Maharashtra State Electricity Transmission Co. Ltd.



WRITTEN TEST FOR SELECTION OF LDC, STENO-TYPIST (ENGLISH) & SECRETARY-CUM-STENO

19th AUGUST, 2012

INFORMATION HANDOUT

(A) GENERAL INSTRUCTIONS

- 1. The booklet details pertaining to various aspects of the examination you are going to take and important instructions about the related matters. The assessment of answersheets for Objective Type Tests will be done by a computerised machine, hence you should carefully read instructions regarding handling of the answersheet and the method of marking answers. You are advised to study this booklet carefully as it will help you in preparing yourself for the examination.
- 2. Before appearing for the written examination you should strictly ensure that you fulfil the eligibility criteria in all respects. If at any stage, it is found that a candidate does not satisfy the eligibility criteria or the information furnished by him/her in the application form is incorrect, his/her application will stand cancelled and he/she will be dismissed if appointed, for want of meeting the eligibility criteria.
- 3. Canvassing in any form will disqualify the candidate.
- 4. Particulars to be Noted: Please note carefully your Roll Number, Date, Time, Post, Category and Venue for the examination given in the call letter. Please also note that this call letter does not constitute an offer of appointment.
- **5. Punctuality in Attendance :** You should be present at the examination hall at the time given in the call letter. Candidates arriving late will not be permitted to enter the Examination Hall.
- 6. Call letter to be Surrendered: Please bring the call-letter with photograph pasted in the space provided, when you come to appear for the examination. You have to make your signature on the call letter only in the presence of the Invigilator in the examination hall and hand it over to the invigilator. If you come to the examination hall without the call letter or without the photograph affixed on it, you will not be permitted to appear for the examination.
- 7. **Compliance with Instructions**: You should scrupulously follow the instructions given by test administrators and the invigilators at the examination venue at all the stages of the examination for which you have been called. If you violate the instructions you will be disqualified and may also be asked to leave the examination hall.
- 8. Use of Calculators, Cell-phones, Pagers, Books, Notes, Log tables, Slide-rules etc. and Copying or Receiving/Giving Assistance Not Allowed: Any candidate who is found using prohibited articles or copying or receiving or giving assistance will be disqualified.
- 9. Sample Answersheet for objective test and How to fill information on it: A sample answersheet is attached to this booklet. Fill in the required biodata and other information on this answersheet for your practice and bring it with you to the examination hall. You will get a similar answersheet in the examination hall, on which you will have to copy the biodata and other information already filled in by you on the sample answersheet. How to fill in the information on the answersheet is explained later in this handout with the help of a specimen answersheet with biodata of a fictitious candidate.
- 10. Use of Ball Pen with Black Ink: You are required to fill in the information on the answersheet which you will get in the examination hall, using black ball-point pen. You are required to mark your answers using a black ball point pen Therefore, you should bring with you two ball-point pens with black ink.
- 11. Handling Answersheet: Please handle your answersheet with extreme care and keep it dust-free. If it is mutilated, torn, folded, wrinkled or rolled, it may not be evaluated.

After the test is over, you should hand over the answersheet and test booklet to the invigilator before leaving the room. Any candidate who does not return the test booklet and answersheet or is found to attempt to take or pass on the test booklet or answersheet inside or outside the examination hall will be disqualified and the Company may take further action against him/her as per rules.

- 12. Rough work to be done on the booklet: You are advised to do all the necessary rough work only on test booklet itself. You SHOULD NOT do your rough work on the answersheet or any other paper. If any rough work is done on the answersheet, your answersheet will not be assessed.
- 13. Write Roll No. on the Test Booklet: You should write your Roll No. in the space provided on the cover page of the test booklet. If you do not write your Roll No. on the test booklet your answersheet will not be assessed.
- 14. There will be a penalty for wrong answer. For each wrong answer ½ i.e. 0.25 mark will be deducted.

