



INSTITUTE OF BANKING PERSONNEL SELECTION

INFORMATION HANDOUT FOR CANDIDATES APPEARING FOR THE ONLINE EXAMINATION FOR SELECTION OF HINDI OFFICER

This handout is meant to give the candidates information about the selection process in respect of the online examination, Skill Test and Item Writing Exercise and Personal Interview.

Part-I of this handout gives you broad outline about the structure of the examination and some sample questions.

Part-II of this handout describes the details of online objective type test and details of method of indicating answers, revising answers etc.

Part-III of this handout gives you a broad outline about the Skill Test, Item Writing Exercise & Personal Interview.

PART I:

The structure of examination will be as follows :

Test No.	Name of the Test	No. of Qs.	Max. Marks	Duration	Version
I	Reasoning	50	25	35 minutes	English
II	English Language	50	50	35 minutes	English
III	General Awareness	50	50	20 minutes	English
IV	Hindi Language	50	75	50 minutes	Hindi
	Total	200	200	140 minutes	

Tests are separately timed and will be administered one after the other. Candidates have to attempt each test in the time allotted to that particular test only.

For Test I - IV : All the questions will be of objective type with multiple choices. Out of the five answers to each question only one will be correct answer. You have to find out the correct answer and indicate it by 'Mouse-clicking' on the computer. You are advised not to answer questions by guessing. There will be penalty for wrong answers. For each wrong answer **0.25** of the marks assigned to that question will be deducted as penalty.

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

Now try to solve the following question.

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

Following are the questions based on analogy.

Q.3. "Foot" is related to "Man" in the same way as "Hoof" is related to _____
(1) Leg (2) Horse (3) Dog (4) Boy (5) Shoe

Q.4. "Day" is related to "Night" in the same way as "Kind" is related to _____
(1) Dark (2) Bright (3) Cruel (4) Generous (5) Gratitude

- 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
- Q.6.** Some leaders are dishonest. Satyapriya is a leader. Which of the following inferences definitely follows from these two statements ?
 (1) Satyapriya is honest (2) Satyapriya is dishonest (3) Some leaders are honest
 (4) Leaders are generally dishonest (5) Satyapriya is sometimes dishonest

ENGLISH LANGUAGE

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. Please remember, in the test paper there may be questions of several other types also.

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

- Q.7.** 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.8.** The counsel urged the court to down the obnoxious law.
 (1) enact (2) enforce (3) cancel (4) strike (5) declare
- Q.9.** The local official the Minister of the situation.
 (1) explained (2) warned (3) apprised (4) told (5) intimated

Directions : Read each sentence given below 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 '5'. (Ignore errors of punctuations, if any)

- Q.10.** I am twenty / two years old / when I first / joined the bank. No error
 (1) (2) (3) (4) (5)
- Q.11.** To the Hindus / the Ganga is / holier than / any other river. No error
 (1) (2) (3) (4) (5)
- Q.12.** Of all the teachers / in our school / our class teacher / were very strict. No error
 (1) (2) (3) (4) (5)

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

- Q.13.** CENTENARY
 (1) a guard (2) a hundred years (3) a very old man (4) hundred runs (5) hundredth anniversary
- Q.14.** TRIUMPH
 (1) conquer (2) smash (3) earn (4) brave (5) capture

Directions : In each of the following questions, select from amongst the five alternatives, the word **most opposite** in meaning of the word given in capitals.

- Q.15.** LIVELY
 (1) simple (2) weak (3) dull (4) angry (5) moron
- Q.16.** INADVERTENT
 (1) adequate (2) available (3) sluggish (4) negligent (5) intentional

In addition to the above questions, there will be a passage in English for comprehension. You will be asked questions based on the passage.

There may be some other types of questions also.

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.17.** Which of the following financial institutions introduced the 'Know Your Customer' guidelines for Banks ?
 (1) IDBI (2) RBI (3) NABARD (4) SIDBI (5) Other than those given as options

- Q.18.** Which of the following sectors contributes the maximum in deciding the growth in income of the states in India ?
 (1) Energy (2) Tourism (3) Service (4) Transport (5) Agriculture
- Q.19.** Headquarters of which of the following nationalised Banks is situated in Mumbai city ?
 (1) Punjab National Bank (2) Bank of Maharashtra (3) Bank of Baroda
 (4) Union Bank of India (5) Indian Bank
- Q.20.** Who among the following is the current President of India ?
 (1) Shri M. Venkaiah Naidu (2) Shri Ram Nath Kovind (3) Shri Mohammed Hamid Ansari
 (4) Shri Amit Shah (5) Other than those given as options

HINDI LANGUAGE

This is a test to see how well you 'Know' Hindi. Your Hindi Language ability would be tested through questions on grammar, vocabulary, sentence completion, synonyms, antonyms, comprehension of a passage, etc.

