

APPENDIX– I

Scheme, Syllabus, Weightage and Standard of suitability for the Interview for candidates belonging to various categories for the Recruitment Test (RT) for the posts of Assistant Provident Fund Commissioner is as under:-

(I) Scheme:

- (i) The test will be of two hours duration
- (ii) All questions will carry equal marks.
- (iii) The test will be objective type questions with multiple choices of answer.
- (iv) The medium of the test will be both English and Hindi.
- (v) 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:

The syllabus of the Test broadly comprises the following topics:-

- i. General English- To evaluate a candidate's understanding of English language & workman- like use of words.
- ii. Indian Culture, Heritage and Freedom Movements.
- iii. Developmental Issues and Present Trends in Indian Economy.
- iv. Governance and Constitution of India.
- v. General Science and Basic Knowledge of Computer Applications.
- vi. Elementary Mathematics, Statistics and General Mental Ability.
- vii. Industrial Relations, Labour Codes and Social Security in India.
- viii. Principles of Accountancy, Auditing and Insurance.
- ix. Current Events of National and International Importance.

(III) Weightage:

As per the prevailing practice, the following weightage may be adopted as was adopted in previous case.

- i. 300 marks and 100 marks will be accorded for the RT and Interview respectively.
- ii. Weightage of RT and Interview will be in the ratio of 75:25.

IV) Standard of suitability for the Interview for candidates belonging to various categories is fixed as under:

General/EWS Category : 50 and above.

OBC	:	45 and above (on relaxed standards)
SC/ST/PwBD	:	40 and above (on relaxed standards)

APPENDIX II

Special Instructions to Candidates for objective type tests

1. **Articles permitted inside Examination Hall**
Clip board or hard board (on which nothing is written), a good quality black ball pen for making responses on the Answer Sheet. Answer Sheet and sheet for rough work will be supplied by the Invigilator.
2. **Articles not permitted inside Examination Hall**
Do not bring into the Examination Hall any article other than those specified above, e.g., books, notes, loose sheets, electronic or any other type of calculators, mathematical and drawing instruments, Log Tables, stencils of maps, slide rules, Test Booklets and rough sheets pertaining to earlier session(s), etc.
Mobiles phones, pagers, bluetooth or any other communication devices are not allowed inside the premises where the examination is being conducted. Any infringement of these instructions shall entail disciplinary action including ban from future examinations.
Candidates are advised in their own interest not to bring any of the banned items including mobile phones/pagers/bluetooth to the venue of the examination, as arrangements for safekeeping cannot be assured.
Candidates are advised not to bring any valuable/costly items to the Examination Halls, as safe keeping of the same cannot be assured. Commission will not be responsible for any loss in this regard.
Penalty for wrong Answers
3. **THERE WILL BE PENALTY (NEGATIVE MARKING) FOR WRONG ANSWERS MARKED BY A CANDIDATE IN THE OBJECTIVE TYPE QUESTION PAPERS.**
(i) There are four alternatives for the answer to every question. For each question for which a wrong answer has been given by the candidate, **one third (0.33)** of the marks assigned to that question will be deducted as penalty.
(ii) If a candidate gives more than one answer, it will be treated as a wrong answer even if one of the given answers happens to be correct and there will be same penalty as above for that question.
(iii) If a question is left blank i.e. no answer is given by the candidate, there will be **no penalty** for that question.
4. **Unfair means strictly prohibited**
No candidate shall copy from the papers of any other candidate nor permit his papers to be copied nor give nor attempt to give nor obtain nor attempt to obtain irregular assistance of any description.
5. **Conduct in Examination Hall**
No candidate should misbehave in any manner or create disorderly scene in the Examination Hall or harass the staff employed by the Commission for the conduct of the examination. Any such misconduct will be severely penalised.
6. **Answer Sheet particulars**
(i) Write in black ball pen your Centre and subject followed by test booklet series (in bracket), subject code and roll number at the appropriate space provided on the answer sheet at the top. Also encode your booklet series (A, B, C or D, as the case may be), subject code and roll number in the circles provided for the purpose in the answer sheet. The guidelines for writing the above particulars and for encoding the above particulars are given in Annexure. In case the booklet series is not printed on the test booklet or answer sheet is un-numbered, please report immediately to the Invigilator and get the test booklet/answer sheet replaced.
(ii) All corrections and changes in writing the roll number must be initiated by the candidates as well as by the Invigilator and countersigned by the Supervisor.
(iii) Immediately after commencement of the examination please check that the test booklet supplied to you does not have any unprinted or torn or missing pages or items etc. If so, get it replaced by a complete test booklet of the same series and subject.
7. Do not write your name or anything other than the specific items of information asked for, on the answer sheet/test booklet/sheet for rough work.
8. Do not fold or mutilate or damage or put any extraneous marking in the Answer Sheet. Do not write anything on the reverse of the answer sheet.
9. Since the answer sheets will be evaluated on computerised machines, candidates should exercise due care in handling and filling up the answer sheets. **They should use black ball pen only to darken the circles. For writing in boxes also, they should use black ball pen. Since the entries made by the candidates by darkening the circles will be taken into account while evaluating the answer sheets on computerised machines, they should make these entries very carefully and accurately.**
10. **Method of marking answers**
In the "OBJECTIVE TYPE" of examination, you do not write the answers. For each question (hereinafter referred to as "Item") several suggested answers (hereinafter referred to as "Responses") are given. You have to choose one response to each item.
The question paper will be in the Form of TEST BOOKLET. The booklet will contain item bearing numbers 1, 2, 3 etc. Under each item, Responses marked (a), (b), (c), (d) will be given. Your task will be to choose the correct response. If you think there is more than one correct response, then choose what you consider the best response.
In any case, for each item you are to select only one response. If you select more than one response, your response will be considered wrong. In the Answer Sheet, Serial Nos. from 1 to 160 are printed. Against each numbers, there are circles marked (a), (b), (c) and (d). After you have read each item in the Test Booklet and decided which one of the given responses is correct or the best, **you have to mark your response**

