इंस्टीट्यूट ऑफ बैंकिंग पर्सोनेल सिलेक्शन ®

(भारतीय रिजर्व बैंक, केंद्रीय वित्तीय संस्थाओं व सार्वजनिक क्षेत्र के बैंकों द्वारा स्थापित एक स्वायत्त संस्था)

INSTITUTE OF BANKING PERSONNEL SELECTION

(An autonomous body set up by Reserve Bank of India, Central Financial Institutions and Public Sector Banks)

IBPS
प्रज्ञाविभावनम्

असेसमेंट में, हम पर भरोसा रखता है भारत

In assessment, India trusts us

CRP RRBs - XV

INFORMATION HANDOUT

ONLINE PRELIMINARY EXAMINATION FOR RECRUITMENT FOR THE POST OF OFFICE ASSISTANTS (MULTIPURPOSE) IN REGIONAL RURAL BANKS

INTRODUCTION

This booklet contains details pertaining to various aspects of the Online Preliminary Examination you are going to take and important instructions about related matters. **The answers will be indicated online, hence you should carefully read instructions regarding the method of indicating answers.** You are advised to study this booklet carefully as it will help you in preparing for the examination.

Before appearing for the examination you should strictly ensure yourself that you fulfill the eligibility criteria stipulated in the notification in all respects.

Please note that since this is a competitive examination, mere passing is not adequate. You have to obtain a high rank in the order of merit to get eligibility for further selection process. You should, therefore, put in best efforts in the examination.

The examination will comprise the following objective type multiple choice tests as stated below :

Sr. No.	Name of the Test	Medium of Examination	Number of Questions	Maximum Marks	Time allotted for each test (Separately timed)
1.	Reasoning	*	40	40	25 minutes
2.	Numerical Ability	*	40	40	20 minutes
	Total		**80**	**80**	**45 minutes**

*** List of Version of tests (Medium of examination)**

Sr. No.	Name of State/UT	Version of tests (Medium of examination)
1	Andhra Pradesh	English, Hindi and Telugu
2	Arunachal Pradesh	English and Hindi
3	Assam	English, Hindi and Assamese
4	Bihar	English and Hindi
5	Chhattisgarh	English and Hindi
6	Gujarat	English, Hindi and Gujarati
7	Haryana	English and Hindi
8	Himachal Pradesh	English and Hindi
9	Jammu & Kashmir	English, Hindi and Urdu
10	Jharkhand	English and Hindi
11	Karnataka	English, Hindi, Kannada and Konkani
12	Kerala	English, Hindi and Malayalam
13	Madhya Pradesh	English and Hindi
14	Maharashtra	English, Hindi, Marathi and Konkani
15	$ Manipur	English, Hindi and Manipuri
16	Meghalaya	English and Hindi
17	Mizoram	English and Hindi
18	Nagaland	English and Hindi
19	Odisha	English, Hindi and Odia
20	Puducherry	English, Hindi, Tamil, Telugu and Malayalam
21	Punjab	English, Hindi and Punjabi
22	Rajasthan	English and Hindi
23	Tamil Nadu	English, Hindi and Tamil
24	Telangana	English, Hindi, Telugu and Urdu
25	Tripura	English, Hindi and Bengali
26	Uttar Pradesh	English, Hindi and Urdu
27	Uttarakhand	English and Hindi
28	West Bengal	English, Hindi and Bengali

$ No Vacancy for CRP RRBs XV.

The version of tests will be English and language as applicable to the state (under which application is registered). The questions will appear in English and the selected language as applicable to the state.

In case of any discrepancy between the English and translated version/language, the translated version/ language shall be deemed as reference and English version shall prevail.

Candidates have to qualify in both the tests by securing minimum cut-off marks. Adequate number of candidates in each category, depending upon requirements, will be shortlisted for Online Main Examination.

The time for the test is 45 minutes however you may have to be at the venue for approximately 110 minutes including the time required for entry, logging in, authentication/stamping, going through the instructions, exiting the lab etc. You can attempt any question at any point of time within the given duration in each test. Out of the five answers to a question only one will be the correct answer. **You have to select the most appropriate answer and 'mouse click' that alternative which you feel is appropriate/correct. The alternative/ option that you have clicked on will be treated as your answer to that question. There will be penalty for wrong answers marked by you. For every wrong answer marked by you, 1/4 of the marks assigned to that question will be deducted as penalty.**

Please note that the types of questions in this handout are only illustrative and not exhaustive. In the actual examination you will find questions of a higher difficulty level on some or all of these types and also questions on the types not mentioned here.

