

RAJASTHAN COOPERATIVE RECRUITMENT BOARD, JAIPUR

ON-LINE EXAMINATION FOR RECRUITMENT OF VARIOUS POSTS FOR RAJASTHAN COOPERATIVE DAIRY FEDERATION LTD. JAIPUR/DUGDH UTPADAK SAHAKARI SANGH OF RAJASTHAN

INFORMATION HANDOUT FOR ONLINE EXAMINATION

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.

You may have to be at the venue for approximately three hours including the time required for logging in, checking of the call letters, going through the instructions etc.

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

GENERAL MANAGER

(FARMERS ORGANISATIONS & ANIMAL HUSBANDRY, MARKETING, PLANT, QUALITY CONTROL)

Sr. No.	Name of the Test	No. of Qs.	Max. Marks	Version	Duration
Part A	Professional Knowledge	68	68	Bilingual i.e. Hindi and English	90 Minutes
Part B	General Knowledge of Rajasthan	17	17		
	Total	85	85		

DEPUTY MANAGER

(FARMERS ORGANISATIONS, ANIMAL NUTRITION, ENGINEERING, QUALITY CONTROL, PROCUREMENT INPUTS, CATTLE FEED PLANT)

Sr. No.	Name of the Test	No. of Qs.	Max. Marks	Version	Duration
Part A	Professional Knowledge	40	80	Bilingual i.e. Hindi and English	60 Minutes
Part B	General Knowledge of Rajasthan	10	20		
	Total	50	100		

ASSISTANT MANAGER

(INSTRUMENTATIONS, PROCUREMENT INPUTS, PLANT, FINANCE & ACCOUNTS, MARKETING, ENGINEERING, ANIMAL NUTRITION, QUALITY CONTROL, COMPUTER/SYSTEMS, PERSONNEL & ADMINISTRATION, IT, ENVIRONMENTAL ENGINEERING & ETP, BOILER OPERATOR, REFRIGERATION OPERATIONS, FARMERS ORGANISATIONS, CIVIL)

Sr. No.	Name of the Test	No. of Qs.	Max. Marks	Version	Duration
Part A	Professional Knowledge	40	80	Bilingual i.e. Hindi and English	60 Minutes
Part B	General Knowledge of Rajasthan	10	20		
	Total	50	100		

SUBORDINATE POSTS

(ASSISTANT ACCOUNTS OFFICER (II), ASSISTANT DAIRY CHEMIST, BOILER OPERATOR (GRADE I), BOILER OPERATOR (GRADE II), JUNIOR ENGINEER (CIVIL), LABORATORY ASSISTANT, DAIRY TECHNICIAN, ELECTRICIAN, JR. ACCOUNTANT/PURCHASE SUPERVISOR/STORE SUPERVISOR, LIVESTOCK SUPERVISOR (GRADE II), REFRIGERATION (OPERATOR), FITTER/WELDER, DAIRY SUPERVISOR III, VILLAGE EXTENSION WORKER/DAIRY SUPERVISOR)

Sr. No.	Name of the Test	No. of Qs.	Max. Marks	Version	Duration
Part A	Professional Knowledge	40	80	Bilingual i.e. Hindi and English	60 Minutes
Part B	General Knowledge of Rajasthan	10	20		
	Total	50	100		

HELPER/DAIRYWORKER

Sr. No.	Name of the Test	No. of Qs.	Max. Marks	Version	Duration
1	General Hindi	40	80	Bilingual i.e. Hindi and English	60 Minutes
2	General Knowledge of Rajasthan	10	20		
	Total	50	100		

PLANT OPERATOR(GRADE II)

Sr. No.	Name of the Test	No. of Qs.	Max. Marks	Version	Duration
Part A	General Knowledge of Rajasthan	40	80	Bilingual i.e. Hindi and English	60 Minutes
Part B	Simple Arithmetic	10	20		
	Total	50	100		

All tests except test of General Hindi will be provided in English and Hindi. 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 on will be treated as your answer to that question. There will be no penalty for wrong answers marked by you.**

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

PROFESSIONAL KNOWLEDGE

Questions will be based on the subject of specialisation.

GENERAL KNOWLEDGE OF RAJASTHAN

- Q.1. Lakepalaceissituatedinwhichofthefollowingcities?
(1)Jodhpur (2)Jaipur (3)Udaipur (4)Jaisalmer
- Q.2. WhichofthefollowingplaceisfamousforBirdSanctuary?
(1)Bikaner (2)Kota (3)Jodhpur (4)Bharatpur
- Q.3. WhenwasApnaGaonApnaKaamYojanastartedinRajasthan?
(1)01.01.2001 (2)01.01.1991 (3)01.01.1999 (4)01.01.1990

GENERAL HINDI

प्र.1-6.

