

F.1/303 (31)/2013-R-IV/SPC-II
F.1/156 (20)/2016-R-IV/SPC-II
UNION PUBLIC SERVICE COMMISSION
RECRUITMENT BRANCH
SPECIAL CELL-II SECTION

Subject: Combined Computer Based Recruitment Test for Recruitment to - :

(i) Recruitment to 14 Posts of Manager Grade-I / Section Officer in Canteen Stores Department, M/o Defence. [Advertisement No. 16/2013 published on 26.10.2013, Vacancy No.13101603426, Item No. 3 with closing date of submission of Online Application being 23:59 Hrs. on 15.11.2013] and

(ii) Recruitment to 13 Posts of Manager Grade-I / Section Officer in Canteen Stores Department, M/o Defence. [Special Advertisement No. 55/2016 published on 26.11.2016, Vacancy No.16115501726, with closing date of submission of Online Application being 23:59 Hrs. on 15.12.2016]

TIME TABLE

DATE & DAY INDIAN STANDARD TIME	SUBJECT & SUBJECT CODE	
19.03.2017 from 09.30 A.M to 11.30 A.M.(Sunday)	GENERAL ABILITY TEST (01)	
Combined Computer Based Recruitment Test for		
(i) Recruitment to 14 Posts of Manager Grade-I / Section Officer in Canteen Stores Department, M/o Defence, and		
(ii) Recruitment to 13 Posts of Manager Grade-I / Section Officer in Canteen Stores Department, M/o Defence		
Activity Description		Time
Candidates reporting at the Centre venue		08.00 A.M
Authenticating the ADMIT CARD and registering the candidates		08.00 A.M onwards
Candidates will be allowed inside the Lab from		08.00 A.M onwards
Candidates Entry closes at Main ENTRANCE		08.45 A.M
PASSWORD Announcement		09.20 A.M
Candidates will open the secure browser & read instructions		09.20 A.M. to 09.30 A.M.
TEST START TIME		09.30 A.M.
TEST END TIME	11.30 A.M.	
Candidates to move out in an orderly manner	11.30 A.M to 11.45 A.M.	

Candidates' Entry Instructions

- Candidates must queue outside the entry gate and enter in an orderly manner.
- While entering, the candidates must show their Admit Cards to the security at the Main Gate.
- Candidates are allowed to enter the Test Venues and registration would start from 08.00 A.M. onwards.
- Entry to Computer Labs starts at 08.00 A.M.
- Candidate's entry shall NOT be allowed into the test venue after 08.45 A.M, under any circumstances.
- The candidates registration closes at 09.00 A.M.

I. Scheme of the Test:

- (a) The test will be of two hours duration and will carry a maximum of 100 marks.
- (b) The test will be objective type questions with multiple choices of answer.
- (c) All Questions will carry equal marks.
- (d) The medium of Test will be both Hindi as well as English except questions pertaining to English Language Skills which will be set in English only.
- (e) There will be penalty for wrong answers. Every wrong answer will carry a deduction of one-third of the marks assigned to that question. If no answer is marked for a question, there will be no penalty for that question.

II. Syllabus of the Test:

The syllabus of the Test will broadly comprise the following topics:

- a) Basic English Language Skills.
- b) General Mental Ability.
- c) Personnel Management, Industrial Relations, Labour Laws.
- d) Principles of Management, General Accounting Principles.
- e) Materials Management.
- f) General Financial Rules.
- g) Developmental Issues, Current Trends in Indian Economy.
- h) Current Events of National and International Importance.
- i) Government Business Interface.
- j) Indian Union and International Affairs.

IMPORTANT NOTES:

(A) The candidate must take the test at the test venue indicated in the e-admit card only. If the candidate appears at any other test venue, his/her candidature is liable to be cancelled.

(b) Shortlisted candidates would be asked to submit the documents in support of their claim for the posts. Their documents will be scrutinized and those candidates who fulfil all the eligibility conditions of the posts shall be called for interview.

(c) The candidates are directed to undertake the recruitment test at their own risk i.e. after verifying that they fulfill the qualifications as prescribed in the advertisement, and their admission to the test is purely 'provisional'.

