

V.O.CHIDAMBARANAR PORT AUTHORITY (VOCPA)

(GENERAL ADMINISTRATION DEPARTMENT)
Tuticorin - 628 004, Tamil Nadu

ONLINE EXAMINATION - RECRUITMENT OF HINDI OFFICER CUM SENIOR ASSISTANT SECRETARY AND FIRE CUM ASSISTANT SAFETY OFFICER 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 and descriptive type test as stated below:

Structure of the testfor the post of Hindi Officer cum Senior Assistant Secretary

Sr. No	Name of the Test	No. of Questions	Maximum Marks	Version	Duration
1	General Knowledge	10	20	English/Hindi	
2	Logical Reasoning	10	20	As applicable	
3	Hindi Translation (Obj.) (Hindi – English) – 5 (English – Hindi) – 5	10	20	(Test No. 1,2,4 – only English)	60 minutes
4	Numerical Ability	10	20		
5	Hindi to English* (1 Paragraph) Online (15 Minutes)	1	10		15 minutes
	English to Hindi* (1 Paragraph) –online– (15 Minutes)	1	10		15 minutes
	Total	42	100		90 Minutes

^{*}Descriptive Test will be online. Questions will be displayed on the computer and candidates will have to type answers using keyboard.

Structure of the test for the post of Fire cum Assistant Safety Officer

Sr. No	Name of the Test	No. of Questions	Maximum Marks	Version	Duration
1	General Knowledge	10	15	Only English	
2	Logical Reasoning	10	15		60 minutes
3	English	10	15		
4	Numerical Ability	10	15		
5	Fire Protection, Fire Safety & Fire Fighting techniques (Objective)		20		30 minutes
6	Fire Protection, Fire Safety & Fire Fighting techniques (Descriptive)*		20		30 minutes
	Total	64	100		120 minutes

^{*}Descriptive Test will be online. Questions will be displayed on the computer and candidates will have to type answers using keyboard.

The total time for the test is 90 minutes for the post of Hindi Officer cum Senior Assistant Secretaryand 120 minutes for the post of Fire cum Assistant Safety Officer; however you may have to be at the venue for approximately 150 minutes & 180 minutes respectively including the time required for logging in, collection of the call letters, going through the instructions etc. All questions will be provided in English or Hindi, as applicable. The testsareseparatelytimed. Candidates can attempt any questionin a particular test during the time allotted to that test only. All the objective questions will have multiple choices. Out of the 5 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 no penalty for wrong answers marked by you. However, you are advised not to mark answers by random guessing.

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

- (i) Number of questions answered correctly by a candidate in the objective test after applying the penalty is considered for arriving at the Corrected Score.
- (ii) Testscores 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.

Q.1.

(1) R

(2) O

Fire Protection, Fire Safety & Fire Fighting techniques

Questions in this test will be based on the area of specialization and tentatively on the syllabus provided by VOC Port authority.

LOGICAL REASONING

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.

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

	(1) black	(2) red	(3) green	(4) paint	(5) yellow	
Q.2.	Akram but Wes		an is East of Bopri		est of Paranda.Tokhada is daand Akram. If they are a (5) Bopri	
Q.3.	alternatives giv	en under the questi ign :: given in the qu	on satisfies the sa	me relationship as	in which only one of the first found between the two to (5) shoe	
Q.4.	of that word is		•	-	word beginning with O, the M is the answer and if no (5) X	
Q.5.	If the first and tl	he second letters in	the word 'DEPRE	SSION' were interd	changed, also the third and	the fourth

(4) I

(3) S

letters, the fifth and sixth letters and so on, which of the following would be the seventh letter from the right?

(5) Other than those given as options

GENERAL AWARENESS

Q	Which of the following stands for I in RBI? (1) India (2) International (3) Insurance (4) Income						
Q.5.	R.K.Laxmanisfamousfor						
Q.6.	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.						
	NUMERICAL ABILITY						
	et is designed to measure how fast and accurate you are in dealing with numbers, viz. computation, quantitativ ng, interpretation of tables and graphs etc.						
Q.1-2. mark (?	Directions : In each of the following questions, you have to find out what will come in place of the question ().						
Q.1.	42 + 73 + 137 = ? (1) 352 (2) 252 (3) 242 (4) 142 (5) Other than those given as options						
Q.2.	0.7 x 0.5 = ? (1) 35 (2) 0.35 (3) 0.0035 (4) 0.035 (5) Other than those given as options						
Q.3.	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.4.	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.5.	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						
	ENGLISH						
gramma	a test to see how well you know English. Your English language ability would be tested through questions car, vocabulary, sentence completion, synonyms, antonyms, comprehension of a passage, etc. Study ar the sample questions given below:						
Q.1-2.	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 todown the obnoxious law. (1) enact (2) enforce (3) cancel (4) strike (5) declare						
Q.3-4.	Directions : Read each sentence to find out whether there is any grammatical error in it. The error, if an will be in one part of the sentence. The number of that part of the sentence is your answer. If there is rerror, the answer is (5).						

