



STATE BANK OF INDIA

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

“ACQUAINT YOURSELF BOOKLET” FOR RECRUITMENT TESTS

This booklet is designed to help you prepare for the competitive examination for recruitment of Specialist Cadre Officers in State Bank Group. The details of the tests for each of the Specialist Officers' posts is given. Study the sample questions of the tests that are relevant to the post applied for, by you.

INTRODUCTION

This Booklet gives you detailed information about the objective type competitive examination for recruitment to Specialist Officers' Cadre in State Bank Group. These posts were advertised in the Employment News/Rozgar Samachar issue dated 22-28 February, 2014 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/2013-14/14. 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.

GENERAL INSTRUCTIONS

1. **Particulars to be Noted** : Please note carefully your Roll 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 late will 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 .

STRUCTURE OF ONLINE EXAMINATION (All the tests will be objective type)

The details of tests, number of questions, time given to solve the questions, etc. are given ahead, separately for three clusters of posts. Find out those particular tests which are **relevant** to the post/s applied for by you and study the sample questions of those tests. The sample questions given in this handout are only for objective type tests of Reasoning, Quantitative Aptitude and English. The tests of Professional Knowledge will attempt to cover the job-relevant portion of the syllabus of the respective specialization. Although the title of the test may be the same, the questions and their difficulty level will be different for different grades of posts.

| Post Code | Cluster of Posts – I | Part | Sr. No. | Tests | No.of | Marks Ques. | Time |
|---|---|--|---------|--------------------------|----------------|-------------|---------------------------------|
| 1 | Manager (Statistician) (MGRSTAT) | I | I | Reasoning | 50 | 50 | }★ 90 minutes composite time |
| 2 | Dy. Manager (Statistician) (DMSTAT) | | | | | | |
| 3 | Asst. Manager (Statistician) (AMSTAT) | | | | | | |
| 4 | Chief Manager (Analyst) (CHANAL) | II | II | Quantitative Aptitude | 35 | 35 | } |
| 6 | Manager (Chartered Accountant) (MGCA) | | | | | | |
| 7 | Dy Manager (Chartered Accountant) Post I (DMCA - I) | | | | | | |
| 8 | Dy Manager (Chartered Accountant) Post II (DMCA - II) | II | IV | Professional Knowledge @ | 50 | 100 | 45 minutes |
| 9 | Asst. Manager (Chartered Accountant) (AMCA) | | | | | | |
| 10 | Asst. Manager (Economist) (AMECO) | <p style="text-align: center;">★ Only qualifying. Will not be reckoned for merit ranking.</p> <p style="text-align: center;">@ Contents will be different for each of the posts except 7 & 8</p> | | | | | |
| 11 | Asst. General Manager (Risk Management) (AGMRM) | | | | | | |
| 12 | Chief Manager (Market Risk) (CMMR) | | | | | | |
| 13 | Manager (Market Risk) (MGMR) | | | | | | |
| 14 | Manager (Risk Management) (MGRM) | | | | | | |
| 15 | Dy Manager (Risk Management) (DMRM) | | | | | | |
| 16 | Asst. Manager (Systems) (AMSY) | | | | | | |
| 17 | Dy. Manager (Civil Engineering) (DMCE) | | | | | | |
| 18 | Asst. Manager (Civil Engineering)(AMCE) | | | | | | |
| 19 | Dy Manager (Electrical Engineering) (DMEE) | | | | | | |
| 20 | Asst. Manager (Electrical Engineering) (AMEE) | | | | | | |
| Post Code | Cluster of Posts - II | Part | Sr. No. | Tests | No. of Ques. | Marks | Time |
| 23 | Asst. General Manager (LAW) (AGMLA) | I | I | Reasoning | 70 | 70 | }★ 90 Minutes Composite Time |
| 24 | Chief Manager (LAW) (CMLA) | | | | | | |
| 25 | Dy. Manager (Law) (DMLA) | II | III | Professional Knowledge @ | 50 | 100 | |
| 26 | Asst. Manager (LAW) (AMLA) | | | | | | |
| 5 | Asst. Manager (Library) (AMLIB) | <p style="text-align: center;">★ Only qualifying. Will not be reckoned for merit ranking.</p> <p style="text-align: center;">@ Contents will be different for each of the posts</p> | | | | | |
| Post Code | Cluster of Posts - III | Part | Sr. No. | Tests | No. of . Ques. | Marks | Time |
| 21 | Dy. Manager (Official Language) (DMOL) | I | I | Reasoning | 50 | 50 | }★ 90 Minutes Composite Time |
| 22 | Asst. Manager (Official Language) (AMOL) | | | | | | |
| | | II | III | Professional Knowledge @ | 50 | 100 | |
| <p>★ Only qualifying. Will not be reckoned for merit ranking.</p> <p>@ Contents will be different for each of the posts</p> | | | | | | | |

