

भारतीय
खाद्य
निगम



FOOD
CORPORATION
OF INDIA

आइ.एस.ओ. 9001:2000 प्रमाणित

ONLINE RECRUITMENT EXAMINATION FOR CATEGORY III POSTS (PHASE - II)

(with reference to advertisement no. 01/2019-FCI Category III published in employment news on 23.02.2019)

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:

AG III (General) & AG III (Depot)

PAPER - I				
Sr. No.	Name of the Test	No. of Qs.	Max. Marks	Duration
1.	Reasoning/General Intelligence	30	30	90 Minutes
2.	English language	20	20	
3.	Computer proficiency	20	20	
4.	General Awareness/Current events	30	30	
5.	Data analysis/Numerical Ability/Data Interpretation	20	20	
	TOTAL	120	120	

Junior Engineer (Civil), Junior Engineer (Electrical Mechanical), AG III (Accounts), AG III (Technical)

PAPER - I				
Sr. No.	Name of the Test	No. of Qs.	Max. Marks	Duration
1.	Reasoning/General Intelligence	30	30	90 Minutes
2.	English language	20	20	
3.	Computer proficiency	20	20	
4.	General Awareness/Current events	30	30	
5.	Data analysis/Numerical Ability/Data Interpretation	20	20	
	TOTAL	120	120	
PAPER - II				
6.	Professional Knowledge **	60	120 (Each question carries 02 marks)	60 Minutes

** Separate test for each post. AG III (Technical) to have two separate tests for Group A (Agriculture, Botany, Zoology) and Group B (Agriculture, Chemistry, Physics)

Typist (Hindi)

PAPER - III				
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Sr. No.	Name of the Test	No. of Qs.	Max. Marks	Duration
1.	General Hindi	40	40	90 Minutes
2.	General English	20	20	
3.	General Awareness	20	20	
4.	General Intelligence	20	20	
5.	Computer Knowledge	20	20	
	TOTAL	120	120	

AG II (Hindi)

PAPER - III				
Sr. No.	Name of the Test	No. of Qs.	Max. Marks	Duration
1.	General Hindi	40	40	90 Minutes
2.	General English	20	20	
3.	General Awareness	20	20	
4.	General Intelligence	20	20	
5.	Computer Knowledge	20	20	
	TOTAL	120	120	
PAPER - IV				
6.	Subjective Paper	2 (Translation passage. One each – Hindi to English & English to Hindi)	120 (Each question carries 60 marks)	90 Minutes

Steno Grade II

PAPER - V				
Sr. No.	Name of the Test	No. of Qs.	Max. Marks	Duration
1.	General English	40	40	90 Minutes
2.	General Awareness	20	20	
3.	General Intelligence	20	20	
4.	Computer Knowledge (with special reference to MS word and Internet)	40	40	
	TOTAL	120	120	

You may have to be at the venue for atleast one hour more than total duration of the exam which includes the time required for logging in, collection of the call letters, going through the instructions etc. All tests except Language based tests will be provided in English and Hindi. You can attempt any question within the total time for the paper. All the objective type 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, 1/4 of the marks assigned to that question will be deducted as penalty.

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 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) 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.

REASONING/ GENERAL INTELLIGENCE

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.

- Q.1.** (1) black (2) red (3) green (4) paint (5) yellow
- Q.2.** (1) BC (2) MN (3) PQ (4) XZ (5) ST
- Q.3.** (1) Mango (2) Apple (3) Orange (4) Guava (5) Rose

Directions : In each of the following questions, there is a question mark in which only one of the five alternatives given under the question satisfies the same relationship as is found between the two terms to the left of the sign :: given in the question. Find the correct answer.

