ON-LINE EXAMINATION FOR RECRUITMENT OF BANKING ASSISTANTS IN THE RAJASTHAN STATE CO-OPERATIVE BANK LIMITED AND 29 CENTRAL CO-OPERATIVE BANKS

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. In the online examination, those candidates who have obtained atleast 33% of total marks shall be considered as pass but in case of SC/ST/OTH candidates, a minimum of 28% of total marks shall be considered as pass.

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

Sr. No.	Test	No. of Questions	Marks	Time
1	English	20	20	
2	Reasoning	20	20	
3	Numerical Ability	20	20	Composite Time of 135 minutes
4	Clerical Aptitude	20	20	
5	General Knowledge of Rajasthan	20	20	
6	General Computer Knowledge	20	20	
	Total	120	120	

The time for the test is 135 minutes; however you may have to be at the venue for approximately 180 minutes including the time required for logging in, collection of the call letters, going through the instructions etc. All tests except test of English Language will be provided in English and Hindi. You can attempt any question from 1 to 120 at any point of time within these 135 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.**

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.

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

(i)   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.

(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 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, if the exam is conducted in more than one session.

(iii) Testwise scores and scores on total is reported with decimal points upto two digits.

Cutoff will be applied only on the Total Score.

Some sample questions are given below.

English

This is a test to see how well you know English. Your English language ability would be tested through questions on grammar, vocabulary, sentence completion, synonyms, antonyms, comprehension of a passage, etc. Study and answer the sample questions given below :

Direction : Pick out the most appropriate word from the words given below each sentence to complete it meaningfully.

Q.1. He quickly glanced .... the book to find what it said about the Indian economy.
(1) at   (2) through   (3) in   (4) to   (5) over

Q.2. The counsel urged the court to .... down the obnoxious law.
(1) enact   (2) enforce   (3) cancel   (4) strike   (5) declare

Directions : Read each sentence to find out whether there is any grammatical error in it. The error, if any, will be in one part of the sentence. The number of that part of the sentence is your answer. If there is no error, the answer is 'No error'.

Q.3. I am twenty / two years old / when I first / joined the bank.   No error
       (1)   (2)   (3)   (4)   (5)

Q.4. To the Hindus / the Ganga is / holier than / any other river.   No error
       (1)   (2)   (3)   (4)   (5)

Directions : In each of the following questions, select from the five alternatives, the word nearest in meaning to the word given in capitals.

Q.5. LETHAL
(1) light   (2) dangerous   (3) deadly   (4) cruel   (5) thoughtless

Q.6. CENTENARY
(1) a guard   (2) a hundred years   (3) a very old man
(4) a hundred runs   (5) a hundredth anniversary

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 are five groups of letter groups or words in each question. Four of these letter groups or words are alike in some way, while one is different. Find the one which is different.

Q.1. (1) black   (2) red   (3) green   (4) paint   (5) yellow

Q.2. (1) BC   (2) MN   (3) PQ   (4) XZ   (5) ST

Q.3. (1) Mango   (2) Apple   (3) Orange   (4) Guava   (5) Rose

Directions : In each of the following questions, there is a question mark in which only one of the five alternatives given under the question satisfies the same relationship as is found between the two terms to the left of the sign :: given in the question. Find the correct answer.

Q.4. Foot : man : : hoof : ?
(1) leg   (2) dog   (3) horse   (4) boy   (5) shoe

Q.5. 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

Numerical Ability

This test is designed to measure how fast and accurate you are in dealing with numbers, viz. computation, quantitative reasoning, interpretation of tables and graphs.

Directions : In each of the following questions, you have to find out what will come in place of the question mark (?).

Q.1.   42 + 73 + 137 = ?
(1) 352   (2) 252   (3) 242   (4) 142   (5) Other than those given as options

Q.2. $20 \times \frac{1}{2}$ = ?
(1) 4   (2) 5   (3) 12   (4) 20   (5) Other than those given as options

Q.3.   At 10 paise each, how many paise will 6 lemons cost ?
(1) 6   (2) 10   (3) 60   (4) 61   (5) 610

Q.4.   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.5.   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

Clerical Aptitude

There will be different types of items in this test. In the first type, in each question a combination of name and address is given in the first column at the left followed by four such combinations one each under the columns 1, 2, 3 and 4. You have to find out the combination which is exactly the same as the combination in the first column. The number of the column which contains that combination is the answer. If all the combinations are different, the answer is "5".

	1	2	3	4	5
Q.1. S. R. BHAT 36, Bora Street Bombay–400096	S. R. BHAT 63, Bora Street Bombay–400096	S. R. BHATT 36, Bora Street Bombay–400096	S. R. BHAT 36, Bora Street Bombay–400069	S. R. BHAT 36, Bora Street Bombay–400096	None
Q.2. S. Narayanan Amar Apt. 62 Bombay–400011	S. Narayan Amar Apt. 62 Bombay–400011	S. Narayanan Amar Apt. 62 Bombay–400011	S. Narayanan Amar Apt. 66 Bombay–400011	S. Naraianan Amar Apt. 62 Bombay–400011	None

In the second type of questions, some items of family expenditure are given. The item in each questions is to be classified into one of the following five Heads of expenditure : (1) Education (2) Food (3) Health (4) Travel (5) Miscellaneous. The number preceding the Head of expenditure 1 or 2 or 3 or 4 or 5, as the case may be, is the answer.

Sample question :

Q.3.   Purchase of Rice

Since this item falls under the Head of expenditure "Food" the answer is "2".

General Knowledge of Rajasthan

Q. 1.   Lake palace is situated in which of the following cities ?
(1) Jodhpur (2) Jaipur (3) Udaipur (4) Jaisalmer   (5) Other than those given as options

Q.2.   Which of the following place is famous for Bird Sanctuary ?
(1) Bikaner   (2) Kota   (3) Jodhpur (4) Bharatpur   (5) Other than those given as options

Q.3.   Tarapore atomic power plant is located in ———
(1) Bihar (2) Gujarat   (3) Madhya Pradesh (4) Rajasthan (5) Other than those given as options

Q.4.   Which of the following sectors contributes maximum in deciding the growth in income of the states of Rajasthan ?

(1) Energy   (2) Tourism   (3) Service   (4) Transport   (5) Agriculture

Q.5.   Who among the following is the current Chief Minister of Rajasthan ?
(1) Smt Vasundhara Raje   (2) Mr. Yunus Khan   (3) Mr. Nandlal Meena
(4) Mr. Rajendra Rathore   (5) Mr. Kali Charan Saraf

General Computer Knowledge

This test is designed to measure your computer knowledge.

Q.1. 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

Q.2. -------------is an output device of a computer.
(1) Printer   (2) CPU   (3) Monitor   (4) Keyboard   (5) CD

Q.3. What is the full form of RAM ?
(1) Random Adaptive Mouse   (2) Random Adaptive Memory   (3) Random Access Memory
(4) Random Access Mouse   (5) Other than those given as options

Q.4. Pick the odd man out.
(1) Monitor   (2) Keyboard   (3) Floppy drive   (4) Windows   (5) Hard-disk drive

Q.5. Which of the following is a popular Computer Language ?
(1) A +   (2) BA +   (3) C ++   (4) CA +   (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) All tests except of English will be in English and Hindi.

(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) 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.

(15) 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.

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

(17) You can shuffle between sections 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 Organization.

(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 135 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.

 (4) You must scrupulously follow the instructions of the Test Administrator and Organization 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 hand over 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.

(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 Organization 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 loose 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 Organization 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