



**THE NATIONAL SCHEDULED CASTES FINANCE AND
DEVELOPMENT CORPORATION (NSFDC)**
(A Govt. of India undertaking under MoSJ&E)

**ON-LINE EXAMINATION FOR RECRUITMENT OF DEPUTY MANAGER
(PROJECTS & COORDINATION, DEPUTY MANAGER (FINANCE &
ACCOUNTS), ASSISTANT MANAGER (FINANCE & ACCOUNTS) AND
SENIOR ASSISTANT**

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 on-line examination will comprise the following objective type multiple choice tests as stated below :

Structure of the test for Deputy Manager – Projects & Coordination

Sr. No.	Name of the Tests	Number of Questions	Maximum Marks	Duration	Version
1.	General Intelligence & Reasoning	40	40	120 Minutes (Those candidates who use a Scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination)	Bilingual i.e. English & Hindi except for the test of English Language
2.	Quantitative Aptitude	40	40		
3.	English Language	40	40		
4.	General Awareness	20	20		
5.	Professional Knowledge (special reference to Project Management, Banking & Finance)	60	60		
	Total	200	200	120 Minutes	

Structure of the test for Deputy Manager – Finance & Accounts

Sr. No.	Name of the Tests	Number of Questions	Maximum Marks	Duration	Version
1.	General Intelligence & Reasoning	40	40	120 Minutes (Those candidates who use a Scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination)	Bilingual i.e. English & Hindi except for the test of English Language
2.	Quantitative Aptitude	40	40		
3.	English Language	40	40		
4.	General Awareness	20	20		
5.	Professional Knowledge	60	60		
	Total	200	200	120 Minutes	

Structure of the test for Assistant Manager – Finance & Accounts

Sr. No.	Name of the Tests	Number of Questions	Maximum Marks	Duration	Version
1.	General Intelligence & Reasoning	40	40	120 Minutes (Those candidates who use a Scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination)	Bilingual i.e. English & Hindi except for the test of English Language
2.	Quantitative Aptitude	40	40		
3.	English Language	40	40		
4.	General Awareness	20	20		
5.	Professional Knowledge	60	60		
	Total	200	200	120 Minutes	

Structure of the test for Senior Assistant

Sr. No.	Name of the Tests	Number of Questions	Maximum Marks	Duration	Version
1.	General Intelligence & Reasoning	40	40	120 Minutes (Those candidates who use a Scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination)	Bilingual i.e. English & Hindi except for the test of English Language
2.	General Awareness	40	40		
3.	Quantitative Aptitude	40	40		
4.	English Language	40	40		
5.	Computer Knowledge	40	40		
Total		200	200	120 Minutes	

Note: Deputy Manager, Assistant Manager - The minimum qualifying marks shall be 50% for the posts reserved for SC/ST category in the online written exam. **[The Corporation (NSFDC) reserves the right to relax/enhance the requirement of minimum qualifying marks in Online examination, in order to enhance / restrict the number of candidates to be called for interview, based on performance in the Online examination and to commensurate with the number of vacancies.]**

Senior Assistant - The minimum qualifying marks shall be 50% for the Unreserved posts and 40% for the post reserved for OBC category in the online written exam.

The time for the test 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, giving of instructions etc. All tests except test of English Language will be provided in English and Hindi. Tests are compositely timed. You can attempt any question within the duration of 120 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 highlighted and 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 tests
- (ii) On Total Score

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

GENERAL INTELLIGENCE AND REASONING

Q.1. In the series given below count each 5 which is not immediately preceded by 3 but is immediately followed by 7. How many such 5's are there ?

1 5 7 3 5 7 4 7 3 7 2 5 6 5 8 5 7 4 5 6 5 5 7 1 5 7 7 5 5
 (1) 1 (2) 2 (3) 3 (4) 4 (5) 5

Q.2. Ashok is standing at P. He walks 10 metres towards the South; then he walks 20 metres towards the West, then he walks 10 metres towards the South; then he walks 20 metres towards the East; then he walks 5 metres towards the North and reaches Q. What is the straight distance between P and Q in metres ?

- (1) Zero (2) 5 (3) 10 (4) 15 (5) Other than those given as options

Q.3-5. 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 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.3. 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.4. 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.5. 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

QUANTITATIVE APTITUDE

Q.1. 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) Rs. 120
- (5) Other than those given as options

Q.2-4. 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 :

% of Employees Giving Different Ranks						
Attribute	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.2. Which attribute for promotion has received the highest rank ?

- (1) Perseverance
- (2) Seniority
- (3) Honesty
- (4) Sociability
- (5) Efficiency

Q.3. How many employees gave rank III to intelligence ?

- (1) 119
- (2) 98
- (3) 77
- (4) 70
- (5) 10

Q.4. Which attribute is considered the least important for promotion ?

- (1) Honesty
- (2) Intelligence
- (3) Perseverance
- (4) Efficiency
- (5) Sociability

Q.5. If 3 workers collect 48 Kg. Cotton in 4 days, how many kg. Cotton will 9 workers collect in 2 days ?

