



## INSTITUTE OF BANKING PERSONNEL SELECTION

### INFORMATION HANDOUT FOR CANDIDATES FOR THE POST OF RESEARCH ASSOCIATE AND RESEARCH ASSOCIATE – TECHNICAL

This handout is meant to give the candidates information about the selection process in respect of the online examination, item writing exercise, group exercises and interview.

**Part-I** of this handout gives you broad outline about the structure of the examination and some sample questions.

**Part-II** of this handout describes the details of online test and details of method of indicating answers, revising answers etc.

**Part-III** of this handout gives you a broad outline about the group exercises and interview process.

#### **PART I :**

The structure of examination will be as follows :

Test No.	Name of the Test	Type of Test	No. of Questions	Duration	Version
I	Reasoning	Objective	50	45 minutes	English
II	Quantitative Aptitude	Objective	50	40 minutes	
III	English Language	Objective	50	35 minutes	
IV	General Awareness	Objective	50	20 minutes	
	<b>Total</b>		<b>200</b>	<b>140 minutes</b>	
V	Item Writing Exercise	Descriptive	12	45 minutes	English

Tests are separately timed and will be administered one after the other. Candidates have to attempt each test in the time allotted to that particular test only.

**For Test I to IV :** All the questions will be of objective type with multiple choices. Out of the five answers to each question only one will be correct answer. You have to find out the correct answer and indicate it by 'Mouse-clicking' on the computer. You are advised not to answer questions by guessing. There will be penalty for wrong answers. For each wrong answer 0.25 of the marks assigned to that question will be deducted as penalty.

**Test V** will be Descriptive in nature. The questions will be displayed onscreen and you will have to type your answers in the space provided.

## SAMPLE QUESTIONS

### REASONING

This is a test to see how well you can think. It contains questions of various kinds. Here are some sample questions.

**Directions :** In each of the following questions, there is a group of letters or words given. Four of the five are alike in a certain way, while one is different. Find out the one which is different.

**Q.1.** (1) black (2) red (3) green (4) yellow (5) paint

Now try to solve the following question.

**Q.2.** (1) XZ (2) MN (3) PQ (4) BC (5) ST

Following are the questions based on analogy.

**Q.3.** "Foot" is related to "Man" in the same way as "Hoof" is related to \_\_\_\_\_  
(1) Leg (2) Horse (3) Dog (4) Boy (5) Shoe

**Q.4.** "Day" is related to "Night" in the same way as "Kind" is related to \_\_\_\_\_  
(1) Dark (2) Bright (3) Cruel (4) Generous (5) Gratitude

**Q.5.** 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.6.** Some leaders are dishonest. Satyapriya is a leader. Which of the following inferences definitely follows from these two statements ?  
(1) Satyapriya is honest (2) Satyapriya is dishonest (3) Some leaders are honest  
(4) Leaders are generally dishonest (5) Satyapriya is sometimes dishonest

### QUANTITATIVE APTITUDE

This test is designed to measure how fast and accurate you are in dealing with numbers, viz. computation, quantitative reasoning, interpretation of tables and graphs.

**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. 'None of those given as options' as your answer.

**Q.7.**  $42 + 73 + 137 = ?$   
(1) 352 (2) 252 (3) 242 (4) 142 (5) None of those given as options

**Q.8.**  $20 \times \frac{1}{2} = ?$   
(1) 4 (2) 5 (3) 12 (4) 20 (5) None of those given as options

The correct answer for Q. 8 is 10. But none of the 1, 2, 3, or 4 shows this answer. Therefore your answer is 5.

Some of the questions may require arithmetical reasoning. For example :

**Q.9.** At 10 paise each, how many paise will 6 lemons cost ?  
(1) 6 (2) 10 (3) 60 (4) 61 (5) 610

**Q.10.** Which of the following can be exact multiple of 4 ?  
(1) 27114 (2) 58204 (3) 48402 (4) 32286 (5) None of those given as options

**Q.11.** 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) None of those given as options

Also, there may be some questions based on graphs and tables.

**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	Percent 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.12.** Which attribute for promotion has received the highest rank ?  
 (1) Perseverance      (2) Seniority      (3) Honesty      (4) Sociability      (5) Efficiency

Notice the percentage for rank I given in the table. You observe that seniority is the attribute with the highest percentage. So your answer is "Seniority", which is answer No. (2).

- Q.13.** How many employees gave rank III to intelligence ?  
 (1) 119      (2) 98      (3) 77      (4) 70      (5) 10

Look at the intersection of the column giving percentage for rank III and the row giving percentage for intelligence. You find that 10 percent of the 700 employees have given rank III to this attribute. 10% of 700 is 70. So your answer should be (4).

- Q.14.** Which attribute is considered the least important for promotion ?  
 (1) Honesty      (2) Intelligence      (3) Perseverance      (4) Efficiency      (5) Sociability

### 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. Please remember, in the test paper there may be questions of several other types also.

**Direction :** Pick out the most appropriate word from amongst the words given below each sentence to complete it meaningfully.

