



“ACQUAINT YOURSELF BOOKLET”

RECRUITMENT OF DEPUTY MANAGER (LAW)

STATE BANK OF INDIA

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

I. INTRODUCTION

This Booklet gives you detailed information about the objective type competitive examination for recruitment to Deputy Manager - Law in State Bank of India. These posts were advertised in the Employment News/Rozgar Samachar issue dated February 1st to 7th, 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/SCO-Law/2019-20/21 dated 23.01.2020. You should ensure that you are eligible for the post applied for in respect of age, educational qualification, nationality, experience as stipulated in the advertisement.

II. ONLINE TEST

SL	Name of the Test	Number of Questions	Maximum Marks	Duration
1.	Reasoning	70	70*	90 Minutes
2.	English Language	50	50*	
3.	Professional Knowledge	50	100	45 Minutes

* Qualifying in nature and marks thereon will not be reckoned for arriving at the merit list.

PASSING MARKS

Except Professional Knowledge Paper, other papers will be qualifying in nature. Candidates have to score minimum qualifying marks in these papers. The minimum qualifying marks will be as decided by the Bank or may be waived at the discretion of the Bank. To be eligible for being short-listed for interview, candidates have to score equal to or above the Cut-off marks to be decided by the Bank for the Professional Knowledge test, besides scoring equal to or above the Minimum qualifying marks in other tests.

THERE WILL BE PENALTY FOR WRONG ANSWER MARKED BY YOU. There are five alternatives for every question. For each question for which a wrong answer has been given by you, one-fourth or 0.25 of the marks assigned to that question will be deducted as penalty. If a question is left blank, i.e. no answer is given by you, there will be no penalty for that question. If the total of the penalty for a test is in fraction, the marks obtained will be rounded off to the nearest integer. **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.

REASONING

- Q.1.** In a row of girls, if Seeta who is 10th from the left and Lina who is 9th from the right interchange their seats, Seeta becomes 15th from the left. How many girls are there in the row?
(1) 16 (2) 18 (3) 19 (4) 22 (5) Other than those given as options
- Q.2.** The town of Paranda is located on Green lake. The town of Akram is West of Paranda. Tokhada is East of Akram but West of Paranda. Kakran is East of Bopri but West of Tokhada and Akram. If they are all in the same district, which town is the farthest West?
(1) Paranda (2) Kakran (3) Akram (4) Tokhada (5) Bopri

- Q.3-7.** Read the information given below and answer the questions.
Six plays A, B, C, D, E and F of a famous playwright are to be staged one on each day from Monday to Saturday. The schedule of the plays is to be in accordance with the following.
- (1) A must be on the immediately day of the on which E is staged.
(2) C must not be staged on Tuesday.
(3) B must be on a day which follows the day on which F is staged.
(4) D must be staged on Friday only and should not be immediately preceded by B.
(5) E must not be staged on the last day of the schedule.
- Q.3.** Which of the following is the schedule of plays, with the order of their staging from Monday?
(1) E A B F D C (2) A F B E D C (3) A F B C D E (4) F A B E D C (5) None of these
- Q.4.** Play C cannot definitely be staged on which of the following days in addition to Tuesday?
(1) Monday (2) Wednesday (3) Thursday (4) Friday (5) Saturday
- Q.5.** Play D is between which of the following pairs of plays?
(1) C and E (2) E and F (3) A and E (4) B and E (5) C and F
- Q.6.** Which of the following plays is on Monday?
(1) E (2) A (3) F (4) B (5) C
- Q.7.** Which of the following plays immediately follows B?
(1) F (2) E (3) D (4) C (5) A

ENGLISH LANGUAGE

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.1.** Most of the third world/ country are experiencing/ the ethnic or communal problem/ in varying degrees.
(1) (2) (3) (4) (5) No error
- Q.2.** The regaining of freedom/ as we well know has given rise for/ many dormant issues/ and conflicts in our society.
(1) (2) (3) (4) (5) No error

Q.3-5. In the following passage there are blanks, each of which has been numbered. These numbers are printed below the passage and against each, five words are suggested, one of which fits the blank appropriately. Find out the appropriate word in each case.

The true (3) of rights is duty. If we all fulfill our duties, rights will not be (4) to seek. If leaving duties unperformed we run after rights, they will (5) us like an elusive person.

- Q.3.** (1) end (2) source (3) joy (4) purpose (5) power
- Q.4.** (1) far (2) close (3) easy (4) against (5) common
- Q.5.** (1) hold (2) grab (3) fight (4) escape (5) chase







PROFESSIONAL KNOWLEDGE

Questions in this test will be in the area of specialisation required for the post of Deputy Manager (Law).

- Q.1.** Which of the following is lawful object of a contract ?
(1) Forbidden by law (2) Fraudulent
(3) Injurious to a person or property (4) Opposed to public policy
(5) Other than those given as options

IV. DETAILS OF THE ON-LINE EXAMINATION PATTERN

1. Duration of examination is total 135 minutes as per test wise information provided. [20 minutes extra for every 60 minutes (1 hour) of the examination time for candidates with disability eligible for compensatory time.]
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. The PWD candidates, who want to use facility of scribe, are required to submit a Declaration form (Scribe declaration form) that can be downloaded from Bank website.

16. 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.

- 17. 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.**
18. 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.
