



***BANK OF BARODA***

***BARODA MANIPAL SCHOOL OF BANKING***

**ONLINE EXAMINATION FOR ADMISSION IN PG  
DIPLOMA IN BANKING & FINANCE**

**( 28.07.2018 )**

**INFORMATION HANDOUT**

## I. INTRODUCTION

1. This booklet contains details pertaining to various aspects of the objective online examination you are going to take and important instructions about related matters. **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.
2. Before appearing for the examination you should strictly ensure yourself that you fulfil the eligibility criteria stipulated by the bank in all respects.
3. 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 process. You should, therefore, put in your best efforts in the examination.

## II. GENERAL INSTRUCTIONS

1. **Particulars to be Noted** : Please note carefully your Roll Number, User ID, Password, date, time and venue for the examination given in the call letter. Please also note that this call letter does not constitute an offer of employment by the bank.
2. **Punctuality in Attendance** : **You should be present at the online test centre at least 30 minutes before 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 your **recent** passport size photograph in the space provided 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 do not bring the call letter with the photograph affixed on it and photo identity proof in original and a photocopy (duly self attested).** 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. You should hand over your call letter and photocopy of photo identity proof to the invigilator in the examination hall duly stapled together, when he collects the call letters from the candidates. Please retain photocopy of the call letter with you for your personal record.
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 and Copying or Receiving/Giving Assistance Not Allowed** : No calculator, separate or with watch, pagers, cellphones, books, slide rules, foot rules, note-books or written notes will be allowed inside the examination hall. Any candidate who is found either copying or receiving or giving assistance will be disqualified.
6. **Use of Stationery** : You must bring stationery such as pencils, ball point pen with you.
7. **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.
8. **Travelling Allowance not admissible** : No travelling allowance or other expenses in connection with the examination will be paid.
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. **You should therefore be careful in marking your answers.**
10. 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. IMPORTANT POINTS TO REMEMBER

1. You are advised to bring with you the following things :-
  - (i) Call letter with your recent passport size photograph (which should be the same as uploaded in the online application form) affixed thereon.
  - (ii) Photo identity proof such as PAN Card/Passport/Permanent Driving License/Voter's Card/Bank Passbook with photograph/Photo Identity proof issued by a Gazetted Officer (on official letterhead)/Photo Identity proof issued by a People's Representative (on official letterhead)/Identity Card issued by a recognised College/University/Aadhar/E-Aadhar Card with a photograph /Employee ID in original as well as a photocopy.
  - (iii) Ration Card and Learner's Driving License will NOT be accepted as valid ID proof.
  - (iv) In case of candidates who have changed their name will be allowed only if they produce original Gazette notification or original marriage certificate or affidavit in original.
  - (v) One ball point pen.

The candidate's photograph affixed on the call letter, signature and name should match those in the online application form and in the photo identity proof failing which the candidate shall not be allowed to appear for the examination. In case of discrepancy, candidate will not be allowed to appear for the examination. Candidates have to produce photo identity proof (as prescribed in this call letter) wherein the name of the candidate mentioned should be the same as available in the online application form and in the call letter.

#### IMPORTANT :

At the time of online examination or interview or subsequent selection process, if a candidate is (or has been) found guilty of - (i) using unfair means or (ii) impersonating or procuring impersonation by any person or (iii) misbehaving in the examination hall or 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 for selection or (v) obtaining support for his/her candidature by unfair means or (vi) carrying mobile phones or electronic devices of communication in the examination/interview hall such a candidate may, in addition to rendering himself / herself liable to criminal prosecution, be liable:

To be disqualified from the examination for which he/she is a candidate.

To be debarred either permanently or for a specified period from any examination conducted by Bank.

IBPS/Bank would be analysing the responses (answers) of individual candidates with other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted by IBPS/ Bank in this regard, it is inferred/concluded that the responses have been shared and scores obtained are not genuine/valid, Bank reserves right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.

**You will not be allowed to appear for the Online Examination without the documents listed below :**

- (i) Call letter with your recent passport size photograph (which should be the same as uploaded in the online application form) affixed thereon.**
- (ii) Photo identity proof in original as well as a photocopy.**

**Please note that a candidate is allowed to apply once and appear once for the examination. Multiple appearances will result in cancellation of candidature. In case more than one call letter has been generated, candidates are advised to appear only for the post last registered successfully on the date and at the time mentioned on the respective call letter. All other call letters are to be surrendered**

**In Examination :**

Biometric data (Right thumb impression) and photograph will be captured twice at the examination venue i.e. before the start of exam and after completion of exam. Decision of the Biometric data verification authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates. **Refusal to participate in the process of biometric data capturing / verification on any occasion may lead to cancellation of candidature.** With regards to the same, please note the following :

- (a) If fingers are coated (stamped ink/mehndi/coloured...etc), ensure to thoroughly wash them so that coating is completely removed before the exam day.
- (b) If fingers are dirty or dusty, ensure to wash them and dry them before the finger print (biometric) is captured.
- (c) Ensure fingers of both hands are dry. If fingers are moist, wipe each finger to dry them.
- (d) If the primary finger (Right thumb) to be captured is injured/damaged, immediately notify the concerned authority in the test centre.

