

Maharashtra State Electricity Transmission Co. Ltd.**MAHATRANSCO**

**WRITTEN TEST FOR SELECTION
OF STENO-TYPIST (ENGLISH)
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 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 $\frac{1}{4}$ i.e. 0.25 mark will be deducted.

STRUCTURE OF THE TEST

FOR THE POST OF STENO TYPIST

Sr. No.	Section	No. of Ques.	Marks	Time
1	General Intelligence	50	50	Composite time of 120 Minutes for all the Sections together
2	English Language	50	50	
	TOTAL	100	100	

GENERAL INTELLIGENCE

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

Directions : In each of the following questions, there is a group of letters or words given. Four of the five are alike in a certain way, while one is different. Find out the one which is different.

- Q.1.** (1) black (2) red (3) green (4) yellow (5) paint

Of the five, 'black', 'red', 'green', and 'yellow' form a group as they are names of colours. 'Paint' is not the name of a colour. Therefore (5) is the answer.

Now try to solve the following question.

- Q.2.** (1) XZ (2) MN (3) PQ (4) BC (5) ST

Following are the questions based on analogy.

- Q.3.** "Foot" is related to "Man" in the same way as "Hoof" is related to _____
(1) Leg (2) Horse (3) Dog (4) Boy (5) Shoe

In the above example, with which one of the five, "Hoof" has the same relationship as "Foot" has to "Man" ? The answer is "Horse", which is answer number (2).

Now try the following questions.

- Q.4.** "Day" is related to "Night" in the same way as "Kind" is related to _____
(1) Cruel (2) Bright (3) Dark (4) Generous (5) Gratitude

Now try the following questions.

- Q.5.** 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

ENGLISH LANGUAGE

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.

Direction : Pick out the most appropriate word from amongst the words given below each sentence to complete it meaningfully.

- Q.6.** 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.7.** The counsel urged the court to down the obnoxious law.
(1) enact (2) enforce (3) cancel (4) strike (5) declare

Q.8. The local official the Minister of the situation.
(1) explained (2) warned (3) apprised (4) told (5) intimidated

Directions : Read each sentence given below 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'.

(Ignore errors of punctuations, if any)

Q.9. 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.10. 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; Hence the right answer to this question is '5'.

Now attempt the following question.

Q.11. 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.12. CENTENARY
(1) a guard (2) a hundred years (3) a very old man (4) hundred runs (5) hundredth anniversary

Q.13. 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.14. LIVELY
(1) simple (2) weak (3) dull (4) angry (5) moron

Q.15. INADVERTENT
(1) adequate (2) available (3) sluggish (4) negligent (5) intentional

FOR MULTIPOST CANDIDATES :

If you have applied for more than one post you have to take all the tests from the test booklet for the other post applied by you immediately after completing the test for the first post.

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) (5)

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.



(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.)

(E) 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**

(Box No. 4) Name of the Candidate : Write your name and darken the corresponding ovals.

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

(Boxes No. 2, 3 & 6) Test Battery No., Test Booklet Sr. No. and Test Form No. : This information is printed on the cover page of test booklet. You have to copy it on your answersheet, using ball point pen, from the test booklet you will receive at the time of the examination. Darken corresponding ovals for Test Form No.

(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 Test : Write the date of test 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 specimen answersheet given below.

SPECIMEN ANSWERSHEET PART FOR OBJECTIVE TEST

1	1	2	3	4	5	9	1	2	3	4	5
2	1	2	3	4	5	10	1	2	3	4	5
3	1	2	3	4	5	11	1	2	3	4	5
4	1	2	3	4	5	12	1	2	3	4	5
5	1	2	3	4	5	13	1	2	3	4	5
6	1	2	3	4	5	14	1	2	3	4	5
7	1	2	3	4	5	15	1	2	3	4	5
8	1	2	3	4	5						

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 : 01.01.2012
3. Organization : Mahatransco
4. Centre of Examination : Mumbai
5. Post : STENO TYPIST
6. Category : OPEN
7. Roll Number : 1106094332

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
Steno Typist	6

ANNEXURE-II

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