- Q.4.** Foot : man :: hoof : ?
(1) leg (2) dog (3) horse (4) boy (5) shoe
- Q.5.** Day : Night :: Kind : ?
(1) Dark (2) Bright (3) Cruel (4) Generous (5) Gratitude
- Q.6.** Hut : Mansion :: Rabbit : ?
(1) Hole (2) Carrot (3) Elephant (4) Small (5) Rat
- Q.7.** 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.8.** 'Some leaders are dishonest. Satyapriya is a leader.' Which of the following inferences definitely follows from these 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.9.** 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 S₁ and S₂ 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.10. 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.11. 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 : I. All machines are windows. All windows are clouds.
 Conclusions : I. All machines are clouds.
 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

Q.12-13. In the following questions a group of numbers and symbols is to be coded by the letter code as per the given scheme and conditions. You have to find out the sr.no. of the letter code group which correctly represents the number symbol combination. The sr. no. of that letter code group is your answer. If none of the letter code groups is correct then mark (5) i.e Other than those given as options.

Number/Symbol	:	2	\$	@	7	6	#	8
Letter Code	:	Q	B	H	L	F	M	T

Condition :

- If the first as well as the last element is a symbol both are to be coded as 'A'.
- If the first element is even digit and last element is a symbol their codes are to be inter changed.

Q.12. 67@2#
 (1) FLHQM (2) MLHQF (3) MLQHE (4) FLQHM (5) Other than those given as options

Q.13. \$687#
 (1) AFTLA (2) AFTLM (3) BFTLA (4) BFTLM (5) Other than those given as options

ENGLISH LANGUAGE/GENRAL ENGLISH

Q.1. 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 '5'. (Ignore the errors of punctuation, if any).

Most of the third world / country are experiencing / the ethnic or communal problem/

- (1) in varying degrees. (2) (3) No error.
 (4) (5)

Q.2. Pick out from the words given below each sentence the word which would complete the sentence correctly and meaningfully.

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.3-8. 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 (3) of rights is duty. If we all (4) our duties, rights will not be (5) to seek. If leaving duties unperformed we run (6) rights, they will (7) us like an elusive person. The more we pursue them, the farther (8) they fly.

- Q.3. (1) end (2) source (3) joy (4) purpose (5) power
 Q.4. (1) deny (2) devote (3) discharge (4) imagine (5) fulfill
 Q.5. (1) far (2) close (3) easy (4) against (5) common
 Q.6. (1) as (2) after (3) at (4) from (5) for
 Q.7. (1) hold (2) grab (3) fight (4) escape (5) chase
 Q.8. (1) off (2) can (3) did (4) could (5) towards

General Hindi

प्र.1-3. नीचे दिये गये प्रश्नों में से हरेक में एक वाक्य दिया गया है जिसे (1), (2), (3) और (4) भागों में बांटा गया है। वाक्य को पढ़ कर ज्ञात कीजिये कि वाक्य में शब्दों के गलत प्रयोग, वर्तनी या व्याकरण की कोई त्रुटि तो नहीं है। त्रुटि अगर होगी तो वाक्य के किसी एक ही भाग में होगी। इस भाग का क्रमांक ही आपका उत्तर है। अगर वाक्य त्रुटिहीन है तो उत्तर (5) दीजिये अर्थात् त्रुटि नहीं।

प्र.1. चालीस लडकों का एक मिला जुला / ठहाका उठा था और / कक्षा की छत पे टकरा कर /
 (1) (2) (3)
 सब का सब एकदम मेरे भीतर उतर गया था। त्रुटि नहीं
 (4) (5)

प्र.2. सेठ पुरूषोत्तम दास पूना की सरस्वती पाठशाला / का मुआयना करने के बाद में /
 (1) (2)
 बाहर निकले तो एक लड़की ने / दौड़ कर उनका दामन पकड़ लिया। त्रुटि नहीं
 (3) (4) (5)

प्र.3. वह झपट कर कुरसी से उठी / और बड़े वेग से कई कमरो / और बरामदो को पार करती /
 (1) (2) (3)
 मैनेजर के सामने को आकर खड़ी हो गई। त्रुटि नहीं
 (4) (5)

प्र.4-5. नीचे दिए गए प्रश्नों में से एक शब्द समूह या वाक्यांश दिया गया है और फिर उसके बाद पाँच ऐसे शब्द सुझाए गए हैं जो कि इस पूरे वाक्यांश या शब्द समूह का अर्थ एक शब्द में स्पष्ट कर देते हैं। आपको वह शब्द ज्ञात कर उसको उत्तर के क्रम में दर्शाना है।