Sd/-
(R.K. Roy)
UNDER SECRETARY (SPC-II)
UNION PUBLIC SERVICE COMMISSION

INSTRUCTIONS TO CANDIDATES

PLEASE READ CAREFULLY THE FOLLOWING INSTRUCTIONS. VIOLATIONS OF ANY INSTRUCTION WILL RENDER THE CANDIDATE LIABLE TO SUCH ACTION AS THE COMMISSION MAY DEEM FIT TO TAKE. ***(THE CANDIDATES ARE ADVISED TO BRING THIS COPY OF INSTRUCTIONS TO THE RECRUITMENT TEST HALL FOR REFERENCE).***

e-ADMIT CARD:

1. Immediately on downloading of the e-Admit Card, the candidate should check it very carefully and bring to the notice of the Union Public Service Commission the discrepancies, if any, without loss of time. Special attention may be paid to the subject of the Test. Efforts will be made to upload the revised e-Admit Card(s) at the earliest in case of discrepancies. He/she must read carefully the Important Instructions mentioned on page No. 2 of e-Admit Card. He/she must bring his/her e-Admit Card to the Examination Hall to secure Admission. The candidates who do not have clear photographs on the e-admit card will have to bring two passport size photographs for appearing in the Recruitment Test with an undertaking alongwith original photo identity proof such as Aadhar Card, Driving Licence, Passport, Voter ID etc.
2. The candidate is responsible for the safe custody of the e-Admit Card. In the event of one's e-Admit Card being used by any other person for securing admission to the Test, the onus lies on the candidate to prove that he/she has not secured the service of an impersonator and the candidature will be cancelled and he/she will be liable for disciplinary action.
3. The candidate should note that the name in the e-Admit Card might have been abbreviated due to technical reasons. No correspondence in this regard will be entertained by the Commission.
4. The candidate must bring the Printout of e-Admit Card to the Examination Hall.
5. **The candidates are required to register themselves on Biometric System to capture their Biometric Data for attendance before commencement of the test; therefore, they are advised not to apply any external matters like Mehendi, Ink etc. on their Hands/Feet.**
6. After registration, the candidate would be allocated Lab Number and Computer Number.

DEMO

In order to familiarize themselves with Computer Based Test, the candidates are advised to go through the demo of the Computer Based Test which will be made available on the UPSC website **www.upsc.gov.in**.

TEST LAB RULES

- No candidate will be allowed to leave the Test Lab during the Test.
- No candidate is allowed to leave his/her seat without permission of the invigilator.

ITEMS ALLOWED AND NOT ALLOWED

- The candidates are advised to bring their own pencil and pen containing blue or black ink.
- ELECTRONIC OR ANY OTHER TYPE OF CALCULATORS, LOG TABLES, SLIDE RULES, CELLULAR/MOBILE PHONES/BLUETOOTH OR ANY OTHER EQUIPMENT CAPABLE OF BEING USED AS A COMMUNICATION DEVICE ARE NOT ALLOWED INSIDE THE PREMISES WHERE THE TEST IS BEING CONDUCTED. ANY INFRINGEMENT OF THE ABOVE INSTRUCTIONS SHALL ENTAIL DISCIPLINARY ACTION WHICH MAY INCLUDE BAN FROM FUTURE TESTS/EXAMINATIONS.
- Candidates are advised not to bring any valuables/costly items to the Test Lab, as safe keeping of the same cannot be assured. The Commission will not be responsible for any loss in this regard.

INSTRUCTIONS DURING THE TEST

- Duration of the Test is 120 minutes i.e. 2 hours.
- Candidates of certain categories of disabilities like candidates with Locomotor disability and Cerebral Palsy (LDPC) where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment) candidates appearing in the CBRT of 2 hours duration shall be allowed compensatory time @20 minutes/hour i.e. Total 40 minutes, apart from allowing the help of scribe, wherever opted for in Online Recruitment Application (ORA) Form.
- Password will be announced at 09.20 A.M. Candidates will open the secure browser & read instructions from 09.20 A.M to 09.30 A.M. However, candidate will not be allowed to start their Test before 09.30 A.M. even if they read instructions before 09.30 A.M. as the time is synchronized with Server. Candidates will have to enter their roll number as user ID and password announced by the invigilator in the Test log-in page.
- Rough worksheets will be provided to the candidates on demand.
- In the event of the Test being disrupted, the candidate should immediately inform the invigilator. The invigilator will help the candidate to re-login to the test. This will start the exam from where it had stopped.
- Numbered list of all questions will appear at the right side of the screen.
- Keep a close watch on "Time Left" while appearing for the test.
- Question once attempted, it would be final. However, answer can be changed at any time during the Test before final submission including un-attempting the question using 'Clear Response' button.
- There will be penalty for wrong answers. Every wrong answer will carry a deduction of one-third of the marks assigned to that question. If no answer is marked for a question, there will be no penalty for that question.

