The Andhra Pradesh State Cooperative Bank Ltd.
(A State Partnered Scheduled Bank)

International Year of Cooperatives 2025

ONLINE EXAMINATION - RECRUITMENT OF MANAGER SCALE-I / STAFF ASSISTANTS

INFORMATION HANDOUT

This handout contains details pertaining to various aspects of the online main 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 for the post of Manager Scale I

Sr. No.	Name of the Test	No. of Qs.	Max. Marks	Version	Duration
1	Reasoning	40	50	Only English	45 Minutes
2	Quantitative Aptitude & Data interpretation	40	50		45 Minutes
3	English Language	40	40		30 Minutes
4	Financial Awareness	40	40		15 Minutes
5	Computer Knowledge	40	20		15 Minutes
	Total	**200**	**200**		**150 Minutes**

Structure of the test for the post of Staff Assistant

Sr. No.	Name of the Test	No. of Qs.	Max. Marks	Version	Duration
1	Reasoning	40	50	Only English	120 Minutes
2	Quantitative Aptitude	40	50		
3	English Language	40	40		
4	General Awareness	40	40		
5	Computer Knowledge	40	20		
	Total	**200**	**200**		**120 Minutes**

The total time for the test is 150 minutes & 120 minutes respectively ; however you may have to be at the venue for approximately 210 minutes and 180 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 can attempt any question in any particular test within the allotted time. (Time allotted to that test only) 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 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, 0.25 or 1/4th of the marks assigned to that question will be deducted as penalty.

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

(i)   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.

(ii)   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.

(iii)   Test-wise scores and scores on total is reported with decimal point up to two digits.

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Note: Cutoffs are applied in two stages:

    i.   on scores in individual tests

    ii.   on Total Score

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

REASONING

Q.1. In the series given below count each 5 which is not immediately preceded by 3 but is immediately followed by 7. How many such 5's are there ?

1 5 7 3 5 7 4 7 3 7 2 5 6 5 8 5 7 4 5 6 5 5 7 1 5 7 7 5 5

(1) 1   (2) 2   (3) 3   (4) 4   (5) 5

Q.2. 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.3. STAMMERING is related to SPEECH in the same way as DEAFNESS is related to which of the following ?

(1) EAR   (2) HEARING   (3) DUMB   (4) SILENCE   (5) TALK

Q.4. 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.5. Sapling is related to Tree as -----

(1) Horse is related to Mare   (2) River is related to Brook

(3) Bud is related to Flower   (4) Student is related to Teacher

(5) Tree is related to Furniture

QUANTITATIVE APTITUDE / DATA INTERPRETATION

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 (4) i.e. 'Other than those given as options' as your answer.

Q.1. Sohanlal purchased 120 reams of paper at Rs.100 per ream. The expenditure on transport was Rs.480. He had to pay an octroi duty of 50 paise per ream and the coolie charges were Rs.60. What should be the selling price of each ream if he wants a profit of 20% ?

(1) Rs.126   (2) Rs.115.50   (3) Rs.105   (4) Other than those given as options

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 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.2. Which attribute for promotion has received the highest rank ?

(1) Perseverance   (2) Seniority   (3) Honesty   (4) Other than those given as options

Q.3. How many employees gave rank III to intelligence ?

(1) 119   (2) 98   (3) 77   (4) Other than those given as options

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Q.4. Which attribute is considered the least important for Promotion ?
(1) Honesty   (2) Intelligence   (3) Perseverance   (4) Other than those given as options

Q.5. $\frac{24}{65} \times \frac{13}{56} \times \frac{5}{7} = ?$

(1) $\frac{3}{49}$ (2) $\frac{15}{245}$ (3) $\frac{3}{77}$ (4) Other than those given as options

ENGLISH LANGUAGE

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)

GENERAL AWARENESS

Q.1. 'Mandi House' is _____
(1) Prime Ministers' Residence
(2) a prize winning film directed by Shyam Benegal
(3) the office of the Director General of Doordarshan
(4) the head office of the Ministry of Commerce
(5) the place where the Central Production Centre of Doordarshan is located.