नीचेदियेगएप्रत्येकप्रश्नमेंएकवाक्यदियागयाहैजिसमेंएकरिक्तस्थानहै।वाक्यकेनीचेचारउत्तरविकल्पसुझाएगए है।आपवाक्यकोपढ़करतयकीजियेकिसउत्तरविकल्पकेशब्दसेवाक्यअर्थपूर्णबनजाए।उसउत्तरविकल्पकाक्रमांकहीआपकाउत्तरहै।

- प्र.1. प्रेमचन्दनेपर्याप्त _____ मेंकहानीऔरउपन्यासलिखे
(1) मात्रा (2) समय (3) गहराई (4) इनमेंसेकोईनहीं
- प्र.2. दिल्ली,आगरा,काशीआदिउत्तरभारतके _____ नगरहै।
(1) प्रसिद्ध (2) ग्रामीण (3) परतंत्र (4) इनमेंसेकोईनहीं
- प्र.3. आवश्यकता _____ कीजननीहै
(1) विचार (2) विज्ञान (3) अविष्कार (4) इनमेंसेकोईनहीं
- प्र.4. कृषिकीउपजबढ़ानेकेलिये _____ कदमउठाएगएहै।
(1) अचानक (2) अधिक (3) एक (4) अनेक
- प्र.5. समाचार-पत्रलोकमतकोशिक्षितकरनेकासबमें _____ साधनहै।
(1) महत्वपूर्ण (2) सभ्य (3) अनिवार्य (4) नैतिक
- प्र.6. जनतामेंतरहतरहकेधार्मिकऔरजातीय _____ थे।
(1) सवाल (2) भेदभाव (3) निर्णय (4) इनमेंसेकोईनहीं

प्र.7-8.

नीचेदिएगएप्रश्नोंमेंसेएकशब्दसमूहयावाक्यांशदियागयाहैऔरफिरउसकेबादचारऐसेशब्दसुझाएगएहैंजोकिइसपूरेवाक्यांशयाशब्दसमूहकाअर्थएकशब्दमेंस्पष्टकरदेतेहैं।आपकोवहशब्दज्ञातकरउसकोउत्तरकेक्रममेंदर्शानाहै।


- प्र.7. जिसकाकभीनाशनहो।
(1) अपनाश (2) निरामिष (3) अटल (4) अविनाशी
- प्र.8. कमबोलनेवाला
(1) मिठबोला (2) समदर्शी (3) मृदुभाषी (4) मितभाषी


SIMPLE ARITHMETIC


- Q.1. At10paiseeach,howmanypaisewill6lemons cost?
(1)6 (2)10 (3)60 (4)610
- Q.2. Whichofthefollowingcanbeexactmultipleof4?
(1)27114 (2)58204 (3)48402 (4)32286
- Q.3. IftheprofitmadebysellingapenforRs.10isasmuchasitscost,whatisthecostpriceofthepen?
(1)Rs.3/- (2)Rs.5/- (3)Rs.10/- (4)Rs.20/-
- Q.4. $2168+3154+2369=?$
(1) 7791 (2) 7691 (3) 7681 (4) 7781
- 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


(A) Details of the Online Examination :

- (1) The examination would be conducted on-line i.e. on a computer.
- (2) All tests except General Hindi will be in English and Hindi.
- (3) All the questions will have multiple choices. Out of the four 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 :
 - (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) Test name(s) will be displayed on the top bar of the screen. Questions in a test can be viewed by clicking on the test name. The test you will view will be highlighted.
- (15) After clicking the **Save & Next** button on the last question for a test, you will automatically be taken to the first question of the (next) test.