- (1) 216
- (2) 32
- (3) 108
- (4) 72
- (5) None of these

ENGLISH LANGUAGE

Q.1-2. Read each 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. The number of that part is the answer. If there is no error, the answer is 'No error'. (Ignore the errors of punctuation, if any).

Q.1. Most of the third world / country are experiencing / the ethnic or communal problem/

- (1) in varying degrees.
- (2)
- (3)
- (4)
- (5) No error

Q.2. The regaining of freedom / as we well know has given rise for / many dormant issues /

- (1) and conflicts in our society.
- (2)
- (3)
- (4)
- (5) No error

Q.3-6. In the following passage there are blanks, each of which has been numbered. These numbers are printed below the passage and against each, five words are suggested, one of which fits the blank appropriately. Find out the appropriate word in each case.

The true source of rights is duty. If we all (3) our duties, rights will not be (4) to seek. If leaving duties unperformed we run (5) rights, they will (6) us like an elusive person.

- Q.3.** (1) deny (2) devote (3) discharge (4) imagine (5) fulfill
Q.4. (1) far (2) close (3) easy (4) against (5) common
Q.5. (1) as (2) after (3) at (4) from (5) for
Q.6. (1) hold (2) grab (3) fight (4) escape (5) chase

In addition to the above questions, there will be a passage in English for comprehension. You will be asked questions based on the passage.

GENERAL AWARENESS

- Q.1.** Who among the following is the current Finance Minister of India ?
(1) Shri Arun Jaitley (2) Shri Narendra Modi (3) Shri P. Chidambaram
(4) Shri Amit Shah (5) Other than those given as options
- Q.2.** OSCAR awards are given for best performance in which of the following field ?
(1) Films (2) Literature (3) Sports (4) Science (5) Social Service
- Q.3.** Which of the following stands for I in RBI ?
(1) India (2) International (3) Insurance (4) Income (5) Institute
- Q.4.** R. K. Laxman is famous for _____
(1) Painting (2) Cartoons (3) Screenplay Writing
(4) Film Direction (5) Other than those given as options
- Q.5.** The famous Ayodhya temple is located on the bank of the river _____
(1) Ganga (2) Godavari (3) Sarayu (4) Ban Ganga (5) Narmada

COMPUTER KNOWLEDGE

- Q.1.** _____ is an output device of a computer.
(1) Printer (2) CPU (3) Monitor (4) Keyboard (5) CD
- Q.2.** What is the full form of RAM ?
(1) Random Adaptive Mouse (2) Random Adaptive Memory
(3) Random Access Memory (4) Random Access Mouse
(5) Other than those given as options
- Q.3.** Pick the odd man out.
(1) Monitor (2) Keyboard (3) Floppy drive (4) Windows (5) Hard-disk drive
- Q.4.** The full form of LAN is _____
(1) Local Access Network (2) Local Area Network (3) Long Area Node
(4) Local Area Node (5) None of these
- Q.5.** Which of the following is the shortcut to print a word document ?
(1) Press 'Ctrl + P' Keys together (2) Press 'Ctrl + F' Keys together
(3) Press 'Shift + P' Keys together (4) Press 'Shift + Print' Keys together
(5) Press 'Tab + Print' Keys together

PROFESSIONAL KNOWLEDGE

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

Details of the online Examination :

- (1) The examination would be conducted on-line i.e. on a computer.
(2) All tests except test of English Language will be in English and Hindi.
(3) All the questions in objective test 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 evaluation.*

- (6) To select a question to answer, you can do one of the following :
- 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.
 - Click on '**Save & Next**' to save answer to current question and to go to the next question in sequence.
 - 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) Tests are compositely timed. You can attempt any question within the duration of 120 minutes.
- (15) 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 NSFDC.
- (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 the allotted time, the candidates will not be able to attempt any question or check their answers. The answers of the candidate would be saved automatically by the computer system even if he/ she has not clicked the "Submit" button.
- (18) Please note :**
- Candidates will not be allowed to "finally submit" unless they have exhausted the actual test time.**
 - Under no circumstances should a candidate click on any of the 'keyboard keys' during objective test as this will lock the objective exam.**

B] 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. Late comers will not be allowed.
- (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 as uploaded).
- (4) You must scrupulously follow the instructions of the Test Administrator and NSFDC 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, cell phones (with or without camera facility) or any other electronic device will be allowed during the examination.
- (6) Biometric data (thumb impression) and photograph will be captured before the start of examination at the examination venue. 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) 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 PwBD should report at the centre well in advance prior to reporting time for proper frisking.
- (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. This call-letter along with photocopy of photo identity proof duly stapled together are to be submitted to the invigilator at the end of exam.** 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.
- (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 NSFDC may take further action against such candidates as deemed fit by it.
- (10) You must bring with you a ball-point pen. 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** handover this sheet of paper along with the Call Letter to the invigilator before you leave the venue.

- (11) The possibility for occurrences 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 the conduct of another examination if considered necessary. The decision of the test conducting body in this regard shall be final. Candidates not willing to accept such change shall lose his/her candidature for this exam.
- (12) If the examination is held in more than one session, 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 recruitment process of the NSFDC 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) Please read instructions related to the Social Distancing given below.

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!