Shri Tuljabhavani Temple Trust,
Tuljapur, Dist. Dharashiv (Mah.) – 413 601

INFORMATION HANDOUT FOR <u>ONLINE</u> EXAMINATION FOR THE VARIOUS POSTS

This handout contains details pertaining to various aspects of the online exam you are going to undertake and important instructions about related matters. You are advised to study the handout carefully as it will help you in preparing for the examination.

The online examination will comprise the following objective type multiple choice tests as stated below:

Structure of the test for the post of Assistant Manager (Dharmik), Public Relation Officer, Store Keeper, Security Inspector, Assistant Public Relation Officer, Assistant Security Inspector, Clerk Typist

Sr. No.	Name of the Test	No. of Qs.	Max. Marks	Version	Duration
1	Marathi	25	50	Marathi	
2	English	25	50	English	
3	General Knowledge	25	50	Marathi & English	120 Minutes
4	Intelligence Test & Maths	25	50		
	Total	**100**	**200**		

Structure of the test for the post of Network Engineer, Hardware Engineer, Software Engineer, Computer Assistant

Sr. No.	Name of the Test	No. of Qs.	Max. Marks	Version	Duration
1	Marathi	15	30	Marathi	
2	English	15	30	English	
3	General Knowledge	15	30	Marathi & English	120 Minutes
4	Intelligence Test & Maths	15	30		
5	Professional/Technical Knowledge	40	80	English	
	Total	**100**	**200**		

Structure of the test for the post of Accountant, Custodian, Sanitary Inspector, Assistant Sanitary Inspector

Sr. No.	Name of the Test	No. of Qs.	Max. Marks	Version	Duration
1	Marathi	15	30	Marathi	
2	English	15	30	English	
3	General Knowledge	15	30	Marathi & English	120 Minutes
4	Intelligence Test & Maths	15	30		
5	Professional/Technical Knowledge	40	80		
	Total	**100**	**200**		

Structure of the test for post of Head of Mass Media

Sr. No.	Name of the Test	No. of Qs.	Max. Marks	Version	Duration
1	Marathi	15	30	Marathi	
2	English	15	30	English	
3	General Knowledge	15	30	Marathi & English	120 Minutes
4	Intelligence Test & Maths	15	30		
5	Professional/Technical Knowledge	40	80	Marathi	
	Total	**100**	**200**		

Structure of the test for post of Plumber, Mason & Wireman

Sr. No.	Name of the Test	No. of Qs.	Max. Marks	Version	Duration
1	Marathi	15	30	Marathi	
2	English	15	30	English	
3	General Knowledge	15	30	Marathi & English	120 Minutes
4	Intelligence Test & Maths	15	30		
5	Professional/Technical Knowledge	40	80		
	Total	**100**	**200**		

Structure of the test for post of Peon

Sr. No.	Name of the Test	No. of Qs.	Max. Marks	Version	Duration
1	Marathi	25	50	Marathi	
2	English	25	50	English	
3	General Knowledge	25	50	Marathi & English	120 Minutes
4	Intelligence Test & Maths	25	50		
	Total	**100**	**200**		

The exam will be conducted in multiple shifts. Shift-wise list of posts is available on the website. **For multi-post candidates**: Only one call letter will be issued to the candidates applying for multiple posts for one session. Names of all the posts will be printed on the call letter. Such multi-post candidates will appear for the exam only once in a session and they will be considered in the merit list of all the posts they have applied for. Candidates have to use the latest registration number for downloading the call letter.

The time for the test is 120 minutes; however, you may have to be at the venue for approximately 180 minutes including the time required for logging in, collection of the call letters, going through the instructions etc. Tests are compositely timed. You can attempt any question at any point of time within 120 minutes. For multi-post candidates applying for various posts in the same session. An additional test of professional / Technical Knowledge of 40 minutes will be administered for each post without any break. For the post of Sanitary Inspector, Assistant Sanitary Inspector there will be only one test of Professional/Technical Knowledge. All the questions will have multiple choices. Out of the four answers to a question only one will be the correct answer. **You have to select the most appropriate answer and the 'mouse click' that alternative which you feel is appropriate /correct. The alternative/ option that you have clicked on will be treated as your answer to that question. There will be no penalty for wrong answers marked by you. However, you are advised not to mark answers by random guessing.**

Please note that the types of questions in this handout are only illustrative and not exhaustive. In the actual examination you will find questions of a higher difficulty level on some or all of these types and also questions on the types not mentioned here.