Some sample questions are given below.

SAMPLE QUESTIONS

REASONING

Q.1. 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.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. 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.4. If the first and the second letters in the word 'DEPRESSION' were interchanged, also the third and the fourth letters, the fifth and sixth letters and so on, which of the following would be the seventh letter from the right ?
(1) R (2) O (3) S (4) I (5) Other than those given as options

Q.5. Madhav ranks seventeenth in a class of thirty-one. What is his rank from the last ?
(1) 13 (2) 14 (3) 15 (4) 16 (5) 17

NUMERICAL ABILITY

Q.1. 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

Q.2. 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.3-5. Directions : In each of the following questions one number is missing. The place where the number is missing is shown by a question mark (?). You have to find out which one of the answers shown against 1, 2, 3 and 4 can replace the question mark. If none of these four can replace the question mark, you will indicate (5) i.e. 'Other than those given as options' as your answer.

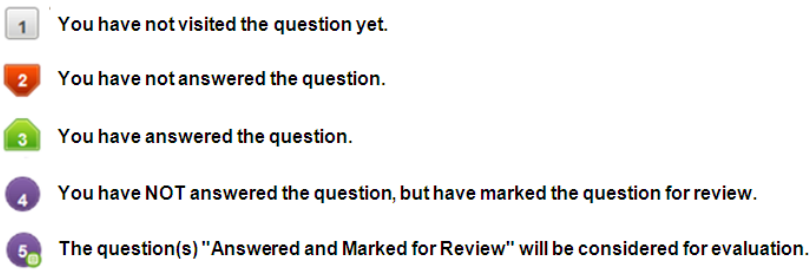
Q.3. 0.7 x 0.5 = ?
(1) 35 (2) 0.35 (3) 0.0035 (4) 0.035 (5) Other than those given as options

Q.4. (27 + 498) ÷ 25 = ?
(1) 17 (2) 25 (3) 21 (4) 12 (5) Other than those given as options

Q.5. $\frac{24}{65} \times \frac{13}{56} \times \frac{5}{7} = ?$
(1) $\frac{3}{49}$ (2) $\frac{15}{245}$ (3) $\frac{3}{77}$ (4) $\frac{15}{56}$ (5) Other than those given as options

DETAILS OF THE ONLINE EXAMINATION 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 is provided on the Call Letter.
2. Total duration of examination is 45 minutes. [20 minutes compensatory time for every 60 minutes (1 hour) of the examination time for candidates with disability eligible for compensatory time.]
3. 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.
4. **The version of tests will be English and language as applicable to the state (under which application is registered). The questions will appear in English and the selected language as applicable to the state.**
5. The Question Palette displayed on the right side of screen will show the status of each question using one of the following symbols :



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.*

6. 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.
7. You can click on your "Profile" image on top right corner of your screen to change the language during the exam for entire question paper. On clicking of Profile image you will get a drop-down to change the question content to the desired language.
8. 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:

9. 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 :

10. 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.*
11. 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.
12. Note that ONLY Questions for which answers are saved or marked for review after answering will be considered for evaluation.

Navigating through sections:

13. Sections in this question paper are displayed on the top bar of the screen. Questions in a section can be viewed by clicking on the section name. The section you are currently viewing is highlighted.
14. You can shuffle between questions of a particular test as per your convenience only during the time stipulated for each test.
15. Candidate can view the corresponding section summary as part of the legend that appears in every section above the question palette.

Submitting the exam:

16. After the expiry of time the candidates will not be able to attempt any question or check their answers. On completion of test time, answers of the candidates would be saved automatically by the computer system even if they have not clicked the "Submit" button.
17. Please note :
    a) Candidates will not be allowed to "finally submit" unless they have exhausted the actual test time of the examination.
    b) Under no circumstances should a candidate click on any of the 'keyboard keys' during the test once the exam starts as this will lock the exam.

GENERAL INSTRUCTIONS

(1) **Please note that those candidates who have been debarred from appearing in CRP Examination for specified periods in terms of communication made to that effect by IBPS may act accordingly.**

(2) Please note date, time and venue address of the examination given in the call letter.

(3) You may visit the venue one day before the 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. Late comers will not be allowed.

(4) The call letter should be brought with you to the examination venue along with your recent passport size photograph duly pasted on it. (Same photograph as was uploaded in the application form).

Please Note: 1 photograph has to be pasted on the call letter and 1 extra photograph has to be brought for examination.

(5) 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.

(6) No 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 or devices with screen freeze or storage facilities etc. will be allowed during the examination.

