ON-LINE WRITTEN EXAMINATION (CBT) FOR THE POST OF JUNIOR SECRETARIAT ASSISTANT (GEN. / F&A / S&P) AGAINST CSIR-CMERI ADVERTISEMENT NO. 02 /2025

INFORMATION HANDOUT

This handout contains details pertaining to various aspects of the on-line exam (CBT) you are going to take and important instructions on the matters. You are advised to read the handout carefully as it will help you in preparing for the examination.

The tests structure is given below:

Sr. No.	Name of the Test	No. of Question	Max. Marks	Version	Duration
	Paper I			Bilingual i.e. Hindi and English	90 Minutes
1	Mental Ability	100	200		
	Paper II				
1	General Awareness	50	150		60 Minutes
2	English Language	50	150	English	
	Total	**200**	**500**		**150 Minutes**

N.B.: 20 minutes' additional time for every hour of examination will be given to PwBD candidates eligible for compensatory time.

Paper II will be administered immediately after submission of Paper I. **Please note that paper II will be evaluated only for those candidates who will secure the minimum threshold marks in Paper-I. Merit list will be prepared based on marks obtained in Paper II only for those candidates, who qualify the proficiency test in computer typing.**

The time for the test is 150 minutes (i.e. Paper-I : 90 minutes and Paper-II: 60 minutes); however, you may have to be at the venue for approximately 210 minutes, including the time required for logging in, collection of the e-Admit cards, going through instructions, etc. All tests except for the test of English Language will be presented in English and Hindi. You can attempt any questions pertaining to the particular paper in the time allotted to that particular paper only. All the questions will have multiple choices. Out of the four 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 and saved (or marked for review) will be treated as your answer to that question. There will be a negative marking of 01mark for each wrong answer marked by you in Paper II only. There will be no negative marking for wrong answers in Paper I.**

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.

SAMPLE QUESTIONS

Some sample questions are given below. 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.

MENTAL ABILITY TEST

Q.1. The town of Paranda is located on Green lake. The town of Akram is West of Paranda. Tokhada is East of Akram but West of Paranda. Kakran is East of Bopri but West of Tokhada and Akram. If they are all in the same district, which town is the farthest West ?
    (1) Paranda   (2) Kakran   (3) Akram   (4) Other than those given as options

Q.2. 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) Other than those given as options

Q.3. 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) M   (3) X   (4) Other than those given as options

Q.4. Sohanlal purchased 120 reams of paper at Rs.100 per ream. The expenditure on transport was Rs.480. He had to pay an octroi duty of 50 paise per ream and the coolie charges were Rs.60. What should be the selling price of each ream if he wants a profit of 20% ?
    (1) Rs.126   (2) Rs.115.50   (3) Rs.105   (4) Other than those given as options

Q.5-6. 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 questions that follow :

Attribute	% of Employees Giving Different Ranks					
	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.5. Which attribute for promotion has received the highest rank ?
    (1) Perseverance   (2) Seniority   (3) Honesty   (4) Other than those given as options

Q.6. How many employees gave rank III to intelligence ?
    (1) 119   (2) 98   (3) 77   (4) Other than those given as options

GENERAL AWARENESS

Q.1. Which of the following stands for I in RBI ?
    (1) India   (2) International   (3) Insurance   (4) Income

Q.2. R. K. Laxman is famous for ———
    (1) Painting   (2) Cartoons   (3) Film Direction   (4) Other than those given as options

Q.3. OSCAR awards are given for best performance in which of the following field ?
    (1) Films   (2) Literature   (3) Sports   (4) Science

Q.4. Who is the person closely associated with operation flood programmes and was honoured by Padma Vibhushan recently ?
    (1) Dr. V. Kurien   (2) Dr. M. S. Swaminathan   (3) Dr. Amartya Sen   (4) Dr. A. P. J. Abdul Kalam

Q.5. "Kumbh-Mela" is held in our country after every _____
    (1) 6 years   (2) 10 years   (3) 14 years   (4) Other than those given as options

Q.6. Who among the following is the current Prime Minister of India ?
(1) Shri Narendra Modi   (2) Shri Amit Shah
(3) Yogi Aditya Nath   (4) Other than those given as options

ENGLISH LANGUAGE

Q.1-3. Directions : Pick out the most appropriate word from amongst the words given below each sentence to complete it meaningfully.

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

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

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

Q.4-6. 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 No error

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

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

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

[A] Details of the On-line Examination Pattern

(1) The examination would be conducted on-line (CBT) i.e. on a computer.

(2) All questions will be in English and Hindi, except for questions in the test of English Language.

(3) All the questions will have multiple choices. Out of the four 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 is clicked on and saved (or marked review) will be treated as the answer to that question. Answer to any question will be considered for final evaluation only when you 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 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 :

(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) You are requested to follow the instructions of the "Test Administrator" carefully. If you do 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 examination as per the duration decided by CSIR-CMERI.

(15) You may ask the Test Administrator about your doubts or questions only before the commencement of the test. No query shall be entertained after the commencement of the examination.

(16) After the expiry of assigned time, you will not be able to attempt any question or check your answers. Your answers would be saved automatically by the computer system even if you have not clicked the "Submit" button.

(17) Please note :

(a) You will not be allowed to "finally submit" unless you have exhausted the actual test time.

(b) Under no circumstances should you click on any of the 'keyboard keys' once the exam starts as this will lock the exam.

[B]   General Instructions:

(1) Please note the Login ID, date, time and venue address of the examination given in the e-Admit card.

(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 e-Admit card) on the day of the examination. Late comers will not be allowed.

(3) Please bring the e-Admit card 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 the e-Admit card 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/Bank Passbook with photograph/Photo Identity proof issued by a Gazetted Officer on official letterhead /Photo Identity proof issued by a People's Representative on official letterhead/Valid recent Identity Card issued by a recognized College/University/Aadhar/E-Aadhar 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 e-Admit card 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 e-Admit card 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 Gazette notification/their marriage certificate/affidavit.

(4) 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).

(5) In order to save time on frisking (Metal Detectors will be used), the candidates are advised to follow the below mentioned dress code:
- Light clothes which cannot be used for hiding any instruments or communication devices.
- Half sleeves but not having big buttons or any badge, brooches etc. which could be used to hide the communication device, Bluetooth, camera etc.
- Slippers, sandals and not the shoes/ socks.
- Light Clothes without any metal items like zippers, button etc.

However, candidates coming in customary/ religious dresses should report at the centre well in advance prior to reporting time for proper frisking

(6) You must scrupulously follow the instructions of the Test Administrator and CSIR - CMERI Representative at the examination venue. If you violate the instructions, you will be disqualified and will be asked to leave the examination venue.

(7) No use of calculators (separate or with watch), books, note books or written notes, cell phones (with or without camera facility), or any other electronic device will be allowed during 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. CSIR – CMERI may take further action against such candidates as deemed fit by it.

(9) You should bring with you a blue 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) 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.

(12) Candidates are advised to take note of "The Public Examinations (Prevention of Unfair Means) Act, 2024".

WISH YOU GOOD LUCK !