



BUREAU OF INDIAN STANDARDS

(Department of Consumer Affairs)
Ministry of Consumer Affairs, Food & Public Distribution Govt of India)
Manak Bhavan, 9 Bahadur Shah Zafar Marg, New Delhi- 110002

ONLINE EXAMINATION - RECRUITMENT OF VARIOUS POSTS

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 online examination will comprise the following objective type multiple choice tests as stated below :

STRUCTURE OF THE TEST FOR ASSISTANT DIRECTOR (HINDI), ASSISTANT DIRECTOR (FINANCE) AND ASSISTANT DIRECTOR (MARKETING & CONSUMER AFFAIRS)

Sr. No.	Name of the Test	Number of Questions	Maximum Marks	Duration	Version
1	General Intelligence & Reasoning	40	40	30 Minutes	Bilingual i.e. English & Hindi except for the test of English Language.
2	English Language	40	40	30 Minutes	
3	Quantitative Aptitude	20	20	20 Minutes	
4	Domain Knowledge *	50	50	40 Minutes	
TOTAL		150	150	120 Minutes	

* For the post of Assistant Director (Hindi), test of Domain Knowledge will be in Hindi and / English language only.

Candidates will be required to secure at least 50% marks in aggregate out of total maximum marks in the on-line examination to be considered for interview.

STRUCTURE OF THE TEST FOR TECHNICAL ASSISTANT (LABORATORY), ASSISTANT (COMPUTER AIDED DESIGN), SENIOR TECHNICIAN AND TECHNICIAN

Sr. No.	Name of the Test	Number of Questions	Maximum Marks	Duration	Version
1	General Intelligence & Reasoning	50	50	40 Minutes	Bilingual i.e. English and Hindi except for the test of English Language
2	General Awareness	25	25	20 Minutes	
3	English Language	25	25	20 Minutes	
4	Domain Knowledge	50	50	40 Minutes	
TOTAL		150	150	120 Minutes	

Candidates will be required to secure at least 50% marks in the concerned discipline and also at least 50% marks in aggregate out of total maximum marks in the on-line examination, to be called for skill test/practical test/trade test, which shall be qualifying in nature.

**STRUCTURE OF THE TEST FOR ASSISTANT SECTION OFFICER, PERSONAL ASSISTANT,
STENOGRAPHER, SENIOR SECRETARIAT ASSISTANT, AND JUNIOR SECRETARIAT ASSISTANT**

Sr. No.	Name of the Test	Number of Questions	Maximum Marks	Duration	Version
1	General Intelligence & Reasoning	50	50	35 Minutes	Bilingual i.e. English and Hindi except for the test of English Language
2	General Awareness	25	25	20 Minutes	
3	Quantitative Aptitude	25	25	25 Minutes	
4	English Language	50	50	40 Minutes	
TOTAL		150	150	120 Minutes	

Candidates will be required to secure at least 50% marks in aggregate out of total maximum marks in the on-line examination to be considered for next selection process.

The total 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, going through the instructions etc. All tests except test of English Language will be provided in English and Hindi. For the post of Assistant Director (Hindi), Domain Knowledge test will be in Hindi and / English language only. Each test is separately timed. Candidates can attempt questions in a particular test during the time allotted for that test only. 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, 1/4th 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) Test wise scores and scores on total is reported with decimal points upto two digits.

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.

GENERAL INTELLIGENCE & REASONING

This is a test to see how well you can think. It contains questions of various kinds. Here are some sample questions.

Directions : In each of the following questions, there is a group of letters or words given. Four of the five are alike in a certain way, while one is different. Find out the one which is different.

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. 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) Tokhada (5) Bopri

Q.3. STAMMERING is related to SPEECH in the same way as DEAFNESS is related to which of the following ?

(1) EAR (2) HEARING (3) DUMB (4) SILENCE (5) TALK

Q.4. Sapling is related to Tree as _____

(1) Horse is related to Mare (2) River is related to Brook

- (3) Bud is related to Flower (4) Student is related to Teacher
 (5) Tree is related to Furniture

Q.5. Which letter should be in place of the question mark in the following series ?

G H J M ? V

- (1) T (2) S (3) R (4) U (5) Q

Q.6. 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

Q.7. If (I) 'A * B' means "A is the mother of B" and (II) 'A × B' means "A is the husband of B", which of the following shows 'P is the father of Q' ?

