



STATE BANK OF INDIA

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

**“ACQUAINT YOURSELF BOOKLET” FOR
RECRUITMENT OF ARMOURERS IN CLERICAL CADRE
(RESERVED FOR EX-SERVICEMEN ONLY)**

I. INTRODUCTION

This Booklet gives you detailed information about the objective type competitive examination for recruitment to Armourers in State Bank of India. These posts were advertised in the Employment News/Rozgar Samachar issue dated 1 February 2020 to 7 February 2020 and on the Bank's website <https://sbi.co.in/careers> or <https://bank.sbi/careers>. The terms and conditions, **period of probation**, emoluments etc. were given in the advertisement No. CRPD/SCC-ARMOURER/2019-20/19. You should ensure that you are eligible for the post applied for in respect of age, educational qualification, technical qualification, nationality, experience as stipulated in the advertisement.

II. ONLINE TEST

The details of tests, number of questions, time given to solve the questions, etc. are given below.

Sr. No.	Name of the Test	Number of Questions	Maximum Marks	Duration
1.	General Awareness	10	20	60 Minutes
2.	Quantitative Aptitude	10	20	
3.	Reasoning Ability	10	20	
4.	Professional Knowledge	20	40	

There will be no sectional cut off. Aggregate marks out of 100 will be considered for merit. Minimum qualifying aggregate marks will be decided at the discretion of the bank.

THERE WILL BE NO PENALTY FOR WRONG ANSWER MARKED BY YOU. There are four alternatives in every question of a test. If a question is left blank, i.e. no answer is given by you, there will be no penalty for that question. **YOU SHOULD THEREFORE BE CAREFUL IN MARKING YOUR ANSWERS.**

III. SAMPLE QUESTIONS

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

GENERAL AWARENESS

- Q.1.** OSCAR awards are given for best performance in which of the following field?
(1) Films (2) Literature (3) Sports (4) Other than those given as options
- Q.2.** Who among the following is the current Defense Minister of India?
(1) Shri Amit Shah (2) Shri Rajnath Singh
(3) Smt. Nirmla Sitaraman (4) Other than those given as options
- Q.3.** Which of the following stands for I in IRDA?
(1) Indian (2) International (3) Insurance (4) Other than those given as options
- Q.4.** When is Women's Day celebrated?
(1) 8 March (2) 1 May (3) 14 February (4) Other than those given as options

QUANTITATIVE APTITUDE

- Q.1.** 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) Other than those given as options
- Q.2.** Which of the following can be exact multiple of 4 ?
 (1) 27114 (2) 58204 (3) 48402 (4) Other than those given as options
- Q.3-5. 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 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.3.** Which attribute for promotion has received the highest rank ?
 (1) Perseverance (2) Seniority (3) Honesty (4) Other than those given as options
- Q.4.** How many employees gave rank III to intelligence ?
 (1) 119 (2) 98 (3) 77 (4) Other than those given as options
- Q.5 .** Which attribute is considered the least important for promotion ?
 (1) Honesty (2) Intelligence (3) Perseverance (4) Other than those given as options







REASONING ABILITY

- Q.1.** 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) X (4) Other than those given as options
- Q.2.** If the first and the second letters in the word 'DEPRESSION' were interchanged, also the third and the fourth letters, the fifth and sixth letters and so on, which of the following would be the seventh letter from the right ?
 (1) R (2) O (3) S (4) Other than those given as options
- Q.3.** 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) Other than those given as options
- 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) Other than those given as options

PROFESSIONAL KNOWLEDGE

Questions in this test will be in the area for the respective post.

IV. DETAILS OF THE ON-LINE EXAMINATION PATTERN

1. Total duration of examination is 60 minutes.
2. 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.
3. 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 question(s) "Marked for Review" will not be considered for evaluation. Hence, no marks will be allocated for the same.

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 examination 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.

V. GENERAL INSTRUCTIONS

1. **Particulars to be noted:** Please carefully note your Roll number, Registration number, date, time and venue of the examination given in the call letter.
2. **Punctuality in attendance:** 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. Candidates arriving after reporting time will not be allowed to appear for examination.
3. **Your admission to the examination hall is strictly provisional:** The mere fact that the call letter has been issued to you does not imply that your candidature has been accepted by the Bank or that the entries made by you in your on-line application for examination have been accepted by the Bank as true and correct. You may please note that the Bank will take up the verification of eligibility conditions i.e. age, educational qualifications, experience etc with reference to original documents only at the time of interview of candidates who qualify in the examination on the basis of the marks obtained by them. You may therefore, please note that if at any stage, it is found that you do not satisfy the eligibility criteria as given in the Bank's advertisement, or that the information furnished by you in the application is incorrect, your candidature is liable to be cancelled forthwith, with such further action as the Bank would like to take.
4. **Your name on Call Letter should match with the name on your Photo ID Proof:** You must affix your **recent** passport size photograph in the space provided in the call letter and bring the call letter along-with your photo identity proof [viz. Passport/ PAN Card/ Driving License/ Voter's Card/ Bank Passbook with duly attested photograph/ Identity Card issued by Gazetted Officer in the official letterhead in original/ Unique Identification Card (Aadhar)] in original as well as its self-attested photocopy.

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. 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. Candidates who have changed their name will be allowed in the examination hall only if they produce original Gazette Notification/ their original Marriage Certificate/ Affidavit in original.

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 or without the photograph affixed on the call letter.

5. **Call letter to be surrendered:** 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. The invigilator will also take your thumb impression on the call letter. You should hand over your call letter along-with the self-attested copy of your photo identity proof to the invigilator in the examination hall, when he collects the call letters from the candidates
6. **Compliance with instructions:** 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.
7. **Use of Books, Notes, Calculators and Cell Phones:** 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 **not** be allowed during the examination.

- 8. Biometric data:** Your Biometric data (Right thumb impression) and photograph will be captured twice at the examination venue i.e. before the start of exam and after completion of exam. Decision of the Biometric 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 biometric data capturing / verification on any occasion may lead to cancellation of candidature.** With regards to the same, please note the following:
- a. If fingers are coated (stamped ink/ mehndi/ coloured...etc), ensure to thoroughly wash them so that coating is completely removed before the exam day.
 - b. If fingers are dirty or dusty, ensure to wash them and dry them before the finger print (biometric) is captured.
 - c. 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.
- (Any failure to observe these points will result in non-admittance for the examination)
- 9.** Do not leave your seat unless you are allowed.
- 10.** Please note that if you adopt any unfair means or malpractice or commit any misconduct while appearing for the examination, your candidature is liable to be summarily cancelled; moreover you may be liable to penal action. 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.
(You should be vigilant to ensure that no other candidate is able to copy from your answers).
- 11.** 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.
- 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 test conducting body. Candidates will not have any claim for a re-test. 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 unauthorized 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 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 future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect.
- 15.** Following items are not allowed inside the examination centre:
- ◆ Any stationary 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 devices like Mobile Phone, Bluetooth devices, 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, any other item which could be used for unfair means for hiding communication devices, camera, blue tooth devices etc.

All ornaments like Ring, Earrings, Nose-pin, Chain/ Necklace, Pendants, Badge, brooch etc. shall be thoroughly checked.

16. **You are advised in your own interest not to bring any of the banned items including cell phones to the examination venue, as arrangement for their safekeeping cannot be assured. If you found resorting to any unfair means including giving/receiving help to/from any candidate during the test you will be disqualified.**
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, also liable to be:

- Disqualified from the examination for which he/ she is a candidate.
- Debarred either permanently or for a specified period from any examination conducted by Bank.
