



STATE BANK OF INDIA

**CENTRAL RECRUITMENT & PROMOTION DEPARTMENT
CORPORATE CENTRE, MUMBAI**

**ONLINE EXAMINATION FOR
ENGAGEMENT OF APPRENTICES IN
STATE BANK OF INDIA**

[CRPD/APPR/2023-24/17]

“ACQUAINT YOURSELF BOOKLET”

INTRODUCTION

This Booklet gives you detailed information about the competitive examination for Engagement of Apprentices in State Bank of India. This post was advertised on the Bank's website <https://bank.sbi/careers/current-openings>. The terms and conditions, stipend etc. were given in the advertisement No. CRPD/APPR/2023-24/17. You should ensure that you are eligible in respect of age, educational qualification, nationality as stipulated in the advertisement.

This booklet contains details pertaining to various aspects of the online examination you are going to take and describes the kind of test which will be given to you in the examination. **The assessment will be done online.** You are advised to study this booklet carefully as it will help you in preparing for the examination.

GENERAL INSTRUCTIONS

1. **Particulars to be Noted** : Please note carefully your Roll Number, Date of Exam, Reporting time and venue for the examination given in the call letter.
2. **Punctuality in Attendance** : **You should follow Reporting Time printed on Call letter. Late comers will not be allowed to take the test.**
3. **Call letter** : Affix firmly your **recent** passport size photograph (same as uploaded in the online application form) in the space provided for it in the call letter, photo identity proof in original and a photocopy when you come to the venue for the examination. **You will not be permitted to appear for the examination if you come without the photo identity proof in original and a photocopy, call letter without the photograph affixed on the call letter.** You will be required to sign in the space provided for candidate's signature on your call letter in the presence of the invigilator in the examination hall. Candidates must bring an ink stamp pad for affixing left thumb impression on attendance sheets. You should submit your Call letter along with the photocopy of photo identity proof.
4. 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.
5. **Compliance with Instructions** : You should scrupulously follow the instructions given by test administrators and the invigilators at all the stages of the examination for which you have been called. If you violate the instructions you will be disqualified and may also be asked to leave the examination hall.
6. **Use of Books, Notes, Calculators & Cell Phones** : **No** calculator separate or with watch, cell phones, books, slide rulers, note books or written notes will be allowed inside the examination hall.
7. Do not leave your seat unless you are allowed.
8. **Use of Stationery** : You must bring stationery such as pencils, ball point pen, eraser with you. **Candidates should bring blue ink stamp pad for affixing left thumb impression.**
9. **Rough work to be done on the sheet provided** : You should do all the necessary rough work on sheets provided. **After the test is over, you should submit the rough sheet.** Any candidate who does not return the above material or is found to attempt to take or pass on the questions or answers inside or outside the examination hall will be disqualified and the Bank may take further action against him as per rules of the Bank.
10. The candidates, who want to use facility of scribe, are required to submit a Declaration form (Scribe declaration form) that can be downloaded from the Bank's website.
11. For candidates availing scribe in accordance with OM - F. No. 29-6/2019-DD-III dated 10.08.2022, shall be allowed scribe facility subject to production of a certificate at the time of online examination to the effect that person concerned has limitation to write and that scribe is essential to write examination on his/her behalf from competent medical authority of a Government healthcare institution as per Appendix I of the said guidelines. Such candidates shall not be allowed to appear for the examination without the specified medical certificate as per Appendix I and Appendix II of the said guidelines.

12. Copying / Misconduct / Unfair Practices : If a candidate is/has been found guilty of –

- i) Copying or allowing copying;
- ii) Using unfair means during the test;
- iii) Impersonating or procuring impersonation by any person;
- iv) Misbehaving at the examination venue;
- v) 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.
- vi) Resorting to any other irregular or improper means;
- vii) Obtaining support of his/her candidature by any means.

He/she will, in addition to rendering himself/herself liable to criminal prosecution, be liable to,

- (a) Disqualification from selection process.
- (b) Be debarred permanently/for specific period from any examination or selection by the Bank.

Candidates are warned against filling up/furnishing false, tampered/fabricated information or suppressing material information.

The Bank would be analyzing the responses of a candidate with other appeared candidates to detect patterns of similarity. On the basis of such an analysis, if it is found that the responses have been shared and scores obtained are not genuine/valid, the Bank reserves the right to cancel his/her candidature.

13. Travelling Allowance shall not be paid : No travelling allowance or other expenses in connection with the examination will be paid.

14. Candidates will appear for the examination at an Examination Centre at his/her/their own risks and expenses and SBI will not be responsible for any injury or losses etc. of any nature.

15. 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 problems, which may include movement of the candidates from one venue/lab/computer (node) to others and reconduct of the examination if considered necessary.

