PENSION FUND REGULATORY AND DEVELOPMENT AUTHORITY (PFRDA)

PHASE - II ONLINE EXAMINATION - RECRUITMENT OF OFFICER GRADE 'A' (ASSISTANT MANAGER)

GENERAL, RESEARCH, ACTUARY, OFFICIAL LANGUAGE (RAJBHASHA)

The Phase-II online examination will be conducted, only for the candidates who are shortlisted on the basis of results of Phase-I examination.

In case you have applied and qualified for two Streams you will be appearing for Paper 2 of both streams in the same session. (However while issuing your call letter, only one registration number (latest) has been mentioned and only one Roll no. has been generated for administrative purpose.) Name of both the streams will be printed on the Call letter.

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 :

Paper	Streams/ Subject	No. of Questions	Max. Marks	Version	Duration	Weightage
Paper 1	**All Streams**: English (Descriptive Test) to test the drafting skills	**3**	**100**	English	60 Minutes	1/3rd
Paper 2	**General Stream**: Multiple choice questions on subjects Commerce, Accountancy, Management, Finance, Costing, Companies Act, Economics Pension Sector. Artificial Intelligence (AI), Media, Marketing & Communication	**50**	**100**	Bilingual i.e. Hindi and English	40 Minutes	2/3rd
	Research, Actuary and Official Language (Rajbhasha) Streams: Multiple choice questions on Specialised subject related to stream.	**50**	**100**		40 Minutes	2/3rd

The time for the test is (Paper 1 – 60 Minutes and Paper 2 – 40 Minutes) **100 minutes**; however you may have to be at the venue for approximately 160 minutes including the time required for logging in, collection of the call letters, going through the instructions etc. For the candidates applying and qualifying for two streams, the duration of exam will be 140 minutes. Paper 2 for both the streams will be administered without any break. All papers except test of English Language will be provided in English and Hindi. For the Paper 2 of Rajbhasha stream, questions will be available in Hindi and/or English. All the questions in Paper 2 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.**

The Scores of Online Examination will be obtained by adopting the following procedure:

(i) Number of questions answered correctly by a candidate in each paper is considered for arriving at the Corrected Score after applying penalty for wrong answers in objective test.

(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 paper, if held in different sessions for a post/stream to arrive at the Equated Scores*****

*****Scores obtained by candidates on any paper are equated to the base form by considering the distribution of scores of all the forms.

Note : Cutoffs may be applied in two stages :

(i) On scores in individual papers

(ii) On Total Score

Candidates would need to secure separate cut-offs in each paper as well as aggregate cut-off marks in Phase II to be shortlisted for Phase III.

The minimum aggregate cut-off marks for being shortlisted for Phase III will be decided by the Authority in relation to the number of vacancies.

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

PAPER I

ENGLISH (DESCRIPTIVE TEST) TO TEST THE DRAFTING SKILLS ESSAY WRITING, PRECIS WRITING, READING COMPREHENSION

Q.1. Write an essay on any **ONE** of the following topics

- Three effective measures to eradicate illiteracy in India. Explain how the measures suggested by you will be effective.
- It is often said that computerization results in unemployment. Do you agree? Explain.

Q.2. Write a précis of the following passage in about 150 words. Give a suitable title.

In this age, when the popular involvement in day-to-day matters in mounting, it is the electronic systems that offer us a potential service infrastructure which could, with careful programming, probably take care of a very large element of what we describe as mechanical, procedural governance without all the distortions, corruptions and harassments which constitute the daily misery of the average citizen. Of course, the electronic systems will only behave to the extent that they are properly programmed. But this is no impossible task today.

Once we move our minds beyond the mere use of the electronic revolution for business efficiency and higher profitabilities and apply it to the task of reducing the routine, repetitive activities of governance, we will conserve time and energy for more important and creative tasks. In other words, the electronic revolution can make for better and more effective handling of real everyday problems, additionally to providing the basic service of computerized information banks. Even in less developed conditions, the potential of the electronic network to take over a great deal of what is called bureaucratic “paper work” has been vividly demonstrated. Licensing system involving endless form filling in endless copies; tax matters which baffle millions of citizens, particularly those who have nothing to hide; election system which require massive supervisory mobilizations or referendums based on miniscule “samples” which seldom reflect the reality at the social base. At all these points, the electronic advantage is seen and recognized. However, we must proceed further.

It is possible to foresee a situation where the citizen, with his personalized computer entry card, his “number”, is able to enter the electronic network for a variety of needs now serviced by regiments of officials, high and low. Indeed, this is already happening in a number of countries. From simple needs, we will move to more complex servicing, and, ultimately, into creativity or what is called “artificial intelligence”.