- (1) Q * M × P (2) P * Q (3) Q * P (4) P × M * Q (5) None of these

Q.8. 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) None of these

Q.9. In a certain code SENT is written '÷ × - #' and ANT is written '* × -'. How is TEN written in that code ?

- (1) + ÷ × (2) * - × (3) ÷ × - (4) - ÷ × (5) × ÷ -

Q.10. The average weight of 9 persons is 50 kg. Average weight of first five persons is 45 kgs. and the average weight of last five persons is 55 kgs. What is the weight of the fifth person ?

- (1) 45.0 kg. (2) 47.5 kg. (3) 50 kg. (4) 52.5 kg. (5) None of these

ENGLISH LANGUAGE

This is a test to see how well you know English. Your English language ability would be tested through questions on grammar & vocabulary, synonyms, antonyms, sentence completion, comprehension of a passage etc.

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

Q.2. The regaining of freedom / as we well know has given rise for / many dormant issues /
 (1) (2) (3) No error.
 and conflicts in our society. (4) (5)

Q.3-4. Pick out from the words given below each sentence the word which would complete the sentence correctly and meaningfully.

Q.3. Continuous unemployment has induced in the people a kind of _____ which is most depressing.
 (1) laziness (2) encouragement (3) satisfaction (4) anger (5) awakening

Q.4. He wants me to look _____ his garden during his absence.
 (1) at (2) over (3) after (4) into (5) from

Q.5-10. 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 (5) of rights is duty. If we all (6) our duties, rights will not be (7) to seek. If leaving duties unperformed we run (8) rights, they will (9) us like an elusive person. The more we pursue them, the farther (10) they fly.

- Q.5. (1) end (2) source (3) joy (4) purpose (5) power
- Q.6. (1) deny (2) devote (3) discharge (4) imagine (5) fulfill
- Q.7. (1) far (2) close (3) easy (4) against (5) common
- Q.8. (1) as (2) after (3) at (4) from (5) for
- Q.9. (1) hold (2) grab (3) fight (4) escape (5) chase
- Q.10. (1) off (2) can (3) did (4) could (5) towards

QUANTITATIVE APTITUDE

This test is designed to measure how fast and accurate you are in dealing with numbers, viz. computation, quantitative reasoning, interpretation of tables and graphs.

Directions : In each of the following questions one number is missing. The place where the number is missing is shown by a question mark (?). You have to find out which one of the answers shown against 1, 2, 3 and 4 can replace the question mark. If none of these four can replace the question mark, you will indicate (5) i.e. 'Other than those given as options' as your answer.

- Q.1. $\frac{24}{65} \times \frac{13}{56} \times \frac{5}{7} = ?$
 (1) $\frac{3}{49}$ (2) $\frac{15}{245}$ (3) $\frac{3}{77}$ (4) $\frac{15}{56}$ (5) Other than those given as options
- Q.2. $(27 + 498) \div 25 = ?$
 (1) 17 (2) 25 (3) 21 (4) 12 (5) Other than those given as options
- Q.3. If the profit made by selling a pen for Rs.10 is as much as its cost, what is the cost price of the pen ?
 (1) Rs.3/- (2) Rs.5/- (3) Rs.10/- (4) Rs.20/- (5) Other than those given as options
- Q.4. 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) Other than those given as options
- Q.5. Which of the following can be exact multiple of 4 ?
 (1) 27114 (2) 58204 (3) 48402 (4) 32286 (5) Other than those given as options
- Q.6. 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.7. The interest on a certain deposit at 9% per annum is Rs.405 in one year. How much will be the additional interest in one year on the same deposit at 10% per annum ?
 (1) Rs. 40.50 (2) Rs. 450 (3) Rs. 855 (4) Rs.45 (5) Other than those given as options

Also, there may be some questions based on graphs and tables.

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.8.** Which attribute for promotion has received the highest rank ?
 (1) Perseverance (2) Seniority (3) Honesty (4) Sociability (5) Efficiency
- Q.9.** How many employees gave rank III to intelligence ?
 (1) 119 (2) 98 (3) 77 (4) 70 (5) 10
- Q.10.** Which attribute is considered the least important for promotion ?
 (1) Honesty (2) Intelligence (3) Perseverance (4) Efficiency (5) Sociability

GENERAL AWARENESS

This test is intended to give an index of your awareness of people and events past and present in different walks of life.






