



GENERAL INSURANCE CORPORATION OF INDIA
(Government of India Company)

ONLINE EXAMINATION - RECRUITMENT OF ASSISTANT MANAGERS – SCALE I OFFICERS
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 Officers (Generalist and Specialist)

		Test	Maximum Marks	Number of Questions	Version	Time
PART A (Objective)		Higher Order Reasoning Ability/Critical Thinking	40	40	Bilingual i.e. Hindi and English except test of English Language	30 Minutes
PART B (Objective)	i	Test of Reasoning	20	20		60 Minutes
	ii	Test of English Language with special emphasis on grammar and vocabulary.	25	25		
	iii	Test of General Awareness	20	20		
	iv	Test of Numerical Ability & Computer Literacy	15	15		
Part C (Descriptive)*		Test in English Language – Essay, precis and Comprehension	30	03	English	60 Minutes
		Total	150	123		150 Minutes

* Descriptive tests will be online.

Structure of the Test for the post of Hindi

		Test	Maximum Marks	Number of Questions	Version	Time
PART A (Objective)		Technical and Professional Knowledge Test in the relevant discipline= test of Hindi and English grammar/ vocabulary +knowledge of Act & rules regarding Official language implementation	40	40	Bilingual i.e. Hindi and English	30 Minutes
PART B (Objective)	i	Test of Reasoning	20	20		60 Minutes
	ii	Test of translation (English to Hindi and Hindi to English) objective type.	20	20		
	iii	Test of General Awareness	20	20		
Part C (Descriptive)#		Test of Hindi Language Essay, precis and Comprehension & Hindi & English grammar+ translation from English to Hindi and Hindi to English (Text), UNICODE	50	05	Hindi	60 Minutes
		Total	150	105		150 Minutes

Descriptive tests will be online. 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)

PART A & PART B

All tests except test of English Language will be provided in English and Hindi. Each Part - A, B and C is separately timed. You can attempt any question at any point of time only within 30/60 minutes as provided for respective part. 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, 1/4th of the marks assigned to that question will be deducted as penalty.**

PART C - DESCRIPTIVE PAPER (ENGLISH LANGUAGE) FOR GENERALIST AND SPECIALIST

Questions will be displayed on the screen of your computer. Answers are to be typed in English using the keyboard. Before start of typing answers to questions in Descriptive Paper please check all key functions of the keyboard. You will get 60 minutes to answer the Descriptive Paper.

PART C - DESCRIPTIVE PAPER FOR HINDI

Questions will be displayed on the screen of your computer. Answers are to be typed in English or Hindi as per instructions using the keyboard. Before start of typing answers to questions in Descriptive Paper please check all key functions of the keyboard. You will get 60 minutes to answer the Descriptive Paper.

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 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* (This is applicable if the exam for the same post is conducted in multiple sessions)

*Scores obtained by candidates on any test are equated to the base form by considering the distribution of scores of all the forms.

- (iii) Descriptive Paper (DP) Marks are added to the Objective Test.
- (iv) Testwise scores and scores on total is reported with decimal points upto two digits.

Note : Cutoffs will be applied on total score.

The total marks of the examination will be 150 which includes 30 marks of the English Descriptive Section for Generalist and Specialist Posts and 50 marks for the post of Hindi. Candidates will be shortlisted for Interview on the basis of overall marks scored in objective and descriptive section taken together against full marks of 150. Minimum qualifying marks in the online test will be 60% for General category and OBC and 50% for SC and ST categories.

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 PART A (OBJECTIVE)

HIGHER ORDER REASONING ABILITY/CRITICAL THINKING

Q.1. If 'A " B' means 'add B to A', 'A ' B' means 'subtract B from A', 'A # B' means 'divide A by B' and 'A ⊗ 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) $(S_1 \otimes S_2) \# (S_1 " S_2)$ (5) Other than those given as options

- Q.2.** 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.3.** In each question below are given two statements followed by two conclusions numbered I and II. You have to take the two given statements to be true even if they seem to be at variance from commonly known facts, consider the two conclusions; together and then decide which of the given conclusions logically follows from the two given statements, disregarding commonly known facts.
 Statements : All machines are windows. All windows are clouds.
 Conclusions : I. All machines are clouds.
 Conclusions : II. All clouds are machines.
 (1) None follows (2) Only I follows (3) Both I & II follow (4) Only II follows (5) Either I or II follows

TECHNICAL & PROFESSIONAL KNOWLEDGE TEST

Test of Hindi and English grammar / vocabulary + knowledge of Act & rules regarding Official language implementation.

