

RBI ASSISTANT PRELIMS 2017

COMPLETE STUDY GUIDE

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PREPARATION GUIDE FOR

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RBI Assistant Prelims 2017: Complete Section-wise Preparation Guide

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Introduction: RBI Assistant Recruitment Exam

The RBI Assistant exam is a national level exam that is conducted annually by the RBI to recruit candidates for the post of an Assistant in various offices of the Reserve Bank of India (RBI).

The selection is done by means of written exams. The selection process is as follows:

Preliminary Exam → Mains Exam → Language Proficiency Test

This e-book will cover all the three sections of the RBI Assistant Prelims exam in detail. This includes:

- Syllabus
- Important topics
- Topic-wise Preparation Strategy

This e-book has been created with the view of helping you cover and strengthen all aspects of your preparation. Use it as a guide and supplement for your RBI Assistant Prelims preparation.

Exam Pattern: RBI Assistant Recruitment Exam

- RBI Assistant Prelims Exam Pattern

Name of Tests (Objective)	No. of Questions	Maximum Marks	Total Time
English Language	30	30	1 Hour
Numerical Ability	35	35	
Reasoning Ability	35	35	
Total	100	100	

- It is important to note here, that speed is a very important factor in this exam as one has to solve about 100 questions in 60 minutes.
- Hence, working out a time distribution that works for you is a crucial factor in succeeding in this exam.
- That said question selection and order of attempt are two other important things one should work on during these final preparation days.

- RBI Assistant Mains Exam Pattern

Name of Tests (Objective)	No of Questions	Maximum Marks	Duration
Reasoning	40	40	30 minutes
English Language	40	40	30 minutes
Numerical Ability	40	40	30 minutes
General Awareness	40	40	25 minutes
Computer Knowledge	40	40	20 minutes
Total	200	200	135 minutes

- Language Proficiency Test

The candidates provisionally selected from the main online examination undergo a language proficiency test (LPT) in the Official / Local Language of the concerned state. It is conducted for those candidates who don't have the local language of the respective state as a subject in 10th standard.

Candidates are given Reading Comprehension where around 5 questions are asked based on the paragraph. The difficulty level of LPT is usually easy to moderate.

Previous Year's Cut-offs: RBI Assistant Recruitment Exam

RBI Assistant 2016 Prelims Cut-offs

RBI Assistant Prelims 2016 Cut-Offs				
SECTION	Total Marks	GEN, GEN-EXS	OBC	SC, ST, SC-EXS, ST-EXS, All PWD
English Language	30	11	9	8
Reasoning Ability	35	12	11	10
Numerical Ability	35	12	11	10
Overall Cut-off (Varies STATE WISE)		70.25-81.5	62.75-78	50.75-73.75

RBI Assistant 2016 Mains Cut-offs

RBI Assistant Mains 2016 Cut-Offs				
SECTION	Total Marks	GEN, GEN-EXS	OBC	SC, ST, SC-EXS, ST-EXS, All PWD
Reasoning	40	14	12	11
English Language	40	14	12	11
Quantitative Aptitude	40	14	12	11
General Awareness	40	14	12	11
Computer Knowledge	40	14	12	11
Overall Cut-off (Varies STATE WISE)		107-128.75	95.5-119.5	79.75-131

RBI Assistant Section-Wise Preparation: Numerical Ability

The numerical ability section will have 35 questions of 35 marks. The syllabus for this section includes:

- Number Series
- Data Interpretation
- Averages
- Profit & Loss
- Time & Work
- Data Sufficiency
- Simplification / Approximation
- Quadratic Equations
- Time & Distance
- Partnership
- Ratio & Proportion

For the numerical ability section, it is very important to have clear understanding of the basics. Therefore, go through the NCERT books (6 – 12th standard) thoroughly to get a strong hold over basics. You can refer to RS Agarwal's Quantitative Aptitude which is widely recommended by successful candidates of previous years.

Topic-Wise Tips

Number Series

Expect about 5 questions from this topic. The level of questions is generally easy to moderate and therefore, you can choose to attempt these questions first. Two types of questions are generally asked from this topic – either to find out missing number or the wrong number in the given series. Practice number of series questions to get equipped to identifying patterns. Few common patterns are **square, square root, cube, prime number, geometric series** etc.

Data Interpretation

Expect 5 – 10 questions from this topic. The level of questions is generally easy to moderate. Understand the concepts of Percentage, Ratio and Proportion and Average in depth. Learn tables and practice short tricks. Always read the instructions carefully for data interpretation questions.

Simplification and Approximation

Expect 10-15 questions from this topic and the level of questions will be easy to moderate. Get strong hold over the basic rules of B.O.D.M.A.S. Practice as many tests you can to improve your calculation speed. Tricks like below will come handy.