प्र.21-23. नीचे दिये गये प्रश्नों में से हरेक में एक वाक्य दिया गया है जिसे (1), (2), (3) और (4) भागों में बांटा गया है। वाक्य को पढ़ कर ज्ञात कीजिये कि वाक्य में शब्दों के गलत प्रयोग, वर्तनी या व्याकरण की कोई त्रुटि तो नहीं है। त्रुटि अगर होगी तो वाक्य के किसी एक ही भाग में होगी। इस भाग का क्रमांक ही आपका उत्तर है। अगर वाक्य त्रुटिहीन है तो उत्तर (5) दीजिये अर्थात् त्रुटि नहीं।

प्र.21. चालीस लडकों का एम मिला जुला / ठहाका उठा था और / कक्षा की छत पे टकरा कर /

(1) (2) (3)

सब का सब एकदम मेरे भीतर उतर गया था।

(4)

त्रुटि नहीं

(5)

प्र.22. सेठ पुरुषोत्तम दास पूना की सरस्वती पाठशाला / का मुआयना करने के बाद में /

(1) (2)

बाहर निकले तो एक लड़की ने / दौड़ कर उनका दामन पकड़ लिया।

(3) (4)

त्रुटि नहीं

(5)

प्र.23. वह झपट कर कुरसी से उठी / और बड़े वेग से कई कमरो / और बरामदो को पार करती /

(1) (2) (3)

मैनेजर के सामने को आकर खड़ी हो गई।

(4)

त्रुटि नहीं

(5)

प्र.24-25. नीचे दिए गए प्रश्नों में से एक शब्द समूह या वाक्यांश दिया गया है और फिर उसके बाद पाँच ऐसे शब्द सुझाए गए हैं जो कि इस पूरे वाक्यांश या शब्द समूह का अर्थ एक शब्द में स्पष्ट कर देते हैं। आपको वह शब्द ज्ञात कर उसको उत्तर के क्रम में दर्शाना है।

प्र.24. जिसका कभी नाश न हो

(1) अपनाश (2) निरामिष (3) अटल (4) अविनाशी (5) सर्व व्यापक

प्र.25. कम बोलने वाला

(1) मिठबोला (2) समदर्शी (3) मृदुभाषी (4) संयमित (5) मितभाषी

In addition to the above questions, there will be a passage in Hindi Comprehension. You will be asked question based on the passage.

Part II :

Details about On-line Test Pattern

- The test would be conducted on-line on a computer.
- A **login screen** will be displayed to the candidate. The candidate has to log in using his/her User ID and Password which is provided on the Call Letter.
- After logging in Candidate's profile (Name, Roll No. etc.) will be displayed and the candidate has to confirm the same by clicking on the 'I confirm' button confirming the profile is correct.
- Thereafter the instructions will be displayed on the screen.
- A candidate should read the instructions carefully and indicate that he has done so by 'checking' (click) the box at the bottom of the screen, after which the '**I am ready to begin**' button is activated.

6. After clicking on the 'I am ready to begin' button the actual **test time** will begin.
7. In Tests I - IV there will be 200 Questions and each question is followed by 5 alternatives/options.
8. The questions except those on Hindi Language will be available in English Language only.
9. Only one question will be displayed at a time.
10. 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".**
11. 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.
12. 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.*

13. 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.
14. To select your answer, click on one of the option buttons.
15. To change your answer, click another desired option button.
16. To save your answer, you **MUST** click on **Save & Next**.
17. To deselect a chosen answer, click on the chosen option again or click on the **Clear Response** button.
18. 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.*
19. 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.
20. **Questions that are saved or marked for review after answering will ONLY be considered for evaluation.**
21. 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.

22. You can navigate only within the test during the time allotted for each test. Once the allotted time for the test ends, you will move to the next test. You cannot move back to the earlier test.
23. You can move the mouse cursor over the section names to view the status of the questions for that section.
24. 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 tests for a period as decided by IBPS.
25. 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 test.
26. After the expiry of Test, 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.
27. **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.**

Please Note : Candidates who are shortlisted after examination will be required to go through a subsequent process of Skill Test, Item Writing Exercise & Personal Interview which will be conducted at IBPS tentatively during the month of December 2021.

Part III

SKILL TEST, ITEM WRITING EXERCISE & PERSONAL INTERVIEW

Candidates will be required to undergo a skill test and item writing exercise to assess the ability to develop test content and to test proficiency in Hindi and in translation. In the skill test candidates will be required to translate material from English to Hindi and vice versa to test proficiency in Hindi. In item writing candidates are advised not to reproduce/copy the items (questions) from any available source. The items written by the candidates should be original. There will also be questions related to item writing at the time of interview.

