# INSTITUTE OF BANKING PERSONNEL SELECTION INFORMATION HANDOUT 

## WRITTEN EXAMINATION FOR THE SELECTION OF TRAINEE ASSISTANTS

## INTRODUCTION

This handout gives you detailed information about the Written Examination for the selection to above post. It is prepared to familiarise you with the kind of tests that are given in the competitive examination. It also gives important instructions about related matters. The assessment of answersheets will be done by a computerised machine, hence you should carefully read instructions regarding handling of the answersheets and method of marking answers.

## 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 filled and surrendered : Please bring the call letter with your photograph affixed thereon, photo identity proof in original and a photocopy. You will be required to sign in the examination hall on your call letter in the space provided for the candidate's signature in the presence of the invigilator. (Do not sign in this space on the call letter unless the invigilator instructs you to do so.) Please hand over the call-letter alongwith photocopy of photo identity proof duly stapled together to the invigilator.
4. Specimen answersheet and how to fill in biodata information on it : You will get an answersheet in the examination hall, the assessment for which will be done through a computerized machine. The last sheet of this booklet is a sample of this Answersheet. Fill in YOUR Biodata information on this answersheet for YOUR practice and BRING IT with you to the examination hall.

How to fill in the biodata information on the answersheet is explained and shown on a sample of the answersheet. You will get answersheet in the examination hall on which you will have to copy your biodata information already filled in by you.
5. Compliance with Instructions: You should scrupulously follow the instructions given by the test administrators and the invigilators at the examination venue 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.
6. Use of Books, Notes \& Calculators : No calculator (separate or with watch), books, slide ruler, note-books or written notes will be allowed inside the examination hall.
7. Copying or receiving/giving assistance not allowed : Any candidate who is found either copying or receiving or giving assistance during the examination will be disqualified.
8. Use of HB Pencil and Ball Pen : You should bring with you two commonly available HB Pencils, a Pencil Sharpener, an Eraser and a Ball Point Pen. Two pencils are advised to avoid mending a pencil during the examination as you may lose time. All the answers on Side 2 also should be marked by using HB Pencil only.
9. Handling Answersheet: Please handle your answersheet carefully. Keep it dust free. If it is mutilated, torn, folded, wrinkled, rolled or dusty, it may not be evaluated. Similarly if you do not write your Roll Number and Test Form No. in Box Nos. 14 and 17 respectively, your answersheet will NOT be assessed. Answersheets and question papers will be suplied by the Organisation. After the test is over, you should hand over the same to the invigilator before leaving the room. Any candidate who does not return the question booklet and/or answersheet or is found to attempt to take or pass on the question booklet or answersheet inside or outside the examintion hall will be disqualified and the Organisation may take further action against them as per rules of the Organisation.
10. Write Roll No. on the Test Booklet: You should write your roll no. in the space provided on the cover page.

## HOW TO SHOW YOUR ANSWERS :

Each question is followed by answers which are numbered 1, 2, 3, 4 and 5 . Select the most appropriate answer. Then by using HB Pencil, blacken the oval bearing the correct answer against the serial number of the question. Please note that the oval should be dark enough and should be filled in completely. For example, if the answer to Question Number 2 is answer number 5, it is shown as follows :

## Q. 2

## HOW TO CHANGE YOUR ANSWER :

If you wish to change your answer, ERASE COMPLETELY the already darkened oval by using good quality eraser and then blacken the new oval bearing your revised answer number.

While changing the answer, erasing the earlier answer completely is extremely essential. If it is not erased completely smudges will be left on the erased ovals and the question will be read as having two answers and will be ignored for giving any credit.

## THE WRITTEN EXAMINATION

The written examination will comprise one objective type test as shown below. The nature of the questions in the test is explained with illustrations later in this booklet.

| Name of Test | No. of Questions | Marks | Time |
| :--- | :---: | :---: | :---: |
| Numerical Ability | 50 |  |  |
| Reasoning Ability | 50 | 150 | 120 Minutes |
| English Language | 50 |  |  |

You may attempt the questions in any order you like. However, in your own interest you are advised not to spend too much time on any one question. There will be a penalty for wrong answers therefore do not make any random marking. For each wrong answer 0.25 marks will be deducted as penalty.

## HOW TO FILL UP BIO-DATA INFORMATION

Important :-
(1) The information is to be filled in by you in boxes 1-11, 13 to 17 on side 1 , and in the box 29 on side 2 of the answersheet.
(2) You have to fill in information in boxes 1-11 of the objective type answersheet by using ball point pen.
(3) Information in boxes 13, 14, 15, 16 \& 17 on side 1 and 29 on side 2 are to be filled in by using HB pencil only.

Now please refer to side $1 \& 2$ of the Specimen Answersheet while reading the following description :

## Side 1

Full Name of the Candidate (Box No. 1): You have to write your full name in capitals in English as given in the call letter. See how the candidate has written his name in the space provided using ball-point pen

Other Information (Box Nos. 2 to 7) : You will find that the information asked for in the boxes from 2 to 7 can be filled in easily. Fill in this information by using ball-point pen.