Some sample questions are given below.

SAMPLE QUESTIONS

मराठी

प्र.1-2. **वाक्यातील रिकाम्या जागी दिलेल्या पर्यायांपैकी सर्वांत योग्य शब्द निवडून वाक्य पूर्ण करा.**

प्र.1. बाहेर उकाडा असला तरी खोलीत _____ जाणवत होता.
(1) थंडावा   (2) उष्मा   (3) आल्हाद   (4) शीत

प्र.2. "नाव सोनुबाई आणि हाती _____ वाळा". ही मराठीतील एक परिचित म्हण आहे.
(1) चांदीचा   (2) सोन्याचा   (3) लोखंडाचा   (4) कथलाचा

प्र.3-4. पुढील प्रत्येक प्रश्नात वाक्याचे चार भाग पाडले आहेत. व्याकरणाच्या, वाक्य रचनेच्या किंवा भाषेच्या दृष्टीने वाक्य सदोष असल्यास, कोणत्या भागात दोष आहे ते ठरवून त्या भागाचा क्रमांक उत्तर म्हणून द्या. वाक्य निर्दोष / बिनचूक असल्यास उत्तर (4) द्या.

प्र.3. इंग्लंडमधून जन्मलेल्या / कुसुमाग्रजांना शेक्सपियर म्हणतात /
        (1)   (2)
व हिंदुस्थानात जन्मलेल्या शेक्सपियरांना कुसुमाग्रज म्हणतात.   निर्दोष
             (3)   (4)

प्र.4. माझ्या स्मरणशक्तीनुसार / माझ्या बाळपणी माझ्या वडिलांची बदली / एका गलिच्छ गावी झाली आहे.   निर्दोष
      (1)   (2)   (3)   (4)

प्र.5. **पुढे काही शब्द दिले आहेत. त्यांचा अर्थ सांगणारा एक शब्द दिलेल्या पर्यायांतून निवडा.**
कोणतेही काम करू शकणारा.
(1) बहुश्रुत   (2) हुशार   (3) चलाख   (4) हरहुन्नरी

ENGLISH

Q.1-3. **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

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

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

Q.4-6. **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.4. I am twenty two years old / when I first / joined the bank.   No error
          (1)   (2)   (3)   (4)

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

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

GENERAL KNOWLEDGE

Q.1. Which country won Cricket Worldcup 2007 ?
(1) South Africa   (2) Srilanka   (3) England   (4) Newzealand

Q.2. Which of the following crop is not taken in Maharashtra ?
(1) Jowar   (2) Wheat   (3) Jute   (4) Tobacco

Q.3. In Maharashtra, which of the following city 'Kumbh Mela' is held ?
(1) Ratnagiri   (2) Nashik   (3) Pandharpur   (4) Kolhapur

Q.4. To combat the menace of money laundering, which of the following financial institutions has introduced the 'Know Your Customer' Scheme ?
(1) IDBI   (2) RBI   (3) NABARD   (4) SIDBI

Q.5. Which of following State's border is not close to the border of Maharashtra ?
(1) Chhattisgarh   (2) Karnataka   (3) Andhra Pradesh   (4) Rajasthan

INTELLIGENCE TEST

Q.1. 'Foot' is related to 'Man' in the same way as 'Hoof' is related to —— ?
(1) Horse   (2) Dog   (3) Shoe   (4) Saddle

Q.2. Under which of the following heads of expenditure would "Subscription paid for children's magazine" be classified ?
(1) Food   (2) Travel   (3) Health   (4) Education

Q.3. 'Mountain' is related to "Hillock" in the same way as 'Tree' is related to —
(1) Plantation   (2) Forest   (3) Trunk   (4) Leaf

Q.4. In a row of boys, Mahesh is seventh from the left side and 18th from the right side of the row. How many boys are there in the row ?
(1) 26   (2) 25   (3) 27   (4) Cannot be determined

Q.5. In a certain code 'A + B' means "A is the mother of B" and 'A – B' means "A is the father of B". Which of the following means "P is the grand-mother of R" ?
(1) P – Q + R   (2) Q – R + P   (3) P + Q – R   (4) Q + R – P

PROFESSIONAL / TECHNICAL KNOWLEDGE

Questions will be based on the area of specialization & tentatively based on the syllabus given by STBTT.

