INSTITUTE OF BANKING PERSONNEL SELECTION

INFORMATION HANDOUT FOR CANDIDATES APPEARING FOR THE ONLINE EXAMINATION FOR SELECTION OF FACULTY RESEARCH ASSOCIATE

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 Personal 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 objective type test and details of method of indicating answers, revising answers etc.

Part-III of this handout gives you a broad outline about the Item Writing Exercise, Group Exercises and Personal Interview.

PART I :

The structure of examination will be as follows :

Test No.	Test	Type of Test	Number of Questions	Time
I	**Aptitude** (English, Reasoning and Quantitative Aptitude)	Objective	60	**90 minutes**
II	**Professional Knowledge** Basic Statistics (Descriptive and Inferential, Research Methodology, Psychological testing)	Objective	30	**30 minutes**

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.

In Test I & II : 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.

SAMPLE QUESTIONS

APTITUDE

Q.1-2. Read the following passage and answer the given question :

In our boyhood we beheld the dying rays of that intimate sociability which was characteristic of the last generation. Neighbourly feelings were then so strong that the informal gatherings were a necessity and those who could contribute to its amenities were in great request. People nowadays call on each other on business or as a matter of social duty and not to foregather by way of informal gatherings. They have not the time, nor are there the same intimate relations! What goings and comings we used to see, how merry were the rooms and verandahs with the hum of conversation and the snatches of laughter! The _____ our predecessors had of becoming the centre of groups and gatherings, of starting and keeping up animated and amusing repartee has vanished. Men still come and go but those same verandahs and rooms seem empty and deserted.

Q.1. Which of the following describes the author's view ?
(1) Intimate sociability has only now crept in.
(2) Informal gossiping is not considered ethical today and is frowned upon
(3) The conversational quality of our predecessors has died a slow and unfortunate death.
(4) Excessive sociability has eroded familial ties
(5) We have become overly sensitive and judgmental

Q.2. Which of the following can fill in the '_____' in the passage appropriately (meaningfully and grammatically) ?
(1) faculty   (2) ability   (3) knack   (4) skill   (5) All the given options

Q.3. In this question a statement has been given followed by two conclusions numbered I and II. You have to assume everything in the statement to be true, then consider the two conclusions together and decide which of them logically follows beyond a reasonable doubt from the information given in the statement.
Statement   : Now you don't need an import licence to own a personal computer.
Conclusions : I. Personal computers are now manufactured indigenously.
Conclusions : II. Personal computers are now freely permitted to be imported.
(1) only conclusion I follows   (2) only conclusion II follows   (3) either I or II follows
(4) neither I nor II follows   (5) both I and II follow.

Q.4. Assuming the statement that "Every library has books" is true, which of the following statements is definitely true ?
(1) Books are only kept in the library   (2) Some libraries do not have many readers
(3) Libraries are meant for books only   (4) No library is without books
(5) None of the given options

Q.5. The question consists of a question and two statements I and II are given below it. You have to decide whether the data provided in the statements are sufficient to answer the question. Read both the statements and choose the appropriate answer.
Only three candidates contested an election. Who is the winner?
I.   Out of the total number of registered voters 36 percent did not vote and 25 percent of the total votes cast were invalid.
II.   Number of valid votes received by A is 22 percent of total number of registered voters.
(1) The data in Statement I alone but not in Statement II is sufficient to answer the question
(2) The data in Statement II alone but not in Statement I is sufficient to answer the question
(3) The data in either Statement I or in Statement II is sufficient to answer the question
(4) The data in neither Statement I nor in Statement II is sufficient to answer the question
(5) The data in both Statement I and in Statement II is sufficient to answer the question

Q.6. In an office there are Grade A and Grade B clerks. Each clerk contributes as many rupees as the number of clerks in his grade. After adding the contribution of the manager of Rs.33, the total contribution was Rs.350. How many clerks are there in the office?
(1) 25   (2) 20   (3) 26   (4) Data Inadequate   (5) None of the given options

PROFESSIONAL KNOWLEDGE

Q.7. Which of the following is a measure of central tendency?
(1) Mean   (2) Kurtosis   (3) Range   (4) Standard Deviation   (5) Correlation

Q.8. Which of the following is the step after data collection in a research study?
(1) Formulation of hypotheses   (2) Explanation of Results
(3) Identifying variables   (4) Literature review
(5) Defining a research problem

Q.9. An intelligence test which correlates positively with a future behaviour or skill is said to have _____
(1) Face validity   (2) Concurrent validity   (3) Predictive validity
(4) Split Half reliability   (5) Content validity

Q.10. Which of the following can contribute to error variance of a test?
(A) Ambiguity of items   (B) Anxiety level of test takers   (C) Subjective Scoring
(1) Only (A)   (2) Only (B)   (3) Only (A) & (B)   (4) Only (B) & (C)   (5) All (A), (B) & (C)
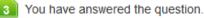
Details about On-line Test Pattern

1. The test would be conducted on-line 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. 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 & II there will be 90 Questions and each question is followed by 5 alternatives/options.

8. The questions will be available in English language only.

9. Only one question will be displayed at a time.

10. 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 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:

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. Questions in a section can be viewed by clicking on the section name. The section you will view 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.

Please Note : Candidates who are shortlisted after examination will be required to go through a further process of Selection which may include Item Writing Exercise, Group Exercises followed by Personal Interview which will be conducted at IBPS tentatively during the month of December 2021.

Part III

ITEM WRITING EXERCISE, GROUP EXERCISE & PERSONAL INTERVIEW

Candidates will also be required to undergo an item writing exercise to asses the ability to develop test content in Reasoning, English Language and Quantitative Aptitude. Candidates are advised not to reproduce/copy the items (questions) from any available source. The items written by the candidates should be original. Candidates will also be required to validate test content by detecting flaws in defective items/questions. There will also be questions related to item writing at the time of interview.

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 and the candidates will be required to participate based on the information provided in each of the activities.

Item Writing Exercise, Group Exercise & Personal Interview will be conducted at IBPS.

Wishing You All the Best !

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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 at the venue :**
    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.
    •   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)

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).

Self-Declaration

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 Corona virus 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 _____