(Any failure to observe these points will result in non-admittance for the examination)

#### IV. Examination

Examination will consist of Objective Tests for 200 marks and Descriptive Test for 50 marks. Both the Objective and Descriptive Tests will be online.

Sr. No.	Name of the Test	No. of Questions	Max. Marks	Type	Medium of Exam	Duration
1.	Reasoning & Computer Aptitude	50	75	Objective	Bilingual	150 minutes
2.	English Language	35	35		English	
3.	General / Economy / Banking Awareness	40	40		Bilingual	
4.	Quantitative Aptitude	40	50		Bilingual	
5.	English Language	2	50	Descriptive	English	30 minutes

#### SAMPLE QUESTIONS

Below are given some sample questions. The types of questions are only illustrative and not exhaustive. In actual examination you may find questions on some or all of these types and also questions on the types not mentioned here.

#### OBJECTIVE TESTS

#### TEST 1 : REASONING & COMPUTER APTITUDE

- Q.1.** 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.2.** 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.3.** 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.4-5.** In the following questions a group of numbers and symbols is to be coded by the letter code as per the given scheme and conditions. You have to find out the sr.no. of the letter code group which correctly represents the number symbol combination. The sr. no. of that letter code group is your answer. If none of the letter code groups is correct then mark (5) i.e 'Other than those given as options' as your answer.

Number/Symbol	:	2	\$	@	7	6	#	8
Letter Code	:	Q	B	H	L	F	M	T

#### Condition :

- If the first as well as the last element is a symbol both are to be coded as 'A'.
- If the first element is even digit and last element is a symbol their codes are to be inter changed.

- Q.4.** 67@2#  
(1) FLHQM (2) MLHQF (3) MLQHE (4) FLQHM (5) Other than those given as options

- Q.5.** \$687#  
(1) AFTLA (2) AFTLM (3) BFTLA (4) BFTLM (5) Other than those given as options

## TEST 2 : ENGLISH LANGUAGE

**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 'No error'.

**Q.1.** Most of the third world / country are experiencing / the ethnic or communal problem/

(1) in varying degrees. / (2) (3) No error  
(4) (5)

**Q.2.** The regaining of freedom / as we well know has given rise for / many dormant issues /

(1) and conflicts in our society. (2) (3) No error  
(4) (5)

**Q.3-5.** In the following passage there are blanks, each of which has been numbered. These numbers are printed below the passage and against each, five words are suggested, one of which fits the blank appropriately. Find out the appropriate word in each case.

The true (3) of rights is duty. If we all fulfill our duties, rights will not be (4) to seek. If leaving duties unperformed we run after rights, they will (5) us like an elusive person.

**Q.3.** (1) end (2) source (3) joy (4) purpose (5) power

**Q.4.** (1) far (2) close (3) easy (4) against (5) common

**Q.5.** (1) hold (2) grab (3) fight (4) escape (5) chase

## TEST 3 : GENERAL/ECONOMY/BANKING AWARENESS

**Q.1.** Which of the following stands for I in IRDA ?

(1) Indian (2) International (3) Insurance (4) Income (5) Institute

**Q.2.** R. K. Laxman is famous for ———

(1) Painting (2) Cartoons (3) Screenplay Writing  
(4) Film Direction (5) Other than those given as options

**Q.3.** To combat the menace of money laundering, which of the following financial institutions has introduced the 'Know Your Customer' Scheme ?

(1) IDBI (2) RBI (3) NABARD (4) SIDBI (5) Other than those given as options

**Q.4.** Which of the following authorities issues licences to LIC agents in India ?

(1) IRDA (2) RBI (3) LIC (4) SEBI (5) Other than those given as options

**Q.5.** Tarapore atomic power plant is located in ———

(1) Bihar (2) Gujarat (3) Madhya Pradesh (4) Rajasthan (5) Other than those given as options

### Test 4 : Quantitative Aptitude

- Q.1.** Sohanlal purchased 120 reams of paper at Rs.100 per ream. The expenditure on transport was Rs.480. He had to pay an octroi duty of 50 paise per ream and the coolie charges were Rs.60. What should be the selling price of each ream if he wants a profit of 20% ?  
 (1) Rs.126 (2) Rs.115.50 (3) Rs.105 (4) Rs. 120 (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. Directions :** In the following question 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.

