



# THE HARYANA STATE CO-OPERATIVE APEX BANK LTD. (A SCHEDULED BANK)

SCO. 78-80, BANK SQUARE, SECTOR - 17-B, CHANDIGARH.

## ON-LINE EXAMINATION - RECRUITMENT OF ASSISTANT MANAGER/DEVELOPMENT OFFICER

### INFORMATION HANDOUT

This handout contains details pertaining to various aspects of the online main exam you are going to undertake and important instructions about related matters. You are advised to study the handout carefully as it will help you in preparing for the examination.

You may have to be at the venue for approximately four hours including the time required for logging in, collection of the call letters, going through the instructions etc.

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

Sr. No.	Name of test	No. of question	Maximum marks	Medium of exam	Time allotted
1	Reasoning	30	15	English & Hindi	Composite time (150 minutes)
2	General Awareness	25	12.5	English & Hindi	
3	Numerical Ability	30	15	English & Hindi	
4	English Language	25	12.5	English	
5	Current Affairs	25	12.5	English & Hindi	
6	History, Current Affairs, Literature, Geography, Civics, Environment, culture of Haryana	45	22.5	English & Hindi	
	<b>Total</b>	<b>180</b>	<b>90</b>		

All tests except test of English Language will be provided in English and Hindi. You can attempt any question at any point of time within these 150 minutes. All the objective questions will have multiple choices. 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 no penalty for wrong answers marked by you. However, you are advised, not to mark answers by random guessing.**

**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

This is a test to see how well you can think and also to judge your aptitude/ knowledge for working with computer. It contains questions of various kinds. Here are some sample questions.

- Q.1.** Every person above eighteen years of age who is registered as a voter, can vote. To find out whether Madhu, who was born twenty years ago, can vote, which of the following further information is needed ?  
(I) Madhu's date of birth (II) Whether Madhu is registered as a voter  
(1) Only I (2) Only II (3) Either I or II (4) Neither I nor II (5) Both I and II

- Q.2.** 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.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.** In the series given below count each 5 which is not immediately preceded by 3 but is immediately followed by 7. How many such 5's are there ?  
 1 5 7 3 5 7 4 7 3 7 2 5 6 5 8 5 7 4 5 6 5 5 7 1 5 7 7 5 5  
 (1) 1 (2) 2 (3) 3 (4) 4 (5) 5
- Q.5.** 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

### GENERAL AWARENESS

- Q.1.** Which of the following is the state where the number of people living below poverty line is maximum ?  
 (1) Bihar (2) Andhra Pradesh (3) Uttar Pradesh (4) Rajasthan (5) Orissa
- Q.2.** OSCAR awards are given for best performance in which of the following field ?  
 (1) Films (2) Literature (3) Sports (4) Science (5) Social Service
- Q.3.** Who among the following is the director of the film "Lagaan" ?  
 (1) Sanjay Leela Bhansali (2) Vasant Govarikar (3) Karan Johar  
 (4) B. R. Chopra (5) Other than those given as options
- Q.4.** Why we cannot see the objects in the dark ?  
 (1) These objects emit light  
 (2) These objects absorb light  
 (3) There is no light coming to our eyes from these objects  
 (4) The light gets obstructed by the darkness.  
 (5) Other than those given as options
- Q.4.** Which of the following samples of water can be termed as pure water ?  
 (1) Water in which alum is added (2) Clean water (3) Filtered water  
 (4) No other substance added to it (5) Other than those given as options

### NUMERICAL ABILITY

- Q.1.** At 10 paise each, how many paise will 6 lemons cost ?  
 (1) 6 (2) 10 (3) 60 (4) 61 (5) 610
- 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.3-6.** 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.**  $42 + 73 + 137 = ?$   
 (1) 352 (2) 252 (3) 242 (4) 142 (5) Other than those given as options
- Q.4.**  $20 \times \frac{1}{2} = ?$   
 (1) 4 (2) 5 (3) 12 (4) 20 (5) Other than those given as options

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

**Q.6.**  $15 : 25 :: 6 : ?$   
(1) 9 (2) 10 (3) 30 (4) 15 (5) Other than those given as options

### 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 :** In each of the following questions, select from amongst the five alternatives, the word nearest in meaning to the word given in capitals.

**Q.1.** LETHAL  
(1) light (2) dangerous (3) deadly (4) cruel (5) thoughtless

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

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

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

**Q.6.** INEPT  
(1) accurate (2) skilful (3) sensible (4) artistic (5) apt

### CURRENT AFFAIRS

**Q.1.** In which of the following states is the number of people living below poverty line the maximum ?  
(1) Bihar (2) Andhra Pradesh (3) Uttar Pradesh (4) Rajasthan (5) Orissa

**Q.2.** Who among the following is the current Prime Minister of India ?  
(1) Shri Ram Nath Kovind (2) Dr. Manmohan Singh (3) Mrs. Sonia Gandhi  
(4) Shri Narendra Modi (5) Other than those given as options

**Q.3.** Which Team won the Vijay Hazare Trophy 2019-20 ?  
(1) Karnataka (2) Tamil Nadu (3) Chhattisgarh (4) Punjab (5) Gujarat

### HISTORY, CURRENT AFFAIRS, LITERATURE, GEOGRAPHY, CIVICS, ENVIRONMENT, CULTURE OF HARYANA

**Q.1.** Which is the largest city of Haryana State ?  
(1) Faridabad (2) Rohtak (3) Panipat (4) Hisar (5) Sirsa

**Q.2.** Which of the following cities in Haryana has been cited as the war place in the Mahabharata?  
(1) Panipat (2) Kurukshetra (3) Rohtak (4) Chandigarh (5) Karnal

