



# THE VISAKHAPATNAM CO-OPERATIVE BANK LTD

(Multi State Co-operative Urban Bank)

HEAD OFFICE, D.No.47-3-27/3, 5TH LANE -DWARAKANAGAR, VISAKHAPATNAM -530016

## ON-LINE EXAMINATION - RECRUITMENT OF PROBATIONARY OFFICERS (DY. MANAGER) PHASE I PRELIMINARY EXAMINATION

### INFORMATION HANDOUT

This handout contains details pertaining to various aspects of the online Preliminary 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.

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

### Structure of the test – Phase I – Preliminary Examination

Sr. No	Name of the Tests	No of Questions	Maximum Marks	Version	Time
1.	General English	30	30	English	30 Minutes
2.	Quantitative Aptitude	35	35	English	30 Minutes
3.	Reasoning Ability, Computer Aptitude and General Banking	35	35	English	30 Minutes
	<b>TOTAL</b>	<b>100</b>	<b>100</b>		<b>90 Minutes</b>

The time for the test is 90 minutes; however you may have to be at the venue for approximately 150 minutes including the time required for logging in, collection of the call letters, going through the instructions etc. All tests will be in English. You should attempt questions of each test within the time limit allotted to each test. 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 penalty for wrong answers marked by you. For every wrong answer marked by you, 1/4<sup>th</sup> 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

#### GENERAL ENGLISH

**Q.1-2. Directions :** Pick out the most appropriate word from amongst the words given below each sentence to complete it meaningfully.

**Q.1.** 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.2.** The counsel urged the court to \_\_\_\_\_ down the obnoxious law.  
(1) enact (2) enforce (3) cancel (4) strike (5) declare

**Q.3-4. 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 (5).

**Q.3.** I am twenty / two years old / when I first / joined the bank. No error  
(1) (2) (3) (4) (5)

**Q.4.** To the Hindus / the Ganga is / holier than / any other river. No error  
(1) (2) (3) (4) (5)

## QUANTITATIVE APTITUDE

- Q.1.** At 10 paise each, how many paise will 6 lemons cost ?  
 (1) 6                      (2) 10                      (3) 60                      (4) 61                      (5) 610
- Q.2-4. 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 the questions that follow :

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

## REASONING ABILITY, COMPUTER APTITUDE AND GENERAL BANKING

- Q.1.** 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
- 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.** 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.4.** What is the full form of RAM ?  
 (1) Random Adaptive Mouse      (2) Random Adaptive Memory      (3) Random Access Memory  
 (4) Random Access Mouse      (5) Other than those given as options
- Q.5.** Which of the following is the command for copying a particular text in MS Word?  
 (1) Control + K                      (2) Control + C                      (3) Control + P  
 (4) Control + X                      (5) Other than those given as options
- Q.6.** Pick the odd man out :  
 (1) Mouse                      (2) Keyboard                      (3) CD                      (4) Printer                      (5) Virus
- Q.7.** Who can stop payment of a cheque ?  
 (1) Payee                      (2) Drawer                      (3) Endorser                      (4) Collecting Bank                      (5) Holder - in due course
- Q.8.** Where a cheque bears across its face crossing with the name of a banker, such a crossing will be called —  
 (1) General Crossing                      (2) Special Crossing                      (3) Restrictive Crossing  
 (4) Double Crossing                      (5) Other than those given as options
- Q.9.** If the drawer (or any holder) mentions a date on the cheque. Which is subsequent to the date on which it is presented for payment. It is called —  
 (1) Stale cheque                      (2) Ante dated cheque                      (3) Incomplete cheque  
 (4) Post-dated cheque                      (5) Other than those given as options

### 3. Details of the Online Examination

- (1) The examination would be conducted online i.e. on a computer.
- (2) All tests will be in English.
- (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) Tests are separately timed. You can attempt any question in a particular test during the time allotted to that test only.
- (16) 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.
- (17) After the expiry of test duration, the candidates will not be able to attempt any question or check their answers.
- (18) 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, Reporting 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) 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 will be allowed during the examination.
- (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 hand over this 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 License/Voter's Card with photograph/Bank Passbook with photograph/Photo Identity proof issued by a Gazetted Officer on official letterhead along with photograph/Photo Identity proof issued by a People's Representative on official letterhead along with photograph/Valid recent Identity Card issued by a recognized College/University/Aadhaar Card/E-Aadhaar 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 for this purpose.** 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. **In case of candidates who have changed their name will be allowed only if they produce Gazette notification/their marriage certificate/affidavit.**
- (7) Your responses (answers) will be analysed with responses of 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.
- (8) You must bring a ball point pen. You are allowed to bring your own ink stamp pad with you. 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** handover this sheet of paper along with the Call Letter to the Test Administrator before leaving the venue.
- (9) 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.
- (10) 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.
- (11) 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.
- (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.

## **INSTRUCTIONS WITH REGARD TO SOCIAL DISTANCING**

- 1 **Candidate is required to report at the exam venue strictly as per the time slot mentioned in the Call Letter. Late comers will not be allowed to take the test.**
- 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 the candidates individually at the time of entry of the candidate to the exam venue.**
- 3 **Items permitted into the venue for Candidates**  
**Candidates will be permitted to carry only certain items with them into the venue.**
  - a. **Mask**
  - b. **Personal hand sanitizer (50 ml)**
  - c. **A simple pen and ink stamp pad (blue/black)**
  - d. **Exam related documents (Call Letter and ID Card in Original)**
  - e. **In case of Scribe Candidates - Scribe form duly filled and signed with Photograph affixed.****No other Items are permitted inside the venue.**
- 4 **Candidate should not share any of their personal belonging/material with anyone.**
- 5 **Candidate should maintain safe social distance with one another.**
- 6 **Candidate should stand in the row as per the instructions provided at venue.**
- 7 **If candidate is availing services of a scribe, then scribe also should bring their own Mask.**
- 8 **On completion of examination, the candidates should move out in an orderly manner without crowding as instructed by the venue staff.**

**WISH YOU GOOD LUCK**