



# THE SHAMRAO VITHAL CO-OPERATIVE BANK LTD

1206

## ON-LINE EXAMINATION FOR THE SELECTION TO CSR (CLERICAL CADRE) POSTS

### INFORMATION HANDOUT

This handout contains details pertaining to various aspects of the online 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 :

Sr. No.	Test	No. of Ques.	Type	Marks	Time
1	Reasoning	50	Objective	50	Total time of 120 minutes ( 2 hours ) will be given to attempt all the 200 questions
2	Numerical Ability	50	Objective	50	
3	English Language	50	Objective	50	
4	Clerical/Computer Aptitude	50	Objective	50	

The time for the test is 120 minutes; however you may have to be at the venue for approximately 180 minutes including the time required for logging in, collection of the call letters, giving of instructions etc. The tests will be provided in English. You can attempt any question from 1 to 200 at any point of time within these 120 minutes. All the questions will have multiple choices. Out of the five answers to a question i.e. (1), (2), (3), (4) & (5) 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 highlighted and 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, 1/4th of the marks assigned to that question will be deducted as penalty.**

**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

#### TEST - I : TEST OF REASONING

This is a test to see how well you can think and reason. Below are some sample questions.

- Q.1.** Four of the following five are alike in a certain way and so form a group. Which is the one that **does not** belong to that group ?  
(1) Colour (2) Green (3) Yellow (4) Blue (5) Red
- Q.2.** 'Table' is related to 'Wood' in the same way as 'Shoe' is related to \_\_\_\_  
(1) Cobbler (2) Chappal (3) Hide (4) Leather (5) Shop
- Q.3.** In a row of boys Amar is tenth from one end. There are 20 boys in the row. What is his position from the other end ?  
(1) 9<sup>th</sup> (2) 10<sup>th</sup> (3) 11<sup>th</sup> (4) 20<sup>th</sup> (5) None of these
- Q.4.** If the letters in the word TOPS can be rearranged to form a meaningful word beginning with O, write the last letter of that word, if more than one such word can be formed the answer is M and if no such word can be formed the answer is X.  
(1) T (2) P (3) S (4) M (5) X



### 3. Series

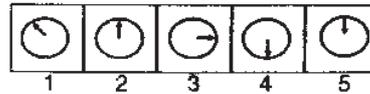
Study the following problems based on series.

#### Problem Figures



Q.9.

#### Answer Figures



Note that the four figures given first at the left are called Problem Figures. The five figures given next are called Answer figures. They are indicated by numbers 1, 2, 3, 4 and 5.

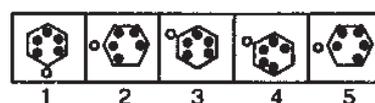
The four Problem Figures make a series. That means they change from left to right in a specific order. The question is "if the figures continue to change in the same order, what should the fifth figure be ? In the example above, as you go from left to right, you find that the arrow inside the circle keeps rotating at  $90^\circ$  in the clockwise direction. The question is, "if the arrow continues to rotate by the same amount in the clockwise direction, what will be its next, i.e. fifth position ? The answer is that it should point towards the top in the fifth figure. Answer Figure 2 shows this position of the arrow. Therefore, the answer is "2".

#### Problem Figures



Q.10.

#### Answer Figures



Look at Q.10 carefully. You will see two different things happening here. When you move from left to right, the number of black dots inside the hexagon is increasing by one everytime in the anti-clockwise direction. But note that the white dot is moving in the clockwise direction. In the fifth figure, the white dot should be at the upper left corner of the hexagon. Only Answer Figure 3 has both-one black dot getting added at the lower left corner and the white dot moving to the upper left corner. So, the answer is "3".

### TEST II : TEST OF NUMERICAL ABILITY

The questions help to know how fast and accurately you can work with numeric calculations.

**Q.11-17.** In each question one number is missing. The place where the number is missing is shown by a question mark (?). Four answers are provided against each question. They are shown by numbers (1), (2), (3) and (4). You have to find out which one of the answers can replace the question mark. If none of these four can replace the question mark, the answer is (5).

**Q.11.**  $42 + 73 + 137 = ?$   
 (1) 352                      (2) 252                      (3) 242                      (4) 142                      (5) None of these

In Q. No. 11, 252 is the correct answer. So your answer would be (2).