- Q.15.** He quickly glanced ..... the book to find what it said about the Indian economy.  
 (1) at      (2) through      (3) in      (4) to      (5) over
- Q.16.** The counsel urged the court to ..... down the obnoxious law.  
 (1) enact      (2) enforce      (3) cancel      (4) strike      (5) declare
- Q.17.** The local official ..... the Minister of the situation.  
 (1) explained      (2) warned      (3) apprised      (4) told      (5) intimated

**Directions :** Read each sentence given below 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'.  
 (Ignore errors of punctuations, if any)

- Q.18.** I am twenty / two years old / when I first / joined the bank.      No error  
 (1)      (2)      (3)      (4)      (5)
- Q.19.** To the Hindus / the Ganga is / holier than / any other river.      No error  
 (1)      (2)      (3)      (4)      (5)
- Q.20.** Of all the teachers / in our school / our class teacher / were very strict.      No error  
 (1)      (2)      (3)      (4)      (5)

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

**Q.22.** 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.23.** LIVELY  
(1) simple (2) weak (3) dull (4) angry (5) moron

**Q.24.** INADVERTENT  
(1) adequate (2) available (3) sluggish (4) negligent (5) intentional

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

There may be some other types of questions also.

## GENERAL AWARENESS

This test is designed to measure your awareness about the past and present events, socio economic developments as well as awareness about developments in the Banking Industry etc.

- Q.25.** Which of the following financial institutions has introduced the 'Know Your Customer' guidelines for Banks ?  
(1) IDBI (2) RBI (3) NABARD (4) SIDBI (5) Other than those given as options
- Q.26.** Mr. Jair Bolsonaro who was chief guest at 2020 Republic Day celebrations is the President of which of the following countries ?  
(1) Brazil (2) Argentina (3) Uruguay (4) Kenya (5) Other than those given as options
- Q.27.** Headquarters of which of the following nationalised Banks is NOT situated in Maharashtra state ?  
(1) Dena Bank (2) Central Bank of India (3) Bank of India  
(4) Union Bank of India (5) United Bank of India
- Q.28.** Who among the following is the current Prime Minister of India ?  
(1) Dr. A. P. J. Abdul Kalam (2) Shri Narendra Modi (3) Mrs. Sonia Gandhi  
(4) Shri Atal Bihari Vajpayee (5) Other than those given as options

## ITEM WRITING EXERCISE

In this exercise candidates will be required to develop test content.

Candidates for the post of **Research Associate** will be required to undergo an item writing exercise to assess the ability to develop and validate test content in Reasoning, English Language and Quantitative Aptitude.


Candidates for the post of **Research Associate (Technical)** will be required to undergo an item writing exercise to assess the ability to develop test content in their respective field of specialisation.


Candidates are advised not to reproduce/copy the items (questions) from any available source. The items written by the candidates should be original. Candidates may also be required to validate test content by detecting flaws in defective items. There will also be questions related to item writing at the time of interview.


## Part II


### Details about On-line Test Pattern

1. The test 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. In Tests I to IV there will be 200 Questions and each question is followed by 5 alternatives/options. In Test V there will be 12 questions and candidates have to type their answers to the questions displayed onscreen in the space provided onscreen.
8. The questions will be available in English language only.
9. Only one question will be displayed at a time.
10. All the questions in tests I to IV 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 most appropriate answer and 'mouse click' that alternative which he/ she feels is appropriate/ 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".**
11. 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.
12. The Question Palette displayed on the right side of screen will show the status of each question using one of the following symbols:

 1 You have not visited the question yet.

 2 You have not answered the question.

 3 You have answered the question.

 4 You have NOT answered the question, but have marked the question for review.

 5 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.*

13. 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.
14. To select your answer, click on one of the option buttons.
15. To change your answer, click another desired option button.
16. To save your answer, you **MUST** click on **Save & Next**.
17. To deselect a chosen answer, click on the chosen option again or click on the **Clear Response** button.
18. 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.*
19. 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.
20. **Questions that are saved or marked for review after answering will ONLY be considered for evaluation.**
21. Sections will be displayed on the top bar of the screen. The section you are viewing will be highlighted.
22. You can navigate only within the test during the time allotted for each test. Once the allotted time for the test ends, you will move to the next test. You cannot move back to the earlier test.
23. You can move the mouse cursor over the section names to view the status of the questions for that section.
24. 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 IBPS.
25. 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.
26. 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.
27. **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.**

## General Instructions

### SOCIAL DISTANCING MODE CONDUCT OF EXAM RELATED INSTRUCTIONS

**Different reporting time will be printed for a set of candidates. Candidates must report much before the Reporting time to avoid crowding.**

1 You are required to report at the exam venue strictly as per the time slot mentioned in the admit card AND/OR informed via SMS/Mail on your registered mobile number/mail prior to exam date. It is expected that you strictly adhere to this time slot – as entry into the exam venue will be provided based upon the individual's time slot ONLY. You should report atleast 15 minutes before the Reporting time indicated on the call Letter.

2 Mapping of 'Candidate Roll Number and the Lab Number' will NOT be displayed outside the exam venue, but the same will be intimated to you individually at the time of entry to the exam venue and post your Admit Card/Call Letter and ID verification.

