

Recruitment of Specialist Cadre Officers in State Bank Group

GUIDELINES FOR THE CANDIDATES

- i. APPLICATIONS RECEIVED ON-LINE AND APPLICATION &/OR INTIMATION FEE RECEIVED THROUGH OFF-LINE / ON-LINE MODE.
- ii. **Candidates were advised to apply for only one post.**
- iii. WHEREVER CANDIDATES HAVE APPLIED MORE THAN ONCE OR FOR MORE THAN ONE POST, THEIR LATEST REGISTRATION HAS BEEN RETAINED.
- iv. CALL LETTER AND 'ACQUAINT YOURSELF BOOKLET' FOR THE WRITTEN TEST IS DOWNLOADABLE THROUGH BANK'S WEBSITE FROM 26.11.2012.
- v. LINK FOR 'MOCK TEST' IS AVAILABLE FROM 26.11.2012.
- vi. Change in centre of examination shall not be entertained.
- vii. DATE OF ON-LINE TEST : 02.12.2012 MORNING SESSION.
- viii. TIME OF REPORTING AT THE VENUE FOR THE CANDIDATES: 8.30 A.M. **No candidate will be permitted to enter the venue thereafter.**
- ix. **Candidates will have to bring their photo identity proof** (Passport/ Aadhar/ PAN card/ Driving Licence / Voter's Card/ Bank Passbook with duly attested photograph/ Identity Card issued by School or College / Gazetted Officer in the Official letterhead) **in original and a photocopy along with their call letter** and to submit the call letter and photocopy of photo identity proof (Declaration form of scribe, if applicable, to PWD candidates) in the examination hall.
- x. **Candidates would not be permitted to take up the online test without producing the call letter and photo identity proof in original and a photocopy.**
- xi. Use of mobile phones, pager, calculators or any such devices. is **prohibited**.
- xii. Reference to any printed matter or manuscript while taking up the On-line test or consultation with any one is **prohibited**.
- xiii. **No candidate is permitted to go out** while the test is in progress.
- xiv. Candidates have to do the rough work on the rough sheet of paper provided in the examination hall. This paper may be handed over to the Test Administrator before leaving the test centre.
- xv. EXAMINATION WILL BE IN TWO PARTS PART-I [QUALIFYING IN NATURE (DURATION - 90 MINUTES)] & PART-II [TEST OF PROFESSIONAL KNOWLEDGE (DURATION - 45 MINUTES)]. BOTH THE PARTS WILL BE IN CONTINUATION. PHYSICALLY CHALLENGED CANDIDATES, USING SCRIBE, WILL BE GIVEN EXTRA 20 MINUTES PER HOUR OR PART THEREOF. THE TIMINGS WILL BE:

CANDIDATE WITHOUT SCRIBE	ACTIVITY	CANDIDATE USING SCRIBE
08.30 A.M.	REPORTING TIME FOR CANDIDATES	08.30 A.M.
08.30 A.M. TO 09.15 A.M.	I. IDENTIFICATION OF CANDIDATES II. ISSUANCE OF LOGIN USERNAME AND PASSWORDS TO CANDIDATES III. COLLECTION OF CALL LETTERS AND PHOTOCOPY OF PHOTO IDENTITY PROOF IV. OBTAINING CANDIDATES' SIGNATURE ON THE ATTENDANCE SHEET	08.30 A.M. TO 09.15 A.M.
09.15 A.M. TO 09.30 A.M.	LOGIN BY CANDIDATES	09.15 A.M. TO 09.30 A.M.
09.30 A.M. TO 11.00 A.M.	DURATION OF PART-I	09.30 A.M. TO 11.30 A.M.
11.00 A.M. TO 11.45 A.M.	<u>Duration of Part-II</u>	11.30 A.M. TO 12.30 NOON
11.45 A.M.	CANDIDATES ALLOWED TO LEAVE THE EXAMINATION HALL	12.30 NOON

DETAILS ABOUT ON-LINE TEST PATTERN

1. Candidate will be issued User Name and Password at the examination venue after ensuring their identity.
2. A **login screen** will be displayed to the candidate. The candidate has to log in using User Name and Password issued at the examination hall.
3. After logging in, the instructions will be displayed on the screen.
4. A candidate should read the instructions carefully and indicate that he/she has done so by 'checking' the box at the bottom of the screen, after which the '**I am ready to begin**' button is activated.
5. After clicking on the 'I am ready to begin' button, the actual **test time of 90 minutes (2 hours for PWD candidates using scribe) for Part I and 45 minutes (1 hour for PWD candidates using scribe) for Part II** will begin.
6. There are 170 questions and each question is followed by 5 alternatives/options numbered 1, 2, 3, 4 and 5.
7. The questions except those in Test of English Language and questions in Test of Hindi Language (wherever applicable) will be available in Hindi and in English.
8. Only one question will be displayed at a time.
9. In order to answer a question, the candidate has to 'mouse click' the option he/she thinks is appropriate/correct. The alternative, which has been clicked on, will be highlighted.
10. After selecting an answer for a question the 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 for a question will not be saved.

11. A candidate can choose to deselect his/her answer for a particular question by clicking on the **'RESET' button** provided against each question.
12. In case a candidate does not wish to attempt the question then he/ she should not click on any option for that question and may click **'SKIP' / 'MARKED FOR REVIEW'** buttons at the bottom of the screen.
13. A candidate may skip a particular question and return to it later before submitting his/her test. In such cases the candidate may click on the **'MARKED FOR REVIEW'** button.
14. The question numbers of attempted and unattempted questions is also shown to the right of the screen. A candidate can then click on any of the question numbers to view the question, in order to attempt/ revise his/her answer to the question.
15. Each question number will be displayed in a particular colour depending on the status of the question:
White : Question has not been viewed/ attempted
Red : Question has been viewed but not answered
Green : Question has been answered
Violet : Question has been marked for review later
16. If a candidate 'clicks' (selects) an answer for a particular question but wishes to review it later, he/she may note down the question number on the sheet provided.
17. Candidates are not permitted to submit their answers before the entire test time of **90 minutes (2 hours for PWD candidates using scribe) for Part I and 45 minutes (1 hour for PWD candidates using scribe) for Part II** is over.
18. A candidate can navigate between questions by clicking on the question number displayed to the right of the screen.
19. When a candidate clicks on a particular question, it takes some time for the question to appear. The time lost is not deducted from the total time allotted for the test.
- 20. Under no circumstances should a candidate click on any of the 'keyboard keys' once the exam starts as this will lock the exam.**
[MOST IMPORTANT]
21. A candidate can **only** change his/ her answer before clicking the 'Submit' button.
22. After the expiry of the exam duration, candidates will not be able to attempt any question or check their answers. A candidate's answers would be automatically saved by the computer system even if he has not clicked the 'Submit' button.