- प्र.1-2.** निम्न प्रश्नों में से हरेक में एक अंग्रेजी का वाक्य दिया गया है और फिर उसमें नीचे चार हिंदी वाक्य जो उस मूल अंग्रेजी वाक्य के अनूदित रूप हैं। आपको यह तय करना है कि अनुवाद की दृष्टि से कौनसा वाक्य उस मूल अंग्रेजी वाक्य का सही सही और उपयुक्त अनूदित है। उस वाक्य का क्रमांक ही आपके उत्तर के रूप में अंकित कीजिये। अगर कोई भी वाक्य अंग्रेजी का उचित अनुवाद नहीं लगता तो उत्तर (5) दीजिये अर्थात् दिए गए विकल्पों को छोड़कर अन्य।
- प्र.1.** Inflation indicates the rise in the price of a basket of commodities.
- (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 बड़े चढ़े दामों पर मिलने लगे तो उसे मुद्रा प्रसार माना जायेगा।
 (5) दिए गए विकल्पों को छोड़कर अन्य
- प्र.2.** This book provides its readers views of experts on three important aspects.
- (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 हैं।
 (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।
 (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 त्रुटि 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 त्रुटि 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 त्रुटि नहीं है और उसे बदलने की आवश्यकता नहीं है, तो उत्तर (5) होगा अर्थात् " संशोधन आवश्यक नहीं"।
- प्र.3.** राजू की सारी बात नाना चुप्पी लगा कर सुनते रहे।
- (1) मौन व्रत धारण किये सुनते रहे (2) चुपचाप गुनगुनाते रहे
 (3) ध्यानपूर्वक सुनते रहे पर बोले कुछ नहीं (4) ने यों सुनी जैसे वह किसी और से बात कर रहा हो
 (5) संशोधन आवश्यक नहीं

- प्र.4. तुमने तो इतनी सेवा की है कि ईश्वर को हार कर तुम्हारा वचन निभाना पड़ा ।
 (1) तुम्हारी इच्छा पूरी करनी पड़ी (2) तुम्हें बाध्य करना पड़ा (3) तुम्हारी मजबूरी से लाभ उठाना पड़ा
 (4) तुम्हारे लिये विवश होना पड़ा (5) संशोधन आवश्यक नहीं

PART B (OBJECTIVE)

TEST OF REASONING

This is a test to see how well you can think. It contains questions of various kinds. Here are some sample questions.

- Q.1.** If the letters in the word TOPS can be rearranged to form a meaningful word beginning with O, the last letter of that word is your answer. If more than one such word can be formed, M is the answer and if no such word can be formed, X is the answer.
 (1) T (2) P (3) M (4) S (5) X
- Q.2.** 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
- Q.3.** If the letters of the following alphabet interchange positions, so that A takes the place of Z and Z takes the place of A; B takes the place of Y and Y takes the place of B and so on, what will be the 13th letter from the right ?
 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
 (1) M (2) N (3) O (4) L (5) Other than those given as options
- Q.4.** 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.5.** 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

TEST OF 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, 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

TEST OF TRANSLATION (ENGLISH TO HINDI AND HINDI TO ENGLISH)

प्र.1. इस प्रश्न में अंग्रेजी का एक वाक्य दिया गया है। उसके बाद दिए गए विकल्पों में से उस विकल्प को चिह्नित कीजिए जिसमें अंग्रेजी वाक्य का सबसे उपयुक्त हिंदी अनुवाद हो।

Banks were permitted to determine their own lending rates for their credit limits

- (1) बैंकों को अपनी ऋण सीमाओं के लिए अपनी उधार दरों को स्वयं निर्धारित करने की अनुमति दी गई थी
(2) बैंक स्वयं ऋण सीमाओं के लिए अनुमत ऋण दरों को निर्धारित कर सकते थे
(3) बैंक उनकी ऋण सीमा के लिए ऋण दरों को निर्धारित करने की अनुमति प्राप्त कर लेते थे
(4) बैंक अनुमति लेकर अपनी ऋण सीमा के लिए अपनी ब्याज दरों को निर्धारित कर सकते थे
(5) बैंकों इतने सक्षम थे कि ऋण सीमा और उसकी ब्याज दर निर्धारित कर लें