- Multiplying a 2-digit number by a 2-digit number (Example numbers: AB, CD)

Step 1: BD (write only the unit's digit and carry the rest)

Step 2: AD + BC + carry over (cross multiply and add, write a single digit and carry the rest)

Step 3: AC + carry over (write the complete number)

Example: 29, 53

Step 1: $9 \times 3 = 27$ (Write 7 and 2 is carried over)

Step 2: $2 \times 3 + 9 \times 5 + 2$ (carried over) = 53 (Write 3 and 5 is carried over)

Step 3: $2 \times 5 + 5$ (carried over) = 15 (write 15)

Answer: 1537

- Multiplying a 3-digit number by a 3-digit number (Example numbers: ABC, DEF)

Step 1: CF (Write only the unit's digit and carry the rest)

Step 2: BF + CE + Carried Over (Write only the unit's digit and carry the rest)

Step 3: AF + CD + BE + Carried Over (Write only the unit's digit and carry the rest)

Step 4: AE + BD + Carried Over (Write only the unit's digit and carry the rest)

Step 5: AD + Carried Over (Write the complete number)

Quadratic Equations

Expect 0-5 questions from this topic of easy to moderate level. Understand the basic concepts, factorization techniques and short tricks that will come handy for this section.

Miscellaneous

Expect about 10-15 questions from topics like Average, Percentage, Profit & Loss, Time & Work, Mixture & Allegation and more. The level of questions will be typically from moderate to difficult. Get a clear understanding of all basic Arithmetic concepts. Practice as many tests you can from these topics to get an edge over the actual exam.

RBI Assistant Section-Wise Preparation: English Language

There will be 30 questions of 30 marks from the English Language section in RBI Assistant Prelims exam. An approximate question-wise distribution of topics is as shown below.

- Reading Comprehension – 8 Questions
- Cloze Test – 7 Questions
- Error Spotting, Sentence Improvement – 10 Questions
- Fill in the Banks – 5 Questions
- Para-Jumbles – 5 Questions

Note: The numbers mentioned above are based on previous years' exams and might vary in the actual exam.

The recent IBPS PO 2017 prelims took candidates with a surprise in the English section. The difficulty level was high. The error spotting questions were of a new type although the general method of solving was the same. The options were changed, and this took many of the candidates by surprise making them spend more time on these questions than they would have anticipated. Instead of the traditional type where one had to identify the part of the sentence that had an error, here, students had to choose the combination of sentences which did not have an error. The RC passages were also not easy with some indirect questions although there was relief in the form of 4-5 vocabulary based questions. The phrase replacement questions had a portion of the sentence as bold and one had to find a better replacement for the portion in bold. Therefore, candidates should practice ample questions and of different types to overcome such surprises in the RBI Assistant exam.

Topic-Wise Tips

Reading Comprehension

This topic may include passages from a broad range of topics banking & economy, finance, business, demonetization, financial policies, economy and more. The level of questions is moderate to tough and therefore needs practice. Last year, the passage was story-based. If that is the case this year as well, it would be slightly easier for candidates. Few tips for reading comprehensions are mentioned below that will come handy:

- Choose the topic you are most comfortable with
- Work out synonym-antonym questions first as these are straightforward and less time-consuming
- The first few sentences of RC passage gives the major hint for the entire text. Also, the first question will be from the first few sentences and so on.
- Always stick to the passage while answering questions from RC.

Cloze Test

This topic includes questions that are not exactly tough but tricky. The options are usually very close and therefore, there are chances of one getting confused. Here are few tips for this topic.

- Use eliminate options to attempt these questions. List out all the options and use the one that seems most suitable. Think of words that fit the context of the entire passage.
- Pick questions with commonly used words so that you can build a connect and attempt the question.
- Concentrate on the tone while attempting the answer. Understand if the sentence is in humorous or emotional and pick answer accordingly.
- Get well versed with grammar rules and sentence structuring

Error Spotting and Sentence Improvement

You need to have strong hold on grammar to answer these questions accurately. Error spotting and sentence improvement are both based on grammar rules and its usage in sentences. Few tips for this topic are:

- The verb and the sentence must comply with the subject of the sentence. As for example: a singular subject will go with singular verb and a plural subject with plural verb.
- Two or more singular subjects that is connected by 'and' usually goes with a verb in the plural.
- When the subjects are joined by 'or', 'nor' the verb agrees in person with the nearest one.

- Try elimination option here as well. Read the sentence and eliminate parts that requires no improvement to reach the correct answer.

Fill in the Blanks

This topic can act as a score booster if you are good at vocabulary. Improve your vocabulary and master synonyms to score well in this topic.

- Recognize the logical structure of a sentence and pay attention to what is required.
- Basic grammar rules come handy. Example: If the article 'an' comes before the blank, the answer must begin with a vowel.
- At times, the answer might not be a commonly used word but a synonym of it. Example: She is reticent to express herself in front of her family. (reticent is a synonym of reluctant).
- Read between the lines. This can be mastered with practice.

Para-Jumbles

Though considered difficult, it can help you score well. There is no straight-forward approach to solving para-jumbles. However, here are few tips that will be helpful.