### Details of the online Examination :

- (1) The examination would be conducted on-line i.e. on a computer.
- (2) All tests except of English Language will be in English and Hindi.
- (3) All the questions 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 alternative/ option that is clicked on will be treated as the answer to that question. Answer to any question will be considered for final evaluation, only when candidates have submitted the answers by clicking on "Save & Next" or "Mark for Review & Next".**
- (4) The clock has been set at the server and the countdown timer at the top right corner of your screen will display the time remaining for you to complete the exam. When the clock runs out the exam ends by default - you are not required to end or submit your exam.
- (5) 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 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) To select a question to answer, you can do one of the following :
  - (a) Click on the question number on 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 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.
- (7) To select your answer, click on one of the option buttons.
- (8) To change your answer, click another desired option button.
- (9) To save your answer, you **MUST** click on **Save & Next**.
- (10) To deselect a chosen answer, click on the chosen option again or click on the **Clear Response** button.
- (11) 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.*
- (12) 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.
- (13) **Questions that are saved or marked for review after answering will ONLY be considered for evaluation.**

- (14) 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 examinations for a period as decided by Bank.
- (15) 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.
- (16) After the expiry of the allotted time, 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.
- (17) **Please note :**
  - (a) **Candidates will not be allowed to “finally submit” unless they have exhausted the actual test time.**
  - (b) **Under no circumstances should a candidate click on any of the ‘keyboard keys’ once the exam starts as this will lock the exam.**

**B] General Instructions :**

- (1) Please note date, time and venue address of the examination given in the call letter.
- (2) You may visit the venue one day before the Online 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.
- (3) The call letter should be brought with you to the examination venue along with your recent passport size photograph duly pasted on it. (Preferably the same photograph as was as uploaded).
- (4) 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.
- (5) Use of books, note books, calculators, watch calculators, pagers, mobile phones etc. is not permitted in this examination. Candidates are advised not to bring/carry any banned items including mobile phones/pagers, any type of watch, belt, wallets, ladies purse, wear ornaments like ring, chain, earrings etc., electronic or communication devices, pen, pencil, eraser, sharpener and correcting fluid to the venue of examination as safety arrangement cannot be assured. If any candidate is found possessing such items he/she will not be allowed to enter in the examination centre. Candidate found possessing mobile phone and any other aiding material/device as mentioned above in the examination room will be treated serious violation and it will amount to cancellation of the candidature. Any candidate found resorting to any unfair means or malpractice or any misconduct while appearing for the examination including giving/receiving help to/from any candidate during the examination will be disqualified. The candidate should be vigilant to ensure that no other candidate is able to copy from his/her answers.
- (6) Please bring the call letter with your photograph affixed thereon, currently valid Photo identity proof in original and a photocopy of the same ID proof which you bring in original - **THIS IS ESSENTIAL**. Please handover the call-letter alongwith photocopy of photo identity proof duly stapled together to the invigilator. Currently valid photo identity proof may be PAN Card/Passport/Permanent Driving Licence/Voter’s Card with photograph / 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/Valid recent Identity Card issued by a recognised College / University / Aadhar/E-aadhar Card with a photograph/Employee ID in original/Bar Council Identity card with photograph. **Please Note - Ration Card and Learner’s Driving License will NOT be accepted as valid ID proof.** 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. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the name indicated in the Call Letter and Photo Identity Proof you will not be allowed to appear for the exam.

- (7) Biometric data (thumb impression) and photograph will be captured twice at the examination venue i.e. before the start of examination and after completion of examination. 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 examination day.
  - (b) If fingers are dirty or dusty, ensure to wash them and dry them before the thumb impression (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 (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)
- (8) In order to save time on frisking (Metal Detectors will be used), the candidates are advised to follow the below mentioned dress code:
- Light clothes which cannot be used for hiding any instruments or communication devices.
  - Half sleeves but not having big buttons or any badge, brooches etc. which could be used to hide the communication device, Bluetooth, camera, etc.
  - Slippers, sandals and not the shoes.
  - Light Clothes without any metal items like zippers, button etc.
- However, candidates coming in customary/ religious dresses should report at the centre at least 10 minute prior to reporting time for proper frisking.
- (9) Your responses (answers) will be analysed with other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted in this regard, it is inferred/concluded that the responses have been shared and scores obtained are not genuine/valid, your candidature may be cancelled. Any candidate who is found copying or receiving or giving assistance or engaging in any behaviour unbecoming of a candidate will not be considered for assessment. The Bank may take further action against such candidates as deemed fit by it.
- (10) Ball point pen and rough sheets shall be provided at the exam venue. A sheet 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 test is over you **MUST** hand over this sheet of paper to the Test Administrator before leaving the venue.
- (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 the conduct of another examination if considered necessary. Decision of the test conducting body in this regard shall be final. Candidates not willing to accept such change shall lose his/her candidature for this exam.
- (12) If the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session are required if the nodes capacity is less or some technical disruption takes place at any centre or for any candidate.
- (13) 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.
- (14) 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 recruitment process of the Bank 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.

#### **IMPORTANT POINTS TO REMEMBER**

- (i) You are advised to bring with you your call letter with photo affixed thereon and photo ID card in **Original** and photocopy as mentioned in point 6.
- (ii) Ball point pen and rough sheets shall be provided at the exam venue.

**WISH YOU GOOD LUCK**