

**MKCL - MANAGEMENT TRAINEE RECRUITMENT EXAMINATION
STAGE I – 2021
EXAMINATION INSTRUCTIONS**

Instruction: Only those candidates will be considered eligible to attempt mock or final examination who have completed the application.

Stage I Online exam - Basic instructions with rules and regulations to be followed:

1. The exam will be conducted in truly online mode from any location suitable for him/her.
2. Broadband Internet connectivity of minimum 256 Kbps speed is required throughout the exam period.
3. The Mock test and Final exam will be accessible through Google Chrome web browser only
4. Mock test will be made available as per the stipulated date and time. A mock test can be attempted multiple times till the final examination. Candidates are requested to read guide properly and act accordingly.
5. Your Mock online test has been enabled, please appear for the Mock test between **September 3rd, 2021, from 10.00 am to September 4th, 2021 till 8.00 pm**. Please note that Marks obtained in the mock test will not be considered for evaluation. Mock test is for making you familiar with the exam environment. Thus, we request you to please take the mock test before appearing for the final exam.
6. The final exam is scheduled on **Sunday, September 5th, 2021, from 11.00 am to 12.00 noon**. You can attend it from the comfort of your home without worrying about your safety from any device including Laptop/Desktop/ Smartphone (VIVO Mobile phone must be avoided due to camera access issue). We suggest to use Laptop or computer as far as possible) with working camera.

You can appear for the exams by visiting: <https://mtrecruitment.examlive.org/>

Mock Exam: **September 3rd, 2021, from 10.00 am to September 4th, 2021 till 8.00 pm**

Online Exam Stage I: **Sunday, September 5th, 2021, from 11.00 am to 12.00 noon.**

7. You will receive your login ID and password by email and SMS from email ID: **recruitment@mkcl.org**
8. Candidates need to take an online selection test from their home through MKCL's Exam Live Portal.

9. For the online test, candidates must have Mobile phone with good internet connection or good stable internet connection with a desktop/laptop computer with Webcam and microphone.
10. Using the Web camera is mandatory to attempt the online exam. Web camera should be connected to the PC/Laptop on which the exam is being attempted and it should be always in ON state.
11. Candidates must be alone in a quiet environment for the duration of the exam. Conversation with anyone else is not permitted during the exam.
12. Candidate should position him/herself in front web camera appropriately with his/her face being clearly visible & s/he should ensure that s/he is being properly recorded by the web camera throughout the exam.
13. Please ensure that the face is clearly visible in the web camera preview window.
14. Ensure that the surrounding area of the candidate is well illuminated for clear visibility.
15. The candidate should ensure that during the exam no other person should be present around him and if anybody gets captured in the web camera preview, then the candidate will be disqualified if any such activity is recorded.
16. Following activities are strictly prohibited during the exam: (a) Use of any electronic devices, (Calculator, Pen Drives, Log Table, Electronic Pen/Scanner, etc.) Stationery items like textual material (b) Use of Telecommunication devices like Headphones, Bluetooth Earphones, Pager, Health Band, etc.
17. The candidate may use pen/pencil and a blank sheet of paper for solving questions under quantitative aptitude and wherever necessary.
18. Use of any reference materials, resources, other computer screens, and/or other software is not permitted during the exam.
19. It is the candidates' sole responsibility to be properly dressed during the online examination and be mindful of the fact that a video recording is being done. The candidate should ensure a proper posture and also place the camera correctly so that there is no indecent exposure.
20. The action and movement performed by the candidate on the exam window interface will be recorded throughout the exam duration. Also, candidate's continuous live recording shall happen while attempting the exam. The IP address of your computer will also be recorded during the exam.
21. This recorded information will be used only for the purpose of ensuring fairness and transparency in conduction of the exam & this recording will be solely used for the purpose of monitoring the exam.
22. The recorded data will be automatically uploaded to the server during and after the completion of the exam.
23. Make sure that there is no noise in the background during the exam.
24. Once the examination time is over, he/she will not be able to attempt it again.
25. Candidate needs to complete the exam in mentioned time only. Extension in time beyond stipulated time is not allowed.

Examination details

1. Total Marks for online test: 100
2. Total number of questions: 100

Sr. No.	Section	Number of Questions
1	Technology Tools	40
2	Business	15
3	Digital Marketing	15
4	Quality and IPR	15
5	People Skill	15
	Total	100

3. Negative marking shall NOT be given.
4. The exam consists of multiple choice single correct and multiple choice multiple correct questions.
5. Test Duration: 60 minutes

Examination Topics:

Please refer to our website www.mkcl.org/careers

Note:

1. Candidates creating multiple logins for the test shall be disqualified.
2. Mock test can be as many times as you want.
3. The final online test can be taken only once; re-attempts will not be allowed under any circumstances.
4. If any candidate is found indulging in unethical ways or involved in any malpractice during the online test, he/she would be immediately disqualified from the recruitment process.
5. MKCL reserves the right to cancel the candidature of any candidate, if any of MKCL norms are not met.
6. This is the system generated email. Kindly do not reply to this email. In case of any questions please contact us at recruitment@mkcl.org