- Look for the introductory sentence where a person, place, concept is being introduced. This will be the opening sentence of the paragraphs.
- Use articles to spot the opening sentence. While the article 'a' or 'an' will be used to introduce a subject, 'the' will be used for something that is already introduced and therefore, cannot be the opening sentence.
- Spot connectives like although, though, if, until etc. Sentences with these words will never be opening sentence.
- Spot the central theme of the paragraph. This will help you gather pieces of the paragraph faster.

General Tips to ace the English Section

- Read the English Newspaper every day to improve your vocabulary. You can rely on 'The Hindu' as recommended widely by experts.
- Play word games and word search puzzles. This will also improve your command over the language and will help you in Fill in the Banks, Error Spotting, Para Jumbles and more.
- Go through all basics of grammar and maintain notes of grammar rules. Revise it at least 2-3 times before the exam to strengthen your preparation.
- Attempt topic-wise tests from [Oliveboard](https://www.oliveboard.in) and analyse performance. Attempt questions from topics that you fail to crack repeatedly to gain an edge over the topic.

RBI Assistant Section-Wise Preparation: Reasoning Ability

As can be observed from the exam pattern above, the reasoning ability section in RBI Assistant Prelims 2017 will have 35 questions for a total of 35 marks. The following table enlists the topics along with the number of questions that can be expected from those topics as observed over the years.

Topics	Expected Number of Questions*
Inequality	5
Syllogism	5
Alphanumeric Series	5
Number Series	
Alphabet series	
Seating Arrangement	15
Puzzles	
Blood Relations	5
Direction Sense	
Order & Ranking	

Note that these numbers are subject to change and are based on an analysis of previous years papers. The numbers are in no way definite. These topics are extremely important from the exam perspective and should be prepared well. Coding-decoding and input-output are two other important topics for the reasoning section.

Topic-wise Tips

Inequality

It is one of the scoring topics in the reasoning section as it is not very time taking. Broadly, the inequality question type can be categorized as follows:

1. Direct Inequalities
2. Coded Inequalities

Practicing a good number of questions from this topic will help you improve both speed and accuracy.

Syllogism

A new pattern has been introduced in this topic. Here conclusions are given in questions and statements are given in answers. This is known as reverse syllogism. In general candidates find these more difficult than the usual syllogism questions. Hence, practice these to establish a comfort level with the question type.

Alphanumeric Series / Number Series / Alphabet Series

The key to this topic is a good observation skill which can only be developed through practice and clear concepts. Learn some shortcuts and common series patterns to be able to identify them quickly. The more the number of questions you expose yourself to, the faster you can solve / identify them.

Seating Arrangement | Puzzles

Practice the questions of linear, circular and square seating arrangements. Some of the most important puzzle types are: floor-based puzzles, calendar related puzzles, scheduling and comparison based puzzles. The puzzles and seating arrangement questions consisting of negative information are usually on the tougher side. Also, for seating arrangement questions, be thorough with the inward-outward facing concepts. So, practice them well.

Blood Relations

A technique that many people find useful in solving the blood relation questions is to apply the question to oneself and solve accordingly. A caveat here is, never to assume the gender. Only consider what is mentioned explicitly in the question.

Direction Sense

Learn the concepts of directions, cardinal directions, sunrise, sunset etc. It's preferable not to solve these questions verbally. Always draw a sketch.

Order and Ranking

There are rules and formulae for this chapter which you must know to solve them accurately in minimum time. Understand questions of left and right as well as top and bottom and between.

General Preparation Tips: Time Strategy | Last Minute Tips

Time Strategy for RBI Assistant Prelims

The following time distribution is broadly how many of the exam toppers allocate the time across sections during the exam.

- 1) English Language: 10 minutes
- 2) Reasoning Ability: 27 minutes
- 3) Numerical Ability: 23 minutes

Based on your strengths & weaknesses, you can change this to suit your strategy. Use this only as a guideline if you are unsure of your allocation.

Last Minute Tips for RBI Assistant Prelims

1) Revise

Instead of trying to learn new things at this point, it is advisable that you focus on revising the topics/questions which you got wrong/left in-attempted during all the mock tests you practised.

2) Focus on Slow Areas

OliveBoard provides the areas where you are slow in scoring and the areas where you are weak at. Identify & Practice those for a day with very short time limits. To take mock tests and figure out your slow areas, [click here](#).

3) Practice during Exam Time Slot

Each one's mind is active at different times during the day. To ensure that your mind is active during exam time, take mock tests during your exam slot so that your mind is trained to be alert during your exam.

4) Relax your mind a day before the exam

People tend to under-estimate the advantage that a fresh mind can provide especially during a speed based exam where you need to solve 100 questions in 60 minutes. An active & fresh mind will ensure you are in the best frame of mind to solve quicker & better. To achieve this, do not study too much on days leading up to your exam. Get at least 8 hours of sleep before exam day.

We hope this e-book helps you prepare better for the exam.

All the best!

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