

CRP SPL-XII



इंस्टीट्यूट ऑफ बैंकिंग पर्सोनेल सिलेक्शन

(भारतीय रिज़र्व बैंक, केंद्रीय वित्तीय संस्थाओं व सार्वजनिक क्षेत्र के बैंकों द्वारा स्थापित एक स्वायत्त संस्था)

INSTITUTE OF BANKING PERSONNEL SELECTION

(An autonomous body set up by Reserve Bank of India, Central Financial Institutions and Public Sector Banks)

असेसमेंट में, हम पर भरोसा रखता है भारत

In assessment, India trusts us

INFORMATION HANDOUT

ONLINE MAIN EXAMINATION FOR RECRUITMENT OF SPECIALIST OFFICERS IN PARTICIPATING BANKS

Date of Examination – 29.01.2023

INTRODUCTION

- This booklet contains details pertaining to various aspects of the online examination you are going to take and important instructions about related matters. **The assessment will be done online, hence you should carefully read instructions regarding the method of indicating answers.** You are advised to study this booklet carefully as it will help you in preparing for the examination.
- Before appearing for the online examination you should strictly ensure yourself that you fulfill the eligibility criteria stipulated in the advertisement in all respects.
- Please note that since this is a competitive examination, mere passing is not adequate. You have to obtain a high rank in the order of merit to get eligibility for future selection process. You should, therefore, put in best efforts in the examination.

Online Main Examination :

Online Main Examination for the posts of **Law Officer, IT Officer, Agriculture Field Officer, HR/Personnel Officer and Marketing Officer** will consist of objective tests for 60 marks

Name of the Test	No. of Ques.	Max. Marks	Medium of Exam	Duration
Professional Knowledge (Objective)	60	60	English & Hindi	45 minutes

Rajbhasha Adhikari

Online Main Examination for the post of **Rajbhasha Adhikari** will consist of Objective and Descriptive Test. Both the Objective and Descriptive Tests will be conducted online. Candidates will have to answer Descriptive Test by typing on the computer. Immediately after completion of Objective Test, Descriptive Test will be administered.

Total time for the Objective and Descriptive Tests will be 1 hour and total marks are 60. The Tests will have separate timing for objective and descriptive tests.

Name of the Test	No. of Ques.	Max. Marks	Medium of Exam	Duration
Professional Knowledge (Objective)	45	60	English & Hindi	30 minutes
Professional Knowledge (Descriptive)	2		English & Hindi	30 minutes

For Hindi Typing in Descriptive Paper, Candidate should have knowledge of the following keyboard layouts.

- (1) Inscript
- (2) Remington (GAIL)

Penalty for Wrong Answers

There will be penalty for wrong answers marked in the Objective Tests. For each question for which a wrong answer has been given by the candidate one-fourth or 0.25 of the marks assigned to that question will be deducted as penalty to arrive at corrected score. If a question is left blank, i.e. no answer is marked by the candidate, there will be no penalty for that question.

SAMPLE QUESTIONS

Below are given some sample questions for each of these tests. The type of questions are only illustrative and not exhaustive. In actual test you may find questions on some or all these types and also questions on the type not mentioned here.

PROFESSIONAL KNOWLEDGE

Questions in this test will be relevant to the respective post.

Law Officer

- Q.1.** After the balance sheet and the profit and loss account have been laid before an Annual General Meeting of a Company, the same has to be filed with the Registrar of Companies within _____ days of AGM.
(1) 60 (2) 45 (3) 30 (4) 20 (5) 15

IT Officer

- Q.1.** Public data can be accessed —
(1) only from the base class itself (2) both from the base class and from its derived classes
(3) cannot be accessed by any method (4) only from derived classes
(5) Other than those given as options

Agricultural Field Officer

- Q.1.** Which of the following is a high tech, high value agricultural project ?
(1) Marine Fisheries (2) Greenhouse (3) Grape Cultivation
(4) Poultry Farming (5) Other than those given as options

HR/Personnel Officer

- Q.1.** Which of the following provides employees with an accurate view of their performance from Superiors, Peers, Subordinates and Customers ?
(1) Management By Objectives (2) Job Engineering (3) 360 Degree Appraisal
(4) Mentoring (5) Other than those given as options

Marketing Officer

- Q.1.** Brand Image refers to _____
(1) attributes of a product (2) customer's perceptions of a brand
(3) market orientation of a product (4) attributes of a product and customer's perceptions of a brand
(5) Other than those given as options

Rajbhasha Adhikari

- प्र.1.** राजभाषा के संबंध में राष्ट्रपति की ओर से प्रथम आदेश किस सन् में जारी किया गया था ?
(1) 1952 (2) 1948 (3) 1947 (4) 1962 (5) दिए गए विकल्पों को छोड़कर अन्य

DETAILS OF THE ONLINE EXAMINATION PATTERN

- Total duration of examination is 45 minutes / 60 minutes. [20 minutes compensatory time for every 60 minutes (1 hour) of the examination time for PwBD candidates eligible for compensatory time.]
- The clock will be set at the server. The countdown timer in the top right corner of screen will display the remaining time available for you to complete the examination. When the timer reaches zero, the examination will end by itself. You will not be required to end or submit your examination.
- The Question Palette displayed on the right side of screen will show the status of each question using one of the following symbols:



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.