प्र.4. जिसका कभी नाश न हो
 (1) अपनाश (2) निरामिष (3) अटल (4) अविनाशी (5) सर्व व्यापक

प्र.5. कम बोलने वाला
 (1) मिठबोला (2) समदर्शी (3) मृदुभाषी (4) संयमित (5) मितभाषी

COMPUTER PROFICIENCY /COMPUTER KNOWLEDGE

Q.1. ----- is an output device of a computer.
 (1) Printer (2) CPU (3) Monitor (4) Keyboard (5) CD

Q.2. 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.3. Pick the odd man out
 (1) Monitor (2) Keyboard (3) Floppy drive (4) Windows (5) Hard-disk drive

Q.4. Which of the following is a popular Computer Language ?
 (1) A + (2) BA + (3) C ++ (4) CA + (5) Other than those given as options

There may be some other types of questions also.

GENERAL AWARENESS / CURRENT EVENTS

- Q.1.** Which of the following stands for I in RBI ?
 (1) India (2) International (3) Insurance (4) Income (5) Institute
- Q.2.** 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.3.** 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.4.** OSCAR awards are given for best performance in which of the following field ?
 (1) Films (2) Literature (3) Sports (4) Science (5) Social Service
- Q.5.** Who among the following is the current Prime Minister of India ?
 (1) Dr. A. P. J. Abdul Kalam (2) Dr. Manmohan Singh (3) Mrs. Sonia Gandhi
 (4) Shri Atal Bihari Vajpayee (5) Other than those given as options
- Q.6.** R. V. Janakiraman, who passed away recently, was the former Chief Minister of which State/U.T. ?
 (1) Tamil Nadu (2) Karnataka (3) Puducherry
 (4) Odisha (5) Kerala

DATA ANALYSIS / NUMERICAL ABILITY / DATA INTERPRETATION

Q.1-3. Study the following table carefully and answer the questions given below —

Distribution of 1000 candidates as regards their marks in written examination out of 300 and interview out of 100 in a selection examination

Written Examination Marks	INTERVIEW MARKS					
	Below 30	30-39	40-49	50-59	60-69	70 & above
260 & above	8	18	26	18	26	4
210 to 259	5	4	30	22	10	9
160 to 209	16	10	45	56	18	9
110 to 159	28	42	100	190	15	5
60 to 109	35	115	20	8	7	5
Below 60	32	32	20	4	6	2

- Q.1.** How many candidates did obtain more than 69 percent marks and above in both written examination and interview ?
 (1) 22 (2) 49 (3) 13 (4) 9 (5) Other than those given as options
- Q.2.** If approximately 325 candidates were to be qualified in the written examination, what should be the percentage of the qualifying marks ?
 (1) above 20 (2) above 70 (3) above 36
 (4) above 63 (5) Other than those given as options
- Q.3.** About 42 percent of the candidates fall in which of the following ranges of the interview marks ?
 (1) 110-159 (2) 110 & below (3) 50 to 70
 (4) 50 & above (5) Other than those given as options

Some of the questions may require arithmetical reasoning. For example :

- Q.4.** 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.5.** 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.6.** 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

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

- Q.7-9. 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 the questions that follow :

% of Employees Giving Different Ranks						
Attribute	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.7.** Which attribute for promotion has received the highest rank ?
 (1) Perseverance (2) Seniority (3) Honesty (4) Sociability (5) Efficiency
- Q.8.** How many employees gave rank III to intelligence ?
 (1) 119 (2) 98 (3) 77 (4) 70 (5) 10
- Q.9.** Which attribute is considered the least important for promotion ?
 (1) Honesty (2) Intelligence (3) Perseverance (4) Efficiency (5) Sociability

PROFESSIONAL KNOWLEDGE

Questions shall be based on the syllabus given below :-

The detailed syllabus for specified technical posts for Paper-II to assess the post specific technical knowledge of relevant stream is as under:

a. Junior Engineer (Civil Engineering) (Post Code A) :

Building Materials: Physical and Chemical properties building stones, cement (Portland), Asbestos products, Timber and Wood based Products, laminates, bituminous materials, paints, varnishes etc.

Surveying: Principles of surveying, plane table surveying, theodolite, leveling and contouring, curvature, permanent adjustment of dumpy level, methods of contouring, tachometric survey etc.