प्र.2. इस प्रश्न में हिंदी का एक वाक्य दिया गया है। उसके बाद दिए गए विकल्पों में से उस विकल्प को चिह्नित कीजिए जिसमें हिंदी वाक्य का सबसे उपयुक्त अंग्रेजी अनुवाद हो।

भुगतान एवं निपटान प्रणालियां समग्र आर्थिक कार्यकुशलता को सुधारने में महत्वपूर्ण भूमिका निभाती हैं

- (1) Payment are settled in systematic manner so that economy gets boost
(2) Payment and Settlement systems play an pivotal role in correcting economic efficiency
(3) Settlement of payment and systems are necessary for overall economic efficiency
(4) Payment and Settlement systems play an important role in improving overall economic efficiency
(5) Payment and Settlement methods play very important role in growth of overall economic efficiency

TEST OF GENERAL AWARENESS

This test is designed to measure your awareness about the past and present events.

- Q.1.** Which of the following sectors contributes maximum in deciding the growth in income of the states in India ?
(1) Energy (2) Tourism (3) Service (4) Transport (5) Agriculture
- Q.2.** In which of the following states is the number of people living below poverty line the maximum ?
(1) Bihar (2) Andhra Pradesh (3) Uttar Pradesh (4) Rajasthan (5) Orissa
- Q.3.** Headquarters of which of the following nationalised Banks is not situated in Maharashtra state ?
(1) Dena Bank (2) Central Bank of India (3) Bank of India
(4) Union Bank of India (5) United Bank of India
- Q.4.** Headquarters of which of the following Insurance Companies is situated in Chennai ?
(1) National Insurance Company (2) Life Insurance Corporation of India
(3) General Insurance Corporation of India (4) United India Insurance Company
(5) New India Assurance
- Q.5.** Which of the following stands for I in IRDA ?
(1) Indian (2) International (3) Insurance (4) Income (5) Institute

TEST OF NUMERICAL ABILITY & COMPUTER LITERACY

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.** $\frac{24}{65} \times \frac{13}{56} \times \frac{5}{7} = ?$
 (1) $\frac{3}{49}$ (2) $\frac{15}{245}$ (3) $\frac{3}{77}$ (4) $\frac{15}{56}$ (5) Other than those given as options
- Q.3.** 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

This test is designed to measure your computer knowledge.

- Q.4.** _____ is an output device of a computer.
 (1) Printer (2) CPU (3) Monitor (4) Keyboard (5) CD
- Q.5.** 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
- Q.6.** Which of the following is the shortcut to print a word document ?
 (1) Press 'Ctrl + P' Keys together (2) Press 'Ctrl + F' Keys together
 (3) Press 'Shift + P' Keys together (4) Press 'Shift + Print' Keys together
 (5) Press 'Tab + Print' Keys together

PART C (DESCRIPTIVE PAPER)

DESCRIPTIVE PAPER IN ENGLISH LANGUAGE - ESSAY, PRECISE & COMPREHENSION

- Q.1.** Write an essay on any **ONE** of the following topics:
- Three effective measures to eradicate illiteracy in India. Explain how the measures suggested by you will be effective.
 - It is often said that computerization results in unemployment. Do you agree? Explain.

- Q.2.** Write a précis of the following passage in about 150 words. Give a suitable title.

In this age, when the popular involvement in day-to-day matters is mounting, it is the electronic systems that offer us a potential service infrastructure which could, with careful programming, probably take care of a very large element of what we describe as mechanical, procedural governance without all the distortions, corruptions and harassments which constitute the daily misery of the average citizen. Of course, the electronic systems will only behave to the extent that they are properly programmed. But this is no impossible task today.