Passing Marks :

Except Professional Knowledge (PK) paper, 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 PK test, besides scoring equal to or above the Minimum qualifying marks in other tests.

Candidates can apply for and take the examination for only one post.

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 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.9. 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.10. The counsel urged the court to down the obnoxious law.
(1) enact (2) enforce (3) cancel (4) strike (5) declare

Q.11. The local official the Minister of the situation.
(1) explained (2) warned (3) apprised (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.12. 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.13. 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.14. 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.15. LETHAL
(1) light (2) dangerous (3) deadly (4) cruel (5) thoughtless

Q.16. CENTENARY
(1) a guard (2) a hundred years (3) a very old man (4) hundred runs (5) hundredth anniversary

Q.17. 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.18. LIVELY
(1) simple (2) weak (3) dull (4) angry (5) moron

Q.19. INADVERTENT
(1) adequate (2) available (3) sluggish (4) negligent (5) intentional

Q.20. INEPT
(1) accurate (2) skilful (3) sensible (4) artistic (5) apt

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

Test of Hindi Language

इस प्रश्नावली में हिंदी भाषा में प्रवीणता, शब्दभंडार, वाक्यरचना, शब्दप्रयोग, समानार्थक, विपरीतार्थी शब्द, अनेकार्थी शब्द, वर्तनी त्रुटि, लोकोक्तियां, मुहावरें, अर्थ, और वाक्यों में प्रयोग राजभाषा अधिनियम, एवं भारत सरकार की राजभाषा नीति, अनुवाद क्षमता हिंदी से अंग्रेजी और अंग्रेजी से हिंदी में अनुवाद की क्षमता संबंधी प्रश्न होंगे।

प्र.21-22. नीचे दिये गये प्रश्नों में से हरेक में एक वाक्य दिया गया है जिसे (1), (2), (3) और (4) भागों में बांटा गया है। वाक्य को पढ़ कर ज्ञात कीजिये कि वाक्य में शब्दों के गलत प्रयोग, वर्तनी या व्याकरण की कोई त्रुटि तो नहीं है। त्रुटि अगर होगी तो वाक्य के किसी एक ही भाग में होगी। इस भाग का क्रमांक ही आपका उत्तर है। अगर वाक्य त्रुटिहीन है तो उत्तर (5) दीजिये अर्थात् त्रुटि नहीं।

प्र. 21. चालीस लड़कों का एक मिला जुला / ठहाका उठा था और / कक्षा की छत पे टकरा कर / सब का सब एकदम मेरे भीतर उतर गया था / त्रुटि नहीं
(1) (2) (3) (4) (5)

प्र. 22. पाप कुछ सोचते लगे / मानो उसी समय निर्णय / कर रहे हों कि उन्हें रज्जू / के साथ जाना चाहिये या नहीं / त्रुटि नहीं
(1) (2) (3) (4) (5)

प्र.23-24. नीचे दिये प्रश्न में एक वाक्य दिया गया है तथा हरेक में दो रिक्त स्थान छूटे हुये हैं। वाक्य के नीचे दो शब्दों के जोड़े को ज्ञात करके उसको उत्तर के रूप में अंकित कीजिये। ध्यान रहे कि जोड़े के शब्द उसी क्रमानुसार होने चाहिये जिस क्रम में वाक्य के रिक्त स्थान दिये गये हैं।

प्र.23. उसकी निराशा पूर्ण बातें तो बाबू कहने लगे, चाहे जितनी भी विपत्ति आये आदमी को इस तरह अपना नहीं खोना चाहिये। धीरज रखो सब ठीक हो जायेगा।
(1) कहीं, मन (2) जानी, चरित्र (3) सुनी, साहस (4) मानी, विश्वास (5) उठी, अतिरेक