- You will be automatically stopped from answering questions when the time of test is over and the test will auto-submit.
- Candidates should not carry any books, paper, mobile phone or any other electronic item to the test venue. UPSC will not be responsible for the safekeeping of such item.
- Impersonation (to assume the identity of another with intent to deceive) is forbidden.
- Candidates must not, on any pretext whatsoever speak to or have any communication with any other Candidates; such communication will be regarded as a breach of the Test regulations.
- Candidates in the Test venue, who is found to have unauthorized materials in his/her possession, shall be deemed to have indulged in breach of the test regulations. Any breach of test regulations shall be considered to constitute unfair practice. In case any candidate is found to be indulging in unfair practice, he/she will be liable to be debarred from this and future Tests/Exams of UPSC and/or disciplinary action.
- At the conclusion of the test, candidates must remain quietly seated and must not communicate with one another.
- No candidate shall be permitted to leave Test Lab till expiry of the allotted time.
- No candidate shall be allowed to go to the toilet during the last 30 minutes of the Test.
- The candidate must abide by the instructions and such further instructions as may be given by Supervisor/Invigilator of the Test. If the candidate fails to do so or indulges in disorderly or improper conduct, he/she will render himself/herself liable to expulsion from the Test and/or such other punishment as the Commission may deem fit to impose.
- The candidate will furnish such necessary and correct information as may be required from him/her in the Test Lab by the Invigilator/Assistant Supervisor/Supervisor/other persons so authorized.

GENERAL

- **The candidate must note that his/her admission to the Test is strictly "Provisional".**
- The mere fact that an e-Admit Card has been issued to him/her does not imply that the candidature has been finally cleared by the Commission or that the entries made by the candidate in his/her application for the Test have been accepted by the Commission as true and correct.
- The candidate must note that the Commission take up the verification of eligibility conditions i.e. age, educational qualifications, community etc. with reference to original documents only of those candidates who qualify in the Recruitment Test. Unless the candidature is formally confirmed by the Commission, it continues to be "Provisional".
- The candidate must also note that if subsequent to the issue of e-Admit Card, ineligibility is detected at any stage before or after the Test or if the conditions prescribed in the Rules and Instructions given in the advertisement or any other additional information/documents called for at any stage are not complied with within the time specified therein, the candidature would be rejected.
- Travelling and other expenses must be borne by the candidate himself/herself.
- The Commission does not make arrangements for boarding and lodging of any candidate.

IMPORTANT INSTRUCTIONS FOR PH CANDIDATES:

(i) Of the fourteen (14) posts of Manager Grade-I/ Section Officer in canteen stores department, one post is reserved for Physically Challenged Persons with disability viz. Orthopaedically Handicapped/ Locomotor Disability/ Cerebral Palsy with One Arm Affected (Right or Left) (OA).{Functional Arm should not be affected}. The posts are suitable for Physically Challenged Persons with disability viz. Orthopaedically Handicapped/ Locomotor Disability/ Cerebral Palsy with One Arm Affected (Right or Left) (OA).{Functional Arm should not be affected}.

(ii) In case of Thirteen (13) posts of Manager Grade-I/ Section Officer in canteen stores department, the posts are suitable for Physically Challenged Persons with disability viz. Orthopaedically Handicapped/ Locomotor Disability/ Cerebral Palsy with One Leg Affected (Right or Left) (OL) or One Arm Affected (Right or Left) (OA).

At this stage, candidates are being admitted to the Combined Computer based Recruitment Test based on the data furnished by the candidates in the Online Recruitment Application (ORA) system. All the candidates, who have claimed themselves as PH candidates, are, therefore, advised to make themselves sure that they belong to the PH categories as mentioned in the Advertisement No. 16/2013 published on 26.10.2013, Item No. 3 and Special Advertisement No. 55/2016 published on 26.11.2016, respectively. The candidates must note that if subsequent to the issue of e-Admit Card, ineligibility is detected at any stage, the candidature would be rejected.

**Mobile Phones/Bluetooth devices and such IT Gadgets are banned in
the test venue**