The question(s) "Answered and Marked for Review" will be considered for evaluation.

The Marked for Review status for a question simply indicates that you would like to look at that question again. *If a question is answered and Marked for Review, your answer for that question will be considered in the evaluation.*

4. You can click on the “>” arrow which appears to the left of question palette to collapse the question palette thereby maximizing the question window. To view the question palette again, you can click on “<” which appears on the right side of question window.
5. You can click on your “Profile” image on top right corner of your screen to change the language during the exam for entire question paper. On clicking of Profile image you will get a drop-down to change the question content to the desired language.
6. You can click on  to navigate to the bottom and  to navigate to the top of the question area, without scrolling.

Navigating to a Question:

7. To answer a question, do the following:
 - a. Click on the question number in 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 your answer for the current question and then go to the next question.
 - c. Click on **Mark for Review & Next** to save your answer for the current question, mark it for review, and then go to the next question.

Answering a Question:

8. Procedure for answering a multiple choice type question:
 - a. To select your answer, click on the button of one of the options
 - b. To deselect your chosen answer, click on the button of the chosen option again or click on the **Clear Response** button
 - c. To change your chosen answer, click on the button of another option
 - d. To save your answer, you MUST click on the **Save & Next** button
 - e. To mark the question for review, click on the **Mark for Review & Next** button. *If an answer is selected for a question that is Marked for Review, that answer will be considered in the evaluation.*
9. To change your answer to a question that has already been answered, first select that question for answering and then follow the procedure for answering that type of question.
10. Note that ONLY Questions for which answers are saved or marked for review after answering will be considered for evaluation.

Navigating through sections:

11. 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.
12. Candidate can view the corresponding section summary as part of the legend that appears in every section above the question palette.

Submitting the exam:

13. After the expiry of time 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.
14. Please note :
 - a) Candidates will not be allowed to “finally submit” unless they have exhausted the actual test time of the examination.
 - b) Under no circumstances should a candidate click on any of the ‘keyboard keys’ during the test once the exam starts as this will lock the exam.

GENERAL INSTRUCTIONS

- (1) Please note date, reporting time and venue address of the examination given in the call letter.
- (2) You may visit the venue one day before the Examination to confirm the location so that you are able to report **on time** on the day of the examination. Late comers will not be allowed.
- (3) **You need to paste your photograph on the call letter. Candidates reporting without one photograph pasted on the call letter will not be allowed to appear for the exam. (It is advisable that candidate retains about 8 copies of the same photograph which is uploaded at the time of Application as these would be needed for further stages of this selection process).**
- (4) Your photograph affixed on the call letter should match the one uploaded in the online application form, failing which you will not be allowed to appear for the examination. Registration at the exam venue will be done through Photo and Biometric Right Thumb Impression capture. Photo captured will be matched with the photo uploaded by you in the application (As printed in the call letter). You must NOT change your appearance from the photo uploaded by you. Your signature should tally with the signature uploaded. In case of discrepancy, you will not be allowed to appear for the examination. Signature in CAPITAL LETTERS will not be accepted. Photograph of scribe will also be captured.
- (5) 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.
- (6) 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.
- (7) **You must bring the call letter of Online Main Examination along with authenticated/stamped Call letter of Online Preliminary examination and authenticated/stamped photocopy of (currently valid) photo identity proof** (such as PAN Card/ Passport/Permanent Driving License/Voter's Card with photograph/Bank Passbook with photograph/Photo Identity proof issued by a Gazetted Officer or People's Representative on official letterhead/Valid recent Identity Card issued by a recognised College or University/Aadhar card /E-Aadhar Card with a photograph/Bar Council ID Card with photograph/Employee ID). **Original photo identity proof is also to be brought.** Please note that your name as appearing on the call letter (provided by you in the application form) should exactly match the name as appearing on the photo identity proof. 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 examination. 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 examination.
 - Ration Card and Learner's Driving License will NOT be accepted as valid ID proof.
 - In case of candidates who have changed their name will be allowed only if they produce Gazette notification/their marriage certificate/ affidavit in original.
- (8) Do not leave your seat unless you are allowed.
- (9) No travelling allowance or other expenses in connection with the examination will be paid.
- (10) IBPS would be analyzing the responses (answers) of individual candidates with other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted by IBPS in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, IBPS reserves right to cancel the candidature of the concerned candidates without any notice and the result of such candidates (disqualified) will be withheld. No objection in this regard shall be entertained.
- (11) You should bring with you a ball-point pen and blue ink stamp pad for affixing thumb impression on the call letter and attendance sheet. Sheets 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 submit these sheets of paper before leaving the venue. You must write your Name, Registration Number, Roll Number and Date of Exam on the rough sheets.
- (12) 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-examination is at the absolute discretion of IBPS. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.

