

INDIAN INSTITUTE OF BANKING & FINANCE

(AN ISO 21001:2018 CERTIFIED ORGANISATION)
KOHINOOR CITY, COMMERCIAL-II, TOWER-1, 2nd FLOOR, KIROL ROAD, OFF-L.B.S MARG, KURLA (WEST), MUMBAI- 400 070.

ONLINE EXAMINATION - RECRUITMENT OF JUNIOR EXECUTIVE

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 online examination will comprise the following objective type multiple choice tests as stated below:

Sr. No.	Name of Test	Number of Questions	Maximum Marks	Medium	Time allotted for each test		
1	Reasoning	50	50	English	40 minutes		
2	English Language	40	40	English	30 minutes		
3	Quantitative Aptitude	50	50	English	40 minutes		
4	General awareness (with special reference to banking)	40	40	English	20 minutes		
5	Computer Knowledge	20	20	English	10 minutes		
	Total	200	200		140 Minutes		

The time for the test is 140 minutes; however, you may have to be at the venue for approximately 200 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 questions as per time allotted to particular test. 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, 1/4 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 REASONING

This is a test to see how well you can think. It contains questions of various kinds. Here are some sample questions.

Q.1.	that word is		If more than one	•	•	eginning with O, the last letter of answer and if no such word can
	(1) T	(2) P	(3) M	(4) S	(5) X	
Q.2.	If the letters	of the following	ıg alphabet inter	change position	s, so that A takes the	e place of Z and Z

Q.2. If the letters of the following alphabet interchange positions, so that A takes the place of Z and Z takes the place of A; B takes the place of Y and Y takes the place of B and so on, what will be the 13th letter from the right?

Α	В	С	D	Ε	F	G	Н	ı	J	Κ	L	M	Ν	0	Ρ	Q	R	S	Τ	U	٧	W	Χ	Υ	Ζ	
(1)	M			(2)	Ν		((3)	0			(4)	L		(5)	Oth	er t	han	tho	se	give	n a	s o	ption	ıs

Q.3. If the first and the second letters in the word 'DEPRESSION' were interchanged, also the third and the fourth letters, the fifth and sixth letters and so on, which of the following would be the seventh letter from the right?(1) R(2) O(3) S(4) I(5) Other than those given as options

Q.4.	In a row of girls, it Seeta becomes 1 (1) 16 (2)	5th from the left.	. How many g	girls are there		_	_	seats,		
			ENGLI	SH LANGU	AGE					
	s a test to see how mar & vocabulary,							estions on		
Q.1-2	Read each sente in one part of the (Ignore the errors	sentence. The	number of tha							
Q.1.	Most of the third (1) in varying degree (4)	•	re experiencir (2)	ng / the ethni	c or communal (3)		lo error. (5)			
Q.2.	The regaining of (1) and conflicts in or (4)		well know has	-	or / many dorma (3)		lo error. (5)			
Q.3-4	. Pick out from t	he words given lly.	below each s	entence the	word which wo	uld complete t	he sentence	e correctly		
Q.3.	Continuous unemployment has induced in the people a kind of which is most depressing. (1) laziness (2) encouragement (3) satisfaction (4) anger (5) awakening									
Q.4.	He wants me to lo	ook his ga (2) over		nis absence. (3) after	(4) into	(5) fr	om			
			QUANTIT	TATIVE AP	TITUDE					
Q.1.	If the profit made (1) Rs.3/- (2)				s cost, what is th (5) Other than					
Q.2-4 follow	. Directions : Giv attributes that help :							anking six that		
			Percent c	of Employees	Giving Differen	ıt Ranks		\neg		
	Attribute	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 fo (1) Perseverance				? (4) Sociability	(5) Efficier	псу			
Q.3.	How many emplo (1) 119	yees gave rank (2) 98	III to intelligen (3) 77		(4) 70	(5) 10				
Q.4.	Which attribute is (1) Honesty	considered the (2) Intelligence	least importar (3) Perse		on ? (4) Efficiency	(5) Sociabi	lity			

GENERAL AWARENESS (WITH SPECIAL REFERENCE TO BANKING)

(5) Sociability

This test is designed to measure your awareness about the past and present events.

(1) Honesty

Q.1.	Which of the following sectors contributes maximum in deciding the growth in income of the states in India ? (1) Energy (2) Tourism (3) Service (4) Transport (5) Agriculture
Q.2.	In which of the following states is the number of people living below poverty line the maximum? (1) Bihar (2) Andhra Pradesh (3) Uttar Pradesh (4) Rajasthan (5) Orissa
Q.3.	Who among the following is the current Finance Minister of India? (1) Ms. Nirmala Sitharaman (2) Shri Narendra Modi (3) Shri P. Chidambram (4) Shri Amit Shah (5) Other than those given as options
Q.4.	OSCAR awards are given for best performance in which of the following field? (1) Films (2) Literature (3) Sports (4) Science (5) Social Service
Q.5.	Which of the following stands for I in RBI ? (1) India (2) International (3) Insurance (4) Income (5) Institute
	COMPUTER KNOWLEDGE
This t	est is designed to measure your computer knowledge.
Q.1.	is an output device of a computer. (1) Printer (2) CPU (3) Mouse (4) Keyboard (5) CD
Q.2.	What is the full form of RAM? (1) Random Adaptive Mouse (3) Random Access Memory (4) Random Access Mouse (5) Other than those given as options
Q.3.	Pick the odd man out. (1) Monitor (2) Keyboard (3) Floppy drive (4) Windows (5) Hard-disk drive
(A) (1)	Details of the On-line Examination Pattern The examination would be conducted on-line 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
(0)	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".
(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. <i>If an answer is selected for a question that is Marked for Review, the answer will be considered in the final evaluation.</i>

- (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) 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 not be allowed to appear in any recruitment process of IIBF in the future.
- (15) 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.
- (16) After the expiry of time allotted to a test, the candidates will not be able to attempt any question or check their answers from that test.

(17) 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.

B1 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.
- (4) You must scrupulously follow the instructions of the Test Administrator and IIBF 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. The candidate should be vigilant to ensure that no other candidate is able to copy from his/her answers.
- (6) 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. The call-letter along with photocopy of photo identity proof duly stapled together is to be submitted to the invigilator at the end of the exam. 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. Please note that your name as appearing on the call letter (written by you on the application) 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.

- (7) Biometric data (thumb impression) and photograph will be captured 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. 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 examination centre.

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

- (8) 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. 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. IIBF may take further action against such candidates as deemed fit by it.
- (9) You should bring a ball-point pen and 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 along with the Call Letter to the invigilator 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) 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.
- (12) Please note that a candidate is allowed to appear only once in the online examination. Multiple appearance in online examination will result in cancellation of candidature. In case more than one call letter has been generated, candidates are advised to appear only once on the date and at the time mentioned on the respective call letter.
- (13) 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.
- (14) 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 IIBF 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.
- (15) Candidates are advised to take note of "The Public Examinations (Prevention of Unfair Means) Act, 2024".

WISHING YOU ALL THE BEST!