



RECRUITMENT - DEVELOPMENT ASSISTANT IN CLASS III

ONLINE EXAMINATION : 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.

You may have to be at the venue for approximately 3 hours including the time required for logging in, collection of the call letters, going through the instructions etc.

The on-line examination will comprise the following objective type multiple choice tests and descriptive test as stated below :

Sr. No.	Test	Type of test	No. of Questions	Marks	Time
1.	Test of Reasoning	Objective	50	50	Composite time of 90 minutes
2.	Test of General Awareness	Objective	50	50	
3.	Test of Numerical Ability	Objective	50	50	
4.	English Comprehension	Descriptive	2	50	45 minutes
	Total		152	200	

All Objective tests will be provided in English and Hindi. You can attempt any objective question at any point of time within 90 minutes. All the objective 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, 1/4th of the marks assigned to that question will be deducted as penalty.**

Descriptive paper will be provided only in English. Descriptive questions will be displayed on the screen of your computer. Answers are to be typed using the keyboard. Before start of typing answers to questions in Descriptive Paper please check all key functions of the keyboard. You will get 30 minutes to answer the questions.

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

- Number of questions answered correctly by a candidate in each objective test is considered for arriving at the Corrected Score after applying penalty for wrong answers.
- 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 tests held in different sessions to arrive at the Equated Scores*

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

- Testwise scores and scores on total is reported with decimal points upto two digits.

Note : Cutoffs may be applied in two stages :

- On scores in individual tests
- On Total Score

The total marks of the examination will be 200 which includes 50 marks of the English Descriptive Section. Candidates will be shortlisted for Interview on the basis of overall marks scored in objective and descriptive section taken together against full marks of 200.

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

REASONING

This is a test to see how well you can think. It contains questions of various kinds. Here are some sample questions.

Directions : In each of the following questions, there is a group of letters or words given. Four of the five are alike in a certain way, while one is different. Find out the one which is different.

Q.1. In the series given below count each 5 which is not immediately preceded by 3 but is immediately followed by 7. How many such 5's are there ?

1 5 7 3 5 7 4 7 3 7 2 5 6 5 8 5 7 4 5 6 5 5 7 1 5 7 7 5 5

(1) 1 (2) 2 (3) 3 (4) 4 (5) 5

Q.2. 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.3. STAMMERING is related to SPEECH in the same way as DEAFNESS is related to which of the following ?

(1) EAR (2) HEARING (3) DUMB (4) SILENCE (5) TALK

Q.4. 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.5. Sapling is related to Tree as -----

(1) Horse is related to Mare (2) River is related to Brook (3) Bud is related to Flower
(4) Student is related to Teacher (5) Tree is related to Furniture

Q.6. Which letter should be in place of the question mark in the following series ?

G H J M ? V

(1) T (2) S (3) R (4) U (5) Q

GENERAL AWARENESS

This test is designed to measure your awareness about the past and present events, socio economic developments as well as awareness about developments in the Banking Industry etc.

Q.1. Which of the following financial institutions has introduced the 'Know Your Customer' guidelines for Banks ?

(1) IDBI (2) RBI (3) NABARD (4) SIDBI (5) Other than those given as options

Q.2. OSCAR awards are given for best performance in which of the following field ?

(1) Films (2) Literature (3) Sports (4) Science (5) Social Service

Q.3. Who among the following is the current Prime Minister of India ?

(1) Dr. A. P. J. Abdul Kalam (2) Shri Narendra Modi (3) Mrs. Sonia Gandhi
(4) Shri Atal Bihari Vajpayee (5) Other than those given as options

Q.4. Who is the person closely associated with operation flood programmes and was honoured by Padma Vibhushan recently ?

(1) Dr. V. Kurien (2) Dr. M. S. Swaminathan (3) Dr. Amartya Sen
(4) Dr. A. P. J. Abdul Kalam (5) Other than those given as options

Q.5. Which of the following is the state where the number of people living below poverty line is maximum ?

