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STATE BANK OF INDIA

CENTRAL RECRUITMENT & PROMOTION DEPARTMENT
CORPORATE CENTRE, MUMBAI

“ACQUAINT YOURSELF BOOKLET” FOR RECRUITMENT TESTS

I. INTRODUCTION

This Booklet gives you detailed information about the objective type competitive examination for recruitment to Specialist Cadre Officers' in State Bank Group. These posts were advertised in the Employment News/Rozgar Samachar issue dated 5-11 December, 2015 and on the Bank's website www.statebankofindia.com and www.sbi.co.in. The terms and conditions, **period of probation**, emoluments etc. were given in the advertisement No. CRPD/SCO/2015-16/7. 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.

This handout 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 hence you should carefully read instructions regarding the method of marking answers.** You are advised to study this booklet carefully as it will help you in preparing for the examination.

II. GENERAL INSTRUCTIONS

1. **Particulars to be Noted** : Please note carefully your Roll Number, Registration Number, date, time and venue for the examination given in the call letter.
2. **Punctuality in Attendance** : Candidates should be present at the examination hall at the time given in the call letter. Candidates arriving after 30 minutes late of the reporting time not be permitted to enter the Examination Hall.
3. **Call letter to be Surrendered** : Affix firmly a copy of your **recent** passport size photograph in the space provided for it in the call letter and bring it with you alongwith 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 or 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. Invigilator will take your thumb impression on the call letter while collecting the same. You should hand over your call letter alongwith the photocopy of photo identity proof to the invigilator in the examination hall, when he collects the call letters from the candidates.
4. **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.
5. **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.
6. Do not leave your seat unless you are allowed.
7. **Use of Stationery** : You must bring stationery such as pencils, ball point pen with you.
8. **Rough work to be done on the sheet provided** : You should do all the necessary rough work on sheet provided only. **After the test is over, you should hand over the sheet, given for rough work to the invigilator before leaving the room.** Any candidate who does not return 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.
9. **There will be Penalty for wrong answers marked by you in the objective tests.** There are five alternative answers to every question of all the tests. 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 test is in fraction, it will be rounded off to the nearest integer. **You should therefore be careful in marking your answers.**
10. **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.

- 11. Travelling Allowance shall not be paid : No travelling allowance or other expenses in connection with the examination will be paid. Please also note that the call letter does not constitute an offer of employment by the State Bank of India or any of its Associate Banks.**
- 12.** 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 problem, which may include movement of the candidates from one venue/lab/computer (node) to others and reconduct of the examination if considered necessary .

III. STRUCTURE OF ONLINE EXAMINATION

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

(1) Deputy Manager (Law)

Sr. No.	Name of the Test	No. of Questions	Total Marks	Time
I	Reasoning	70	70*	90 minutes
II	English Language	50	50*	
III	Professional Knowledge@	50	100	45 minutes
	Total	170	220	

(2) Asst. Manager (System)

Sr. No.	Name of the Test	No. of Questions	Total Marks	Time
I	Reasoning	50	50*	90 minutes
II	Quantitative Aptitude	35	35*	
III	English Language	35	35*	
IV	Professional Knowledge@	50	100	45 minutes
	Total	170	220	

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

@ Test of Professional Knowledge will be different for each level and post.

Passing Marks

Except Professional Knowledge test, other papers will be qualifying in nature. Candidates have to score minimum qualifying marks in these papers. The minimum qualifying marks will be decided by 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.

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.

Test of 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 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 which one of the five as 'foot'; has to 'man' ? The answer is 'horse', which is answer number (3).

Now try 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

Test of Quantitative Aptitude

This test is designed to measure how fast and accurate you are dealing with numbers, viz. computation, quantitative reasoning, interpretation of tables and graphs.

Directions : In each of the following questions, you have to find out what will come in place of the question mark (?).

Q.9. $42 + 73 + 137 = ?$
(1) 352 (2) 252 (3) 242 (4) 142 (5) Other than those given as options

Q.10. $20 \times \frac{1}{2} = ?$
(1) 4 (2) 5 (3) 12 (4) 20 (5) Other than those given as options

Q.11. $0.7 \times 0.5 = ?$
(1) 35 (2) 0.35 (3) 0.0035 (4) 0.035 (5) Other than those given as options

In Q.9, 252 is the correct answer. So your answer would be (2). The correct answer for Q.10 is 10. But neither (1), nor (2), nor (3), nor (4) shows this answer. Therefore your answer is (5).

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

- Q.12.** At 10 rupees each, how many rupees will 6 lemons cost ?
 (1) 6 (2) 10 (3) 60 (4) 61 (5) 610
- Q.13.** 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.14.** 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.15-17.Directions : Given below is a table showing percentages out of a total of 700 employees ranking six attributes that help promotion. Rank 1 is the highest. Study the table carefully and answer the questions that follow :

Attribute	Percent 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.15.** 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.16.** 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.17.** 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).

Test of 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 :

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

- Q.18.** 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.19.** The counsel urged the court to down the obnoxious law.
 (1) enact (2) enforce (3) cancel (4) strike (5) declare
- Q.20.** The local official the Minister of the situation.
 (1) explained (2) warned (3) apprised (4) told (5) intimidated

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.21.** 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.22.** 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.23.** 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.24.** LETHAL
 (1) light (2) dangerous (3) deadly (4) cruel (5) thoughtless

- Q.25.** CENTENARY
 (1) a guard (2) a hundred years (3) a very old man (4) hundred runs (5) hundredth anniversary

- Q.26.** 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.27.** LIVELY
 (1) simple (2) weak (3) dull (4) angry (5) moron

- Q.28.** INADVERTENT
 (1) adequate (2) available (3) sluggish (4) negligent (5) intentional

- Q.29.** INEPT
 (1) accurate (2) skilful (3) sensible (4) artistic (5) apt

In addition, there will be questions based on passage, to test your comprehension.

Professional Knowledge

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

The correct answers to all these 29 questions are as follows –

Questions	Answers	Questions	Answers	Questions	Answers	Questions	Answers
1	4	10	5	19	4	28	5
2	4	11	2	20	3	29	2
3	5	12	3	21	1		
4	3	13	2	22	5		
5	3	14	2	23	4		
6	3	15	2	24	3		
7	4	16	4	25	5		
8	3	17	2	26	1		
9	2	18	2	27	3		

IV. Details about On-line Test Pattern

1. The examination would be conducted on-line i.e. on a computer.
2. 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.
3. After logging in Candidate's profile (Name, Roll No. & photograph etc.) will be displayed and the candidate has to confirm the same by clicked on the 'I confirm' button confirming the profile is correct.
4. Thereafter the instructions will be displayed on the screen.
5. 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. There will be 170 Questions and each question is followed by 5 alternatives/options.
8. The questions except those on English Language will be available in Hindi and in English. In order to view a given question in the other language, a candidate can click on the 'view in' drop down box and select the desired language.
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 at the right of screen shows one of the following statuses of each of the questions numbered:



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.



You have answered the question but marked it for review.

The Marked for Review status simply acts as a reminder that you have set to look at the question again. *If an answer is selected for a question that is Marked for Review, the answer will be considered in the final 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) After clicking the **Save & Next** button on the last question for a section, you will automatically be taken to the first question of the next section.

(23) You can move the mouse cursor over the section names to view the status of the questions for that section.

(24) You can shuffle between sections and questions anytime during the examination as per your convenience.

(25) 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 examinations for a period as decided by IBPS.

(26) 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 examination.

(27) After the expiry of Examination, 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.

(28) 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.**
