrong answer marked by you, 1/4 of the marks assigned to that question will be deducted as penalty.**

**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.**

#### **Cut off Score :**

Cut off score shall be applied in two stages :

- (i) On scores in individual tests.
- (ii) On Total score.

Note 1 : VOC Port Trust reserves the right to after the minimum score required for being considered for short listing, if required.

Note 2 : VOC Port Trust reserves the right to restrict the number of candidates for short listing/Interview as applicable.

## PROFESSIONAL KNOWLEDGE

- (1) **Accountancy including Cost Accounts & Financial Management :** **20 Questions - 40 Marks**
- (a) Preparation of Financial Statements Numerical
  - (b) Indian Accounting Standards Theoretical
  - (c) Ratio Analysis Numerical
  - (d) Budget & Budgetary Control Theoretical
  - (e) Investment Decisions (Payback period, NPV, IRR) Numerical
  - (f) Cash Flow & Funds Flow Analysis Numerical
- (2) **Taxation :** **10 Questions - 20 Marks**
- (a) Income Tax Theoretical
  - (b) GST Theoretical
- (3) **Other Acts:** **5 Questions - 10 Marks**
- (a) Major Port Trusts Act, 1963 Theoretical

## PROFICIENCY IN 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.

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

**Q.1.** 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.2.** He neglects attending lectures though college is quite \_\_\_\_\_ his house.  
(1) far (2) away (3) further (4) near (5) distant

**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 'No error'.

**Q.3.** Most of the third world / country are experiencing / the ethnic or communal problem/  
(1) (2) (3)  
in varying degrees. / No error.  
(4) (5)

**Q.4.** 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)

## REASONING ABILITIES

- Q.1-3.** 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 immediately previous day of the on which E is staged.
  - (2) C must not be staged on Tuesday.
  - (3) B must be on a day which immediately 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

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

- (1) The examination would be conducted on-line i.e. on a computer.
- (2) The tests will be provided in English.
- (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) Test name(s) will be displayed on the top bar of the screen. Questions in a test can be viewed by clicking on the test name. The test you will view will be highlighted.
- (15) After clicking the **Save & Next** button on the last question for a test, you will automatically be taken to the first question of the (next) test.
- (16) You can move the mouse cursor over the test names to view the status of the questions for that test.
- (17) You can shuffle between test and questions anytime during the examination as per your convenience.
- (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 V.O. Chidambaranar Port Trust.
- (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 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.
- (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, time and venue address of the examination given in the admit card.
- (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 admit card) on the day of the examination. Late comers will not be allowed.
- (3) The admit card 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 V.O. Chidambaranar Port Trust 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 this admit card 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 admit card alongwith photocopy of photo identity proof duly stapled together to the invigilator. Currently valid photo identity proof may be PAN Card/Passport/Driving Licence/Voter's Card/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 Card with a photograph/ E-Aadhar Card with 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 project.** Please note that your name as appearing on the admit card (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 Admit card 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 both before and after exam. With regards to the same, please note the following :
  - (a) If fingers are coated (stamped ink/mehndi/coloured...etc), ensure to thoroughly wash them so that coating is completely removed before the exam day.
  - (b) If fingers are dirty or dusty, ensure to wash them and dry them before the finger print (biometric) is captured.
  - (c) Ensure fingers of both hands are dry. If fingers are moist, wipe each finger to dry it.
  - (d) If the primary finger 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 V.O. Chidambaranar Port Trust 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 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 V.O. Chidambaranar Port Trust 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 affect.

#### **IMPORTANT POINTS TO REMEMBER**

You are advised to bring with you the following:

- (i) Admit card 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**