STEEL AUTHORITY OF INDIA LTD.
ROURKELA STEEL PLANT (SAIL-RSP)

ONLINE EXAMINATION FOR RECRUITMENT OF MANAGEMENT TRAINEE (ADMIN) LAW AND MANAGEMENT TRAINEE (ADMIN) PUBLIC RELATION

INFORMATION HANDOUT

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

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

Structure of the test

Sr. No.	Section	Name of the tests	Number of Questions	Maximum Marks	Version	Duration
1	I - Aptitude	Quantitative Aptitude	25	25	Bilingual i.e. Hindi & English except for Test of English Language	20 Minutes
2		English Language	25	25		20 Minutes
3		Reasoning	25	25		20 Minutes
4		General Awareness	25	25		20 Minutes
5	II – Professional Knowledge	Domain Knowledge	50	100		40 Minutes
		TOTAL	**150**	**200**		**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. Test will be provided in English and Hindi. Tests are separately timed. 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 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.**

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

Note : Cutoffs may be applied in two stages :

(i) On scores in individual objective tests

(ii) On Total Score of objective tests

Note : Candidates will have to qualify in each of the parts, viz. Domain Knowledge Test and Aptitude Test in the respective discipline by scoring minimum 50 percentile score. Candidate, who fails to qualify in any part of the CBT, will not be shortlisted for interview.

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.

QUANTITATIVE APTITUDE

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

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

ENGLISH LANGUAGE

Q.1. He quickly glanced ..... the book to find what it said about the Indian economy.
(1) at (2) through (3) in (4) to (5) over

The correct answer is “through” which is answer No. 2.

Q.2. The counsel urged the court to ..... down the obnoxious law.
(1) enact (2) enforce (3) cancel (4) strike (5) declare

Q.3. The local official ..... the Minister of the situation.
(1) explained (2) warned (3) apprised (4) told (5) intimated

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 (5).

Q.4. I am twenty / two years old / when I first / joined the bank. No error
(1) (2) (3) (4) (5)

The error is in (1). Therefore the answer is ‘1’.

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

In this question, there is no error; therefore the right answer to this question is '5'.

Q.6. Of all the teachers / in our school / our class teacher / were very strict. No error
(1) (2) (3) (4) (5)

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

Q.7. LETHAL
(1) light (2) dangerous (3) deadly (4) cruel (5) thoughtless

Q.8. CENTENARY
(1) a guard (2) a hundred years (3) a very old man
(4) hundred runs (5) hundredth anniversary

Q.9. TRIUMPH
(1) conquer (2) smash (3) earn (4) brave (5) capture

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

Q.11. INADVERTENT
(1) adequate (2) available (3) sluggish (4) negligent (5) intentional

Q.12. INEPT
(1) accurate (2) skilful (3) sensible (4) artistic (5) apt

REASONING

Q.1. Some leaders are dishonest. Neelam is a leader. Which of the following inferences definitely follows from these two statements ?
(1) Neelam is honest
(2) Neelam is dishonest
(3) Some leaders are honest
(4) Leaders are generally dishonest
(5) Neelam is sometimes dishonest

Q.2. 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.3. 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.4. 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

GENERAL AWARENESS

Q.1. 'Mandi House' is _____
(1) Prime Ministers' Residence
(2) a prize winning film directed by Shyam Benegal
(3) the office of the Director General of Doordarshan
(4) the head office of the Ministry of Commerce
(5) the place where the Central Production Centre of Doordarshan is located.