(B) STRUCTURE OF THE TEST

(1) SECRETARY-CUM-STENO, (2) STENO-TYPIST (ENGLISH)

Sr. No.	Test	No. of Ques	Marks	Time
1	General Intelligence	50	50	0
2	English Language Proficiency	50	50	Composite time of 2 hours
	Total	100	100	

(3) LDC (A/C)

Sr. No.	Test	No. of Ques	Marks	Time
1	Professional Knowledge	25	25	
2	Test of General Aptitude	55	55	Composite time
3	Test of Computer Awareness	20	20	of 2 hours
	Total	100	100	

(C) SAMPLE QUESTIONS

Given below are some sample questions for different tests you will be taking.

The Sample questions given below are only illustrative and Not exhaustive in terms of types and difficulty level. Mark your answers to the sample questions on the Specimen of the answesheet given elsewhere in this booklet.

GENERAL INTELLIGENCE

This is a test to see how well you can think. It contains questions of various kinds. Here are some sample questions.

r of

	ons : In each of the follo etter groups or words a	0 1	0 .	9 1	•
Q.1.	(1) black	(2) red	(3) green	(4) paint	(5) yellow
Of the f	five, 'black, 'red', 'greer colour. Therefore, 4 is	, ,	roup as they are name	es of colours. 'Paint' is	not the name of a
Now try	to solve the following o	questions.			
Q.2.	(1) BC	(2) MN	(3) PQ	(4) XZ	(5) ST
Q.3.	(1) Mango	(2) Apple	(3) Orange	(4) Guava	(5) Rose
given u	ons: In each of the foll nder the question satis the question. Find the	fies the same relations	•	-	
Q.4.	Foot: man:: hoof:?				

(3) horse (4) boy (1) leg (2) dog (5) shoe

In the above example, 'hoof' has the same relationship with which one of the five as 'foot' has to 'man'? The answer is 'horse', which is answer number 3.

Now try to solve the following questions.

Q.5.		nswer. If more than or	•	ngful word beginning w rmed, M is the answer	,
	(1) T	(2) P	(3) M	(4) S	(5) X

2

ENGLISH LANGUAGE PROFICIENCY

This is a test to see how well you know English. Your English language ability would be tested through questions on grammar, vocabulary, sentence completion, synonyms, antonyms, comprehension of a passage, etc. Study and answer the sample questions given below. Please remember, in the test paper there may be questions of several other types also.

	tions: Pick up the mosingfully.	st appropriate wo	rd from amongst the	words given under	each sentence to complete i
Q.6.	He quickly glanced	tł	ne book to find what i	it said about the Ind	ian economy.
	(1) at	(2) through	(3) in	(4) to	(5) over
	The correct answer is	"through" which is	s answer No. 2.		
	Now attempt the follow	ving questions.			
Q.7.	The counsel urged the	e court to	down the c	bnoxious law.	
	(1) enact	(2) enforce	(3) cancel	(4) strike	(5) declare
Q.8.	The local official	the	Minister of the situati	on.	
	(1) explained	(2) warned	(3) apprised	(4) told	(5) intimated
Direc	tions: Read each sent	tence to find out w	hether there is any gr	ammatical error in it.	. The error, if any, will be in one
part o	f the sentence. The nu	mber of that part o	of the sentence is yo	ur answer. If there i	s no error, the answer is '5'.
Q.9.			irst / joined the bank		No error
	(1) (2	, , ,	(4)		(5)
	The error is in (1). T				
Q.10.		-	than / any other river		No error
	(1)	(2) (3	, , ,		(5)
			he right answer to th	is question is '5'.	
	Now attempt the fol				
Q.11.				•	No error
	(1)	(2)	(3)	(4)	(5)
		ollowing questions	, select from amongs	t the five alternatives	s, the word nearest in meaning
	word given in capitals.				
Q.12.		(O) denerous	(O) ala a allu	(4) amusi	(C) the accordate and
0.40	(1) light	(2) dangerous	(3) deadly	(4) cruel	(5) thoughtless
Q.13.			(O) a bundrad	10.0 PO	(2) a year, ald man
	(1) a guard (4) a hundred runs		(2) a hundred y	dth anniversary	(3) a very old man
Q.14.	• •		(5) the number	dirailiiversary	
G. 14.	(1) conquer	(2) smash	(3) earn	(4) brave	(5) capture
	(1) 00114401	• •	` '	,	(c) captaio
		TES	T OF GENERAL AP	IITUDE	
Q.15.	Some leaders are dis from these two state		iya is a leader. Whicl	n of the following inf	erences definitely follows
	(1) Satyapriya is hor		Satyapriya is dishon	est (3) Leade	ers are generallydishonest
	(4) Some leaders are				
Q 16-	18. Read the informatio				
α		•	•		one on each day from Monday
	to Saturday.), (B), (L) and (r)	or a ramous play wing	in are to be staged t	The off each day from Worlday
	The schedule of the	plays is to be in a	cordance with the fo	llowing	
	(1) A must be on the				
	(2) C must not be sta			3.5	
	(3) B must be on a d	ay which follows t	he day on which F is	staged.	
	(4) D must be staged			nediately preceded	by B.
	(5) E must not be sta	aged on the last d	ay of the schedule.		
Q.16.	Which of the followin	•			om 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) None of these
Q.17.	Play C cannot definit	alv he staged on	which of the following	n dave in addition to	Tuesday 2
σ. I / .	(1) Monday	(2) Wednesday	-	days in addition to (4) Friday	-
	(1) Monday	(2) Wouldday	(o) maisaay	(+) i iiday	(o) Calalday
Q.18.	Play D is between wl	nich of the followir	ng pairs of play's?		