16. At the venue, Candidate registration will be done through photo capture and IRIS scan (Biometric capture of right thumb impression for VI candidates).

17. Photo captured will be matched with the photo uploaded by the candidate in the application form.

IRIS SCAN

Photograph and IRIS 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.

Decision of the IRIS data verification authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates. Refusal to participate in the process of IRIS scanning / verification on any occasion may lead to cancellation of candidature. With regards to the same, please note the following:

- (a) 'LEFT EYE (IRIS)' will be captured for all the candidates.
- (b) Candidates should remove Contact Lenses and Spectacles while capturing IRIS. Candidates are advised to avoid wearing contact lenses and prefer spectacles.

(Any failure to observe these points will result in non-admittance for the examination)

Selection for engagement of apprentices would be based on the basis of (i) online written test and (ii) test of local language.

Online Written Examination :

The structure of online written examination (online objective type) would be as follows:

Sr. No.	Name of the Test	Number of Questions	Maximum Marks	Duration	Medium of Test
1	General/Financial Awareness	25	25	15 minutes	*
2	General English	25	25	15 minutes	English
3	Quantitative Aptitude	25	25	15 minutes	*
4	Reasoning Ability & Computer Aptitude	25	25	15 minutes	*
Total		100	100	60 Minutes	

Each test will have a separate timing as mentioned above.

Except for the test of General English, Test questions for Written examination shall be set in 13 Regional Languages viz. Assamese, Bengali, Gujarati, Kannada, Konkani, Malayalam, Manipuri, Marathi, Oriya, Punjabi, Tamil, Telugu, Urdu in addition to English and Hindi Language as per Table appended below.

* List of medium of examination according to state applied for:

Sr.	State/UT	Medium of Exam	Sr.	State/UT	Medium of Exam
1	Andaman & Nicobar	English, Hindi	19	Lakshadweep	English, Hindi, Malayalam
2	Andhra Pradesh	English, Hindi, Telugu, Urdu	20	Madhya Pradesh	English, Hindi
3	Arunachal Pradesh	English, Hindi	21	Maharashtra	English, Hindi, Marathi
4	Assam	English, Hindi, Assamese, Bengali	22	Manipur	English, Hindi, Manipuri
5	Bihar	English, Hindi	23	Meghalaya	English, Hindi
6	Chandigarh	English, Hindi, Punjabi	24	Mizoram	English, Hindi
7	Chhattisgarh	English, Hindi	25	Nagaland	English, Hindi
8	Daman & Diu	English, Hindi, Gujarati	26	Odisha	English, Hindi, Odia
9	Delhi	English, Hindi	27	Pondicherry	English, Hindi, Tamil
10	Goa	English, Hindi, Konkani	28	Punjab	English, Hindi, Punjabi
11	Gujarat	English, Hindi, Gujarati	29	Rajasthan	English, Hindi
12	Haryana	English, Hindi, Punjabi	30	Sikkim	English, Hindi
13	Himachal Pradesh	English, Hindi	31	Tamil Nadu	English, Hindi, Tamil
14	Jammu & Kashmir	English, Hindi, Urdu	32	Telangana	English, Hindi, Telugu, Urdu
15	Jharkhand	English, Hindi	33	Tripura	English, Hindi
16	Karnataka	English, Hindi, Kannada	34	Uttar Pradesh	English, Hindi, Urdu
17	Kerala	English, Hindi, Malayalam	35	Uttarakhand	English, Hindi
18	Ladakh	English, Hindi, Urdu	36	West Bengal	English, Hindi, Bengali

There will be negative marks for wrong answers in the Objective tests. 1/4th of mark assigned for question will be deducted for each wrong answer.

Candidates are required to score a minimum percentage mark on aggregate (For SC/ST/OBC/PwBD candidates, 5% relaxation available thereon). Minimum qualifying marks on aggregate will be as decided by the Bank. There are no minimum qualifying marks for individual subject. Merit list will be drawn State wise and category wise. Candidates qualified in the test will be placed according to their aggregate marks in descending order in respective States and Categories. In case more than one candidate scores same marks as cut-off marks in the merit list (common marks at cut off point) such candidate will be ranked in the merit list according to their age in descending order in respective States and categories.

Some sample questions are given below.

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.