- (16) You can move the mouse cursor over the test names to view the status of the questions for that test.
- (17) You can shuffle between test and questions anytime during the examination as per your convenience.
- (18) 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 RCRB.
- (19) 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.
- (20) After the expiry of the entire test duration, 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.
- (21) **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.**

(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 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 as was as uploaded).
- (4) You must scrupulously follow the instructions of the Test Administrator and RCRB Representative at the examination venue. If you violate the instructions you will be disqualified and will be asked to leave the examination venue.
- (5) 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. The call-letter alongwith photocopy of photo identity proof duly stapled together are to be submitted at the end of exam by putting it in the designated drop-box.** 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 alongwith photograph/Photo Identity proof issued by a People's Representative on official letterhead alongwith 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.
- (6) Use of books, notebooks, calculators, watch calculators, pagers, mobile phones etc. is not permitted in this examination. All belongings of the candidates will be kept outside the room/ lab/ examination hall and candidates are not allowed to take their belongings prior to the end of the examination. Candidates are advised not to bring any of the banned items including pagers to the venue of examination as safety arrangement cannot be assured. Any candidate found resorting to any unfair means or malpractice or any misconduct while appearing for the examination including giving/receiving help to/from any candidate during the examination will be disqualified. The candidate should be vigilant to ensure that no other candidate is able to copy from his/her answers. **AarogyaSetu status display at the entry gate, candidates will be required to switch off their**

mobile phones, and deposit it at the designated location, to be collected while exiting.

- (7) 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. RCRB may take further action against such candidates as deemed fit by it.
- (8) You must bring a ball point pen and an 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** drop this sheet of paper along with the Call Letter in the designated drop-box.
- (9) 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.
- (10) 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 are required if the nodes capacity is less or some technical disruption takes place at any centre or for any candidate.
- (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) 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 RCRB 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 affect.

SOCIAL DISTANCING MODE CONDUCT OF EXAM RELATED INSTRUCTIONS

- 1 **Candidate is required to report at the exam venue strictly as per the time slot mentioned in the Call Letter AND/OR informed via SMS/Mail on their registered mobile number/mail prior to exam date. It is expected that candidate strictly adhere to this time slot – as entry into the exam venue will be provided based upon the individual's time slot ONLY. Candidates should report atleast 15 minutes before the Reporting time indicated on the call Letter.**
- 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 (WEARING A MASK is COMPULSORY)**
 - b. **Gloves**
 - c. **Personal transparent water bottle (Candidate should bring his / her own water bottle)**
 - d. **Personal hand sanitizer (50 ml)**
 - e. **A simple pen and an ink stamp pad (blue/black)**
 - f. **Exam related documents (Call Letter and Photocopy of the ID card stapled with it, ID Card in Original.)**
 - g. **Call Letter should be brought with the Photocopy of the Photo ID stapled with it. Original ID (same as Photocopy) is also to be brought for verification. The name on the ID and on the Call Letter should be exactly the same.**
 - h. **In 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 candidate is availing services of a scribe, then scribe also should bring their own Gloves, N95 Mask, sanitizer (50ml) and transparent water bottle. Wearing a mask is compulsory. Both candidate and Scribe will require to be wearing N95 Mask.
 - 8 A Candidate must have AarogyaSetu App installed on his mobile phone. The AarogyaSetu status must show candidate's risk factor. A candidate will have to display this status to the Security Guard at the entry into the exam venue. In case a candidate does not have a smart phone, he/she will have to bring in a signed declaration to this effect (declaration is provided along with this Call Letter) and show the same to the Security Guard at the entry into the exam venue. Candidates with Moderate or High Risk Status on AarogyaSetu App will not be allowed entry. In case any of the responses in declaration suggest COVID 19 infection/symptoms, the candidate will not be permitted inside the exam venue. (If candidate is availing services of a Scribe, then Scribe should also follow the same instructions.)
 - 9 After AarogyaSetu status display at the entry gate, candidates will be required to switch off their mobile phones, and deposit it at the designated location, to be collected while exiting.
 - 10 All candidates (and Scribe, if applicable) will be checked with Thermo guns at the entry point for temperature. In case, any person is observed to be having above normal temperature ($> 99.14^{\circ} \text{F}$) or displaying any symptoms of the virus, they will not be allowed entry into the venue.
 - 11 In candidate registration :
 - a. Candidate registration will be done through photo capture. Photo captured will be matched with the photo uploaded by you in the application (as printed in the call letter). You must NOT change your appearance from the photo uploaded by you.
 - b. Photograph will be taken while candidate is standing.
 - c. Seat number will be given to the candidate.
 - 12 Rough sheet, call letter and ID proof management
 - Rough sheet(s) kept at each candidate desk will be used by candidate.
 - Candidate must follow the instructions related to dropping the call letter with the ID proof copy in the boxes provided at the exit of lab/venue while leaving or at the designated place. Those candidates who avail the services of Scribe should submit Scribe form also along with the Call Letter and ID proof copy
 - Candidate must drop the rough sheets, call letter, ID proof copy in the boxes provided at the exit of lab/venue while leaving or at the designated place indicated by Exam officials.
 - 13 Post Examination Controls
 - 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