Test Booklet Serial Number, Test Battery Number and Test Form Number (Information required in Boxes No. 8-10) : Test Booklet Serial Number, Test Battery Number and Test Form Number (information required in Boxes 810) are printed on the test booklet. You have to copy these numbers using ball point pen from the test booklet you will receive at the time of examination.

Signature of Candidate \& Invigilator (Box No. 11 \& 12) : Candidate / Invigilator will sign in the respective box.
Candidate's Name (Box No. 13) : There is a row of 10 boxes for writing the name. Just below each box you will find a column of 26 ovals each containing a letter of the alphabet. The top oval in each contains a letter ' $A$ ' whereas the last oval bears ' $Z$ '. See how the candidate has written the name in capitals by entering one letter in each box using HB pencil, and has blackened the appropriate oval under each box. Please note that the candidate has left one box and respective column of ovals blank between two parts of the name. If your name contains more letters write only the first letters which you can accommodate in the boxes provided.

Candidate's Roll Number (Box No. 14): You will be assigned an 8 digit roll number. There is a row of 8 boxes provided to write the Roll Number. Just below each box there are 10 ovals numbered from 1 to 9 and 0 . See how the candidate has written his roll number in the boxes, entering one digit in each box by using HB pencil and has blackened the appropriate oval under each box. You have to write your roll number on the test booklet also in the space provided for it.

Post applied (Box No. 15) : Please leave this box blank.
Catetory (Box No. 16) : Please leave this box blank.
Test Form No. (Box No. 17) : You will have to write the Test Form number (3 digits) in Box No. 17. Write each of the digits in the boxes provided and blacken the appropriate ovals by HB Pencil.

Side 2
Roll Number (Box No. 29) : Write your Roll Number by HB Pencil in this box at the left hand bottom corner of Side 2 of the answersheet.

## IMPORTANT POINTS TO REMEMBER

1. You are advised to bring with you the following things :-
(i) Please bring the call letter with your photograph affixed thereon, photo identity proof in original and a photocopy
(ii) Completely filled in biodata information on the sample answersheet provided at the end of this booklet.
2. While filling in the biodata information on the Specimen Answersheet, please fill in YOUR biodata information. The completed biodata information on the sample answersheet will help you to fill the same information on the answersheet which will be given to you in the examination hall.

## SAMPLE QUESTIONS

Below are given some sample questions for the objective type test. The types of questions are only illustrative and not exhaustive. In the actual examination you may find questions on some or all of these types and also questions on the types not mentioned here. The test will see how well you can think and has questions based on verbal reasoning. Your English Language ability would be tested through questions on grammar, vocabulary, sentence completion, synonyms, antonyms, comprehension of passage etc. There will also be questions which will test how quickly and accurately you can work with numbers, as well as questions on arithmetical reasoning.

## Reasoning Ability

Q.1. Four of the following five are alike in a certain way and so form a group. Which is the one which does not belong to that group ?
(1) Red
(2) Black
(3) Green
(4) Colour
(5) Yellow
Q.2. 'Table' is related to 'Wood' in the same way as 'Shoe' is related to $\qquad$ -
(1) Cobbler
(2) Chappal
(3) Hide
(4) Leather
(5) Shop
Q.3. In a row of boys Amar is tenth from one end. There are 20 boys in the row. What is his position from the other end?
(1) $11^{\text {th }}$
(2) $10^{\text {th }}$
(3) $9^{\text {th }}$
(4) $20^{\text {th }}$
(5) None of these
Q.4. If the letters in the word TOPS can be rearranged to form a meaningful word beginning with O , write the last letter of that word, if more than one such word can be formed write $M$ and if no such word can be formed write X .
(1) T
(2) $P$
(3) M
(4) S
(5) $X$
Q.5. In a certain code SENT is written ' $+\div \times-$ ' and ANT is written '* $\times-$ '. How is TEN wiritten in that code ?
(1) $\times \div \times$
(2) * - *
(3) $\div x-$
(4) $-\div \times$
(5) $\times \div-$

## English Language

Q.6-8 Directions: Pick up the most appropriate word from amongst the words given under each sentence to complete it meaningfully.
Q.6. He quickly glanced $\qquad$ 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.
Now attempt the following questions.
Q.7. The counsel urged the court to $\qquad$ down the obnoxious law.
(1) enact
(2) enforce
(3) cancel
(4) strike
(5) declare
Q.8. The local official $\qquad$ the Minister of the situation.
(1) explained
(2) warned
(3) apprised
(4) told
(5) intimated
Q.9-11 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.9. I am twenty / two years old / when I first / joined the bank.
(1)
(2)
(3)
(4)

No error
(5)

The error is in (1). Therefore the answer is ' 1 '.
Q.10. To the Hindus / the Ganga is / holier than / any other river.
(1)
(2)
(3)
(4)

## (5)

In Q. 10, there is no error; therefore the right answer to this question is ' 5 '.
Now attempt the following question.
Q.11. Of all the teachers / in our school / our class teacher / were very strict.
(1)
(2)
(3)
(4)

No error
(5)
Q.12-13 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.12. CENTENARY
(1) a guard
(2) a hundred years
(3) a very old man
(4) a hundred runs
(5) the hundredth anniversary
Q.13. TRIUMPH
(1) conquer
(2) smash
(3) earn
(4) brave
(5) capture
Q.14-15 Directions : In each of the following questions, select from amongst the five numbered words, the word most opposite in meaning of the word given in capitals.
Q.14. LIVELY
(1) simple
(2) weak
(3) dull
(4) angry
(5) morose
Q.15. INEPT
(1) accurate
(2) skillful
(3) sensible
(4) artistic
(5) apt

In addition to the above questions, there will be a passage in English for comprehension. You will be asked questions based on the passage.

