



## ON-LINE EXAMINATION - RECRUITMENT OF CLERKS

### 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 on-line examination will comprise the following objective type multiple choice tests as stated below :

Sr. No.	Name of Test	Number of Questions	Maximum Marks	Duration
1.	Verbal Ability / English Language	20	20	Composite time of 60 minutes
2.	Logical Aptitude / Reasoning	20	20	
3.	General, Socio-economic & Banking Awareness	10	10	
4.	Computer Awareness	10	10	
5.	Digital Banking	10	10	
6.	Quantitative/Numerical Ability	20	20	
	<b>Total</b>	<b>90</b>	<b>90</b>	

The time for the test is 60 minutes; however you may have to be at the venue for approximately 120 minutes including the time required for logging in, collection of the call letters, going through the instructions etc. All tests will be provided in English. You can attempt any question at any point of time within these 60 minutes. All the questions 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.**

Online Aptitude Test will be followed by a Psychometric Questionnaire (PQ) for a maximum duration of 20 minutes.

A list of statements will be given. You will be required to read each statement carefully and rate (mouse click) as it applies to you using the scale as indicated below.

Disagree Strongly
Disagree Somewhat
Neither Agree nor Disagree
Agree Somewhat
Agree Strongly

Some sample questions are given below.

### VERBAL ABILITY / ENGLISH LANGUAGE

**Q.1-2.** Read each sentence to find out whether there is any grammatical or idiomatic error in it. The error, if any, will be in one part of the sentence. The number of that part is the answer. If there is no error, the answer is '5'. (Ignore the errors of punctuation, if any).

**Q.1.** Most of the third world / country are experiencing / the ethnic or communal problem/

- (1) (2) (3) No error.  
in varying degrees. / (5)  
(4)

**Q.2.** The regaining of freedom / as we all know has given rise for / many dormant issues /

- (1) (2) (3) No error.  
and conflicts in our society. (5)  
(4)

**Q.3-4.** Pick out from the words given below each sentence the word which would complete the sentence correctly and meaningfully.

**Q.3.** Continuous unemployment has induced in the people a kind of \_\_\_\_\_ which is most depressing.

- (1) laziness (2) encouragement (3) satisfaction (4) anger (5) awakening

**Q.4.** He wants me to look \_\_\_\_\_ his garden during his absence.

- (1) at (2) over (3) after (4) into (5) from

### LOGICAL APTITUDE / REASONING

**Q.1.** The town of Paranda is located on Green lake. The town of Akram is West of Paranda. Tokhada is East of Akram but West of Paranda. Kakran is East of Bopri but West of Tokhada and Akram. If they are all in the same district, which town is the farthest West ?

- (1) Paranda (2) Kakran (3) Akram (4) Tokhada (5) Bopri

**Q.2.** Madhav ranks seventeenth in a class of thirty-one. What is his rank from the last ?

- (1) 13 (2) 14 (3) 15 (4) 16 (5) 17

**Q.3.** If the letters in the word TOPS can be rearranged to form a meaningful word beginning with O, the last letter of that word is your answer. If more than one such word can be formed, M is the answer and if no such word can be formed, X is the answer.

- (1) T (2) P (3) M (4) S (5) X

**Q.4.** In a row of girls, if Seeta who is 10th from the left and Lina who is 9th from the right interchange their seats, Seeta becomes 15th from the left. How many girls are there in the row ?

- (1) 16 (2) 18 (3) 19 (4) 22 (5) Other than those given as options

### GENERAL, SOCIO-ECONOMIC & BANKING AWARENESS

**Q.1.** Who chairs the SEBI committee on Corporate Governance ?

- (1) Adi Godrej (2) UdayKotak (3) Ratan Tata  
(4) ShyamShekar (5) None of these

**Q.2.** In another first, NASA will launch the first mission ever to study what aspect of the cosmos?

- (1) Stars (2) Black holes (3) Neutron Stars (4) Quasars (5) All the above

- Q.3.** NGT has banned open defecation and dumping of wastes in the floodplains of which river ?  
 (1) Yamuna (2) Ganga (3) Krishna (4) Godavari (5) Mahanadi
- Q.4.** Name the micro finance company that becomes the first to start operation as a commercial bank?  
 (1) Pay Tm Bank (2) Vodafone m-Pisa Bank (3) Yes Bank  
 (4) Bandhan Bank (5) None of these