Skill Test, Item Writing Exercise & Personal Interview will be conducted at IBPS.

Wishing You All the Best !

SOCIAL DISTANCING MODE CONDUCT OF EXAM RELATED INSTRUCTIONS

Different reporting time will be printed for a set of candidates. Candidates must report much before the Reporting time to avoid crowding.

- 1 You are required to report at the exam venue strictly as per the time slot mentioned in the admit card AND/OR informed via SMS/Mail on your registered mobile number/mail prior to exam date. It is expected that you strictly adhere to this time slot – as entry into the exam venue will be provided based upon the individual's time slot ONLY. You should report atleast 15 minutes before the Reporting time indicated on the call Letter.
- 2 Mapping of 'Candidate Roll Number and the Lab Number' will NOT be displayed outside the exam venue, but the same will be intimated to you individually at the time of entry to the exam venue and post your Admit Card/Call Letter and ID verification.
- 3 **Items permitted into the venue for Candidates**
You will be permitted to carry only certain items with you into the venue.
 - a. Mask (WEARING A MASK is COMPULSORY)
 - b. Gloves
 - c. Personal transparent water bottle
 - d. Personal hand sanitizer (50 ml)
 - e. A simple pen
 - f. Exam related documents (Call Letter/Admit Card, ID card in Original, Photocopy of ID Card, etc.)
 - g. **Call Letter/Admit Card should be brought with the Photocopy of the Photo ID stapled with it. Original ID (same as Photocopy) is also to be brought for verification. The name on the ID and on the Call Letter/Admit Card should be exactly the same.**

No other Items are permitted inside the venue.

- 4 You should not share any of their personal belonging/material with anyone
- 5 You should maintain safe social distance from one another.
- 6 You should stand in the row as per the instructions provided at venue.
- 7 A Candidate must have Aarogya Setu App installed on his/her mobile phone. The Aarogya Setu status must show candidate's risk factor. A candidate will have to display this status to the Security Guard at the entry into the exam venue. In case a candidate does not have a smart phone, he/she will have to bring in a signed declaration to this effect (Declaration Form provided as Annexure in this handout) and show the same to the Security Guard at the entry into the exam venue. Candidates with Moderate or High Risk Status on Aarogya Setu App will not be allowed entry. In case any of the responses in declaration suggest COVID 19 infection/symptoms, the candidate will not be permitted inside the exam venue.
- 8 After Aarogya Setu status display at the entry gate, candidates will be required to switch off their mobile phones, and deposit it at the designated location, to be collected while exiting
- 9 All candidates will be checked with Thermo guns at the entry point for temperature. In case, any person is observed to be having above normal temperature (> 99.14° F) or displaying any symptoms of the virus, they will not be allowed entry into the venue
- 10 **Candidate registration at the venue :**
 - a. Candidate registration will be done through photo capture.
 - b. Photograph will be taken while candidate is standing.
 - c. Seat number will be given to the candidate.
- 11 **Rough sheet call letter and ID proof management**
 - Rough sheet(s) kept at each candidate desk will be used by candidate.
 - Candidate must follow the instructions related to dropping the call letter with the ID proof copy in the boxes provided at the exit of lab/venue while leaving or at the designated place.
 - Candidate must drop the rough sheets in the boxes provided at the exit of lab/venue while leaving. The drop box for the rough sheets will be different from that of Call Letter box. Specific instructions will be displayed at the Venue.
- 12 **Post Examination Controls**
 - On completion of the examination, the candidates should move out in an orderly manner without crowding as instructed by the venue staff.

(Some more instructions related to exam may be added or modified depending on the situation on the scheduled date of exam)

We are concerned about your health, safety & hygiene. In the interest of your well-being and that of everyone at the venue, you are requested to declare if you have any of the below listed symptoms by using a ✓ (Yes, I have) or ✗ (No, I do not have).

Self-Declaration

- Cough
- Fever
- Sore Throat / Runny Nose
- Breathing Problem
- Body Ache

I have NOT been in close contact with a person suffering from Covid 19 and am NOT under mandatory quarantine

I may be subject to legal provision/ action as applicable for hiding any facts on Covid 19 infections related to me and causing health hazard to others.

I am aware **IBPS** has taken measures as per advisories of Government of India related to norms of social distancing and sanitization at the Examination Center.

I'm asked to fill this Self-Declaration, since I do not have "Aarogya Setu" App on my mobile phone.

I'm certifying that I've NOT tested Positive for the Corona virus or identified as a potential carrier of the COVID-19 virus.

Candidate Name : _____

Candidate Roll No : _____

Name of the Organisation : _____

Date of Exam : _____

Exam Center Name : _____

Signature of Candidate _____