**Q.12.**  $20 \times \frac{1}{2} = ?$   
 (1) 4                              (2) 5                              (3) 12                              (4) 20                              (5) None of these

**Q.13.**  $0.7 \times 0.5 = ?$   
 (1) 35                              (2) 0.35                              (3) 0.0035                              (4) 0.035                              (5) None of these

**Q.14.**  $\frac{24}{65} \times \frac{13}{56} \times \frac{5}{7} = ?$   
 (1)  $\frac{3}{49}$                               (2)  $\frac{15}{245}$                               (3)  $\frac{3}{77}$                               (4)  $\frac{15}{56}$                               (5) None of these

**Q.15.**  $(27 + 498) \div 25 = ?$   
 (1) 17                              (2) 25                              (3) 21                              (4) 12                              (5) None of these

**Q.16.**  $85\% \text{ of } ? = 34$   
 (1) 40                              (2) 289                              (3) 29                              (4) 42                              (5) None of these

**Q.17.**  $15 : 25 :: 6 : ?$   
 (1) 9                              (2) 10                              (3) 30                              (4) 15                              (5) None of these

**Q.18.** At 25 paise each, how many paise will 6 lemons cost ?  
 (1) 75                              (2) 100                              (3) 150                              (4) 200                              (5) None of these

- Q.19.** Which of the following can be an exact multiple of 4 ?  
 (1) 27114      (2) 58204      (3) 48402      (4) 32286      (5) None of these
- Q.20.** 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) Nil      (2) Rs.5      (3) Rs.10      (4) Rs.20      (5) None of these

### TEST III : TEST OF 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.

**Q.21-23 Directions :** Pick up the most appropriate word from amongst the words given under each sentence to complete it meaningfully.

**Q.21.** 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.22.** The counsel urged the court to \_\_\_\_\_ down the obnoxious law.  
 (1) enact      (2) enforce      (3) cancel      (4) strike      (5) declare

**Q.23.** The local official \_\_\_\_\_ the Minister of the situation.  
 (1) explained      (2) warned      (3) apprised      (4) told      (5) intimated

**Q.24-26 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.24 .** I am twenty / two years old / when I first / joined the bank.      No error  
 (1)      (2)      (3)      (4)      (5)

**Q.25.** To the Hindus / the Ganga is / holier than / any other river.      No error  
 (1)      (2)      (3)      (4)      (5)

**Q.26.** Of all the teachers / in our school / our class teacher / were very strict.      No error  
 (1)      (2)      (3)      (4)      (5)

**Q.27-29. 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.27.** LETHAL  
 (1) light      (2) dangerous      (3) deadly      (4) cruel      (5) thoughtless

**Q.28.** CENTENARY  
 (1) a guard      (2) a hundred years      (3) a very old man  
 (4) a hundred runs      (5) the hundredth anniversary

**Q.29.** TRIUMPH  
 (1) conquer      (2) smash      (3) earn      (4) brave      (5) capture

**Q.30-32. Directions :** In each of the following questions, select from amongst the five numbered words, the word most opposite in meaning of the word given in capitals.

**Q.30.** LIVELY  
 (1) simple      (2) weak      (3) dull      (4) angry      (5) morose

**Q.31.** INADVERTENT  
 (1) adequate      (2) available      (3) sluggish      (4) negligent      (5) intentional

**Q.32.** INEPT  
 (1) accurate      (2) skillful      (3) sensible      (4) artistic      (5) apt

### TEST IV : CLERICAL/COMPUTER APTITUDE

There will be different types of items in this test. In the first type, in each question a combination of name and address is given in the first column at the left followed by four such combinations one each under the columns 1, 2, 3 and 4. You have to find out the combination which is exactly the same as the combination in the first column. The number of the column which contains that combination is the answer. If all the combinations are different, the answer is '5'.