- (13) 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.
- (14) 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 of the common 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 effect. Clarifications / decisions given / to be given by the Director, IBPS, regarding Common Recruitment process shall be final and binding.
- (15) The PwBD candidates, who want to use facility of scribe, are required to submit a Declaration form (Scribe declaration form) that can be downloaded from authorised IBPS website.
- (16) Following items will not be allowed inside the examination hall (Lab) :-
Any stationery item like textual material (printed or written), bits of papers, Geometry/Pencil Box, Plastic Pouch, Calculator, Scale, Writing Pad, Pen Drives, Log Table, Electronic Pen/Scanner, Any communication device like Mobile phone, Bluetooth, Earphones, Microphone, Pager, Health Band etc. Other items like Goggles, Handbags, Hair-pin, Hair-band, Belt, Cap, Any watch/Wrist Watch, Camera, Any metallic item, Any eatable item opened or packed, water bottle (only transparent water bottle is allowed). Any other item which could be used for unfair means for hiding communication devices like mobile phone, camera, bluetooth devices etc. Any candidate who is found either copying or receiving or giving assistance will be disqualified.
You are advised to avoid wearing ornaments like Ring, Earrings, Nose-pin, Chain/Necklace, Pendants, Badge, brooch etc.
- (17) Candidates should not furnish any particulars that are false, tampered, fabricated and should not suppress any material information while submitting online application. At the time of examination or in a subsequent selection procedure, if a candidate is (or has been) found guilty of – (i) using unfair means or (ii) impersonating or procuring impersonation by any person or (iii) misbehaving in the examination hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or (iv) resorting to any irregular or improper means in connection with his/ her candidature or (v) obtaining support for his/ her candidature by unfair means, or (vi) carrying mobile phones or similar electronic devices of communication in the examination hall – such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable :
- to be disqualified from the examination for which he/ she is a candidate
- to be debarred either permanently or for a specified period from any examination conducted by IBPS
- (18) Rough sheet(s) kept at each candidate desk will be used by candidate. You have to write your Roll Number, Registration Number, Name and date of examination on each of the rough sheet used by you.
- (19) **Candidate must submit the following documents before leaving Lab/Venue:**
- **Call letters (Preliminary and Mains Examination)**
- **Photocopy of photo ID proof**
- **Rough Sheets**
- **Scribe Declaration (if applicable)**
- (20) After Biometric verification, the candidates will be permitted to move out in an orderly manner – one candidate at a time. Please wait for instructions from invigilator and do not get up from your seat until advised.

BIOMETRIC DATA CAPTURE

Photograph and Biometric data (Right thumb impression or otherwise) will be captured at the examination venue. The photo captured will be matched with the photo uploaded by the candidate in the application. You must NOT change your appearance from the photo uploaded by you. **Refusal to participate in the process of Biometric Thumb Impression capture/verification on any occasion may lead to cancellation of candidature.**

With regards to the biometric data capture, please note the following:

- If fingers are coated (stamped ink/mehndi/coloured...etc.), ensure to thoroughly wash them so that coating is completely removed before the exam day.
- If fingers are dirty or dusty, ensure to wash them and dry them before the finger print (biometric) is captured.
- Ensure fingers of both hands are dry. If fingers are moist, wipe each finger to dry them.

(d) If the primary finger (Right thumb) to be captured is injured/damaged, immediately notify the concerned authority in the test centre.

In such cases impression of other fingers, toes etc. may be captured.

Decision of the Biometric verification authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates.

SOCIAL DISTANCING RELATED INSTRUCTIONS FOR THE EXAM

- 1 Candidate is required to report at the exam venue strictly as per the time mentioned in the Call Letter. Late comers will not be allowed to take the test.
- 2 Items permitted into the venue for Candidates
Candidates will be permitted to carry only certain items with them into the venue.
 - a. Mask (Wearing a mask is compulsory)
 - b. Gloves
 - c. Personal transparent water bottle (Candidates should bring their own water bottle)
 - d. Personal hand sanitizer (50 ml)
 - e. A simple pen and blue ink stamp pad.
 - f. Exam related documents (Call Letter of Preliminary exam along with copy of ID proof (duly authenticated/stamped).
Call Letter of Main Examination and photocopy of the photo ID proof stapled with it and same ID card in original.
The name on the ID card and on the Call letter should be exactly the same.
 - g. In case of Scribe Candidates - Scribe form duly filled and signed with Photograph affixed.No other Items are permitted inside the venue.
- 3 Candidate should not share any of their personal belonging/material with anyone
- 4 Candidate should maintain safe social distance with one another.
- 5 If candidate is availing services of a scribe, then scribe also should bring their own Gloves, N95 Mask, sanitizer (50ml) and transparent water bottle. Wearing a mask is compulsory.

WISH YOU GOOD LUCK