



# Bank Note Paper Mill India Pvt. Ltd.

## INFORMATION HANDOUT FOR ONLINE EXAMINATION

### **RECRUITMENT OF PROCESS ASSISTANT GRADE - I (NON-EXECUTIVE CADRE, TECHNICAL, NON TECHNICAL)**

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 Technical Posts of Process Assistant (PA) Gr.-I: (Mechanical/ Electrical/Electronics/Chemical/Pulp & Paper/Civil/Chemistry)**

Sr. No.	Name of Tests	No. of Questions	Maximum Marks	Medium of Exam	Duration
	<b>Part A :</b>			Only English	80 minutes
1	Logical Reasoning	20	20		
2	Quantitative Aptitude	20	20		
3	General Awareness	20	20		
	<b>Part B :</b>				40 minutes
4	Professional Knowledge	40	40		
		100	100	120 Minutes	

#### **Structure of the Test - Non-Technical Posts of Process Assistant (PA) Gr.-I: Account Assistant Post**

Sr. No.	Name of Tests	No. of Questions	Maximum Marks	Medium of Exam	Duration
	<b>Part A :</b>			Only English	80 minutes
1	Logical Reasoning	20	20		
2	Quantitative Aptitude	20	20		
3	General Awareness	20	20		
	<b>Part B :</b>				40 minutes
4	Accounting Norms	40	40		
		100	100	120 minutes	

#### **Structure of the Test - Non-Technical Posts of Process Assistant (PA) Gr.-I: Office Assistant Post**

Sr. No.	Name of Tests	No. of Questions	Maximum Marks	Medium of Exam	Duration
	<b>Part A :</b>			Only English	80 minutes
1	Logical Reasoning	20	20		
2	Quantitative Aptitude	20	20		
3	General Awareness	20	20		
	<b>Part B:</b>				40 minutes
4	English Language	40	40		
		100	100	120 minutes	

The time for the exam 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. All tests will be provided in English. You can attempt any question in a particular test during the time allotted to that test only. All the 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 no penalty for wrong answers marked by you. However, you are advised, not to mark answers by random guessing.**

In the Selection process, an applicant has to secure minimum marks i.e, cut-off will be applied on the total score and not on test wise rank sufficiently higher to get selected. The minimum qualifying i.e., cut-off marks require to consider on order of merits for different categories of candidates are as under:-

UR & EWS Category	45%
OBC Category	40%
SC/ST Category	35%

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

- (i) Number of questions answered correctly by a candidate in each test is considered for arriving at the Corrected Score
- (ii) The Corrected Scores so obtained by a candidate are made equivalent to take care of the minor difference in difficulty level, if any, in each of the objective tests held in different sessions to arrive at the Equated Scores\*

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

- (iii) Testwise scores and scores on total is reported with decimal points upto two digits.

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

## SAMPLE QUESTIONS

### REASONING

**Q.1-5.** 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 previous day of the day on which E is staged.
- (2) C must not be staged on Tuesday.
- (3) B must be on a day which 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

**Q.4.** Which of the following plays is on Monday ?

- (1) E      (2) A      (3) F      (4) B      (5) C

**Q.5.** Which of the following plays immediately follows B ?

- (1) F      (2) E      (3) D      (4) C      (5) A

## QUANTITATIVE APTITUDE

This test is designed to measure how fast and accurate you are in dealing with numbers, viz. computation, quantitative reasoning, interpretation of tables and graphs.

- Q.1.** Sohanlal purchased 120 reams of paper at Rs.100 per ream. The expenditure on transport was Rs.480. He had to pay an octroi duty of 50 paise per ream and the coolie charges were Rs.60. What should be the selling price of each ream if he wants a profit of 20% ?  
 (1) Rs.126 (2) Rs.115.50 (3) Rs.105 (4) Rs. 120 (5) Other than those given as options
- Q.2.** The interest on a certain deposit at 9% per annum is Rs.405 in one year. How much will be the additional interest in one year on the same deposit at 10% per annum ?  
 (1) Rs. 40.50 (2) Rs. 450 (3) Rs. 855 (4) Rs.45 (5) Other than those given as options

Also, there may be some questions based on graphs and tables.

- Q.3-5. Directions :** Given below is a table showing percentages out of a total of 700 employees ranking six attributes that help promotion. Rank I is the highest. Study the table carefully and answer questions that follow :

Attribute	% of Employees Giving Different Ranks					
	I	II	III	IV	V	VI
Seniority	32	17	22	19	5	5
Perseverance	14	19	17	9	27	14
Efficiency	15	19	21	14	14	17
Intelligence	10	14	10	14	17	35
Honesty	24	17	7	9	27	16
Sociability	5	14	23	35	10	13

- Q.3.** Which attribute for promotion has received the highest rank ?  
 (1) Perseverance (2) Seniority (3) Honesty (4) Sociability (5) Efficiency
- Q.4.** How many employees gave rank III to intelligence ?  
 (1) 119 (2) 98 (3) 77 (4) 70 (5) 10
- Q.5.** Which attribute is considered the least important for promotion ?  
 (1) Honesty (2) Intelligence (3) Perseverance (4) Efficiency (5) Sociability

