



## **INFORMATION HANDOUT FOR CANDIDATES APPEARING FOR ONLINE EXAMINATION FOR SELECTION OF DEPUTY MANAGER – ACCOUNTS**

This handout is meant to give the candidates information about the selection process in respect of the online examination Group Exercise 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 Group Exercise & Personal Interview.

### **PART I**

The structure of examination will be as follows :

Sr. No.	Name of the Test	Number of Questions	Maximum Marks	Duration	Version
1	Reasoning	50	50	35 Minutes	English
2	English Language	50	25	35 Minutes	
3	Quantitative Aptitude	50	50	35 Minutes	
4	Professional Knowledge	50	75	50 Minutes	
	<b>TOTAL</b>	<b>200</b>	<b>200</b>	<b>155 Minutes</b>	

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.

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**

### **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

## 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.7.** 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.8.** The counsel urged the court to ..... down the obnoxious law.  
 (1) enact (2) enforce (3) cancel (4) strike (5) declare
- Q.9.** 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.10.** I am twenty / two years old / when I first / joined the bank. No error  
 (1) (2) (3) (4) (5)
- Q.11.** To the Hindus / the Ganga is / holier than / any other river. No error  
 (1) (2) (3) (4) (5)
- Q.12.** 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.13.** CENTENARY  
 (1) a guard (2) a hundred years (3) a very old man (4) hundred runs (5) hundredth anniversary
- Q.14.** 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.15.** LIVELY  
 (1) simple (2) weak (3) dull (4) angry (5) moron
- Q.16.** 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.

## 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. 'Other than those given as options' as your answer.

**Q.17.**  $42 + 73 + 137 = ?$   
 (1) 352            (2) 252            (3) 242            (4) 142            (5) Other than those given as options

**Q.18.**  $20 \times \frac{1}{2} = ?$   
 (1) 4                (2) 5                (3) 12                (4) 20                (5) Other than those given as options

The correct answer for Q.18 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.19.** At 10 paise each, how many paise will 6 lemons cost ?  
 (1) 6                (2) 10                (3) 60                (4) 61                (5) 610

**Q.20.** Which of the following can be exact multiple of 4 ?  
 (1) 27114            (2) 58204            (3) 48402            (4) 32286            (5) Other than those given as options

**Q.21.** 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) Other than 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	% 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.22.** 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.23.** 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.24.** Which attribute is considered the least important for promotion ?  
 (1) Honesty            (2) Intelligence            (3) Perseverance            (4) Efficiency            (5) Sociability

## PROFESSIONAL KNOWLEDGE

- Q.25.** 'Debit all expenses and credit all income' is applicable to \_\_\_\_\_  
(1) Personal account (2) Real account (3) Nominal accounts  
(4) Cash Accounts (5) Journal Accounts
- Q.26.** Which of the following errors will not be disclosed by Trial Balance ?  
(1) Posting of wrong amount (2) Error of complete omission  
(3) Posting an amount twice in an account (4) Posting to the wrong side of an account  
(5) Posting an amount thrice in an account
- Q.27.** The debit balance in the Cash Book is \_\_\_\_\_  
(1) A liability (2) An asset (3) A profit (4) Reserve (5) An expense
- Q.28.** A fixed asset costing Rs.100,000, has a book value of Rs. 40,000. It is sold for Rs.10,000. What is the provision for depreciation at the time of sale of asset ?  
(1) Rs. 60,000 (2) Rs. 50,000 (3) Rs. 40,000 (4) Rs. 30,000 (5) Rs.10,000

## 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. There will be 200 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:



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.

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. 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.
22. You can move the mouse cursor over the section names to view the status of the questions for that section.
23. 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.
24. 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.
25. 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.
- 26. 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:**

1. You may visit the **test centre** at least one day before the test to confirm the location so that you are able to report on time on the day of the test.
2. Carry a pen with you. A sheet of paper will be provided which can be used for rough work and taking down the question number which you may like to review at the end before pressing the 'Submit' button.

**Please Note: Candidates who have been shortlisted in the Online examination will subsequent be called for further process of Selection which may include Group Exercises / Interview etc. at IBPS Mumbai tentatively during the month of May 2024.**

## **PART III**

### **GROUP EXERCISE & PERSONAL 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 and 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.

Group Exercise & Personal Interview will be conducted at IBPS.

**WISH YOU ALL THE BEST!**