(4) B and E

(5) C and F

(2) E and F

(1) C and E

Q.19.	In a code language language?	"ENGINEER"	is written	as "NEIGENRE	E". How is	"COMPRESSO	OR" writte	en in that code
	(1) OCPMERSSO (4) ROOCPMERS		` '	MPERSSRO le of these		(3) OCPMERS	SSRO	
Q.20.	If n is an odd integer. I. 2n + n (1) I only	er, which of the II. n+n+ (2) II only	_	must be odd? III. n x n x n (3) III only		(4) I and III only	,	(5) I, II and III.
Q.21.	The strength of PG females in the class (1) 4		are fres			nced male stud	ents are	
Q.22.	Manu walked from going to Pali was 5 speed in km. per h	km. per hour a	nd it was	4 km. while ret				
	(1) 5	(2) $4\frac{1}{2}$		(3) $4\frac{4}{9}$		(4) 4	(5	5) None of these
Q.23.	The following senter part is your answer punctuation).							
	Dara, being an exc	ellent football p (1)	olayer, / re	eceived a fabulo (2)	ous offer /	,		
	to join the popular (3)	• •	of the foot	, ,	, Italy .		No e (5	
Q.24-2	5. <u>Directions</u> : In the is followed by five withe other answer of choose (1) as your and indicate it on y	ways of writing the choices vary. If answer. If you	the bold you think think tha	part. Answer che k that the originat at any other ans	oice (1) re al phrasir	epeats the origing is the best i.e	nal or the e. no cha	ere is no change; ange is required;
Q.24.	After having finis (1) No change (4) When the lecter		(2) Finis	eaker asked if the shing the lecture ing been finishe	е	(3) Having fini		electure
Q.25.	Which of the follow Since electricity is (1) parts	not available in		, we must us	e it very e	conomically.	(5	5) generators
		TEST	OF CO	MPUTER A	WAREN	ESS		
Q.26.	Pick the odd man of (1) Monitor	out (2) Keyboar	rd	(3) Floppy Driv	/e (4) Windows	(5)	Hard Disk Drive
Q.27.	Database is a (1) collection of un (2) collection of or (3) hardware stora (4) base in which of (5) none of these	related facts ganized informa ge area	unch					
			Drofes	cional Know	Modac			

Professional Knowledge

Questions based on Subject of Specialization (i.e. B.Com).

