

Screening Exercise for Promotion to Scale VI – PE 2024-25
(Instructions for Group 'A' Activities and Group 'B' & 'C' Activities)

Information for the Candidates

There will be six activities in all. These are divided into three groups.

Group 'A' - Extempore and Behavioral Event Interview (**January 31 to February 08 2024**)

Group 'B' - Computer-based Simulation (**February 10, 2024**)

Group 'C' - In basket, Case Study and Psychometric Test (**February 10, 2024**)

The Assessment exercise will take place from **January 31 to February 10, 2024**. **February 12, 2024** will be the reserve day.

Instructions for Group 'A' Activities and Group 'B' & 'C' Activities are given below:

(i) Instructions for Group 'A' Activities (Extempore and Behavioral Event Interview) to be held from 31.01.2024 to 08.02.2024:

1. This activity will start on January 31, 2024 and will continue till February 08, 2024.
2. Candidates for promotion from scale V to VI are divided into **08** batches
3. Every batch will have extempore and interview on a particular date. Activity will start at 09:30 a.m. and finish by 6 p.m. every day.
4. Every candidate in the batch will be given twenty minutes' slot on the appointed date and time.
5. A google link will be sent to the candidates by ASCI, at their Gmail id (given by the candidate at the time of registration) one day in advance to attend the activity.
6. The candidate may click on the link to join the meeting at the appointed time and date.
7. Three topics for extempore will be given, the candidate may select one. Five minutes preparation time will be given and five minutes for speaking.
8. This will be followed by the Behavioral Event Interview that will have a maximum duration of 15 minutes.
9. Once the meeting is over, the host (ASCI) will close the meeting.
10. In case of any technical failure from either side, the meeting will be rescheduled on the reserve day and details will be shared.
11. It is advisable to stick to the slot given. Any request for change may have an impact on the full schedule.

(ii) Instructions for Group 'B' and Group 'C' Activities to be held on 10.02.2024:

A. General Instructions:

1. The activities under Group 'B' and Group 'C' are as follows:-

Group 'B': Computer-based Simulation (**February 10, 2024**)

Group 'C': In basket, Case Study and Psychometric Test (**February 10, 2024**)

2. Candidates should arrange/ensure a laptop or a PC with a stable internet / Wi-Fi connection and take the assessment from a place as the Company shall decide and communicate. They are advised to satisfy themselves with infrastructure and logistics when taking screening activities at least 2 days in advance.
3. Please check the speaker, microphone and webcam before the start of the activity. The whole process will be recorded.
4. In case of power or technical failure, the activity can be rescheduled on the reserve day in consultation with GIPSA. However, the activity will not be rescheduled for any other reason.
5. Mobile phones or other electronic devices should not be kept with oneself during the assessment. It is advisable to practice on Google Forms (one practice format we will send by ASCI) and simulation (ASCI will send the link) to become familiar with the process well in advance.

B. Instructions for computer-based simulation

1. This activity will take place simultaneously for all the candidates. The simulation will take place on **February 10, 2024, at 11.00 a.m.** and will finish at **01.00 p.m.** You must submit the simulation by **01.00 p.m.**
2. The link to the Harvard simulation will be sent on February 08, 2024 (two days in advance) with all the relevant information through the G-mail ID you shared. You can practice on the simulation once the link is received. However, you will be able to start the actual simulation only on the appointed date and time. (Separate instructions and briefing will be sent to your email ID by February 08, 2024.) The same link will be used for actual simulation.
3. During the Simulation, you should log in additionally (other than the Harvard simulation link) to a Zoom link (Zoom is video conferencing software freely available; you may use your Gmail ID to log in to Zoom and join the meeting) that will be sent one day in advance. You need not do anything on the Zoom link; you may just log in, minimize the window, and continue working on the Harvard simulation.
4. Once the Harvard simulation is submitted. You may close the window. However, the Zoom window should remain open during the next set of activities also. (Details are given in the next paragraph).

C. Instructions for in-basket, case study and psychometric test

1. You may open the Gmail id that is given by you in the registration form for the next set of activities.
2. These activities will be conducted after the Simulation on the same day. They will start at **02:00 p.m. on February 10, 2024**, and finish by **05:40 p.m.** on the same day.
3. Background reference Information for In Basket and Case Study will be sent separately in an email **40 minutes in advance.** (By 02:00 p.m. on February 10, 2024). However, it is clarified that the answers are to be given only in the three respective Google form links that will be sent separately to your Gmail ID. Participants can take the printout of the background information for reference or read it on the screen. For taking printouts of background reference information and reading, 40 minutes is given. The psychometric test will be done directly on Google Forms; no separate background information will be given.
4. Three separate Google response form links will be emailed for all three activities. Links to these forms will activate at **02:40 p.m. on February 10, 2024**, and expire at **05:40 p.m.** on the same day.

5. All three forms can be submitted at any time from **02:40 to 05:40 p.m. on February 10, 2024**. Participants can decide the order of submission at their convenience. However, the flow mentioned in point 9 should be followed to avoid confusion.
6. **Clicking the submit button at the end of the form is mandatory.** You will get a message that your information has been successfully submitted.
7. The same Zoom window for the Harvard simulation should be kept open for the entire exercise duration.
8. One practice Google form will be sent one week in advance for familiarising with the format.
9. On the day of the activities, you will receive an email to your Gmail id from ascihyd.chrdprojects@gmail.com. The suggested flow of activities is:
 - a. Open Email with 'subject' line (Group C Activities)
 - b. This will have background information for the case study and in-basket.
 - c. In the text of the email, a link to three Google forms corresponding to in-Basket, Case Study and Psychometric Exercise will be available.
 - d. Click on the links, answer the questions and submit the forms by the deadline.

All three links will remain live/available from **02:40 p.m. to 5:40 p.m. on February 10, 2024**.

One person can submit only one response for each form from a registered Gmail id.

Once you submit the form, the following confirmation will flash on your screen:

'Your response has been recorded'

(iii) General Instructions:

1. Candidates should arrange a PC / laptop with a stable internet / Wi-Fi connection and take the assessment at a place where they are not disturbed.
2. Please check speaker, microphone and web cam before the start of the activity. The whole process will be recorded.
3. In case of power or any technical failure, the activity can be rescheduled on the reserve day in consultation with GIPSA. However, the activity will not be rescheduled for any other reason.
4. Mobile phones or any other electronic device should not be kept with oneself during the assessment. It is advisable to do practice on google forms (one practice format, will be sent by ASCI) and simulation (ASCI will send the link) to become familiar with the process well in advance.