completely blackening with black ball pen to indicate your response.

For example, if the correct answer to item 1 is (b), then the circle containing the letter (b) is to be completely blackened with black ball pen as shown below :-

Example : (a) ● (c) (d)

11. Entries in Scannable Attendance List

Candidates are required to fill in the relevant particulars with black ball pen only against their columns in the Scannable Attendance List, as given below:-

- i) Blacken the circle [P] under the column [Present/Absent]
- ii) Blacken the relevant circle for Test Booklet Series
- iii) Write Test Booklet Serial No.
- (iv) Write the Answer Sheet Serial No. and also blacken the corresponding circles below.
- v) Append signature in the relevant column

12. Please read and abide by the instructions on the cover of Test Booklet. If any candidate indulges in disorderly or improper conduct, he will render himself liable for disciplinary action and/or imposition of a penalty as the Commission may deem fit.

ANNEXURE

How to fill in the Answer Sheet of objective type tests in the Examination Hall

Please follow these instructions very carefully. You may note that since the answer sheets are to be evaluated on machine, any violation of these instructions may result in reduction of your score for which you would yourself be responsible.

Before you mark your responses on the Answer Sheet, you will have to fill in various particulars in it.

As soon as the candidate receives the Answer Sheet, he should check that it is numbered at the bottom. If it is found un-numbered he should at once get it replaced by a numbered one.

You will see from the Answer Sheet that you will have to fill in the top line, which reads thus :

केंद्र	विषय	विषय कोड	अनुक्रमांक
Centre	Subject	S.Code	Roll Number

If you are, say, appearing for the examination in Delhi Centre for the General Ability Test Papers* and your Roll No. is 0812769, and your test Booklet series is 'A' you should fill in thus, using black ball pen.

केंद्र	विषय	विषय कोड	01	अनुक्रमांक	0812769
Centre Delhi	subject	S.Code		Roll Number	
	Mathe-				
	matics (A)				

You should write with black ball pen the name of the centre and subject in English or Hindi.

The test Booklet Series is indicated by Alphabets A, B, C or D at the top right hand corner of the Booklet.

Write your Roll Numbers exactly as it is in your e-Admission Certificate with black ball pen in the boxes provided for this purpose. Do not omit any zero(s) which may be there.

The next step is to find out the appropriate subject code from the Time Table. Now encode the Test Booklet Series, Subject Code and the Roll Number in the circles provided for this purpose. Do the encoding with black ball pen. The name of the Centre need not be encoded.

Writing and encoding of Test Booklet Series is to be done after receiving the Test Booklet and confirming the Booklet Series from the same.

For Mathematics * subject paper of 'A' Test Booklet Series you have to encode the subject code, which is 01. Do it thus:

पुस्तिका क्रम (ए)	विषय	0	1
Booklet Series (A)	Subject		

1. $\bullet$
 2. $\circ$
 3. $\circ$
 4. $\circ$

All that is required is to blacken completely the circle marked 'A' below the Booklet Series and below the subject code blacken completely the Circles for "0" (in the first vertical column) and "1" (in the second vertical column). You should then encode the Roll No. 0812769. Do it thus similarly :

Important : Please ensure that you have carefully encoded your subject, Test Booklet series and Roll Number.

*This is just illustrative and may not be relevant to your Examination.

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अनुक्रमांक
Roll Numbers

0	8	1	2	7	6	9
●	⑩	⑩	⑩	⑩	⑩	⑩
①	①	●	①	①	①	①
②	②	②	●	②	②	②
③	③	③	③	③	③	③
④	④	④	④	④	④	④
⑤	⑤	⑤	⑤	⑤	⑤	⑤
⑥	⑥	⑥	⑥	⑥	●	⑥
⑦	⑦	⑦	⑦	●	⑦	⑦
⑧	●	⑧	⑧	⑧	⑧	⑧
⑨	⑨	⑨	⑨	⑨	⑨	●

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