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***BANK OF BARODA***

***BARODA CORPORATE CENTRE, MUMBAI***

**ONLINE EXAMINATION FOR RECRUITMENT  
OF SPECIALIST OFFICERS**

**INFORMATION HANDOUT**

**(19.01.2018)**

Post
Finance/Credit (MMGS - II & III)

## I. INTRODUCTION

We are glad that you have applied in response to our advertisement for recruitment for Specialist Officer's Posts in our bank.

1. This booklet contains details pertaining to various aspects of the 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 online 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 interview. 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, Registration 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 after 30 minutes late of the reporting time not be permitted to enter the Examination Hall.
3. **Call letter to be Surrendered** : Bring this **call letter alongwith the photo identity proof in original and a photocopy** with you when you come to the venue for the examination. Write your Roll No. & Registration No. on the photocopy of photo identity proof. **You will not be permitted to appear for the examination if you do not bring the call letter alongwith the photo identity proof in original and a photocopy.** You will be required to put your left thumb impression clearly and sign clearly in the respective spaces provided on your call letter in the presence of the invigilator in the examination hall. **You should hand over your call letter alongwith the photocopy of the photo identity proof duly stapled together to the invigilator in the examination hall,** when he/she collects the call letters.
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 & Cell Phones** : **No** 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. 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.

**10. 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 Bank.**

- 11.** 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 .

**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)

### III. IMPORTANT POINTS TO REMEMBER

1. **IMPORTANT** : Your answer **MAY NOT** be assessed —

- (i) If you do not follow the instructions of the Test Administrator.
- (ii) If you do the rough work on any other sheet other than the one provided.

2. You are advised to bring with you the following things :-

- (i) Call letter with your recent passport size photograph affixed thereon.
- (ii) Photo identity proof (such as PAN Card/Passport/Driving License/Voter's Card/Bank Passbook with photograph/Photo Identity proof issued by a Gazetted Officer/People's Representative (on official letterhead)/Aadhar Card with a photograph/Employee ID) in original and a photocopy.
  - Ration Card will not be accepted as valid ID proof.
  - 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.
- (iii) Stationary such as pencils, eraser and a ball point pen.

**IMPORTANT :**

If any Candidate resorts to any unfair practices either during the written test or during subsequent selection procedure such a candidate may, in addition to rendering himself/herself liable to criminal/prosecution, be liable :

- (a) To be disqualified from the examination for which he/she is a candidate.
- (b) To be debarred either permanently or for a specified period from any examination conducted by the Bank.
- (c) For termination of service, if he/she has already joined the Bank.

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 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.

#### IV. ONLINE EXAMINATION

Online examination will be as follows.

Descriptive Paper	Total Number of Questions	Maximum Marks	Duration	Version
Case Studies	7 questions (5 questions are to be attempted out of 7)	100	90 minutes	English

Each Question will carry 20 marks.

\* Though the test structure is same for the both the scales but difficulty level will be different.

#### V. Details about On-line Test Pattern :

1. The examination would be conducted on-line i.e. on a computer.
2. 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.
3. After logging in Candidate's profile (Name, Roll No. & photograph etc.) will be displayed and the candidate has to confirm the same by clicking on the 'I confirm' button confirming the profile is correct.
4. Thereafter the instructions will be displayed on the screen.
5. 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.
6. After clicking on the 'I am ready to begin' button the actual **test time** will begin.
7. There will be 7 questions, out of which 5 questions are to be attempted.
8. You have to answer Descriptive Paper by typing on the computer.
9. You will be allowed to use key board to type your answer.
10. You can use simple calculator available on your computer screen.
11. Spellcheck facility will not be available for candidates.
12. You can submit your answer paper only after completion of test time i.e. 90 minutes only.
13. The candidates are requested to follow the instructions of the "Test Administrator" carefully. If any candidate does not follow the instructions / rules, it would be treated as a case of misconduct/adoption of unfair means and such a candidate would be liable for debarment from appearing for tests for a period as decided by Bank.
14. 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 test.
15. After the expiry of Test, the candidates will not be able to attempt any question or check their answers. The answers of the candidate would be saved automatically by the computer system even if he/ she has not clicked the "Submit" button.
16. Please note, candidates will not be allowed to "finally submit" unless they have exhausted the actual test time.

#### General

1. You may visit the **test** centre at least one day before the test to confirm the location so that you are able to report on time on the day of the test.
2. Carry a pen with you. A sheet of paper will be provided which can be used for rough work and taking down the question number which you may like to review at the end before pressing the 'Submit' button.