## Numerical Ability

Q.16-19 In each question one number is missing. The place where the number is missing is shown by a question mark (?). Four answers are provided against each question. They are shown by numbers (1), (2), (3) and (4). You have to find out which one of the answers can replace the question mark. If none of these four can replace the question mark, the answer is (5).
Q.16. $42+73+137=$ ?
(1) 352
(2) 252
(3) 242
(4) 142
(5) None of these

In Q. No. 16, 252 is the correct answer. So your answer would be (2).
Q.17. $20 \times \frac{1}{2}=$ ?
(1) 4
(2) 5
(3) 12
(4) 20
(5) None of these
Q.18. $0.7 \times 0.5=$ ?
(1) 35
(2) 0.35
(3) 0.0035
(4) 0.035
(5) None of these
Q.19. $85 \%$ of ? $=34$
(1) 40
(2) 289
(3) 29
(4) 42
(5) None of these
Q.20. At 25 paise each, how many paise will 6 lemons cost?
(1) 75
(2) 100
(3) 150
(4) 200
(5) None of these
the answer, of course, is 150 , which is answer No. 3 .
Q.21. Which of the following can be an exact multiple of 4 ?
(1) 27114
(2) 58204
(3) 48402
(4) 32286
(5) None of these
Q.22. 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) Nil
(2) Rs. 5
(3) Rs. 10
(4) Rs. 20
(5) None of these

Now follow the correct method of showing your answer with HB Pencil, and mark your answers to all the 22 questions given so far in this booklet on the specimen answersheet given below. This will give you practice in correctly marking your answers. Answers to first four questions have been marked for you.
Portion of Answersheet for solving practice questions.


## VERY VERY IMPORTANT

The machine first reads the Test Form No. on side 1 in Box No. 17 of the answersheet and then evaluates your answers as per the correct answers of questions in that Form. Therefore, you MUST SHOW YOUR TEST FORM NO. CORRECTLY BY FILLING THE CORRECT OVALS BY HB PENCIL IN BOX NO. 17.

## VI. IMPORTANT POINTS TO REMEMBER

1
You are advised to bring with you the following things:
(i) Completely filled in required information on the blank specimen answersheet provided at the end. This will help you to fill the same information on the answersheet which will be given to you in the examination hall.
(ii) Call letter with recent passport size photograph pasted on it.
(iii) Two HB Pencils, a good quality eraser and a sharpener.
(iv) One ball-point pen.
2. Write your roll number given in your call letter ACCURATELY on the answersheet and on the test booklet.
3. In the examination hall when the invigilator asks you to tear open the wrapper of the objective tests in the objective test booklet, open the same booklet only along right hand edge. DO NOT remove the staples of the booklet which are at the left hand side. Immediately after opening the booklet along right hand edge, verify that all the pages containing questions from 1 to 150 are properly printed in your booklet and then begin answering the test. In case the booklet is defective get it replaced by another test booklet bearing the same Test Form No. Till the invigilator replaces your booklet continue answering other questions which are not defectively printed so that you do not lose time while answering the test.
4. Your answersheet may NOT be assessed -_
(i) if you do the rough work on the answersheet
(ii) if you use any method of marking your answers other than darkening the ovals
(iii) if you do not write your Roll No. on the test booklet
(iv) if you do not write all the information required on the answersheet such as Roll No., Name, Test Form No., etc.
(v) if you do not handle your answersheet carefully
(vi) if you do not use HB Pencil wherever it is required.

The correct answers to all 22 questions are given below.

| Question | Answer | Question | Answer | Question | Answer | Question | Answer |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 1 | 4 | 8 | 3 | 15 | 2 | 22 | 2 |
| 2 | 4 | 9 | 1 | 16 | 2 |  |  |
| 3 | 1 | 10 | 5 | 17 | 5 |  |  |
| 4 | 4 | 11 | 4 | 18 | 2 |  |  |
| 5 | 4 | 12 | 5 | 19 | 1 |  |  |
| 6 | 2 | 13 | 1 | 20 | 3 |  |  |
| 7 | 4 | 14 | 3 | 21 | 2 |  |  |

WISH YOU GOOD LUCK

* TO BE COPIED FROM THE COVER PAGE OF TĒST-BOOKLET IN THE EXAMINATION HĀ̄L नीचे दिये गये खाना क. 1 से 12 में सभी जानकरी बाल प्वादटं मेन मे लिखिये तबा खाना क्र. 13 से आगे HB मेन्सित से ही लिखिये।