	1	2	3	4	5	
<b>Q.33.</b>	S. R. BHAT 36, Bora Street Bombay-400096	S. R. BHAT 63, Bora Street Bombay-400096	S. R. BHATT 36, Bora Street Bombay-400096	S. R. BHAT 36, Bora Street Bombay-400069	S. R. BHAT 36, Bora Street Bombay-400096	None
<b>Q.34.</b>	S. Narayanan Amar Apt. 62 Bombay-400011	S. Narayan Amar Apt. 62 Bombay-400011	S. Narayanan Amar Apt. 62 Bombay-400011	S. Narayanan Amar Apt. 66 Bombay-400011	S. Narayanan Amar Apt. 62 Bombay-400011	None
<b>Q.35.</b>	Tewarson S. O. B-314 Mahanga Tel. No. 843759	Tewarsons S. O. B-314 Mahanga Tel. No. 843759	Tewarson S. O. B-413 Mahanga Tel. No. 843759	Tewarson S. O. B-314 Mahanga Tel. No. 843759	Tewarson S. O. B-314 Mahanga Tel. No. 834759	None

In the second type of questions, some items of family expenditure are given. The item in each questions is to be classified into one of the following five. Heads of expenditure : (1) Education (2) Food (3) Health (4) Travel (5) Miscellaneous. The number preceding the Head of expenditure 1 or 2 or 3 or 4 or 5, as the case may be, is the answer.

**Sample question :**

**Q.36.** Purchase of Rice

In the third type of questions, five words or names are given. You have to find out which word or name will be in the middle after the words or names are rearranged in alphabetical order.

Example :

**Q.37.** (1) might (2) minister (3) mice (4) mill (5) mince

**Q.38-39**

In the following questions a group of numbers and symbols is to be coded by the letter code as per the given scheme and conditions. You have to find out the sr.no. of the letter code group which correctly represents the number symbol combination. The sr. no. of that letter code group is your answer. If none of the letter code groups is correct then mark (5) i.e None of these as your answer.

Number/Symbol :	2	\$	@	7	6	#	8
Letter Code :	Q	B	H	L	F	M	T

- Condition :**
1. If the first as well as the last element is a symbol both are to be coded as 'A'.
  2. If the first element is even digit and last element is a symbol their codes are to be inter changed.

**Q. 38.** 67@2#  
(1) FLHQM (2) MLHQF (3) MLQHE (4) FLQHM (5) None of these

**Q.39.** \$687#  
(1) AFTLA (2) AFTLM (3) BFTLA (4) BFTLM (5) None of these

**(A) Details of the On-line Examination Pattern**

- (1) The examination would be conducted on-line i.e. on a computer.
- (2) The questions will be in English.
- (3) All the questions will have multiple choices. Out of the five answers to a question i.e. (1), (2), (3), (4) & (5) 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 highlighted and will be treated as the answer to that question.**
- (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



You have answered the question but marked it for review.

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 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.
- (7) You can view the entire paper by clicking on the **Question Paper** button.
- (8) To select your answer, click on one of the option buttons
- (9) To change your answer, click the another desired option button
- (10) To save your answer, you **MUST** click on **Save & Next**
- (11) To deselect a chosen answer, click on the chosen option again or click on the **Clear Response** button.
- (12) 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.*
- (13) 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.
- (14) Questions that are saved or marked for review after answering will **ONLY** be considered for evaluation.
- (15) 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.
- (16) 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.

- (17) You can move the mouse cursor over the section names to view the status of the questions for that section.
- (18) You can shuffle between sections and questions anytime during the examination as per your convenience.
- (19) 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 the Organization.
- (20) 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.
- (21) After the expiry of 120 minutes, 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.
- (22) **Please note :**
  - (a) **Candidates will not be allowed to "finally submit" unless they have exhausted at least 75% of the actual test time which is 90 minutes.**
  - (b) **Under no circumstances should a candidate click on any of the 'keyboard keys' once the exam starts as this will lock the exam.**

**B] General Instructions:**

- (1) Please note your username, number, password, date, 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 on the day of the examination.
- (3) The call letter should be brought with you to the examination venue along with your recent passport size photograph duly pasted on it.
- (4) You must scrupulously follow the instructions of the Test Administrator and Organization 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) 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 organization may take further action against such candidates as deemed fit by it.
- (7) You should bring with you a ball-point pen. 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 should hand over this sheet of paper to the Test Administrator before leaving the venue.

**IMPORTANT POINTS TO REMEMBER**

You are advised to bring with you the following:

- (i) Call letter and the photo ID card.
- (ii) One Ball point pen.
- (iii) Original counterfoil / Printout of transaction details with reference to payment of application fees.

**WISH YOU GOOD LUCK**