



# भारतीय रिज़र्व बैंक सर्विसेज़ बोर्ड RESERVE BANK OF INDIA SERVICES BOARD

## DIRECT RECRUITMENT OF OFFICERS IN GRADE 'B' (DR) – GENERAL - PANEL YEAR – 2025 IN RESERVE BANK OF INDIA

### INFORMATION HANDOUT FOR ONLINE EXAMINATION

#### PHASE - I

##### 1. Scheme of Examination :

The test details are as follows :

Sr. No.	Name of the Tests	No. of Questions	Max. Marks	Version	Time
1	General Awareness	80	80	Hindi and English except test of English Language	25 Minutes
2	English Language	30	30		25 Minutes
3	Quantitative Aptitude	30	30		25 Minutes
4	Reasoning	60	60		45 Minutes
	<b>Total</b>	<b>200</b>	<b>200</b>		<b>120 Minutes</b>

The time and venue of the examination is indicated in the Admit Card, which is to be downloaded by candidates from the RBI website. Candidates have to secure minimum marks separately for each test as well as aggregate, as prescribed by the Board. Candidates, who secure minimum marks separately for each Test and aggregate in Phase-I, as prescribed, will be shortlisted for Phase-II of the Examination. 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 candidates shortlisted for Phase-II examination will be published on the RBI website.

**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 differences in difficulty level, if any, in each of the objective tests held in different sessions to arrive at the Equated Scores.\*

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

- Test wise scores and scores in 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 in the beginning of the test. However, as required, the candidates 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, the candidates may have to be at the venue for approximately 180 minutes including the time required for attendance marking, submission of Admit Card with Photocopy of the Photo Identity document, logging in etc. All the tests are separately timed. A candidate 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. The candidate has **to select the correct answer and 'mouse click' that alternative which he/she feels is correct. The alternative/ option that the candidate has clicked on will be highlighted and will be treated as his/her answer to that question. There will be penalty for wrong answers marked by the candidate. For every wrong answer marked by the candidate, 1/4<sup>th</sup> of the marks assigned to that question will be deducted as penalty.**

## 2. Operational Instructions for the Online Examination:

- (1) The examination would be conducted online i.e. on a computer.
- (2) All tests except of English Language will be in English and Hindi.
- (3) The 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 if the profile is correct. Thereafter the instructions will be displayed on the screen. The candidate should ensure that the profile displayed on the screen is that of himself / herself. In case of any discrepancy, the same may be brought to the notice of the Centre Coordinator / Venue-in-Charge/ Venue Officer prior to the start of examination.
- (4) All the questions will have multiple choices. Out of the 5 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 alternatives/options that is clicked on will be treated as answer to that question. Answer to any question will be considered for final evaluation only when a **candidate has submitted the answers by clicking on "Save and Next" or "Marked for Review and Next"**.
- (5) A candidate should read the instructions carefully and indicate that he/she has done so by 'checking' 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) Only one question will be displayed at a time.
- (8) The clock has been set at the server and the countdown timer at the top right corner of the screen will display the time remaining to complete the exam. When the clock runs out the exam ends by default-the candidate is not required to end or submit his exam.
- (9) 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.

- (10) 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 and 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.
- (11) To select the answer to an Objective Question, click on one of the option buttons.
- (12) To change the answer to an Objective Question, click the other desired option button.

- (13) To save the answer, the candidate **MUST** click on **Save & Next**.
- (14) To deselect a chosen answer to an Objective Question, click on the chosen option again or click on the **Clear Response** button.
- (15) 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.
- (16) To change an answer to an Objective Question, first select the question and then click on the new answer option followed by a click on the **Save & Next** button.
- (17) Questions that are saved or marked for review after answering will **ONLY** be considered for evaluation.
- (18) Tests are separately timed. The candidates can attempt any question in a particular test during the time allotted to that test only.
- (19) The candidates are requested to follow the instructions of the Centre Coordinator / Venue-in-Charge/ Venue Officer carefully. If a 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 the Board.
- (20) The candidates may ask the Centre Coordinator / Venue-in-Charge/ Venue Officer about their doubts or questions only before the commencement of the examination. No query shall be entertained after the commencement of the examination.
- (21) After the expiry of time for examination (objective), the candidates will not be able to attempt any question or check their answers. On completion of the examination time, answers of the candidates would be saved automatically by the computer system.
- (22) A sheet of paper will be provided which can be used for rough work or taking down the question number which the candidate would like to review at the end of the examination before submitting the answers. The candidate must necessarily return the rough sheet provided for rough work to the Centre Coordinator / Venue-in-Charge/ Venue Officer before leaving the examination hall/room.
- (23) Please note:
  - a) Candidates will not be allowed to “finally submit” unless they have exhausted the actual test time of the examination.
  - b) Under no circumstances should a candidate click on any of the ‘keyboard keys’ during the objective examination once the examination starts as this will lock the Objective examination.

### **3. About the Submission**

- (1) Candidates are not permitted to submit their answers before the entire examination time is over.
- (2) A candidate can only change his/her answer before submission.
- (3) After the expiry of the examination duration, candidates will not be able to attempt any question or check their answers. A candidate’s answers would be automatically saved by the computer system even if he has not clicked the ‘Submit’ buttons.

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

- (1) Please note the Roll Number, Password, Date, Time and Venue Address of the examination given in the Admit Card. Candidates reporting after the Gate Closing Time will be strictly not allowed to appear in the examination.