Soil Mechanics: void ratio, porosity, saturation, water content, specific gravity of soil grains and unit weights, grain size, Atterberg's limits, soil classification, plasticity chart, permeability, consolidation of soils. Lab tests, moisture content, bearing capacity of soils, plate load test, standard penetration test etc.

Estimating, Costing and Valuation: Estimate, analysis of rates, earthwork, Brick, RCC work shuttering, Painting, Flooring, Plastering flexible pavements, Tube well, isolates and combined footings, Steel Truss, Piles etc.

Transportation Engineering: Types of pavements, pavement materials – aggregates and bitumen, Design of flexible and rigid pavements, bituminous construction, rigid pavement joint, pavement maintenance, Railway Engineering.

Environmental Engineering: Quality of water, purification, distribution, sanitation, sewerage and sewage treatments.

Structural Engineering: Theory of structures, bending moment and shear force diagrams retaining walls, eccentric loads, slope deflection, critical load and columns, torsion etc.

Concrete Technology: Latest technology and uses of concrete, water cement ratio, workability, mix design, placement, compaction, finishing and curing of concrete, quality control of concrete, repair and maintenance of concrete structure etc.

RCC Designs: RCC flexural strength, shear strength, bond strength, design of single reinforced beams, retaining walls, water tanks (RCC design questions may be based on both Limit State method and Working Stress method).

Steel Design: Steel design and construction of steel columns, beams, roof trusses, plate girders.

Construction Management: Construction scheduling Bar Chart, CPM and PERT etc.

b. **Junior Engineer (Electrical Mechanical Engineering) (Post Code B):**

Basic concepts, Concepts of current, voltage, power, energy and their units, Circuit law, AC Fundamentals, Measurement and measuring instruments, Electrical Machines, Synchronous Machines, Generation, Transmission and Distribution of power in different power stations, Estimation and costing, Utilization of Electrical Energy, Basic Electronics, Theory of Machines and Machine Design, Engineering Mechanics and Strength of Materials, Thermal Engineering, Air standard Cycles for IC engines, Rankine cycle of steam, Air Compressors & their cycles, Boilers Refrigeration cycles, Production Engineering.

c. **Assistant Grade-III (Accounts) (Post Code G):**

1. Basic Accounting concept including preparation of books of accounts.
2. Taxation including Income Tax and Goods and Services Tax.
3. Auditing: - (a) Auditing concepts and methods, (b) Internal & External audit of companies.
4. Commercial Laws:- (Basic Knowledge) (a) Basics of Contract Act, (b) Basics of Company Act, (c) Basics of Sales of Goods Act, (d) Negotiable Instrument Act
5. Basic of Computers: (a) Operating System, (b) Browsers, (c) Email, (d) Memory (Internal, External, portable), (e) Chats, (f) Office (Word, PowerPoint, Excel), (g) Networks

d. **Assistant Grade-III (Technical) (Post Code H)**

Agriculture:- Statics of Indian Agriculture (Cereals & Pulses), Elementary entomology, Plant Protection, Agricultural Economics.

Botany:- Cell Biology :Tissue , Organ & Organ System, Genetics, Plant Classification, Diversity, Ecology, Life Process: Photosynthesis, Respiration , Circulation, Movement etc, Basics of Biochemistry.

Zoology:- Animal Cell & Tissue, Organ System, Heredity & Variation, Animal Classification, Micro Organism, Insects & Rodents.

Chemistry:- Chemical bonding, Organic Chemistry : Basics of alkanes, alkenes, alkynes, alcohols, aldehydes and acids, Inorganic Chemistry , Chemistry in daily life.

Physics:- Measurements, Basic Physics, Light, Electricity.

The above syllabus for Agriculture, Botany, Zoology, Chemistry and Physics is grouped into following two categories:

GROUP A - Agriculture, Botany and Zoology.

GROUP B - Agriculture, Chemistry and Physics.

(A) Details of the On-line Examination Pattern for objective type tests.

- (1) The examination would be conducted on-line i.e. on a computer.
- (2) All tests except Language based tests will be provided in English and Hindi.

