



भारतीय रिज़र्व बैंक सर्विसेज़ बोर्ड

RESERVE BANK OF INDIA SERVICES BOARD

RECRUITMENT OF OFFICER IN GRADE 'B' (DR) - DEPARTMENT OF STATISTICS AND
INFORMATION MANAGEMENT (DSIM) – PANEL YEAR 2025

INFORMATION HANDOUT FOR ONLINE/WRITTEN EXAMINATION

Paper - II and III

1. Scheme of Examination:

This examination will consist of two papers (to be held in two shifts) as under :

Shift	Paper	Name of Paper	Number of Questions	Maximum Marks	Duration (Minutes)
Morning	Paper-II	Descriptive Type (on Statistics) (Question paper displayed on computer, answers to be written on paper)	5	100	180
Afternoon	Paper-III (Online)	English (Descriptive) (To be typed with help of keyboard)	3	100	90

The examination will be conducted, only for the candidates who are shortlisted on the basis of results of Paper -I. This examination will be in two shifts. Candidates are required to appear in both the shifts. The date, time, paper-wise duration of examination/shifts and venue of examinations is indicated in the Admit Card. Please note that only one Admit Card is issued for both the shifts of DSIM Cadre. Candidates are advised to bring the same Admit Card for both the shifts. Admit Card should be downloaded from the RBI website (www.rbi.org.in).

The minimum aggregate cutoff marks for being shortlisted for Interview will be decided by the Board in relation to the number of vacancies. Roll Number of the candidates shortlisted for Interview will be published on the RBI website (www.rbi.org.in) . Interview Call Letters will be sent only on the registered E-mail IDs of the shortlisted candidates.

Paper-II will be set bilingually in Hindi and English.

The duration for the examination is 180 minutes and 90 minutes respectively for Paper-II and III. However, The Candidate may have to be at the venue for approximately 240 and 150 minutes respectively, including the time required for attendance marking, submission of Admit Card with photocopy of the Photo Identity document, submission of Answer Books, logging in, etc.

2. Operational Instructions for the Examination : Paper-II and Paper-III

- (1) A login screen will be displayed to the candidate. The candidate has to log in using Login ID and Password which will be printed on the Admit Card.
- (2) 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 Venue-in-Charge/Invigilator prior to the start of examination.

- (3) 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.
- (4) After clicking on the ‘I am ready to begin’ button, the actual test time will begin.
- (5) Only one question will be displayed at a time.
- (6) 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/her exam.

(Instructions 7-14 are applicable for Paper-III [English (Descriptive) only])

- (7) 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.*

- (8) To select a question to answer, the candidate can Click on the question number on the question palette at the right of the screen.
- (9) To mark a question for review click on ‘Mark for Review & Next’.
- (10) To select a question to answer, the candidate can do one of the following :
 - (a) Click on the question number on the question palette at the right of the screen to go to that numbered question directly. Note that using this option does NOT save the 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 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) **Questions that are saved or marked for review after answering will ONLY be considered for evaluation.**
- (13) A candidate can only change his/her answer before submission.
- (14) After the expiry of the exam 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.
- (15) The candidates may ask the Examination Administrator about their doubts or questions only before the commencement of the examination. No query shall be entertained after the commencement of the examination.
- (16) **Paper-II: Statistics** - Questions will be shown on computer screen and separate answer paper/booklet will be provided to write answers. Instructions from 7-14 above are not applicable for this paper. Kindly read the instructions provided on answer paper/booklet/online instruction sheet.

- (17) **Paper-III: English (Descriptive)** - Questions will be shown on computer screen and answers will have to be typed using keyboard.

Please Note:

- (i) Questions will be displayed on computer monitor.
- (ii) Only one question will be displayed at a time.
- (iii) The questions will be set bilingually in Hindi and English for Paper-II and only in English for Paper-III. For Paper-III English (Descriptive), answers are to be typed in space provided for the same using keyboard.

Note : “While typing if you press the ‘Space bar’ and then press the ‘Enter’ key, the cursor will not move to next line. However if you press the ‘Enter’ key immediately after the last word, the cursor will move to the next line. You should also note in case the ‘Space bar’/ ‘Enter’ key is pressed multiple times in a single instance only a single keystroke (i.e. one space and one enter to the next line) will be taken by the system.”