The mere fact that an Admit Card has been issued to a candidate does not imply that the candidature has been finally cleared by the Board or that the entries made by him/her in his/her 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. The candidates may, therefore, please note that if at any stage, it is found that they do not satisfy the eligibility criteria as given in the advertisement or the information furnished by them in the application is incorrect, their candidature is liable to be cancelled forthwith with such further action as the Board/RBI may like to take. The candidates may please note that the Admit Card does not constitute an offer of employment with RBI.

(2) **The candidates may visit the venue one day before the Phase-I Online Examination to confirm the location so that they are able to report on time on the day of the examination.**

- (3) The Admit Card should be brought by the candidate to the examination venue along with his/her recent passport size photograph duly pasted on it. (Preferably the same photograph as was uploaded).
- (4) Please also bring the currently valid Photo Identity document **in original** and **a photocopy** of the same Photo Identity document which the candidate brings in original - **THIS IS ESSENTIAL**. **Candidates coming without these documents will not be allowed to take the test.** The Admit Card along with copy of Photo Identity document duly stapled together are to be handed over to the Venue-In-Charge. Currently, valid stipulated Photo Identity document are PAN Card/Passport/Permanent Driving License/Voter's Card with photograph/Bank Passbook with photograph/Photo Identity document issued by a Gazetted Officer on official letterhead /Photo Identity document issued by a People's Representative on official letterhead /Valid recent Identity Card issued by a recognised College/University/Aadhaar Card/E-Aadhaar Card / Employee ID/Bar Council Identity card with photograph.

**Please Note - Ration Card and Learner's Driving License will NOT be accepted as valid ID document for this purpose. Staff candidates shall bring the Identity Card issued by RBI.** Please note that the candidate's name (provided by the candidate during the process of registration) as appearing on the Admit Card should exactly match the name as appearing on the Photo Identity document. 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 Admit Card and Photo Identity document, the candidate will not be allowed to appear in 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) The candidates must scrupulously follow the instructions of the Test Administrator and Board Representative at the examination venue. If any candidate violates the instructions, such candidate will be disqualified and will be asked to leave the examination venue immediately.
- (6) Use of calculators (separate or with watch), books, note books, written notes, pagers or any similar electronic communication devices, etc. will not 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.
- (7) The responses (answers) of a candidate 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, the 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 Board may take further action against such candidates as deemed fit under the extant Law/s.
- (8) The candidates should bring with them a ballpoint pen (Blue/Black). A sheet of paper will be provided which can be used for rough work or taking down the question number the candidate would like to review at the end of the test before submitting his/her answers. After the test is over the candidate MUST handover this sheet of paper, Admit Card along with copy of Photo Identity Document to the Venue-In-Charge before leaving the venue.
- (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 -
- By the Board from admission to any examination or appearance at any Interview held by the Board for selection of the candidates, and
  - By the Bank from employment under it, and
  - 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 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 are eligible to use the facility of a scribe as per the guidelines. However, the additional / compensatory time of twenty (20) minutes for every hour of examination may be allowed to the Visually Impaired candidates, regardless of whether they opt for scribe or self writing or writing 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 the 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) **Note for persons with specified disabilities covered under the definition of Section 2(s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing:**

- (i) The compensatory time of twenty (20) minutes for every hour of examination may be allowed to those candidates with specified disabilities covered under the definition of Section 2(s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing and who are eligible for getting scribe.
- (ii) Such candidates who want to use facility of scribe, **MUST** download and carefully **READ** the instructions meant for them, which can also be downloaded from the RBI website
- (iii) These candidates are also required to submit the details of the own scribe as per the proforma at Annex-II which is available on the Bank's website [www.rbi.org.in](http://www.rbi.org.in) along with 'Instructions for candidates with specified disability having less than 40% disability and having difficulty in writing'.

(12) 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 etc. 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.

(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) 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 Admit Card has been generated, candidates must appear only once. All other Admit Cards are to be surrendered to Venue-In-Charge.

(15) 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.

(16) 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 any arrangements for boarding/ lodging of candidates.

(17) Candidates should note and follow scrupulously all the instructions/guidelines mentioned in the detailed advertisement, Information Handout, Admit Card, during online examination and instructions given by the Venue-In-Charges from time to time. Violations of any of the instructions/guidelines will invite penalties.

(18) **Candidate Registration:**

- a. Candidate registration will be done through photo capture. Photo captured will be matched with the photo uploaded by the candidates at the time of application (as printed in the Admit Card). The candidates must **NOT** change their appearance from the photo uploaded and captured live by them.
- b. Photograph will be taken while candidate is standing.
- c. Seat number will be given to the candidates.

- (19) Rough Sheet, Admit Card and Photo Identity Document Management :
- a. Rough sheet(s) kept at each candidate's desk may be used by the candidate, if required
  - b. Those candidates who avail the services of Scribe should submit Scribe Form / Letter of Undertaking along with the Admit Card and copy of Photo Identity document.
  - c. Candidates must handover the rough sheets, Admit Card along with photocopy of photo identity document to the Venue-In-Charge before leaving the venue.
- (20) Candidates are advised to take note of "The Public Examinations (Prevention of Unfair Means) Act, 2024" and "The Public Examinations (Prevention of Unfair Means) Rules, 2024".

**WISH YOU GOOD LUCK!**