GENERAL FINANCIAL AWARENESS

- Q.1.** To combat the menace of money laundering, which of the following financial institutions has introduced the 'Know Your Customer' Scheme ?
(1) IDBI (2) RBI (3) NABARD (4) SIDBI (5) Other than those given as options
- Q.2.** Which of the following sectors contributes maximum in deciding the growth in income of the states in India ?
(1) Energy (2) Tourism (3) Service (4) Transport (5) Agriculture
- Q.3.** Which of the following is the state where the number of people living below poverty line in maximum ?
(1) Bihar (2) Andhra Pradesh (3) Uttar Pradesh (4) Rajasthan (5) Orissa
- Q.4.** Who can stop payment of a cheque?
(1) Payee (2) Drawer (3) Endorser (4) Collecting Banks (5) Holder in due course
- Q.5.** A Demand Draft remains valid for a period of _____
(1) one month (2) 3 months (3) 6 months (4) one year (5) as mentioned on the demand draft

GENERAL 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 :

Directions : Pick out the most appropriate word from amongst 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

The correct answer is "through" which is answer No. 2.

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

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 (5).

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

The error is in (1). Therefore the answer is '1'.

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

In this question, there is no error; therefore the right answer to this question is '5'.

- Q.6.** 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.7. LETHAL
 (1) light (2) dangerous (3) deadly (4) cruel (5) thoughtless

Q.8. CENTENARY
 (1) a guard (2) a hundred years (3) a very old man
 (4) hundred runs (5) hundredth anniversary

QUANTITATIVE APTITUDE

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 etc.

Q.1-3. Study the following table carefully and answer the questions given below —

Distribution of 1000 candidates as regards their marks in written examination out of 300 and interview out of 100 in a selection examination

Written Examination Marks	INTERVIEW MARKS					
	Below 30	30-39	40-49	50-59	60-69	70 & above
260 & above	8	18	26	18	26	4
210 to 259	5	4	30	22	10	9
160 to 209	16	10	45	56	18	9
110 to 159	28	42	100	190	15	5
60 to 109	35	115	20	8	7	5
Below 60	32	32	20	4	6	2

Q.1. How many candidates did obtain more than 69 percent marks and above in both written examination and interview ?
 (1) 22 (2) 49 (3) 13 (4) 9 (5) Other than those given as options

Q.2. If approximately 325 candidates were to be qualified in the written examination, what should be the percentage of the qualifying marks ?
 (1) above 20 (2) above 70 (3) above 36
 (4) above 63 (5) Other than those given as options

Q.3. About 42 percent of the candidates fall in which of the following ranges of the interview marks ?
 (1) 110-159 (2) 110 & below (3) 50 to 70
 (4) 50 & above (5) Other than those given as options

Some of the questions may require arithmetical reasoning. For example :

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

Q.6. 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

Also, there may be some questions based on graphs and tables.

Q.7-9. Directions : Given below is a table showing percentages out of a total of 700 employees ranking six attributes that help promotion. Rank I is the highest. Study the table carefully and answer the questions that follow :

Attribute	% of Employees Giving Different Ranks					
	I	II	III	IV	V	VI
Seniority	32	17	22	19	5	5
Perseverance	14	19	17	9	27	14
Efficiency	15	19	21	14	14	17

Intelligence	10	14	10	14	17	35
Honesty	24	17	7	9	27	16
Sociability	5	14	23	35	10	13

Q.7. Which attribute for promotion has received the highest rank ?

- (1) Perseverance (2) Seniority (3) Honesty (4) Sociability (5) Efficiency

Notice the percentage for rank I given in the table. You observe that seniority is the attribute with the highest percentage. So your answer is "Seniority", which is answer No. (2)

Q.8. How many employees gave rank III to intelligence ?

- (1) 119 (2) 98 (3) 77 (4) 70 (5) 10

Look at the intersection of the column giving percentage for rank III and the row giving percentage for intelligence. You find that 10 percent of the 700 employees have given rank III to this attribute. 10% of 700 is 70. So your answer should be (4).

Q.9. Which attribute is considered the least important for promotion ?

- (1) Honesty (2) Intelligence (3) Perseverance (4) Efficiency (5) Sociability

Referring to the percentage for VI rank, you find that intelligence is the attribute which receives the highest percentage. In other words, a majority of people consider it as the least important and give it the last rank. Therefore your answer is (2).

REASONING ABILITY & COMPUTER APTITUDE

This is a test to see how well you can think and also to judge your aptitude/ knowledge for working with computer. It contains questions of various kinds. Here are some sample questions.

Directions : In each of the following questions, there are five 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

Of the five, 'black', 'red', 'green' and 'yellow' form a group as they are names of colours. 'paint' is not the name of a colour. Therefore, (4) is the answer.

Now try to solve the following questions.

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

In the above example, 'hoof' has the same relationship with 'horse' as 'foot' has to 'man'. Hence the answer is (3).

Now study to solve the following questions.

Q.5. Day : Night :: Kind : ?

- (1) Dark (2) Bright (3) Cruel (4) Generous (5) Gratitude

Q.6. Hut : Mansion :: Rabbit : ?