प्र.24. अब भी अकेलापन तो नाना पार्वती की याद करके हो जाते और अपनी तबियत बिगाड़ लेते।
(1) सताता, बेचैन (2) भाता, उदास (3) चिंतित, लगता (4) चिढ़ाता, अस्वस्थ (5) काटता, खुश

परीक्षा में प्रश्न पत्र में हिंदी से अंग्रेजी अनुवाद के प्रश्न पर भी होंगे। परीक्षा में कुछ अन्य प्रकार के प्रश्न भी हो सकते हैं जिनको यहाँ नमूने के प्रश्नों में शामिल नहीं किया गया हो।

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.25. $42 + 73 + 137 = ?$
 (1) 352 (2) 252 (3) 242 (4) 142 (5) None of these

Q.26. $20 \times \frac{1}{2} = ?$
 (1) 4 (2) 5 (3) 12 (4) 20 (5) None of these

Q.27. $0.7 \times 0.5 = ?$
 (1) 35 (2) 0.35 (3) 0.0035 (4) 0.035 (5) None of these

In Q.25, 252 is the correct answer. So your answer would be (2). The correct answer for Q.26 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.28. At 10 rupees each, how many rupees will 6 lemons cost ?
 (1) 6 (2) 10 (3) 60 (4) 61 (5) 610

Q.29. Which of the following can be exact multiple of 4 ?
 (1) 27114 (2) 58204 (3) 48402 (4) 32286 (5) None of these

Q.30. 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) None of these

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

Q.31-33. 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.31. 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.32. 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.33. 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).

The correct answers to all these 33 questions are as follows –

| Questions | Answers | Questions | Answers | Questions | Answers | Questions | Answers |
|-----------|---------|-----------|---------|-----------|---------|-----------|---------|
| 1 | 4 | 10 | 4 | 19 | 5 | 28 | 3 |
| 2 | 4 | 11 | 3 | 20 | 2 | 29 | 2 |
| 3 | 5 | 12 | 1 | 21 | 3 | 30 | 2 |
| 4 | 3 | 13 | 5 | 22 | 1 | 31 | 2 |
| 5 | 3 | 14 | 4 | 23 | 3 | 32 | 4 |
| 6 | 3 | 15 | 3 | 24 | 1 | 33 | 2 |
| 7 | 4 | 16 | 5 | 25 | 2 | | |
| 8 | 3 | 17 | 1 | 26 | 5 | | |
| 9 | 2 | 18 | 3 | 27 | 2 | | |

III. Details about On-line Test Pattern :

1. A **login screen** will be displayed to the candidate. The candidate has to log in using his/her User ID and Password which will be provided in the examination hall.
2. After logging in, the instructions will be displayed on the screen.
3. 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.
4. After clicking on the 'I am ready to begin' button the actual **test time** will begin.
5. There are 170 questions and each question is followed by 5 alternatives/options.
6. 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.
7. Only one question will be displayed at a time.
8. 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 and shall be treated as the answer given by the candidate for the question.**
9. 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.**
10. 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.
11. In case a candidate wants to skip a particular question and return to it later before submitting his/her test or 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.
In such cases the candidate may also click on the '**MARK FOR REVIEW & NEXT**' button. In case an answer has been selected for a particular question which has been marked as '**MARK FOR REVIEW & NEXT**', the answer marked will be taken for final evaluation.
12. 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 numbers to view the question, in order to attempt/ revise his/her answer to the question.
13. Each question number will be displayed in a particular colour depending on the status of the question:
White : Not visited : Question has not been viewed/ attempted
Red : Not Answered : Question has been viewed but not answered
Green : Answered : Question has been answered
Violet : Marked : Question has been marked for review later
14. **Candidates are not permitted to submit their answers before the entire test time i.e 2 hours 15 minutes is over. Please note that candidates cannot attempt questions in Part I during the time allotted for Part II and vice versa.**
15. **A candidate can navigate between questions by clicking on the question number displayed to the right of the screen.**
16. 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.
17. **Under no circumstances should a candidate click on any of the 'keyboard keys' once the exam starts as this will lock the exam.**

About the Submission

1. Candidates are not permitted to submit their answers before the entire test time is over.
2. **A candidate can only change his/ her answer before clicking the 'Submit' button.**
3. 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.