Once we move our minds beyond the mere use of the electronic revolution for business efficiency and higher profitabilities and apply it to the task of reducing the routine, repetitive activities of governance, we will conserve time and energy for more important and creative tasks. In other words, the electronic revolution can make for better and more effective handling of real everyday problems, additionally to providing the basic service of computerized information banks. Even in less developed conditions, the potential of the electronic network to take over a great deal of what is called bureaucratic "paper work" has been vividly demonstrated. Licensing system involving endless form filling in endless copies; tax matters which baffle millions of citizens, particularly those who have nothing to hide; election system which require massive supervisory mobilizations or referendums based on miniscule "samples" which seldom reflect the reality at the social base. At all these points, the electronic advantage is seen and recognized. However, we must proceed further.

It is possible to foresee a situation where the citizen, with his personalized computer entry card, his "number", is able to enter the electronic network for a variety of needs now serviced by regiments of officials, high and low. Indeed, this is already happening in a number of countries. From simple needs, we will move to more complex servicing, and, ultimately, into creativity or what is called "artificial intelligence".

- Q.3.** English Comprehension based on a passage.

TEST OF HINDI LANGUAGE ESSAY, PRECIS AND COMPREHENSION & HINDI & ENGLISH GRAMMAR + TRANSLATION FROM ENGLISH TO HINDI TO ENGLISH (TEXT), UNICODE

- प्र.1.** निम्न में से कोई एक पर निबंध लिखिए:






- भारत में निरक्षरता मूल रूप से नष्ट करने के लिए तीन कारगर उपाय। अपने सुझाए गए उपाय कैसे कारगर साबित होंगे यह समझाइए।
- हमेशा कहा जाता है की कम्प्यूटरीकरण से बेरोजगारी में बढोत्तरी हुई है। क्या आप इससे सहमत है? समझाइए।

प्र.2. दिए गए परिच्छेद को संक्षिप्त रूप में (100 शब्दों में) लिखिए और शीर्षक दीजिए।

जैसे कि खाद्य सुरक्षा को अंतरराष्ट्रीय स्तर पर समझा जाता है उसमें संतुलित आहार, साफ पीने का पानी, पर्यावरणीय स्वच्छता और प्राथमिक स्वास्थ्य के देखभाल की भौतिक, आर्थिक और सामाजिक पहुंच शामिल होती है। ऐसी परिभाषा बाजार में भोजन की उपलब्धता, आवश्यक भोजन को खरीदने का सामर्थ्य और शरीर में खाने को अवशोषित तथा उपयोग करने की क्षमता पर समवर्ती ध्यान शामिल करेगी। इस कारण खाद्य सुरक्षा में खाद्य और अखाद्य कारक (अर्थात् पेय, जल, पर्यावरणीय स्वास्थ्य और प्राथमिक स्वास्थ्य संबंधी देखभाल) शामिल हैं। राष्ट्रीय खाद्य सुरक्षा विधेयक, 2011 की मंशा को लोकसभा समिति की रिपोर्ट में उल्लिखित किया गया है जो यह व्यक्त करता है कि "खाद्य सुरक्षा का तात्पर्य व्यक्तिगत स्तर पर घरेलु मांग और किफायती दर पर खाने की पर्याप्त मात्रा हेतु पहुंच है।" तदंतर राष्ट्रीय खाद्य सुरक्षा अधिनियम, 2013 पारित किया गया था। सरकार ने राष्ट्रीय स्वास्थ्य नीति, 2017 को भी अनुमोदित कर दिया है। दवाओं और उपकरणों हेतु यह स्वास्थ्य सुरक्षा और मेक इन इंडिया का समाधान करता है।

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

- (1) The examination will be conducted on-line i.e. on a computer.
- (2) Before clicking on the 'Start' option, the candidates can go through the instructions shown on the screen.
- (3) All tests except of English Language and Descriptive Paper will be in English and Hindi.
- (4) Only when the 'Start' button is pressed will the actual test time for objective test will start. On submission of objective test, the actual test time of descriptive Paper will start immediately.
- (5) Only one question at a time will be displayed on the screen.
- (6) All the objective questions will have multiple choices. Out of the five answers to a question only one will be the correct answer. **You will have to select the most appropriate answer and 'mouse click' that alternative which you feel is appropriate/ correct. The alternative/ option that is clicked on will be treated as the answer to that question.** Some descriptive questions may have internal choices.
- (7) 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 examination (objective and descriptive). When the clock runs out the exam ends by default - you are not required to end or submit your exam.
- (8) 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.*

- (9) 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 and 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.
- (10) To select your answer to an Objective Question, click on one of the option buttons.
- (11) To change your answer to an Objective Question, click the other desired option button.
- (12) To save your answer, you **MUST** click on **Save & Next**.