$$\frac{24}{65} \times \frac{13}{56} \times \frac{5}{7} = ?$$

- (1)  $\frac{3}{49}$  (2)  $\frac{15}{245}$  (3)  $\frac{3}{77}$  (4)  $\frac{15}{56}$  (5) Other than those given as options
- Q.4-5. Directions :** Given below is a table showing percentages out of a total of 700 employees ranking six attributes that help promotion. Rank I is the highest. Study the table carefully and answer questions that follow :

Attribute	% 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.4.** Which attribute for promotion has received the highest rank ?  
 (1) Perseverance (2) Seniority (3) Honesty (4) Sociability (5) Efficiency
- Q.5.** How many employees gave rank III to intelligence ?  
 (1) 119 (2) 98 (3) 77 (4) 70 (5) 10

### DESCRIPTIVE TEST

### ENGLISH LANGUAGE


Questions will be displayed on the screen of your computer. Answers are to be typed using the keyboard. Before start of typing answers to questions in Descriptive Paper please check all key functions of the keyboard. You will get 30 minutes to answer the questions.

- Q.1.** Write an essay on any **ONE** of the following topics
- Three effective measures to eradicate illiteracy in India. Explain how the measures suggested by you will be effective.
  - It is often said that computerization results in unemployment. Do you agree? Explain.
- Q.2.** Write a letter on any **ONE** of the following
- Write a letter to your younger brother explaining him how Banking Sector has changed in the last decade in India.
  - Write a letter to the Branch Manager of a Crop Insurance company sharing a good experience of customer service in settling a claim (Based on your experience or reading).


### General Operational Instructions

- (1) A login screen will be displayed to the candidate. The candidate has to log in using Login ID and Password which will be printed on the Call Letter.
- (2) The candidate's profile (name, roll no. etc.) will be displayed and the candidate has to confirm the same by clicking on the 'I Confirm' button if the profile is correct. Thereafter the instructions will be displayed on the screen. The candidate should ensure that the profile displayed on the screen is that of himself / herself. In case of any discrepancy, the same may be brought to the notice of the Test Administrator/Invigilator prior to the start of examination.
- (3) 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.
- (4) After clicking on the 'I am ready to begin' button, the actual test time will begin.
- (5) Only one question will be displayed at a time.
- (6) The clock has been set at the server and the countdown timer at the top right corner of the screen will display the time remaining to complete the exam. When the clock runs out the exam ends by default-the candidate is not required to end or submit his exam.
- (7) The Question Palette displayed on the right side of screen will show the status of each question using one of the following symbols:


 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

 The question(s) "Answered and Marked for Review" will be considered for evaluation.

 The question(s) "Marked for Review" will not be considered for evaluation. Hence, no marks will be allocated for the same.

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.*

- (8) To select a question to answer, the candidate can do one of the following:
  - (a) Click on the question number on the question palette at the right of the screen to go to that numbered question directly. Note that using this option does NOT save the answer to the current question.
  - (b) Click on 'Save and 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.

#### 9 (A) Details of Objective test (Do not click on 'Keyboard Keys')

- (1) All the questions of Paper II 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 correct answer and mouse click that alternative which he/she feels is correct. The alternatives/options that is clicked on will be treated as answer to that question. Answer to any question will be considered for final evaluation only when a **candidate have submitted the answers by clicking on "Save and Next" or "Marked for Review and Next"**.
- (2) To select the answer, click on one of the option buttons.
- (3) To change the answer, click another desired option button.



- (4) To save the answer, the candidate MUST click on 'Save & Next'.
- (5) To deselect a chosen answer, click on the chosen option again or click on the Clear Response button.
- (6) 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.
- (7) 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.
- (8) **Questions that are saved or marked for review after answering will ONLY be considered for evaluation.**
- (9) Under no circumstances should a candidate click on any of the 'keyboard keys' once the exam starts as this will lock the exam.

### **9 (B) Details of Descriptive test**

The questions will be in English and answers are to be typed in space provided for the same using keyboard. Only one question will be displayed at a time.

**Note: You will not be able to shuffle between Objective and Descriptive tests. Respective tests can be attempted only as per time allotted to them.**

- (10)
  - (a) Candidates will not be allowed to "finally submit" unless they have exhausted the actual test time.
  - (b) For objective test, under no circumstances should a candidate click on any of the 'keyboard keys' once the test starts as this will lock the exam.
  - (c) No separate login is required to take Descriptive test. It will start automatically upon auto-submission of Objective test after 150 minutes.
- (11) A candidate can only change his/her answer before submission.
- (12) After the expiry of the exam duration of respective tests, candidates will not be able to attempt any question or check their answers of that test.
- (13) 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.

### **About the Submission- all papers**

- (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 submission.
- (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/she has not clicked the 'Submit' button

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