

## INFORMATION HANDOUT FOR ONLINE EXAMINATION

### RECRUITMENT OF JUNIOR CLERKS (Under PACS/OCS Quota)

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 be conducted in single phase and a common examination will be conducted for both PACS & OCS quota candidates. The on-line examination will comprise the following objective type multiple choice tests as stated below :

#### Structure of the Test

Sr. No.	Particulars	No. of Questions	Max. Marks	Version	Duration
1	Reasoning	30	30	Bilingual i.e. Hindi and English except test of English.	<b>150 Minutes</b>
2	Numerical Ability	30	30		
3	English	30	30		
4	General Awareness*	30	30		
5	H.P. Coop. Societies Act and HP Coop Societies Rules	30	30		
	<b>Total</b>	<b>150</b>	<b>150</b>		

\* Questions of General Awareness will include question on general awareness and question about H.P. General Knowledge.

The time for the exam is 150 minutes; however, you may have to be at the venue for approximately 210 minutes including the time required for logging in, collection of the call letters, going through the instructions etc. All tests except test of English will be provided in English and Hindi. Test is compositely timed. You can attempt any question at any point of time within these 150 minutes. 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 your answers by random guessing.**

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

### NUMERICAL ABILITY

**Q.1.** At 10 paise each, how many paise will 6 lemons cost?

- (1) 6      (2) 10      (3) 60      (4) 61      (5) 610

**Q.2.** 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.3-6.** In each of the following questions one number is missing. The place where the number is missing is shown by a question mark(?). You have to find out which one of the answers shown against 1,2,3 and 4 can replace the question mark. If none of these four can replace the question mark, you will indicate (5) i.e. 'Other than those given as options' as your answer.

**Q.3.**  $42+73+137=?$

- (1) 352      (2) 252      (3) 242      (4) 142      (5) Other than those given as options

**Q.4.**  $20 \times \frac{1}{2}=?$

- (1) 4      (2) 5      (3) 12      (4) 20      (5) Other than those given as options

**Q.5.**  $0.7 \times 0.5=?$

- (1) 35      (2) 0.35      (3) 0.0035      (4) 0.035      (5) Other than those given as options

## ENGLISH

**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 /  
 (1) (2) (3)  
 and conflicts in our society. 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

## 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
- Q.7.** Currency Chest is the property of \_\_\_\_\_  
(1) Our Bank (2) State Bank of India (3) Government of India  
(4) Reserve Bank of India (5) Other than those given as options
- Q.8.** Which of the following is not a 'Negotiable Instrument' ?  
(1) Bill of Exchange (2) Promissory Note (3) Cheque  
(4) Fixed Deposit Receipt (5) Other than those given as options


### H.P. COOP. SOCIETIES ACT AND HP COOP SOCIETIES RULES


Questions in this test will be based on the Himachal Pradesh.


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


- (1) The examination would be conducted on-line i.e. on a computer.
- (2) All tests except EnglishLanguage will be 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 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:

 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 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 The Himachal Pradesh State Co-op. Bank Ltd.
- (15) Test is compositely timed. You can attempt any question at any point of time within these 150 minutes.
- (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 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.**

### **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 The Himachal Pradesh State Co-op. Bank 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 or any other electronic device will be allowed during the examination.
- (6) Candidates should report at the Exam centre well in advance of the reporting time indicated on the Call letter to complete activities such as AADHAR linked Biometric Authentication of the candidate, capture of biometric and photo, collection of documents, announcement of instructions and logging in etc. **The candidates are required to carry Aadhar Card to facilitate biometric Authentication.**
- (7) Biometric data (thumb impression) and photograph will be captured at the examination venue before the start of examination. Decision of the Biometric data verification authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates. **Refusal to participate in the process of biometric data capturing / verification on any occasion may lead to cancellation of candidature.** With regards to the same, please note the following :
  - (a) If fingers are coated (stamped ink/mehndi/coloured...etc), ensure to thoroughly wash them so that coating is completely removed before the examination day.
  - (b) If fingers are dirty or dusty, ensure to wash them and dry them before the thumb impression (biometric) is captured.
  - (c) Ensure fingers of both hands are dry. If fingers are moist, wipe each finger to dry them.
  - (d) If the primary finger (thumb) to be captured is injured/damaged, immediately notify the concerned authority in the examination centre.(Any failure to observe these points will result in non-admittance for the examination).
- (8) 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. In case of candidates who have changed their name will be allowed only if they produce original Gazette notification/their original marriage certificate/affidavit in original.
- (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. The Himachal Pradesh State Co-op. Bank Ltd. may take further action against such candidates as deemed fit by it.

- (10) 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.
- (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) 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.
- (13) 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.
- (14) 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 The Himachal Pradesh State Co-op. Bank 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.
- (15) Candidates are advised to take note of “The Public Examinations (Prevention of Unfair Means) Act, 2024”.

**WISH YOU GOOD LUCK!**