



# RESERVE BANK OF INDIA SERVICES BOARD

## RECRUITMENT OF OFFICERS IN GRADE 'B' (GENERAL) - DR - BATCH YEAR-2021

### INFORMATION HANDOUT FOR ONLINE EXAMINATION

#### PHASE - I

#### 1. Scheme of Phase-I Examination:

The test details are as follows:

Sr. No.	Objective Type Test	No of Questions	Marks	Time
1	General Awareness	80	80	25 Minutes
2	Reasoning	60	60	45 Minutes
3	English Language	30	30	25 Minutes
4	Quantitative Aptitude	30	30	25 Minutes
	Total	200	200	120 Minutes

The time and venue of examination is indicated in the Admission Letter, which is to be downloaded by the candidates from RBI website. Candidates have to secure minimum marks separately for each test as well as aggregate, as prescribed by the Board. **There will be penalty for wrong answers marked by you. For every wrong answer marked by you, 1/4th of the marks assigned to that question will be deducted as penalty.** Candidates, who secure minimum marks separately for each Test, as prescribed, will be shortlisted for Phase-II of the Examination based on the aggregate marks obtained in Phase-I. The minimum aggregate cut off marks for being shortlisted for Phase-II of the Examination will be decided by the Board in relation to the number of vacancies. Roll No. of the candidates shortlisted for Phase-II examination will be published on RBI website tentatively within a week after Phase-I examination.

**Note :** The candidates MUST pass in each of the above Objective tests. The passing marks in each test will be decided by the Board on the basis of the performance of all the candidates appearing in the tests.

The Scores of Online Examination will be obtained by adopting the following procedure :

- Number of questions answered correctly by a candidate in each objective test is considered for arriving at the Corrected Score after applying penalty for wrong answers.
- The Corrected Scores so obtained by a candidate are made equivalent to take care of the minor difference in difficulty level, if any, in each of the objective tests held in different sessions to arrive at the Equated Scores\*

\*Scores obtained by candidates on any test are equated to the base form by considering the distribution of scores of all the forms.

- Testwise scores and scores on total is reported with decimal points upto two digits.

Papers of Phase I (except the test of English Language) will be set bilingually in Hindi and English. Candidates will have the option to choose questions in Hindi or in English. The option of language is to be chosen at the beginning of the test. However as required, you will be able to switch/toggle between the two languages, after choosing the option for the language. Answers to the papers of Phase-I are to be marked by mouse clicking the correct option.

The time for the test is 120 minutes; however you may have to be at the venue for approximately 180 minutes including the time required for attendance marking, submission of Admission Letter with Photocopy of the Photo-ID proof, logging in etc. All the tests are separately timed. You can attempt any question from a particular test during the time allotted for that particular test. All the 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 correct answer and 'mouse click' that alternative which you feel is correct. The alternative/ option that you have clicked on will be highlighted and 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, 1/4th of the marks assigned to that question will be deducted as penalty.**





**Q.3-5.** Study the following table carefully and answer the questions given below ———

**Distribution of 1000 candidates as regards their marks in written examination out of 300 and interview out of 100 in a selection examination**

Written Examination Marks	INTERVIEW MARKS					
	Below 30	30-39	40-49	50-59	60-69	70 & above
260 & above	8	18	26	18	26	4
210 to 259	5	4	30	22	10	9
160 to 209	16	10	45	56	18	9
110 to 159	28	42	100	190	15	5
60 to 109	35	115	20	8	7	5
Below 60	32	32	20	4	6	2

- Q.3.** How many candidates did obtain more than 69 percent marks and above in both written examination and interview ?  
 (1) 22      (2) 49      (3) 13      (4) 9      (5) Other than those given as options
- Q.4.** if approximately 325 candidates were to be qualified in the written examination, what should be the percentage of the qualifying marks ?  
 (1) above 20      (2) above 70      (3) above 36  
 (4) above 63      (5) Other than those given as options
- Q.5.** About 42 percent of the candidates fall in which of the following ranges of the interview marks ?  
 (1) 110-159      (2) 110 & below      (3) 50 to 70  
 (4) 50 & above      (5) Other than those given as options

**3. Details of the Phase-I On-line Examination : Operational instructions**

- (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 at the right of screen shows one of the following statuses of each of the questions numbered:

-  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 simply acts as a reminder that you have set to look at the question again. *If an answer is selected for a question that is Marked for Review, the answer will be considered in the final 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 RBISB.
  - (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 time allotted, 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.**

#### **4. General Instructions :**

- (1) Please note your Roll Number, Password, date, time and venue address of the examination given in the Admission Letter.  