(7) Please bring the call letter with your photograph affixed thereon, a photocopy of photo identity proof stapled with it and same (currently valid) photo ID in original along with 1 additional photograph - **THIS IS ESSENTIAL**. Call letter of Preliminary Exam will not be collected at the examination venue. However, it will be duly authenticated/ stamped by the exam officials. Candidate will need to retain this call letter (along with authenticated/stamped copy of the ID proof) safely. Candidates who are called for Main Exam will be required to bring this call letter alongwith Main Exam call letter & other requisite documents as per information provided in the "Information Handout" and Call letter of main examination. For candidates availing the services of a Scribe – Scribe declaration form will be collected on the day of preliminary examination.

(8) Please bring Currently valid photo identity proof such as PAN Card/Passport/ Permanent Driving License/Voter's Card with photograph/Bank Passbook with photograph/Photo Identity proof issued by Gazetted Officer or People's Representative on official letterhead/Valid recent Identity Card issued by a recognised College or University/Aadhaar Card/E-Aadhaar Card with a photograph / Bar Council Identity card with photograph /Employee ID (**in original as well as photocopy**). **Please Note - Ration Card and Learner's Driving License will NOT be accepted as valid ID proof. Signature in CAPITAL LETTERS will not be accepted.** 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 names indicated in the Call Letter and Photo Identity Proof, you will not be allowed to appear for the examination. In case of candidates who have changed their name will be allowed only if they produce original Gazette notification/their original marriage certificate/affidavit in original. Photo ID should be valid as on the day of the examination

(9) The candidates are advised to possess/acquire valid Aadhaar Card for the CRP Process. IBPS/RRBs would also conduct online Aadhaar verification of the candidates/scribes at different stages of the selection process.

(10) Do not leave your seat unless you are allowed.

(11) Travelling Allowance not admissible. No travelling allowance or other expenses in connection with the examination will be paid.

(12) Any candidate found resorting to any unfair means or malpractice or any misconduct while appearing at the examination including giving/receiving help to/from any candidate during the test will be disqualified and may be debarred either permanently or for specified periods from CRP examinations conducted by IBPS. The candidate should be vigilant to ensure that no other candidate is able to copy from his/her answers. IBPS would be analysing the responses (answers) as well as logs of individual candidates with other candidates to detect patterns of similarity of right and wrong answers or other unusual patterns. If in the analytical procedure adopted by IBPS in this regard, it is inferred/concluded that the responses have been shared and scores obtained are not genuine/valid, IBPS reserves right to cancel the candidature of the concerned candidates without any notice. **IBPS will be analysing candidate data in order to identify cases of impersonation/ use of unfair means including, multiple registration using different data, etc. to ensure integrity of Examination.**

(13) You should bring with you a ball-point pen. Sheets 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 exam is over you MUST handover these sheets of paper to the invigilator before leaving the venue. You must write your Registration Number, Roll No., Name & date of exam on the rough sheets.

(14) 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 IBPS. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.

(15) 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 unauthorised possession of test content is likely to be prosecuted.

(16) Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any of the common recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect. Clarifications / decisions given / to be given by the Director, IBPS, regarding Common Recruitment process CRP(RRBs-XV) shall be final and binding.

In case a candidate has a twin/triplet/quadruplet brother/sister, such information was required to be mandatorily provided in the application form under Twin/triplet/quadruplet Status. Non-disclosure of this information in the application form will be treated as suppressing of material information in terms of clause P (I) (1) (xii) of the notification. Instances of providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any of the Common Recruitment Process in the future.

(17) IBPS reserves the right to introduce additional steps in the examination process to safeguard and maintain the integrity of the examination.

(18) Candidates who are eligible and have applied for availing the services of a scribe have to fill in the online scribe declaration form. The link for filling online scribe declaration form has been provided in the exam intimation email sent to eligible candidates on their registered email ID. The link is also available on official IBPS website www.ibps.in. After filling the online declaration form, candidates have to download it and bring a print out of it on the day of examination.

(19) For candidates availing scribe in accordance with OM - F. No. 29-6/2019-DD-III dated 10.08.2022, shall be allowed scribe facility subject to production of a certificate at the time of online examination to the effect that person concerned has limitation to write and that scribe is essential to write examination on his/her behalf from competent medical authority of a Government healthcare institution as per proforma attached as Appendix I in the Notification for CRP(RRBs-XV). Also, the qualification of the scribe should be one step below the qualification of the candidates taking examination. Letter of undertaking as per Appendix II should be submitted by such candidates at the time of examination. Such candidates shall not be allowed to appear for the examination without the specified medical certificate as per Appendix I and Appendix II of the said Notification.