## GENERAL AWARENESS

- Q.1.** Which is the largest city of Haryana State ?  
 (1) Faridabad (2) Rohtak (3) Panipat (4) Hisar (5) Sirsa
- Q.2.** 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 (5) Other than those given as options
- Q.3.** 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.4.** Monetary policy is concerned with \_\_\_\_\_  
 (1) the changes in the supply of money (2) buying and selling of financial instruments  
 (3) reducing unemployment (4) All (1), (2) & (3)  
 (5) Other than those given as options
- Q.5.** Who would be entitled for payment, when an order cheque is endorsed in blank ?  
 (1) Endorser only (2) Collecting Banker (3) Drawer only  
 (4) Bearer (5) Such a cheque will be returned unpaid

- Q.6.** When a bill of exchange falls due on a Public Holiday, it would be paid on \_\_\_\_\_  
 (1) Next preceding business day (2) Next succeeding business day  
 (3) A day agreed to by the collecting bank (4) A day at the discretion of the drawer  
 (5) The last working day of the month

## ENGLISH LANGUAGE

- Q.1.** Read the 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. That part is the answer. If there is no error, the answer is 'No error'. (Ignore the errors of punctuation, if any).

The regaining of freedom / as we well know has given rise for / many dormant issues /  
 and conflicts in our society.  
 (1) (2) (3) No error  
 (4) (5)

- Q.2-3. Directions :** In each of the following questions, select from amongst the five alternatives, the word most opposite in meaning of the word given in capitals.

**Q.2.** LIVELY  
 (1) simple (2) weak (3) dull (4) angry (5) moron

**Q.3.** INADVERTENT  
 (1) adequate (2) available (3) sluggish (4) negligent (5) intentional

- Q.4.** Pick out from the words given below this sentence the word which would complete the sentence correctly and meaningfully.

He wants me to look \_\_\_\_ his garden during his absence.  
 (1) at (2) over (3) after (4) into (5) from

**Direction :** In each of the following questions, select from amongst the five alternatives, the word nearest in meaning to the word given in capitals.

**Q.5.** LETHAL (1) light (2) dangerous (3) deadly  
 (4) cruel (5) thoughtless

**Q.6.** CENTENARY (1) a guard (2) a hundred years (3) a very old man  
 (4) a hundred runs (5) a hundredth anniversary

## PROFESSIONAL KNOWLEDGE & ACCOUNTING NORMS

Questions in this test will be based on the area of specialization.

### **(A) Details of the Online Examination :**

- (1) The examination would be conducted on-line i.e. on a computer.
- (2) All tests will be 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 correct answer and 'mouse click' that alternative which he/ she feels is correct. The alternative/ option that is clicked on will be treated as the answer to that question. Answer to any question will be considered for final evaluation, only when candidates have submitted the answers by clicking on "Save & Next" or "Mark for Review & Next".**
- (4) The clock has been set at the server and the countdown timer at the top right corner of your screen will display the time remaining for you to complete the exam. When the clock runs out the exam ends by default - you are not required to end or submit your exam.
- (5) The Question Palette displayed on the right side of screen will show the status of each question using one of the following symbols:

- 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 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 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) 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 Bank Note Paper Mill India Pvt. Ltd.
- (15) You cannot shuffle between tests during the examination as all tests are separately timed.
- (16) 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.
- (17) After the expiry of the duration of exam for a particular part, the candidates will not be able to attempt any question or check their answers for respective part.
- (18) 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 to appear for the examination.
- (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 which was uploaded).
- (4) You must scrupulously follow the instructions of the Test Administrator and Bank Note Paper Mill India Pvt. Ltd.

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, smart watches or any other electronic device will be allowed during the examination.
- (6) 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).
- (7) Please bring the call letter with your photograph affixed thereon, currently valid Photo identity proof in original and a photocopy of the same ID proof which you bring in original - **THIS IS ESSENTIAL. Please hand over this call-letter alongwith photocopy of photo identity proof duly stapled together to the invigilator.** Currently valid photo identity proof may be PAN Card / Passport / Permanent Driving License/Voter's Card with photograph/Bank Passbook with photograph/Photo Identity proof issued by a Gazetted Officer on official letterhead along with photograph/Photo Identity proof issued by a People's Representative on official letterhead along with photograph/Valid recent Identity Card issued by a recognized College/University/Aadhaar card/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 purpose.** 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. Candidates who have changed their name will be allowed only if they produce Gazette notification/their marriage certificate/affidavit in support of the change.
- (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. Bank Note Paper Mill India Pvt. Ltd. may take further action against such candidates as deemed fit by it.
- (9) You must bring a ball point pen. You are allowed to bring your own ink stamp pad (blue/black) 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** 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 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) 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 Bank Note Paper Mill India Pvt. Ltd. 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 effect.

- (14) Candidates are advised to take note of “The Public Examinations (Prevention of Unfair Means) Act, 2024”.
- (15) Please read instructions related to the 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 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!**