

The Course material detailed below is on the pattern of previous Bank P.O. and Clerical examinations conducted by **the Institute of Banking Personnel Selection (IBPS)** and the State Bank Group. It is aimed at comprehensive training of our students, and this has been amply reflected in the extraordinary results secured by our students.

### I. TEST OF REASONING -

- a) **Text Book - 1** : **Test of Reasoning - Made Simple (for BRPO & CRCC Courses)** (167 pages)
- b) **Text Book - 2** : **Theory of Logical Reasoning (for BRPO Courses)** (99 pages)
- c) **Text Book - 3** : **Logical Reasoning - Made Simple (for BRPO & CRCC Courses)** (167 pages)
- d) Note on **Analytical Reasoning (for BRPO Courses)** in your mind fully in situational thinking
- e) Question Papers **(for BRPO & CRCC Courses)** Objective Test of Reasoning verisimilar Tests aimed at



### II. QUANTITATIVE APTITUDE -

- a) **Text Book - 1** : **Quantitative Aptitude - (Made Simple)** (167 pages)
- b) **Text Book - 2** : **Quantitative Aptitude - Made Simple Book No.2** (278 pages) consisting of - (1) algebra (2) Indices & Surds (3) Permutations and combinations (4) Probability



c)

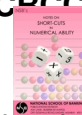
Text Book - 3

: Graphs and Charts - (Made Simple (for BRPO & CRCC Courses))

d) Note on

Short-cuts in Numerical Ability (for BRPO & CRCC Courses)

III. ENGLISH LANGUAGE (Text Book - CRCC Courses) (English Language - Made Simple Book No.2)



consisting of -

Text Book - 2

: (English Language - Made Simple Book No.2)



(1) Origin of Some Words, (2) Words Often Confused, (3) Correct Spelling of Words, (4) Idioms and Phrases, (5) Grammar, (6) Reading Comprehension, (7) Cloze Test, (8) Sentence Completion, (9) Paragraph Completion, (10) Error Correction, (11) Fill in the Blanks, (12) Multiple Choice Questions, (13) True or False, (14) Match the Following, (15) Short Answer Questions, (16) Long Answer Questions, (17) Translation, (18) Summary Writing, (19) Letter Writing, (20) Report Writing, (21) Essay Writing, (22) Project Work, (23) Group Discussion, (24) Debate, (25) Interview, (26) Personality Development, (27) Time Management, (28) Stress Management, (29) Career Development, (30) Leadership, (31) Team Building, (32) Communication Skills, (33) Problem Solving, (34) Decision Making, (35) Conflict Resolution, (36) Negotiation, (37) Persuasion, (38) Influence, (39) Power, (40) Authority, (41) Responsibility, (42) Accountability, (43) Integrity, (44) Honesty, (45) Trust, (46) Respect, (47) Tolerance, (48) Patience, (49) Persistence, (50) Resilience, (51) Optimism, (52) Positivity, (53) Empathy, (54) Compassion, (55) Kindness, (56) Generosity, (57) Gratitude, (58) Forgiveness, (59) Humility, (60) Simplicity, (61) Modesty, (62) Discretion, (63) Prudence, (64) Frugality, (65) Thriftiness, (66) Economy, (67) Efficiency, (68) Effectiveness, (69) Productivity, (70) Creativity, (71) Innovation, (72) Entrepreneurship, (73) Risk Taking, (74) Initiative, (75) Proactivity, (76) Self-Motivation, (77) Self-Discipline, (78) Self-Confidence, (79) Self-Respect, (80) Self-Reliance, (81) Self-Responsibility, (82) Self-Awareness, (83) Self-Reflection, (84) Self-Improvement, (85) Self-Management, (86) Self-Regulation, (87) Self-Control, (88) Self-Mastery, (89) Self-Actualization, (90) Self-Realization, (91) Self-Fulfillment, (92) Self-Completion, (93) Self-Perfection, (94) Self-Perseverance, (95) Self-Determination, (96) Self-Direction, (97) Self-Initiative, (98) Self-Start, (99) Self-Motivation, (100) Self-Drive.



IV. GENERAL AWARENESS (Text Book - CRCC Courses) (General Knowledge - Made Simple)



2)

Text Book - 2

:

Banking Basics

(88 p)



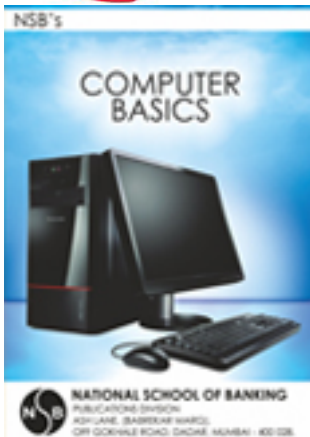
V. PERSONAL FINANCE (Text Book - CRCC Courses) (Personal Finance - Made Simple)



V. MARKETING PART I (Text Book - CRCC Courses) (Marketing Basics - Made Simple)



Next Book



COMPUTER AWARENESS, BPO & CRCC Courses (25 pages) covering topics on

VI. INTERVIEW TECHNIQUES: This is an answer correspondence Course (students) when they qualify for the examination are required to attend an interview. The interview is conducted by the bank. The interview is a process of selecting the best person for the job. The interview is a process of selecting the best person for the job. The interview is a process of selecting the best person for the job.