Q.3.	I am twe	enty / t	wo years old / (2)	(3)	joined the bank. (4)	No error (5)	
Q.4.	To the F	lindus ,	the Ganga is (2)	/ holier than (3)	/ any other river. (4)	No error (5)	
	HINDI TRANSLATION						
	इस प्रश् हो सक		दी भाषा में प्रवीणता, हि	र्वदी से अंग्रेजी और अं	ग्रेजी से हिंदी में अनुवाद की क्ष	मता संबंधी प्रश्न होंगे। इनके अतिरिक्त अन्य प्रश्न भी	
	Я.1-2.	के अनुदि और उपय्	त रूप है । आपको यह पुक्त अनूदित है । उस	तय करना है कि अन् वाक्य का क्रमांक ही	नुवाद की दृष्टि से कौनसा वाव	चार हिंदी वाक्य जो उस मूल अंग्रेजी वाक्य ह्य उस मूल अंग्रेजी वाक्य का सही सही ा कीजिये। अगर कोई भी वाक्य अंग्रेजी ब्रोड़कर अन्य।	
	Я.1.	 (1) मुद्रास्फीति विविध वस्तुओं के समूह में मूल्य वृद्धि का प्रतीक होता है। (2) मुद्रा प्रसार वह है जो वस्तुओं के मूल्यों में हुई वृद्धि को बताती है। (3) वस्तुओं की टोकरी में अगर अलग अलग मूल्य वृद्धि हो तो उसे मुद्रा स्फीति कहेंगे। (4) वस्तु उपभोक्ता को जब बढ़े चढ़े दामों पर मिलने लगे तो उसे मुद्रा प्रसार माना जायेगा। (5) दिए गए विकल्पों को छोड़कर अन्य 					
	y .2.	 (1) यह पुस्तक पाठकों को तीन महत्वपूर्ण पक्षों पर विशेषज्ञों की राय से अवगत कराती है । (2) पुस्तक में तीन अलग अलग रायें व्यक्त की गयी है । (3) विचारों पर अपनी राय देकर विशेषज्ञों ने पाठकों को अपना पक्ष स्पष्ट किया है । (4) पुस्तक अच्छी बन गयी है क्योंकि इसमें विशेषज्ञों की तीन राय दी गयी है । 					
	я.3-4.	(5) दिए गए विकल्पों को छोड़कर अन्य प्र.3-4. नीचे दिये गये प्रत्येक प्रश्न में एक वाक्य दिया गया है जिसके कुछ अंश रेखांकित कर दिये गये हैं । इस रेखांकित भाग में भाषा व्याकरण या शब्दों के गलत प्रयोग जैसी कोई बुटि हो सकती है । वाक्य के नीचे चार विकल्प सुझाये गये हैं जिनमें से कोई एक वाक्य के रेखांकित अंश के स्थान पर रख देने से वह वाक्य की बुटि दूर कर उस वाक्य को एक सार्थक वाक्य बना देता है। वह विकल्प कौनसा है यह ज्ञात कीजिये और उसे ही उत्तर के रूप में अंकित कीजिये । यदि रेखांकित अंश में कोई बुटि नहीं है और उसे बदलने की आवश्यकता नहीं है, तो उत्तर (5) होगा अर्थात "संशोधन आवश्यक नहीं" ।					
	я.з.	(1) मौन (3) ध्यान	गरी बात नाना च <u>ुप्पी ल</u> व्रत धारण किये गुनते : नपूर्वक सुनते रहे पर बो धन आवश्यक नहीं	रहे	(2) चुपचाप गुनगुनाते (4) ने यों सुनी जैसे वह	रहे इ किसी और से बात कर रहा हो	
	у.4.	(1) ਰੂਸ਼ਵ	इतनी सेवा की है कि ईश ारी इच्छा पूरी करनी प रे लिये विवश होना पड़	ड़ी (2)	तरा वचन निभाना पड़ा । तुम्हें बाध्य करना पड़ा संशोधन आवश्यक नहीं	(3) तुम्हारी मजबूरी से लाभ उठाना पड़ा	

TRANSLATION (ENGLISH TO HINDI)

Q.1. Translate the following English passage into Hindi.