- (3) All the questions will have multiple choices. Out of the five answers to a question only one will be the correct answer. **The candidate has to select the most appropriate answer and ‘mouse click’ that alternative which he/ she feels is appropriate/ correct. The alternative/ option that is clicked on will be treated as the answer to that question. Answer to any question will be considered for final evaluation, only when candidates have submitted the answers by clicking on “Save & Next” or “Mark for Review & Next”.**
- (4) The clock has been set at the server and the countdown timer at the top right corner of your screen will display the time remaining for you to complete the test. 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:



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 :
- 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.
 - Click on **‘Save & Next’** to save answer to current question and to go to the next question in sequence.
 - Click on **‘Mark for Review and Next’** to save answer to current question, mark it for review, and to go to the next question in sequence.
- (7) To select your answer, click on one of the option buttons.
- (8) To change your answer, click another desired option button.
- (9) To save your answer, you **MUST** click on **Save & Next**.
- (10) To deselect a chosen answer, click on the chosen option again or click on the **Clear Response** button.
- (11) To mark a question for review click on **Mark for Review & Next**. *If an answer is selected for a question that is Marked for Review, the answer will be considered in the final evaluation.*
- (12) To change an answer to a question, first select the question and then click on the new answer option followed by a click on the **Save & Next** button.
- (13) Questions that are saved or marked for review after answering will ONLY be considered for evaluation.**
- (14) Test name(s) will be displayed on the top bar of the screen. Questions in a test can be viewed by clicking on the test name. The test you will view will be highlighted.

- (15) After clicking the **Save & Next** button on the last question for a test, you will automatically be taken to the first question of the (next) test.
- (16) You can shuffle between tests during the examination.
- (17) 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 FCI.
- (18) 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.
- (19) After the expiry of total duration of the test, 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.
- (20) 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.**

Details of the On-line Examination Pattern for Subjective Part:

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)

B] General Instructions:

- (1) Please note date, 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. Late comers will not be allowed.
- (3) The call letter should be brought with you to the examination venue along with your recent 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 FCI 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 scales, algorithm tables or written notes, cell phones (with or without camera facility), or any other electronic device will be allowed during the examination.
- (6) Please bring 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 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 Licence/ Voter’s Card/ Bank Passbook with photograph/ Photo Identity proof issued by a Gazetted Officer on official letterhead alongwith photograph/ Photo Identity proof issued by a People’s Representative on official letterhead alongwith photograph/ Valid recent Identity Card issued by a recognised College/ University/ Aadhaar Card/ 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.** 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 examination. In case of candidates who have changed their name will be allowed only if they produce Gazette notification/their marriage certificate/affidavit. Photo ID should be valid as on the day of the examination.

- (7) Biometric data (thumb impression) and photograph will be captured twice at the examination venue i.e. before the start of examination and after completion 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. FCI may take further action against such candidates as deemed fit by it.
- (9) You should bring with you a blue or black ball-point pen. A sheet of paper will be provided which can be used for rough work or taking down the question number you would like to review at the end of the test before submitting your answers. After the test is over you MUST hand over this sheet of paper to the Test Administrator before leaving the venue.
- (10) The possibility of occurrence of some problem in the administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problem, which may include movement of candidates, delay in test. Conduct of a re-exam is at the absolute discretion of test conducting body. Candidates will not have any claim for a re-test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.
- (11) If the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session are required if the nodes capacity is less or some technical disruption takes place at any centre or for any candidate.
- (12) Anyone found to be disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of test contents in any form or any information therein in whole or part thereof or by any means verbal or written, electronic or mechanical or taking away the papers supplied in the examination hall or found to be in unauthorised possession of test content is likely to be prosecuted.
- (13) Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection, process will lead to disqualification of the candidate from the selection process. If such instances go undetected during the current selection process but are detected subsequently, the candidature of such candidates shall be cancelled and further action shall be taken as deemed fit.

IMPORTANT POINTS TO REMEMBER

You are advised to bring with you the following:

- (i) Call letter with photo affixed thereon and photo ID card in **Original** and photocopy as mentioned in Point 6 of General Instructions above.
- (ii) One blue or black ball point pen.

WISH YOU GOOD LUCK