PLEASE NOTE:

1. Important points to note:

- (i) Use Ball Point Pen with black ink to indicate your answers to objective type questions.
- (ii) Do not leave any unintended or stray ink marks or smudges anywhere on the answersheet.
- (iii) Do not mark or leave two darkened ovals against one question number; otherwise it will be read as a question with more than one mark and will be considered as **wrongly answered**.

(D): METHOD OF SHOWING ANSWERS TO OBJECTIVE TYPE QUESTIONS

How to show your answer: Each question is followed by answer choices which are numbered 1, 2, 3, 4 and 5. Select the most appropriate among them as answer. Then by using ball point pen blacken the oval bearing the correct answer number against the serial number of the question. For example, if the answer to Question Number 2 is answer number 5, it is shown as follows:

2. 1 2 3 4

Please note that the oval should be dark enough and should be filled in as completely as possible. You need not make special efforts to darken any oval artistically.

How to Answer: Please think carefully before darkening the oval, as you will not be able to erase the answer once the oval is darkened. The half darkened or tainted ovals as given below should be avoided while answering the question.

① ② ④ ④

(Smudge left in oval no. 3 and the fresh answer in oval no. 5 will be read as two answers 3 & 5 and therefore no credit will be given even if the answer no. 5 happens to be the correct answer.)

(F) HOW TO FILL IN INFORMATION ON THE ANSWERSHEET

SIDE - 1: USE BALL PEN FOR FILLING UP INFORMATION

(Box No. 1) Name of the Organisation: The name of Organization "MAHATRANSCO" in English.

(Boxes No. 2, 3 & 6): These are printed on the cover page of test booklet. You have to copy this number on your answersheet, using ball point pen, from the test booklet you will receive at the time of the examination.

(Box No. 4): There is a row of 27 boxes for writing the name. Just below each box you will find a column of 26 oval each containing a letter of alphabet. See how Candidate has written his name and follow the same method. Please note that the candidate has left one box and respective column of ovals blank between two parts of his name. If your name contains more letter write only the first letters, Which you can accommodate.

(Box No. 5) Roll No.: Fill in this information by using ball-point pen and darkening the corresponding ovals.

(Box No. 7) Post: Write and darken the code for your post as given in Annexure.

(Box No. 8) Category: Write and darken the code for your category as given in Annexure.

(Box No.9) Date of Exam: Write the date of Exam in this box.

(Box No. 10) Center of Exam: Write the name of center from where you are appearing in the examination.

(Box No. 11) Candidate's Signature: You should sign in the space provided for. Your signatures on the application, call letter and answersheet should be identical.

(Box No. 12) Invigilator's Signature: Invigilator will sign in this Box in the examination hall.

Mark your answers to the sample question in this speciman answersheet given below.

SPECIMEN ANSWERSHEET PART FOR OBJECTIVE TEST

HOW TO FILL-UP INFORMATION IN THE ANSWERSHEET.

The Biodata of fictitious candidate is given below.

1. Name of the Candidate : OAK OM MAHESH

2. Date of Examination : 19.08.2012

3. Organization : MAHATRANSCO

4. Centre of Examination : Mumbai

5. Post : Secretary-Cum-Steno

6. Category : OPEN

7. Roll Number : 1107090032

Please Fill up Your Biodata particulars in the blank answersheet on next page and take it to the examination hall. This will help you copy your biodata information in actual answersheet accurately.

ANNEXURE - I

Post	Code
Secretary-cum-Steno	7
Steno-Typist	8
LDC A/C	9

ANNEXURE - II

Category	Code
SC	1
ST	2
VJA	3
NTB	4
NTC	5
NTD	6
SBC	7
OBC	8
OPEN	9

* To be copied from the test booklet in the examination hall. नमुना उत्तरपत्रिका - 1

संपूर्ण माहिती केवळ काळया शाईच्या बॉलपेननेच भरावी.

ENTER ALL THE INFORMATION USING BALL POINT PEN WITH BLACK INK ONLY