Thinking of what education might look like in the next decade, one quickly realizes that the trends in technology are leaving a large number of our students behind. Today is an age of exponential change. New and ever-improving technologies are popping up every day and in every corner of society. Educating the best and the brightest in this brave new world will take a new and improved educational paradigm. Allowing our educational tools to age in the corner of the classroom will be the mistake that may cost us our future. Throwing away masses of children to inequitable access will ensure that we languish at the bottom of the global pool of employable workers for decades to come. Technology will shape the way we educate students in the next decade.

TRANSLATION (HINDI TO ENGLISH)

Q.1. Translate the following Hindi passage into English.

जैसेकिखाद्यसुरक्षाकोअंतराष्ट्रीयस्तरपरसमझाजाताहैउसमेंसंतुलितआहार, साफपीनेकापानी, पर्यावरणीयस्वच्छताऔरप्राथमिकस्वास्थ्यकेदेखभालकीभौतिक, आर्थिकऔरसामाजिकपहुंचशामिलहोतीहै।ऐसीपरिभाषाबाजारमेंभोजनकीउपलब्धता, आवश्यकभोजनकोखरीदनेकासामर्थ्यऔरशरीरमेंखानेकोअवशोषिततथाउपयोगकरनेकीक्षमतापरसमवर्तीध्यानशामिलकरेगी।इसकारणखाद्यसुरक्षामेंखा द्यऔरअखाद्यकारक (अर्थातपेय, जल, पर्यावरणीयस्वास्थ्यऔरप्राथमिकस्वास्थ्यसंबंधीदेखभाल) शामिलहैं।राष्ट्रीयखाद्यसुरक्षाविधेयक, 2011 कीमंशाकोलोकसभासमितिकीरिपोर्टमेंउल्लिखितिकयागयाहैजोयहव्यक्तकरताहैिक "खाद्यसुरक्षाकातात्पर्यव्यक्तिगतस्तरपरघरेलुमांगऔरिकफायतीदरपरखानेकीपर्याप्तमात्राहेतुपहुंचहै।" तदंतरराष्ट्रीयखाद्यसुरक्षाअधिनियम, 2013 पारितकियागयाथ।दवाओंऔरउपकरणोंहेत्यहस्वास्थ्यसुरक्षाऔरमेकइनइंडियाकासमाधानकरताहै।

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

- (1) The examination would be conducted Online i.e. on a computer.
- (2) All questions will be provided in English and/or Hindi as applicable.
- (3) All the questions will have multiple choices. Out of the four 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:
 - 1 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 Reviewand 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 test, you will be automatically taken to the first question of the same test. After the duration of a particular test is exhausted you will be taken to the first question of the next test.
- (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 the time allotted to each test.
- (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 VOC Port Authority.
- (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 examination time, the candidates will not be able to attempt any question or check their answers.
- (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.

During Objective Type Tests, Do not click on 'Keyboard Keys', as this will lock the exam.

<u>DESCRIPTIVE PAPER</u>: (Hindi Officer cum Senior Assistant Secretary)

Details of the On-line Examination Pattern for Descriptive Paper:

Questions will be shown on screen and candidates will have to type answers using a keyboard. For Hindi typing, the candidates should have knowledge of the following key-board layout:

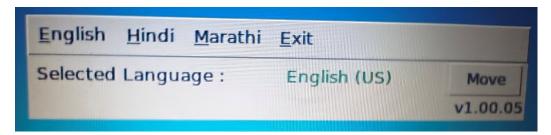
- i. Inscript
- ii. Remington (GAIL)

Please note for Descriptive type paper:

- a) No separate login is required to take the test. This test will start on auto submission of objective tests.
- b) Questions will be displayed on computer monitor.
- c) Only one question will be displayed at a time.
- d) "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 paper (or elsewhere where not applicable) as well, it is to be used in the Descriptive paper 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 paper. **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 InscriptorRemington (GAIL) mapping on the keyboard to answer the questions of Descriptive paper (Paper IV) in Hindi.

[B] General Instructions:

- (1) Please note date, Reportingtime 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 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 VOC Port Authority Representative at the examination venue. If you violate the instructions you will be disqualified and will be asked to leave the examination venue.
- (5) 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).

- (6) 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.
 - Clothes should not have 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 PwBD should report at the centre well in advance prior to reporting time for proper frisking.

- (7) 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.
- 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/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.
- (9) 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. VOC Port Authority may take further action against such candidates as deemed fit by it.
- (10) 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.
- (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 VOC Port Authority 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) 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. Latecomers 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 following 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 (Call Letter and Photocopy of the ID card stapled with it, ID Card in Original)
- e. In the 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 a 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!