- (1) Hole (2) Carrot (3) Elephant (4) Small (5) Rat

Now try the following questions.

Q.7. 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.8.** 'Some leaders are dishonest. Satyapriya is a leader.' Which of the following inferences definitely follows from these statements ?
- (1) Satyapriya is honest (2) Satyapriya is dishonest
 (3) Some leaders are honest (4) Leaders are generally dishonest
 (5) Satyapriya is sometimes dishonest
- Q.9.** If 'A + B' means 'add B to A', 'A - B' means 'subtract B from A', 'A ÷ B' means 'divide A by B' and 'A × B' means 'multiply A by B'; which of the following gives the average sales of two days where S_1 and S_2 are the sales of the first and the second day respectively ?
- (1) $(S_1 + S_2) \div 2$ (2) $2 \div (S_1 + S_2)$ (3) $(S_1 \times S_2) \div 2$
 (4) $(S_1 \times S_2) \div (S_1 + S_2)$ (5) Other than those given as options
- Q.10.** Every person above eighteen years of age who is registered as a voter, can vote. To find out whether Madhu, who was born twenty years ago, can vote, which of the following further information is needed ?
- (I) Madhu's date of birth (II) Whether Madhu is registered as a voter
 (1) Only I (2) Only II (3) Either I or II (4) Neither I nor II (5) Both I and II
- Q.11.** In each question below are given two statements followed by two conclusions numbered I and II. You have to take the two given statements to be true even if they seem to be at variance from commonly known facts, consider the two conclusions; together and then decide which of the given conclusions logically follows from the two given statements, disregarding commonly known facts.
- Statements : All machines are windows. All windows are clouds.
 Conclusions : I. All machines are clouds.
 Conclusions : II. All clouds are machines.
- (1) None follows (2) Only I follows (3) Both I & II follow
 (4) Only II follows (5) Either I or II follows

DETAILS OF THE ONLINE EXAMINATION

1. 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.
2. After logging in Candidate's profile (Name, Roll No & photograph etc.) will be displayed and the candidate has to confirm the same by clicking on '**I confirm**' button confirming the profile is correct.
3. Thereafter the instructions will be displayed on the screen.
4. Candidate should read the instructions carefully and indicate that he/she has done so by 'checking' (click) the box at the bottom of the screen, after which '**I am ready to begin**' button is activated.
5. After clicking on the '**I am ready to begin**' button the actual test time will begin.
6. In online examination there will be 100 questions and each question is followed by 5 alternatives/ options.
7. The question will appear in English and the selected language as applicable to the State. In case of any discrepancy between the English and translated version/language, the translated version/language shall be deemed as reference and English version shall prevail.
8. Only one question will be displayed at a time.
9. Total duration of the exam is 60 minutes (separate timing for each section).
10. Compensatory time of 20 minutes for each 60 minutes will be allowed for candidate eligible for compensatory time.
11. In order to answer a question, candidate has to 'mouse click' the option he/she thinks appropriate/ correct. **The alternative which has been clicked on will be highlighted and shall be treated as the answer given by the candidate for the question.**
12. After selecting an answer for a question candidate should click on the '**SAVE & NEXT**' button to save his answer and proceed to the next question. Note that without clicking on '**SAVE & NEXT**' button the answer selected will not be saved.
13. Note that only questions for which answers are saved or marked for review after answering will be considered for evaluation.

14. In case a candidate does not wish to attempt the question then he/she should not click on any option for that question. A candidate can choose to deselect his/her answer for a particular question by clicking on the '**CLEAR RESPONSE**' button provided against each question.
15. In case a candidate wants to skip a particular question and return to it later in a particular section, he/she can do so during the timing prescribed for that section.
16. The question numbers of attempted and unattempted questions are also shown to the right of the screen. A candidate can then click on any of the question number to view the question, in order to attempt/ revise his/her answer to the question.
17. Each section has separate timing. A candidate can navigate between questions within a section during time prescribed for that section by clicking on the question number displayed to the right of the screen.
18. 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.*

19. **Under no circumstances should a candidate click on any of the 'Keyboard keys' once the exam starts as this will lock the exam.**
20. 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.

Submitting the exam:

21. A candidate can change his/ her answer for a question in a section within the time prescribed for that section.
22. 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.
23. Please note that a candidate will not be allowed to "finally submit" unless they have exhausted the actual test time of the examination.

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. Latecomers 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
 - b. Personal transparent water bottle (Candidates should bring their own water bottle)
 - c. Personal hand sanitizer (50 ml)
 - d. A simple pen
 - e. Exam related documents (Call Letter 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.
 - f. 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 transparent water bottle. Wearing a mask is compulsory.

WISH YOU GOOD LUCK!