- Q.1.** Which of the following stands for I in FSSAI ?
 (1) India (2) International (3) Insurance (4) Income (5) Institute
- Q.2.** Which of the following sectors contributes maximum in deciding the growth in income of the states in India ?
 (1) Energy (2) Tourism (3) Service (4) Transport (5) Agriculture
- Q.3.** 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.4.** Jnanpith awards are given for best performance in which of the following field ?
 (1) Films (2) Literature (3) Sports (4) Science (5) Social Service
- Q.5.** Who among the following is the current Vice President of India ?
 (1) Shri. Nitin Gadkari (2) Smt. Droupadi Murmu (3) Shri M. Venkaiah Naidu
 (4) Shri Jagdeep Dhankhar (5) Other than those given as options
- Q.6.** Sukhvinder Singh Sukhu is the Chief Minister of which State/U.T. ?
 (1) Tamil Nadu (2) Karnataka (3) Puducherry (4) Jammu & Kashmir (5) Himachal Pradesh
- Q.7.** Which of the following authorities issues licences to LIC agents in India ?
 (1) IRDA (2) RBI (3) LIC (4) SEBI (5) Other than those given as options
- Q.8.** Monetary policy is concerned with _____
 (1) changes in the supply of money
 (2) buying and selling of financial instruments
 (3) reducing unemployment
 (4) changes in the supply of money & reducing unemployment
 (5) Other than those given as options
- Q.9.** Tarapore atomic power plant is located in _____
 (1) Bihar (2) Gujarat (3) Madhya Pradesh (4) Rajasthan (5) Other than those given as options
- Q.10.** Who is the person closely associated with Operation Flood Programme ?
 (1) Dr. V. Kurien (2) Dr. M. S. Swaminathan (3) Dr. Amartya Sen
 (4) Norman Borlaug (5) Other than those given as options

DOMAIN KNOWLEDGE

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

(A) Details of the On-line Examination Pattern

- (1) The examination would be conducted on-line i.e. on a computer.
- (2) All tests except of English Language will be in English and Hindi. For the post of Assistant Director (Hindi), Domain Knowledge test will be in Hindi and / English language only.
- (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 most appropriate answer and 'mouse click' that alternative which he/ she feels is appropriate/ 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:

-  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) ONLY Questions that are saved or marked for review after answering will be considered for evaluation.**
- (14) Sections will be displayed on the top bar of the screen. Questions in a section can be viewed by clicking on the section name. The section you will view will be highlighted.
- (15) After clicking the **Save & Next** button on the last question for a section, you will automatically be taken to the first question of the next section.
- (16) You can move the mouse cursor over the section names to view the status of the questions for that section.
- (17) You can shuffle between the questions within a particular section during the examination as per time allocated to particular tests.
- (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 BIS.
- (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 120 minutes, the candidates will not be able to attempt any question or check their answers.
- (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.

- (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 BIS 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 submit the call-letter along with photocopy of photo identity proof duly stapled together to the invigilator.** Currently valid photo identity proof may be PAN Card/Passport/Driving License/Voter's Card with photograph/ 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 recognised 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 for this exam.** 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. In case of candidates who have changed their name will be allowed only if they produce Gazette notification/their marriage certificate/affidavit.
- (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. BIS may take further action against such candidates as deemed fit by it.
- (8) You should bring with you a ball-point pen and one ink stamp pad. 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** submit this sheet of paper along with the Call Letter and photocopy of photo identity proof to the invigilator.
- (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) 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.
- (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 BIS 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.
- (13) A candidate who is or has been declared by BIS guilty of impersonation or of submitting fabricated document/s which have been tampered with or of making statements which are incorrect or false or of suppressing material information or otherwise resorting to any other irregular or improper means of obtaining admission to examination or of using or attempting to use unfair means in the examination hall or misbehavior in the examination hall may be debarred permanently or for a specified period by BIS from admission to any examination or appearance at any interview held by it for selection of the candidates. BIS may take further action against such candidates as deemed fit by it.
- (14) (i) The PWBD candidates, who want to use facility of scribe, **MUST** go through the detailed advertisement which is available in the BIS website and carefully **READ** the instructions.
(ii) These candidates are also required to submit a Joint Undertaking/Declaration form (Scribe declaration form) that can be downloaded from BIS website.
- (15) Candidates are advised to take note of "The Public Examinations (Prevention of Unfair Means) Act, 2024".

WISH YOU GOOD LUCK!