



Brihanmumbai Municipal Corporation

INFORMATION HANDOUT FOR ONLINE EXAMINATION FOR RECRUITMENT OF ASSISTANT PUBLIC RELATIONS OFFICER

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 & descriptive type tests as stated below:

Structure of the test

Sr. No.	Test	Number of Questions	Marks	Duration	Version	Syllabus						
1	Current affairs and General Knowledge of Journalism (Some questions will be based on Mumbai, BMC / Local Self Government)	20 (Objective) #	20	20 Minutes	Bilingual i.e. English and Marathi	Information regarding BMC & Mumbai, Local Self-Government, Journalism/ Media, General Knowledge, Current Affairs.						
2	Test of Translation			160 Minutes	English/ Marathi (as applicable for particular question)		I]	Translation (Marathi to English)	01	15		
	II]	Translation (English to Marathi)	01 (Descriptive) *				15					
3	Press Notes Writing press notes on Current affairs with special reference to Mumbai/ Local Self Government In Marathi	(Descriptive) *							I]	(3 out of 4)	03	15
	II]	In English (3 out of 4)	03				15					
4	Press Notes & Clarifications – (Specifically based on journalism)	(Descriptive) *							I]	In Marathi (1 out of 2)	01	10
	II]	In English (1 out of 2)	01				10					
	Total	30	100	180 Minutes								

* Descriptive test will be Online/Offline - (Questions will be displayed on the computer and answers are to be written on the answer booklets)

Objective test will be online.

The time for the test is 180 minutes; however you may have to be at the venue for approximately 240 minutes including the time required for logging in, collection of the call letters, going through the instructions etc. You can attempt any question in objective test during the time allotted to objective test i.e. 20 minutes. You can attempt any question in the Descriptive tests during time allotted to descriptive tests i.e. 160 minutes. The questions in the objective tests will have 5 options. **You have to select the most appropriate answer and the '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. Descriptive test will be online/offline. Questions will be displayed on the computer. Answers are to be written on answer booklets provided by BMC. 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.**

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

OBJECTIVE TEST

- Q.1. _____ was a daily newspaper started in 1822 by Fardoonji Murzban, the pioneer of the Gujarati Press in Bombay.
- (1) Bombay Samachar (2) The Pioneer (3) The Times of India
(4) The Statesman (5) The Kesari (Marathi)

- प्र.1. मुंबईतील गुजराथी पत्रकारितेचे आद्य प्रणेते फर्दोनजी मुर्झबान यांनी _____ हे दैनिक 1822 मध्ये सुरु केले.
- (1) बॉम्बे समाचार (2) द पायोनिर (3) द टाइम्स ऑफ इंडिया
(4) द स्टेटस् मन (5) द केसरी (मराठी)

TRANSLATION

- Q.1. Translate the given passage to Marathi: खालील परिच्छेदाचे मराठीत भाषांतर करा.

Journalism in the 20th century was manifested by an enhanced sense of professionalism. The word journalism was originally used for reporting the current happenings in printed form, precisely newspapers, but with the invention of radio, television, and the Internet in the 20th century the application of the term broadened to include all printed and electronic communication dealing with current affairs. Thus, journalism is said to serve the role of a "Fourth Pillar", acting as a watchdog on the workings of the Government. A single publication contains various forms of journalism, each of which may be presented in different formats. Each section of a newspaper, magazine, or website may cater to a different set of audiences. Modern journalism has many ramifications, like General news reporting, crime reporting, sports, economics, business, politics, interviews, column writing, book reviews and the most prestigious and most hazardous Investigative reporting etc. The ever changing technology, has changed the face of the journalism industry, making it brilliantly sophisticated and requiring an extensive skillset.

- Q.2. Translate the given passage to English: खालील परिच्छेदाचे इंग्रजीत भाषांतर करा.

महानगरपालिकेचे काम किती क्लिष्ट असते याची आपल्याला कल्पना करता येणार नाही. रस्ते बांधणी असो की सांडपाण्याचा निचरा असो, परिसरातल्या इमारती किंवा व्यापार संकुले यांची स्थाने लक्षात ठेवून काम करावे लागते. ही दृश्य स्वरूपाची कामे आहेत. पण घरोघरी जाऊन नागरिकांच्या आरोग्याची कामेही महानगरपालिकेला करावी लागतात. यात विविध प्रकारचे लसीकरण तसेच ज्येष्ठ नागरिकांच्या आरोग्याचे सर्वेक्षण अशा अनेक प्रकारच्या कामांचा समावेश असतो. केंद्र तसेच राज्य सरकारच्या योजनांचा लाभ तळागाळातल्या व्यक्तीपर्यंत पहावण्याची जबाबदारी महानगरपालिकेच्या प्रशासनावर असते. महानगरपालिका शाळांमधील शैक्षणिक दर्जा वेळोवेळी उंचावणे तसेच योग्य प्रमाणात अर्हता प्राप्त शिक्षकांची नियुक्ती करणे ही कामे देखील महानगरपालिकेच्या अखत्यारित येतात. वाचनालय उभारणे, गरजू घटकांच्या कल्याणकारी योजना राबवणे यासारखी समाजहिताची कामे प्राधान्याने करावी लागतात. हे सर्व करताना समाजाच्या प्रत्येक घटकाला बरोबर घेऊन चालावे लागते. महिलांसाठी विविध उपक्रम योजावे लागतात. महिला साक्षरता कशी वाढेल याच्या उपाययोजना हाती घ्याव्या लागतात. महिला बचतगटांना प्रोत्साहन द्यावे लागते, जेणेकरून महिलांचे सक्षमीकरण सुलभतेने होईल.

PRESS NOTES & CLARIFICATIONS

- Q.1.** During rainy season, contagious diseases spread on a very large scale. It is necessary for common people to take an initiative to eradicate mosquitoes which are the root cause of diseases such as Malaria, dengue. The BMC is taking up a campaign called 'contagious diseases free society' for cooperative housing societies. Write a Press Note on the same in 15 sentences.
- प्र.2.** मुंबईतील सर्व वॉर्डामध्ये लवकरच मुलांना खेळण्यासाठी मातीची मैदाने उपलब्ध करून दिली जाणार आहेत. मुंबई महानगर पालिकेने याबाबत घोषणा केली आहे. या निर्णयाची माहिती देणारे प्रसिद्धीपत्रक 15 वाक्यांत लिहा.

(A) Details of the On-line Examination Pattern:

- (1) The examination would be conducted on-line i.e. on a computer for objective tests and online/offline for descriptive test.
- (2) The objective test will be bilingual i.e. English and Marathi. The medium of descriptive test will be English/Marathi (as applicable for particular question)
- (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 status 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) 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 same 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 sections and questions anytime during the examination as per the time allotted to particular test/s.
- (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 the BMC.
- (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 20 minutes for objective tests, 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.
- (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 the BMC 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. **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.**

- (6) Please bring the call letter with your recent photograph affixed thereon, photocopy of the ID proof stapled with call letter and same currently valid photo identity proof in original. - **THIS IS ESSENTIAL. Please submit the call-letter along with photocopy of photo identity proof duly stapled together by putting it in the designated drop-box.** Currently valid photo identity proof may be PAN Card/Passport/Permanent 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 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 examination.** 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. BMC may take further action against such candidates as deemed fit by it.
- (8) You must bring a ball point pen 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 before leaving the venue.
- (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) 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.
- (11) 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 BMC 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.

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. 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
 - 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 form to this effect (declaration form 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 ($> 99.14^{\circ}$ F) or displaying any symptoms of the virus, they will not be allowed to enter 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