The mere fact that an Admission Letter has been issued to you does not imply that your candidature has been finally cleared by the Board or that the entries made by you in your application for examination have been accepted by the Board as true and correct. It may be noted that the Board will take up the verification of eligible candidates, i.e. age, educational qualification and category (Scheduled Caste/Tribe/OBC/ PWBD/EWS), etc. with reference to original documents, only at the time of interview of candidates who qualify on the basis of result of the Phase-II examination. You may, therefore, please note that if at any stage, it is found that you do not satisfy the eligibility criteria as given in the advertisement or the information furnished by you in the application is incorrect, your candidature is liable to be cancelled forthwith with such further action as the Board/RBI may like to take. You may please note that the admission letter does not constitute an offer of employment with RBI.
- (2) **You may visit the venue one day before the Phase-I online examination to confirm the location so that you are able to report on time on the day of the examination.**
- (3) The Admission 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 uploaded).

- (4) Please also bring the currently valid photo identity proof **in original** and **a photocopy** of the same photo identity proof which you bring in original - **THIS IS ESSENTIAL**. **Candidates coming without these documents will not be allowed to take the test.** The Admission Letter along with photocopy of photo identity proof duly stapled together are to be submitted at the end of exam by putting it in the designated drop-box. Currently valid stipulated photo identity proof are PAN Card/Passport/Permanent Driving Licence/Voter's Card/Bank Passbook with photograph/Photo Identity proof issued by a Gazetted Officer on official letterhead alongwith photograph/Photo Identity proof issued by a People's Representative on official letterhead alongwith photograph/Valid recent Identity Card issued by a recognised College/University/Aadhaar Card/E-Aadhaar Card with a photograph/Employee ID/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.** Staff candidates should bring the Identity Card issued by RBI. Please note that your name (provided by you during the process of registration) as appearing on the Admission Letter 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 Admission 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 or their marriage certificate or affidavit.
- (5) You must scrupulously follow the instructions of the Test Administrator and Board Representative at the examination venue. If you violate the instructions you will be disqualified and will be asked to leave the examination venue.
- (6) **No** use of calculators (separate or with watch), books, note books, written notes, pagers or any similar electronic communication devices, etc. will be allowed during the examination. Candidates are advised not to bring any of the banned items including pagers to the venue of the examination as safety arrangements cannot be assured. Candidates 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 candidates should be vigilant to ensure that no other candidate is able to copy from his/her answers. After **AarogyaSetu 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.**
- (7) 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 behavior unbecoming of a candidate will not be considered for assessment. The Board may take further action against such candidates as deemed fit by it.
- (8) You should bring with you ball-point pen. 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** drop this sheet of paper, Admission Letter along with photocopy of photo identity proof in the designated drop-box.
- (9) A candidate who is or has been declared by the Board guilty of impersonation or of submitting fabricated document/s which have been tampered with or of making statements which are incorrect or false or of suppressing material information or otherwise resorting to any other irregular or improper means of obtaining admission to examination or of using or attempting to use unfair means in the examination hall or misbehavior in the examination hall may be debarred permanently or for a specified period -
- (i) By the Board from admission to any examination or appearance at any interview held by the Board for selection of the candidates, and
  - (ii) By the Bank from employment under it, and
  - (iii) If already in the service of the Bank, be liable to disciplinary action under the appropriate rules.
- (10) **Note for Person with Benchmark Disability (PWBD):**
- (i) The additional/compensatory time of **twenty (20) minutes for every hour of examination may be allowed to only those candidates with disabilities who have physical limitation to write/type including that of speed and who use the facility of a scribe.** However, the additional / compensatory time of twenty