Q.2. Vishwanathan Anand is associated with which of the following games ?
(1) Badminton (2) Golf (3) Chess (4) Billiards (5) Basket Ball

Q.3. The famous Gomateshwar idol is in which of the following states ?
(1) Maharashtra (2) Madhya Pradesh (3) Uttar Pradesh (4) Orissa (5) Karnataka

Q.4. The famous Ayodhya temple is located on the bank of the river _____
(1) Ganga (2) Godavari (3) Sarayu (4) Ban Ganga (5) Narmada

Q.5. 'Dashdwar se Sopan Tak' is written by _____
(1) Mohan Rakesh (2) Harivansharai Bachchan (3) Jagdish Chandra Mathur
(4) Dharmaveer Bharati (5) None of these

Q.6. 'OSCAR AWARDS' are given for best performance in which of the following fields ?
(1) Literature (2) Science & Technology (3) Motion picture (4) Sports (5) Social Service

Q.7. The Unit for measuring intensity of 'Noise' is called _____
(1) Knot (2) Calorie (3) Ohm (4) Joule (5) Decibel

Q.8. In India, 'Children's Day' is celebrated on the birthday of _____
(1) Mahatma Gandhi (2) Jawaharlal Nehru (3) Indira Gandhi
(4) Radhakrishnan (5) Lal Bahadur Shastri

DOMAIN KNOWLEDGE

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

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

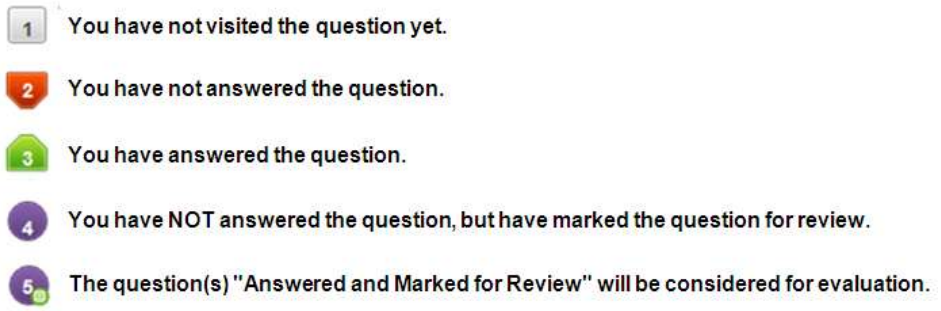
(1) The examination would be conducted online i.e. on a computer.

(2) The test will be provided in bilingual i.e. English and Hindi except for the English Language test.

(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 displayed on the right side of screen will show the status of each question using one of the following symbols:



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 Steel Authority of India Ltd.

(15) 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.

(16) Tests are separately timed. You can attempt any question in a particular test during the time allotted to that test only.

(17) After the expiry of test duration, the candidates will not be able to attempt any question or check their answers for respective test.

(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) <u>General Instructions</u> :

(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. Late comers 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 as was uploaded).

(4) You must scrupulously follow the instructions of the Test Administrator and RSP 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 mobile phone, calculators (separate or with watch), books, note books or written notes or any other electronic device will be allowed during the examination.

(6) 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).

(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.

(8) Important- Must bring a set of self attested photo copies of all certificates/mark sheets (all semester/Years) of relevant qualifications as mentioned in the advertisement for the post you have applied.- THIS IS ESSENTIAL.

(9) Please handover the call letter alongwith the photocopies of photo identity proof, relevant educational certificates and mark sheets duly stapled together to the invigilator- THIS IS VERY ESSENTIAL.

(10) Currently valid photo identity proof may be PAN Card / Passport / Permanent Driving Licence/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.

(11) 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. SAIL, RSP, Rourkela may take further action against such candidates as deemed fit by it.

(12) 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 hand over this sheet of paper along with the Call Letter and photocopy of photo identity proof to the Test Administrator before leaving the venue.

(13) 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.

(14) 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.

(15) Candidates short-listed on the basis of online test will be intimated to appear for interview in due course and same will be published on the SAIL website www.sail.co.in at the link "Careers".

(16) 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.

(17) 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 SAIL, RSP, Rourkela 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.

(18) SAIL, RSP reserves the right to postpone/cancel the Online Test or alter the date/time/Venue of the test at its discretion.

(19) 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. 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