Q.2. Vishwanathan Anand is associated with which of the following games ?
(1) Badminton   (2) Golf   (3) Chess   (4) Billiards   (5) Basket Ball

Q.3. The famous Gomateshwar idol is in which of the following states ?
(1) Maharashtra   (2) Madhya Pradesh   (3) Uttar Pradesh   (4) Orissa   (5) Karnataka

Q.4. The famous Ayodhya temple is located on the bank of the river _____
(1) Ganga   (2) Godavari   (3) Sarayu   (4) Ban Ganga   (5) Narmada

Q.5. 'Dashdwar se Sopan Tak' is written by _____
(1) Mohan Rakesh   (2) Harivansharai Bachchan   (3) Jagdish Chandra Mathur
(4) Dharmaveer Bharati   (5) None of these

Q.6. 'OSCAR AWARDS' are given for best performance in which of the following fields ?
(1) Literature   (2) Science & Technology   (3) Motion picture   (4) Sports   (5) Social Service

FINANCIAL AWARENESS

Q.1. Equity shares of a listed entities are dealt within (i.e. purchased and sold)_____
(1) Government of India
(2) State Government, where Registered office of the company is located
(3) Recognised Stock Exchange/s
(4) Depositories
(5) Trade Organisations

Q.2. The head quarter of SEBI is located in which city of India?
(1) New Delhi   (2) Bangaluru   (3) Hyderabad   (4) Mumbai   (5) Kolkata

Q.3. Name the micro finance company that becomes the first to start operation as a commercial bank?
(1) Pay Tm Bank   (2) Vodafone m-Pisa Bank   (3) Yes Bank
(4) Bandhan Bank   (5) None of these

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COMPUTER KNOWLEDGE

Q.1. The function of CPU is _____
  (1) to provide external storage of text   (2) to create a hard copy
  (3) to create a new software   (4) to read, interpret and process the information and instruction
  (5) Other than those given as options

Q.2. What is the full form of RAM ?
  (1) Random Adaptive Mouse   (2) Random Adaptive Memory   (3) Random Access Memory
  (4) Random Access Mouse   (5) None of these

Q.3. Which of the following is the shortcut to print a word document ?
  (1) Press 'Ctrl + P' Keys together   (2) Press 'Ctrl + F' Keys together
  (3) Press 'Shift + P' Keys together   (4) Press 'Shift + Print' Keys together
  (5) Press 'Tab + Print' Keys together

Q.4. Which of the following is the full form of LAN ?
  (1) Local Access Network   (2) Local Area Network   (3) Long Area Node
  (4) Local Area Node   (5) Other than those given as options

Q.5. Which of the following cannot be used to store data?
  (1) Pen drive   (2) VCD   (3) Mouse   (4) Hard disk   (5) DVD

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

 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 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) 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.

(15) After clicking the **Save & Next** button on the last question for a section, you will automatically be taken to the first question of the next section.

(16) You can move the mouse cursor over the section names to view the status of the questions for that section.

(17) You can shuffle between sections and questions anytime during the examination as per the time allotted to the respective test/tests.

(18) 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.

(19) 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.

(20) After the expiry of test duration, 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.

(21) 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

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)   Biometric data (thumb impression) and photograph will be captured twice at the examination venue i.e. before the start of examination and after completion of examination. Decision of the Biometric data verification authority with

regard to its status (matched or mismatched) shall be final and binding upon the candidates. **Refusal to participate in the process of biometric data capturing / verification on any occasion may lead to cancellation of candidature.** With regards to the same, please note the following :

(a) If fingers are coated (stamped ink/mehndi/coloured...etc.), ensure to thoroughly wash them so that coating is completely removed before the examination day.

(b) If fingers are dirty or dusty, ensure to wash them and dry them before the thumb impression (biometric) is captured.

(c) Ensure fingers of both hands are dry. If fingers are moist, wipe each finger to dry them.

(d) If the primary finger (thumb) to be captured is injured/damaged, immediately notify the concerned authority in the test centre.

(Any failure to observe these points will result in non- admittance for the examination).

(7) Please bring the call letter with your recent photograph affixed thereon, photocopy of the ID proof stapled with call letter and same currently valid photo identity proof in original. - **THIS IS ESSENTIAL. Please submit the call-letter alongwith photocopy of photo identity proof duly stapled together by handing it over 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 /Photo Identity proof issued by a People's Representative on official letterhead/Valid recent Identity Card issued by a recognised College/University/Aadhar/E-aadhar 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 project.** 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.

(8) 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.

(9) 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 hand over this sheet of paper to the Test Administrator before leaving the venue.

(10) 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.

(11) 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.

(12) 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.

(13) 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.

(14) Candidates are advised to take note of "The Public Examinations (Prevention of Unfair Means) Act, 2024".

WISH YOU GOOD LUCK