(A)   Details of the Online Examination Pattern:

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

(2)   The tests will be in Marathi or English except 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 status of each of the questions numbered:

    1 You have not visited the question yet.

    2 You have not answered the question.

    3 You have answered the question.

    4 You have NOT answered the question, but have marked the question for review.

    5 The question(s) "Answered and Marked for Review" will be considered for evaluation.

The Marked for Review status simply acts as a reminder that you have set to look at the question again. *If an answer is selected for a question that is Marked for Review, the answer will be considered in the final evaluation.*

(6)   To select a question to answer, you can do one of the following :
    (a)   Click on the question number on the question palette at the right of your screen to go to that numbered question directly. Note that using this option **does NOT save your answer** to the current question.

(b) Click on **'Save & Next'** to save answer to current question and to go to the next question in sequence.

(c) Click on **'Mark for Review and Next'** to save answer to current question, mark it for review, and to go to the next question in sequence.

(7) To select your answer, click on one of the option buttons.

(8) To change your answer, click another desired option button.

(9) To save your answer, you MUST click on **Save & Next.**

(10) To deselect a chosen answer, click on the chosen option again or click on the **Clear Response** button.

(11) To mark a question for review click on **Mark for Review & Next**. *If an answer is selected for a question that is Marked for Review, the answer will be considered in the final evaluation.*

(12) To change an answer to a question, first select the question and then click on the new answer option followed by a click on the **Save & Next** button.

(13) Questions that are saved or marked for review after answering will ONLY be considered for evaluation.

(14) Sections will be displayed on the top bar of the screen. Questions in a section can be viewed by clicking on the section name. The section you will view will be highlighted.

(15) After clicking the **Save & Next** button on the last question for a section, you will automatically be taken to the first question of the next section.

(16) You can move the mouse cursor over the section names to view the status of the questions for that section.

(17) You can attempt any question in a particular test within the time allotted to that test /tests only.

(18) The candidates are requested to follow the instructions of the "Test Administrator" carefully. If any candidate does not follow the instructions / rules, it would be treated as a case of misconduct/ adoption of unfair means and such a candidate would be liable for debarment from appearing for examinations for a period as decided by the STBTT.

(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 exam 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, 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. (Preferably the same photograph as was as uploaded).

(4) You must scrupulously follow the instructions of the Test Administrator and the STBTT Representative at the examination venue. If you violate the instructions you will be disqualified and will be asked to leave the examination venue.

(5) No use of calculators (separate or with watch), books, note books or written notes, cell phones (with or without camera facility) or any other electronic device will be allowed during the examination.

(6) Please bring the call letter with your recent photograph affixed thereon, photocopy of the ID proof stapled with call letter and same currently valid photo identity proof in original. - **THIS IS ESSENTIAL. Please handover the call-letter along with photocopy of photo identity proof duly stapled together to the invigilator.** Currently valid photo identity proof may be PAN Card/ Passport/ Permanent Driving License/ Voter's Card with photograph/Bank Passbook with photograph/Valid recent Identity Card issued by a recognised College/ University/Aadhaar card/E-aadhaar card with a photograph/ Bar Council Identity card with photograph. **Please Note - Ration Card and Learner's Driving License will NOT be accepted as valid ID proof for this examination.** Please note that your name as appearing on the call letter (provided by you during the process of

registration) should exactly match the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the name indicated in the Call Letter and Photo Identity Proof you will not be allowed to appear for the exam. In case of candidates who have changed their name will be allowed only if they produce original Gazette notification/their marriage certificate in original.

(7) Photograph and Biometric data (thumb impression) will be captured at the examination venue. 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 them.

(d) If the primary finger to be captured is injured/damaged, immediately notify the concerned authority in the test center.

(Any failure to observe these points by candidates will result in non-admittance for the examination)

(8) 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.

(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. STBTT may take further action against such candidates as deemed fit by it.

(10) You must bring a ball point pen with you. You may bring your own ink stamp pad (blue/black). A sheet of paper will be provided which can be used for rough work or taking down the question number you would like to review at the end of the test before submitting your answers. After the test is over you MUST handover this sheet of paper along with the Call Letter to the invigilator before leaving the venue.

(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) 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 STBTT 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 the 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. 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 certain 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!