Q.3. English Comprehension based on a passage.

Read the following passage carefully and answer the questions that follows.

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Q. (i) What does the term "bureaucratic paper work" refer to?

Q. (ii) How has electronic revolution helped organisations in day-to-day activities?

Q. (iii) What is "artificial intelligence"?

PAPER II

MULTIPLE CHOICE QUESTIONS ON : SPECIALIZED SUBJECT RELATED TO STREAM

GENERAL STREAM :

Questions in this section will be based on the following list of topics tentatively.

Commerce, Accountancy, Management, Finance, Costing, Companies Act, Economics and Pension Sector. Artificial Intelligence (AI), Media, Marketing & Communication

RESEARCH, ACTUARY, OFFICIAL LANGUAGE (RAJBHASHA)

Questions in this section will be based on respective areas of Specialization and tentatively on the syllabus given by PFRDA.

DETAILS ABOUT PAPER I DESCRIPTIVE TYPE

1. Objective test will automatically start upon auto-submission of this test.
2. Questions will be displayed on computer monitor.
3. Only one question will be displayed at a time.
4. The questions will be in English and answers are to be typed in space provided for the same using keyboard.

Please Note: "While typing if you press the 'Space bar' and then press the 'Enter' key, the cursor will not move to next line. However if you press the 'Enter' key immediately after the last word, the cursor will move to the next line. You should also note in case the 'Space bar'/ 'Enter' key is pressed multiple times in a single instance only a single keystroke (i.e. one space and one enter to the next line) will be taken by the system."

During Objective Type Papers, Do not click on 'Keyboard Keys'.

(A) Details of the Online Examination Pattern:

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

(2) All tests except of English will be in English and Hindi. For the Paper 2 of Rajbhasha stream, questions will be available in Hindi and/or 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 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) In case a candidate wishes to report an issue in any question, an additional facility "Report Question" option (button) onscreen will be available in the examination.

(7) 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.

(8) To select your answer, click on one of the option buttons.

(9) To change your answer, click another desired option button.

(10) To save your answer, you MUST click on **Save & Next.**

(11) To deselect a chosen answer, click on the chosen option again or click on the **Clear Response** button.

(12) 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.*

(13) 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.

(14) Questions that are saved or marked for review after answering will ONLY be considered for evaluation.

(15) 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.

(16) 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. After the completion of the duration for that section, you will be taken to the first question of the next section.

(17) You can move the mouse cursor over the section names to view the status of the questions for that section.

(18) You can shuffle between questions as per the time allotted to Paper I and Paper II.

(19) 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 PFRDA.

(20) 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.

(21) After the expiry of 100 minutes (140 minutes for candidates applying and qualifying for two streams), 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.

(22) 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 PFRDA 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. For the stream of Research, a scientific calculator may be required and for the General and Actuary a simple calculator may be required. Such will be made available online to the candidates of these stream, on the screen during the Paper 2.

(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. **This call-letter along with photocopy of photo identity proof duly stapled together are to be submitted at the end of exam 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 along with photograph/Photo Identity proof issued by a People's Representative on official letterhead along with photograph/Valid recent Identity Card issued by a recognized College/University/Aadhaar Card/E-Aadhaar 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 purpose.** 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) Photograph and IRIS will be captured at the examination venue (Biometric for VI candidates along with photograph). . The photo captured will be matched with the photo uploaded by the candidate in the application. You must NOT change your appearance from the photo uploaded by you.

Decision of the IRIS 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 IRIS scanning / verification on any occasion may lead to cancellation of candidature. With regards to the same, please note the following:

(a) 'LEFT EYE (IRIS)' will be captured for all the candidates.

(b) Candidates should remove Contact Lenses and Spectacles while capturing IRIS. Candidates are advised to avoid wearing contact lenses and prefer spectacles.

(c) There is no touch involved in IRIS scanning. Half feet distance between scanner and eye will be maintained.

(Any failure to observe these points will result in non-admittance for the examination)

(8) A candidate who is or has been declared by PFRDA 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 PFRDA from admission to any examination or appearance at any interview held by it for selection of the candidates. PFRDA may take further action against such candidates as deemed fit by it.

(9) 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 or through any other method, 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. PFRDA may take further action against such candidates as deemed fit by it.

(10) You should bring with you a ball-point pen and an 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 drop this sheet of paper along with the Call Letter in the designated drop-box.

(11) 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.

(12) If the examination is held in more than one session for a post/stream, 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.

(13) 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.

(14) 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 PFRDA 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.

(15) Candidates are advised to take note of “The Public Examinations (Prevention of Unfair Means) Act, 2024”.

WISH YOU GOOD LUCK