**(20) minutes for every hour of examination will be allowed to all the Visually Impaired candidates, regardless of whether they opt for scribe or self writing or with the help of assistive devices like magnifier.**

- (ii) The PWBD candidates, who want to use facility of scribe, **MUST** download and carefully **READ** the instructions meant for them, which can also be downloaded from RBI website.
  - (iii) These candidates are also required to submit a Joint Undertaking/Declaration form that can be downloaded from RBI website.
  - (iv) All Visually Impaired candidates, **will** be allowed to use the facility of on screen magnifier.
- (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 candidates, delay in test. Conduct of re-exam is at the absolute discretion of RBI Services Board or test conducting body. Candidates will not have any claims for a re-test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.
- (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) Please note that a candidate is allowed to appear only once (for the same phase) in the online examination. Multiple appearance (for the same phase) in online examination will result in cancellation of candidature. In case more than one admission letter has been generated, candidates must appear only once. All other admission letters are to be surrendered.
- (14) 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.
- (15) Candidates, other than staff candidates of RBI, should bear their own traveling and other expenses. Staff candidates of RBI may approach their respective offices for instructions in this regard. The Board does not make arrangements for boarding/ lodging of candidates.
- (16) Candidates should note and follow scrupulously all the instructions/guidelines mentioned in the detailed advertisements, Information hand-outs, Admission Letters, during online examinations and instructions given by the invigilators from time to time. Violations of any of the instructions/guidelines will invite penalties.

#### **SOCIAL DISTANCING MODE CONDUCT OF EXAM RELATED INSTRUCTIONS**

- 1 **Candidate is required to report at the exam venue strictly as per the time slot mentioned in the Admission Letter AND/OR informed via SMS/Mail on their registered mobile number/mail prior to exam date. It is expected that candidate strictly adhere to this time slot – as entry into the exam venue will be provided based upon the individual's time slot ONLY. Candidates should report atleast 15 minutes before the Reporting time indicated on the Admission 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 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 following items with them into the venue.**
  - a. **Mask (WEARING A MASK is COMPULSORY)**
  - b. **Personal transparent water bottle (Candidate should bring his / her own water bottle)**
  - c. **Personal hand sanitizer (50 ml)**
  - d. **A simple pen**
  - e. **Exam related documents (Admission Letter and Photocopy of the ID card stapled with it, ID Card in Original.)**
  - f. **Admission Letter 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 Admission Letter should be exactly the same.**
  - g. **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, sanitizer (50ml) and transparent water bottle. Wearing a mask is compulsory. Both candidate and Scribe will require to be wearing Mask.**
- 8 **A Candidate must have AarogyaSetu App installed on his mobile phone. The AarogyaSetu 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 is provided along with this Admission Letter) and show the same to the Security Guard at the entry into the exam venue. Candidates with Moderate or High Risk Status on AarogyaSetu 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. (If candidate is availing services of a Scribe, then Scribe should also follow the same instructions.)**
- 9 **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.**
- 10 **All candidates (and Scribe, if applicable) will be checked with Thermo guns at the entry point for temperature. In case, any person is observed to be having above normal temperature ( $> 99.14^{\circ}$  F) or displaying any symptoms of the virus, they will not be allowed entry into the venue.**
- 11 **Candidate registration:**
  - a. **Candidate registration will be done through photo capture. Photo captured will be matched with the photo uploaded by you in the application (as printed in the Admission letter). You must NOT change your appearance from the photo uploaded by you.**
  - b. **Photograph will be taken while candidate is standing.**
  - c. **Seat number will be given to the candidate.**
- 12 **Rough sheet, admission letter and ID proof management**
  - **Rough sheet(s) kept at each candidate desk will be used by candidate.**
  - **Candidate must follow the instructions related to dropping the admission letter with the ID proof copy in the boxes provided at the exit of lab/venue while leaving or at the designated place. Those candidates who avail the services of Scribe should submit Scribe form also along with the Admission Letter and ID proof copy**
  - **Candidate must drop the rough sheets, admission letter, ID proof copy in the boxes provided at the exit of lab/venue while leaving or at the designated place indicated by Exam officials.**
- 13 **Post Examination Controls**
  - **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**