### **3 Items permitted into the venue for Candidates**

You will be permitted to carry only certain items with you into the venue.

- a. Mask (WEARING A MASK is COMPULSORY)
- b. Gloves
- c. Personal transparent water bottle
- d. Personal hand sanitizer (50 ml)
- e. A simple pen
- f. Exam related documents (Call Letter/Admit Card, ID card in Original, Photocopy of ID Card, etc.)
- g. **Call Letter/Admit Card should be brought with the Photocopy of the Photo ID stapled with it. Original ID (same as Photocopy) is also to be brought for verification. The name on the ID and on the Call Letter/Admit Card should be exactly the same.**

No other Items are permitted inside the venue.

4 You should not share any of their personal belonging/material with anyone

5 You should maintain safe social distance from one another.

6 You should stand in the row as per the instructions provided at venue.

7 A Candidate must have Aarogya Setu App installed on his/her mobile phone. The Aarogya Setu status must show candidate's risk factor. A candidate will have to display this status to the Security Guard at the entry into the exam venue. In case a candidate does not have a smart phone, he/she will have to bring in a signed declaration to this effect (Declaration Form provided as Annexure in this handout) and show the same to the Security Guard at the entry into the exam venue. Candidates with Moderate or High Risk Status on Aarogya Setu App will not be allowed entry. In case any of the responses in declaration suggest COVID 19 infection/symptoms, the candidate will not be permitted inside the exam venue.

8 After Aarogya Setu status display at the entry gate, candidates will be required to switch off their mobile phones, and deposit it at the designated location, to be collected while exiting

9 All candidates will be checked with Thermo guns at the entry point for temperature. In case, any person is observed to be having above normal temperature (> 99.14° F) or displaying any symptoms of the virus, they will not be allowed entry into the venue

#### 10 **Candidate registration :**

- a. Candidate registration will be done through photo capture.
- b. Photograph will be taken while candidate is standing.
- c. Seat number will be given to the candidate.

#### 11 **Rough sheet call letter and ID proof management**

- Rough sheet(s) kept at each candidate desk will be used by candidate. No additional sheets will be provided during the exam.
- Candidate must follow the instructions related to dropping the call letter with the ID proof copy in the boxes provided at the exit of lab/venue while leaving or at the designated place.
- Candidate must drop the rough sheets in the boxes provided at the exit of lab/venue while leaving. The drop box for the rough sheets will be different from that of Call Letter box. Specific instructions will be displayed at the Venue.

#### 12 **Post Examination Controls**

- On completion of the examination, the candidates should move out in an orderly manner without crowding as instructed by the venue staff.

**(Some more instructions related to exam may be added or modified depending on the situation on the scheduled date of exam)**

**Please Note : Candidates who have been shortlisted in the Online examination will subsequent be called for further process of Selection which may include Group Exercise and Interview etc. which will be conducted remotely (online) tentatively during the month of August/September 2020.**

### **Part III**

#### **GROUP EXERCISE & INTERVIEW**

The Group Exercises and Interview process will be conducted using digital mode through CISCO WebEx, Microsoft Team or any other similar platform. The candidates will participate in the Group Exercises and interview from their home and the observers/panel will be located in Mumbai for assessment. The candidates will be provided with the link, date, time slot on the day previous to the activity. The candidates are expected to be available at least 30 minutes before the actual time to establish connectivity and readiness for participation in the Group Exercises and Interview processes.

In **Group Exercises** you will have to participate in a group of about six to twelve candidates for three different exercises- Topic given for Discussion, Prioritisation Exercise, Case Analysis.

You will be assessed on certain personality characteristics which include leadership quality, interpersonal competence, communication ability, reasoning ability etc. Each candidate is expected to actively participate to enable the observers to assess on the above characteristics. The stimulus material will be provided to the candidates by sharing on the screen and the candidates will be required to participate based on the information provided on the screen in each of the activities.

Each candidate will be **interviewed** through digital mode.

**Wishing You All the Best !**



## Self-Declaration

We are concerned about your health, safety & hygiene. In the interest of your well-being and that of everyone at the venue, you are requested to declare if you have any of the below listed symptoms by using a ✓ (Yes, I have) or ✗ (No, I do not have).

Cough

Fever

Sore Throat / Runny Nose

Breathing Problem

Body Ache

I have NOT been in close contact with a person suffering from Covid 19 and am NOT under mandatory quarantine

I may be subject to legal provision/ action as applicable for hiding any facts on Covid 19 infections related to me and causing health hazard to others.

I am aware IBPS has taken measures as per advisories of Government of India related to norms of social distancing and sanitization at the Examination Center.

I'm asked to fill this Self-Declaration, since I do not have "Aarogya Setu" App on my mobile phone.

I'm certifying that I've NOT tested Positive for the Coronavirus or identified as a potential carrier of the COVID-19 virus.

**Candidate Name** : \_\_\_\_\_

**Candidate Roll No** : \_\_\_\_\_

**Name of the Organisation** : \_\_\_\_\_

**Date of Exam** : \_\_\_\_\_

**Exam Center Name** : \_\_\_\_\_

**Signature of Candidate** \_\_\_\_\_