APSFSC

ANDHRA PRADESH STATE FINANCIAL CORPORATION

ON-LINE EXAMINATION FOR RECRUITMENT OF - MANAGER (FINANCE), DY. MANAGER (FINANCE) AND ASSISTANT MANAGER (FINANCE) / (TECHNICAL) / (LAW)

INFORMATION HANDOUT

This handout contains details pertaining to various aspects of the online main 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 the post of Manager (Finance)/Deputy Manager (Finance)***/Assistant Manager (Finance)***

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of the Test</th>
<th>No. of Qs.</th>
<th>Max. Marks</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Professional Knowledge</td>
<td>50</td>
<td>100</td>
<td>30 Minutes</td>
</tr>
<tr>
<td>2</td>
<td>Reasoning</td>
<td>25</td>
<td>25</td>
<td>25 Minutes</td>
</tr>
<tr>
<td>3</td>
<td>Quantitative Aptitude</td>
<td>25</td>
<td>25</td>
<td>25 Minutes</td>
</tr>
<tr>
<td>4</td>
<td>English</td>
<td>25</td>
<td>25</td>
<td>25 Minutes</td>
</tr>
<tr>
<td>5</td>
<td>General &amp; Financial Awareness (with emphasis on MSMEs etc.)</td>
<td>25</td>
<td>25</td>
<td>15 Minutes</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>150</strong></td>
<td><strong>200</strong></td>
<td><strong>120 Minutes</strong></td>
</tr>
</tbody>
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(NOTE: *** Although the nomenclature of the test will remain the same for the above mentioned posts, the level of difficulty of the tests will vary based on the post.)

Structure of the test for the post of Assistant Manager – Technical

<table>
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<tr>
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Structure of the test for the post of Assistant Manager - Law

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</tr>
</tbody>
</table>
All tests will be in English. The tests are separately timed. You can attempt questions as per time allotted to each test. 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, going through the instructions etc. 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 treated as your answer to that question. There will be penalty for wrong answers marked by you. For every wrong answer marked by you, 1/4 of the marks assigned to that question will be deducted as penalty.

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**

The questions in this test will pertain to the specific specialization.

**Reasoning**

Q.1-3. 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.1. 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.2. 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.3. Play D is between which of the following pairs of plays?


Q.4. If the first and the second letters in the word ‘DEPRESSION’ were interchanged, also the third and the fourth letters, the fifth and sixth letters and so on, which of the following would be the seventh letter from the right?

1. R (2) O (3) S (4) I (5) Other than those given as options

**Quantitative Aptitude**

Q.1. \((27 + 498) \div 25 = ?\)

1. 17 (2) 25 (3) 21 (4) 12 (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:

<table>
<thead>
<tr>
<th>Attribute</th>
<th>I</th>
<th>II</th>
<th>III</th>
<th>IV</th>
<th>V</th>
<th>VI</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seniority</td>
<td>32</td>
<td>17</td>
<td>22</td>
<td>19</td>
<td>5</td>
<td>5</td>
</tr>
</tbody>
</table>
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

English Language

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 (5).

Q.1. I am twenty / two years old / when I first / joined the bank.  No error
   (1)          (2)     (3)     (4)     (5)

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

Q.3. 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 most opposite in meaning of the word given in capitals.

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

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

Q.6. INEPT
   (1) accurate  (2) skillful  (3) sensible  (4) artistic  (5) apt

General and Financial Awareness / General & Financial Awareness (with emphasis on MSMEs etc.)

Q.1. In which of the following states is the number of people living below poverty line the maximum?
   (1) Bihar  (2) Andhra Pradesh  (3) Uttar Pradesh  (4) Rajasthan  (5) Orissa

Q.2. Which of the following stands for l in RBI?
   (1) India  (2) International  (3) Insurance  (4) Income  (5) Institute
Q.3. To combat the menace of money laundering, which of the following financial institutions has introduced the 'Know Your Customer' Scheme?
(1) IDBI  (2) RBI  (3) NABARD  (4) SIDBI  (5) Other than those given as options

Q.4. Monetary policy is concerned with ________
(1) the changes in the supply of money  (2) buying and selling of financial instruments  (3) reducing unemployment  (4) All (1), (2) & (3).  (5) Other than those given as options

Q.5. What is the MSME Public Procurement Portal called?
(1) MSME Samjhauta  (2) MSME Sambandh  (3) MSME Sandesh  (4) MSME Sampark  (5) Other than those given as options

Q.6. What does ZED stand for in the context of MSMEs and certification in manufacturing?
(1) Zero Defect Zero Effect  (2) Zero Effect Zero Defect  (3) Zero Effectiveness Zero Defectiveness  (4) Zero Delays Zero Effect  (5) Other than those given as options

3. **Details of the Online Examination**

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

(2) All tests will be in English.

(3) All the questions 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 at the right of screen shows one of the following statuses of each of the questions numbered:

1. You have not visited the question yet

2. You have not answered the question.

3. You have answered the question.

4. You have NOT answered the question, but have marked the question for review.

5. 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) 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 the organisation.

(15) 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.

(16) After the expiry of test duration, the candidates will not be able to attempt any question or check their answers.

(17) 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, 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 uploaded).

(4) You must scrupulously follow the instructions of the Test Administrator and APSFC 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) 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. Please handover the call-letter 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 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 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.

(7) Biometric data (thumb impression) and photograph will be captured twice at the examination venue i.e. before the start of exam and after completion of exam. 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 exam day.

(b) If fingers are dirty or dusty, ensure to wash them and dry them before the finger print (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)

(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. The organisation may take further action against such candidates as deemed fit by it.

(9) You should bring with you a 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 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 problem, which may include the conduct of another examination if considered necessary. 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.

(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 recruitment process of the organisation 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.

(13) 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 are required if the nodes capacity is less or some technical disruption takes place at any centre or for any candidate.

IMPORTANT POINTS TO REMEMBER

You are advised to bring with you the following:

(i) Call letter with photo affixed thereon and photo ID card in Original and photocopy as mentioned in point 6.

(ii) One Ball point pen.

WISH YOU GOOD LUCK