3. About the Submission - All Papers:

- (1) Candidates are not permitted to submit the test / answers booklet before the entire test 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.

4. General Instructions :

- (1) Please note the Registration Number, Roll Number, Password, Date, Time and Venue Address of the examination given in the Admit Card.

The mere fact that an Admit Card has been issued to a candidate does not imply that his/her 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/Scheduled 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-I (Paper-I) and Phase-II (Paper-II and Paper-III) examination. The candidates may, therefore, please note that if at any stage, it is found they you do not satisfy the eligibility criteria as given in the advertisement or the information furnished by them 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. 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 examination to confirm the location so that they are able to report on time on the day of the examination. Candidates reporting after the Gate Closure Time will be strictly not allowed to appear in 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 valid Photo Identity document in original and a photocopy of the same Photo Identity document which you bring in original - **THIS IS ESSENTIAL. Candidates coming without these documents will not be allowed to take the test.** Valid Photo Identity document 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 letter head /Valid recent Identity Card issued by a recognized College/ University/Aadhaar Card/e-Aadhaar Card with a photograph/ Employee ID issued by Government Departments/PSUs/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 have to bring the Identity Card issued by RBI and its photocopy.** Please note that the candidates'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. **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 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.

- (5) Biometric data (thumb impression) and photograph will be captured before the start of examination at the examination venue. 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. Please note the following aspects towards Biometric data capturing:
- If fingers are coated (stamped ink/mehndi/coloured etc.), ensure to thoroughly wash them so that coating is completely removed before the examination day.
 - If fingers are dirty or dusty, ensure to wash them and dry them before the thumb impression (biometric) is captured.
 - Ensure fingers of both hands are dry. If fingers are moist, wipe each finger to dry them.
 - If the primary finger (thumb) to be captured is injured/damaged, immediately notify the concerned authority in the examination centre.
(Any failure to observe these points will result in non- admittance for the examination).
- (6) In order to save time on frisking (Metal Detectors will be used), the candidates are advised to follow the below mentioned dress code:
- Light clothes which cannot be used for hiding any instruments or communication devices.
 - Half sleeves but not having big buttons or any badge, brooches etc. which could be used to hide the communication device, Bluetooth, camera etc.
 - Slippers, sandals and not the shoes/socks.
 - Light Clothes without any metal items like zippers, button etc.
- However, candidates coming in customary/religious dresses and PwBD should report at the centre well in advance prior to reporting time for proper frisking.
- (7) The candidates must scrupulously follow the instructions of the Centre Coordinator/Venue-in-Charge/ Venue Officer at the examination venue. If any candidate violate 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.
- (8) Use of physical calculators (separate or with watch) books, note books, written notes, pagers, cell phones (with or without camera facility) or any similar electronic communication devices, etc. will **not** be allowed. Candidates are advised not to bring any of the banned items including cell phones/pagers to the venue of the examination. 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.
- Use of **non-programmable (scientific) calculator is permitted for Paper-II**. Such calculator will be made available online on the screen for DSIM candidates.
 - You must bring ball point pens with you of **same colour ink (either Blue or Black)** for writing the answers for Paper-II on Statistics
 - Calculators are **not** allowed for Paper-III English (Descriptive)
- (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 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 the RBI website (www.rbi.org.in).
- (iii) These candidates are also required to submit a Joint Undertaking/Declaration form that can be downloaded from the RBI website (www.rbi.org.in).
- (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 proforma at Annex-II which is available on the Bank's website 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 of occurrence of some problem in the administration of the examination cannot be ruled out completely which may impact examination delivery and/or result from being generated. In that event, every effort shall be made to rectify such problem, which may entail shifting of candidates, delay in examination. Conduct of a re-exam is at the sole discretion of the examination conducting body. Candidates will not have any claim for a re-examination. Candidates not willing to shift or not willing to cooperate in the delayed process of examination shall be summarily rejected from the process.

(13) 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 and/or the result withheld. 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.

(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 any arrangements for boarding/ lodging of candidates.

(16) Rough sheet, Answer Booklets, 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, Answer Booklets, Admit Card along with photocopy of photo identity document to the Venue-In-Charge / Invigilator before leaving the venue.
- (17) 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”.