- (13) To deselect a chosen answer to an Objective Question, click on the chosen option again or click on the **Clear Response** button.
- (14) 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.
- (15) To change an answer to an Objective Question, first select the question and then click on the new answer option followed by a click on the **Save & Next** button.
- (16) Questions that are saved or marked for review after answering will ONLY be considered for evaluation.
- (17) Sub-Sections in Part B will be displayed on the top bar of the screen. Questions in a Sub-Section can be viewed by clicking on the Sub-Section name. The Sub-Section you are currently viewing will be highlighted.
- (18) After clicking the **Save & Next** button on the last question for a Sub-Section in Part B, you will automatically be taken to the first question of the next Sub-Section of Part B.
- (19) You can move the mouse cursor over the Section names to view the status of the questions for that Section.
- (20) Sections are separately timed. You can attempt any question in a particular Section during the time allotted to that test only. You can shuffle between Sub-Sections of Part B any time during the 60 minutes allotted for Part B.
- (21) The candidates are requested to follow the instructions of the Test Administrator carefully. If a 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 Organisation.
- (22) 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.
- (23) After the expiry of time for respective section, the candidates will not be able to attempt any question or check their answers for that particular part. On completion of test time, answers of the candidates would be saved automatically by the computer system even if they have not clicked the "Submit" button.
- (24) You should bring a ball-point pen and a stamp pad 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 objective test is over you may retain this sheet of paper for the descriptive test also. After both, objective and descriptive tests are over, you must necessarily return the sheet of paper provided for rough work to the test administrator before leaving the test premises.
- (25) Please note :
 - (a) Candidates will not be allowed to "finally submit" unless they have exhausted the actual test time of the examination (Objective and Descriptive).
 - (b) Under no circumstances should a candidate click on any of the 'keyboard keys' during the objective test once the exam starts as this will lock the Objective Test exam i.e. Part A and Part B.

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

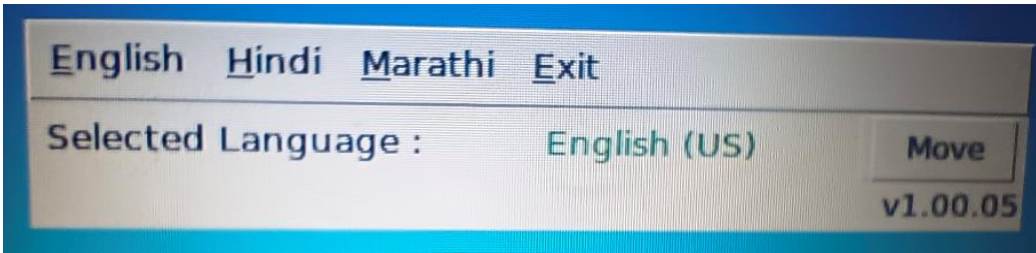
Please note for Descriptive type paper:

- a) **No separate login is required to take the test.**
- b) **This test will start automatically upon auto-submission of objective tests.**
- c) **Questions will be displayed on computer monitor.**
- d) **Only one question will be displayed at a time.**
- e) **"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."**

Descriptive paper will be administered immediately after the objective paper.

IMPORTANT (Assistant Manager-Scale I officer (Hindi)) :

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 Descriptive Question in Hindi and English Language for answering Descriptive Question in English.
- **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 Inscript or Remington (GAIL) mapping on the keyboard to answer the questions of Descriptive paper in Hindi.

[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.
- (3) The call letter should be brought with you to the examination venue along with your recent passport size photograph duly pasted on it.
- (4) You must scrupulously follow the instructions of the Test Administrator and Organization 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 submit the call-letter along with photocopy of photo identity proof duly stapled together by handing it over 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 or 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 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/middle/last 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 to appear for exam, 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 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 Organization may take further action against such candidates as deemed fit by it.
 - (9) You must bring with you a ball-point pen with you. You may bring your own ink stamp pad (blue/blank) 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.
 - (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 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.
 - (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 is 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 GIC 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 on the next page.

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 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!