(20) The scribe arranged by the candidate should <u>not</u> be a candidate himself/herself for the online examination under CRP(RRBs-XV). If violation of the above is detected at any stage of the selection process, candidature for CRP of both the candidate and the scribe will be cancelled.

(21) The scribe can act as scribe only for one candidate for CRP(RRBs-XV) process. If violation of the same is detected at any stage of the selection process, Candidature of the candidates for CRP will be cancelled and scribe shall be debarred from future CRP examination.

(22) Please ensure that the scribe that you select should not have appeared as a scribe with a candidate who was debarred in CRP Examinations. The scribe also should not have appeared as a candidate who was debarred in CRP Examinations.

(23) **Candidates who are eligible and have applied for availing the services of a scribe have to fill in the online scribe declaration form. The link for filling online scribe declaration form has been provided in the exam intimation email sent to eligible candidates on their registered email ID. The link is also available on official IBPS website www.ibps.in. After filling the online declaration form, candidates have to download it and bring a print out of it on the day of examination.** In the online scribe form, along with the scribe details,

the candidate has to mandatorily upload the class 10th SSC/ SSLC/ 10th standard/ 12th/Degree or equivalent certificate of the scribe. On the day of the examination, the scribe is required to bring the original class 10th SSC/ SSLC/ 10th standard/ 12th/Degree or equivalent certificate for verification. **On the day of examination, the PwBD/PwSD candidates must carry their UDID cards/Disability Certificates.**

(24) **During the exam, at any stage, if it is found that scribe is independently answering the questions, or prompting answers in any direct/indirect manner, the exam session will be terminated and candidate's candidature will be cancelled. The candidature of such candidates using the services of a scribe will also be cancelled if it is reported after the examination by the test administrator personnel that the scribe independently answered the questions or prompted the answers in any direct/indirect manner. In such cases, the candidate and the scribe may also be debarred either permanently or for specified periods from all CRP examinations. IBPS reserves the right to share the list of debarred candidates/scribes to other Recruiting agencies for their information.**

(25) Candidates are advised to take note of "The Public Examinations (Prevention of Unfair Means) Act, 2024" & amendments made in 2026 and Rules framed therein.

(26) In case a candidate wishes to report an issue in any question, an additional facility "Report Question" option (button) onscreen will be available in the examination.

(27) Following items are NOT allowed inside the examination centre:
- (a) Any stationery 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 etc.
- (b) Any communication device like Mobile Phone, Bluetooth, Earphones, Microphone, Pager, Health Band etc.
- (c) Other items like Goggles, Handbags, Hair-pin, Hair-band, Belt, Cap, etc.
- (d) All ornament like Ring, Earrings, Nose-pin, Chain/Necklace, Pendants, Badge, brooch etc. should be thoroughly checked.
- (e) Any watch/Wrist Watch, Camera, devices with screen freeze or storage facilities etc.
- (f) Any metallic item
- (g) Any eatable item opened or packed, water bottle etc.
- (h) Any other item which could be used for unfair means for hiding communication devices like camera, blue tooth devices etc.

(28) At the time of online Preliminary examination or Main examination in a subsequent selection procedure, if a candidate is (or has been) found engaged in:

- (i) using unfair means or
- (ii) impersonating or procuring impersonation by any person or
- (iii) misbehaving in the examination, 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 or devices with screen freeze or storage facility etc. or
- (vii) Obstructing the conduct of examination / damaging the infrastructure, instigating other candidates not to take the examination.
- (viii) Inviting unauthorized persons to the examination centre for engaging in argument with exam functionaries / obstructing the examination procedures.
- (ix) Taking snapshots, making video of examination / question paper related material, etc.
- (x) leaving the examination venue / lab without permission during the examination
- (xi) misbehaving with the exam invigilators and exam officials during / before / after the examination
- (xii) furnishing any particulars that are false, tampered with or fabricated and suppress any material information while submitting online application form.
- (xiii) Found exchanging/swapping his / her seat with another candidate or found appearing for the exam from a different seat (not allotted to him / her),

shall be liable:

- (a) to be subjected to criminal prosecution
- (b) to be disqualified from the examination for which he/ she is a candidate
- (c) to be debarred either permanently or for specified periods from any examination conducted by IBPS
- (d) for termination of service, if he/ she has already joined the Participating Regional Rural Bank.

IBPS reserves the right to share the list of debarred candidates/scribe to other Recruiting agencies for their information.

WISH YOU GOOD LUCK!