### COMPUTER AWARENESS

- Q.1.** ----- is an output device of a computer.  
 (1) Printer (2) CPU (3) Monitor (4) Keyboard (5) CD
- Q.2.** Which is not an item of hardware ?  
 (1) An MP3 file (2) A keyboard (3) A monitor (4) A mouse (5) None of the above
- Q.3.** The full form of LAN is \_\_\_\_\_  
 (1) Local Access Network (2) Local Area Network (3) Long Area Node  
 (4) Local Area Node (5) Other than those given as options

### DIGITAL BANKING

- Q.1.** Many organisations across the world recently experienced the wrath of 'WannaCry' attack. 'WannaCry' is a \_\_\_\_\_  
 (1) Malware (2) Virus (3) Worm (4) Ransomware (5) Trojan
- Q.2.** Which bank launched India's first digital branch in Gurgaon, Haryana ?  
 (1) ICICI Bank (2) South Indian Bank (3) Federal Bank  
 (4) State Bank of India (5) IndusInd Bank

### NUMERICAL ABILITY

- Q.1.** Which of the following can be exact multiple of 4 ?  
 (1) 27114 (2) 58204 (3) 48402 (4) 32286 (5) Other than those given as options
- Q.2.** If the profit made by selling a pen for Rs.10 is as much as its cost, what is the cost price of the pen ?  
 (1) Rs.3/- (2) Rs.5/- (3) Rs.10/- (4) Rs.20/- (5) Other than those given as options
- Q.3-4.** In each of the following questions one number is missing. The place where the number is missing is shown by a question mark (?). You have to find out which one of the answers shown against 1, 2, 3 and 4 can replace the question mark. If none of these four can replace the question mark, you will indicate (5) i.e. 'Other than those given as options' as your answer.
- Q.3.**  $(27 + 498) \div 25 = ?$   
 (1) 17 (2) 25 (3) 21 (4) 12 (5) Other than those given as options
- Q.4.**  $\frac{24}{65} \times \frac{13}{56} \times \frac{5}{7} = ?$   
 (1)  $\frac{3}{49}$  (2)  $\frac{15}{245}$  (3)  $\frac{3}{77}$  (4)  $\frac{15}{56}$  (5) Other than those given as options

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

- (1) The examination would be conducted on-line i.e. on a computer.
- (2) The tests will be provided in 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



You have answered the question but marked it for review.

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) Test name(s) will be displayed on the top bar of the screen. Questions in a test can be viewed by clicking on the test name. The test you will view will be highlighted.
- (15) After clicking the **Save & Next** button on the last question for a test, you will automatically be taken to the first question of the (next) test.
- (16) You can move the mouse cursor over the test names to view the status of the questions for that test.
- (17) You can shuffle between test and questions anytime during the examination as per your convenience.
- (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 Bank.
- (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 60 minutes, 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, 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 Bank 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.
- (6) Please bring this 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**. Please hand over this call-letter alongwith photocopy of photo identity proof duly stapled together to the invigilator. Currently valid photo identity proof may be PAN Card/Passport/Permanent Driving Licence/Voter's Card/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/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 project.** 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. Candidates who have changed their name will be allowed only if they produce Gazette notification/their marriage certificate/affidavit indicating the change.

- (7) Biometric data (thumb impression) will be captured at the examination venue. With regards to the same, please note the following :
- (a) If fingers are coated (stamped ink/mehndi/coloured...etc), ensure to thoroughly wash them so that coating is completely removed before the exam day.
  - (b) If fingers are dirty or dusty, ensure to wash them and dry them before the finger print (biometric) is captured.
  - (c) Ensure fingers of both hands are dry. If fingers are moist, wipe each finger to dry it.
  - (d) If the primary finger (thumb) to be captured is injured/damaged, immediately notify the concerned authority in the test centre.
- (Any failure to observe these points will result in non-admittance for the examination)
- (8) 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. The Bank may take further action against such candidates as deemed fit by it.
- (9) You should bring with you a ball-point pen. 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** hand over this sheet of paper to the Test Administrator before leaving the venue.
- (10) 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.
- (11) If the examination is held in more than one session, 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.
- (12) 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.
- (13) 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 Bank recruitment process 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.

#### **IMPORTANT POINTS TO REMEMBER**

You are advised to bring with you the following:

- (i) Call letter with photo affixed thereon and photo ID card in **Original** and photocopy as mentioned in point 6.
- (ii) One Ball point pen

**WISH YOU GOOD LUCK**