(1) Bihar (2) Andhra Pradesh (3) Uttar Pradesh (4) Rajasthan (5) Orissa

NUMERICAL ABILITY

- Q.1.** At 10 paise each, how many paise will 6 lemons cost ?
(1) 6 (2) 10 (3) 60 (4) 61 (5) 610
- Q.2.** 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.3-6.** 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.** $0.7 \times 0.5 = ?$
(1) 35 (2) 0.35 (3) 0.0035 (4) 0.035 (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
- Q.5.** $(27 + 498) \div 25 = ?$
(1) 17 (2) 25 (3) 21 (4) 12 (5) Other than those given as options

Other Instructions :

(A) Details of the On-line Examination Pattern

- (1) The examination will be conducted on-line i.e. on a computer.
- (2) Before clicking on the 'Start' option, the candidates can go through the instructions shown on the screen.
- (3) All tests except of Descriptive Paper will be in English and Hindi.
- (4) Only when the 'Start' button is pressed will the actual test time for objective test will start. On submission of objective test, the actual test time of descriptive test will start immediately.
- (5) Only one question at a time will be displayed on the screen.
- (6) All the objective questions will have multiple choices. Out of the five answers to a question only one will be the correct answer. **You will have to select the most appropriate answer and 'mouse click' that alternative which you feel is appropriate/ correct. The alternative/ option that is clicked on will be treated as the answer to that question.** Some descriptive questions may have internal choices.
- (7) 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 examination (objective and descriptive). When the clock runs out the exam ends by default - you are not required to end or submit your exam.
- (8) The question palette at the right of the 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.
- (9) 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.

- (10) 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 and 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.
- (11) To select your answer to an Objective Question, click on one of the option buttons.
- (12) To change your answer to an Objective Question, click the other desired option button.
- (13) To save your answer, you MUST click on **Save & Next**.
- (14) To deselect a chosen answer to an Objective Question, click on the chosen option again or click on the **Clear Response** button.
- (15) 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.
- (16) To change an answer to an Objective Question, first select the question and then click on the new answer option followed by a click on the **Save & Next** button.
- (17) Questions that are saved or marked for review after answering will ONLY be considered for evaluation.
- (18) Sections in this question paper are displayed on the top bar of the screen. Questions in a Section can be viewed by clicking on the Section name. The Section you are currently viewing is highlighted.
- (19) After clicking the **Save & Next** button on the last question for a Section, you will automatically be taken to the first question of the next Section.
- (20) You can move the mouse cursor over the Section names to view the status of the questions for that Section.
- (21) You can shuffle between Sections and questions any time during the respective time of objective and descriptive examinations as per your convenience.
- (22) The candidates are requested to follow the instructions of the Test Administrator carefully. If a 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 Bank.
- (23) 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.
- (24) After the expiry of time for examination (objective and descriptive), the candidates will not be able to attempt any question or check their answers. On completion of test time, answers of the candidates would be saved automatically by the computer system even if they have not clicked the "Submit" button.
- (25) 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 objective test is over you may retain this sheet of paper for the descriptive test also. After both, objective and descriptive tests are over, you must necessarily return the sheet of paper provided for rough work to the test administrator before leaving the test premises.

(26) Please note :

- a) Candidates will not be allowed to “finally submit” unless they have exhausted the actual test time of the examination (objective and descriptive).
- b) Under no circumstances should a candidate click on any of the ‘keyboard keys’ during the objective test once the exam starts as this will lock the Objective Test 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 candidate’s photograph affixed on the call letter should match the photograph submitted with application form failing which the candidate may not be allowed to appear for the examination. The call letter should be brought with you to the examination venue along with your recent passport size photograph duly pasted on it.
- (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 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**. Please handover the call-letter alongwith photocopy of photo identity proof duly stapled together to the invigilator. Currently valid photo identity proof may be PAN Card/Passport/ 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 Card with a photograph/Employee ID/Bar Council Identity card with photograph. **Please Note - Ration Card and E-adhar Card 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. 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. The Bank may take further action against such candidates as deemed fit by it.
- (8) 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.
- (9) The possibility for occurrences 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 the conduct of another examination if considered necessary. Decision of the test conducting body in this regard shall be final. Candidates not willing to accept such change shall lose his/her candidature for this exam.

- (10) 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.
- (11) Please note that a candidate is allowed to appear only once in the online examination. Multiple appearance in online examination will result in cancellation of candidature. In case more than one call letter has been generated, candidates are advised to appear only once on the date and at the time mentioned on the respective call letter. All other call letters are to be surrendered.
- (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 recruitment process of the Bank 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.

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 above.
- (ii) One Ball point pen.

WISH YOU GOOD LUCK