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STATE BANK OF INDIA

**“ACQUAINT YOURSELF BOOKLET”
FOR RECRUITMENT OF
CLERICAL CADRE (ASSISTANT & STENOGRAPHERS)
IN STATE BANK OF INDIA**

INTRODUCTION

This Booklet gives you detailed information about the objective type Competitive examination for recruitment of Clerical Cadre (Assistants & Stenographers) in State Bank of India. These posts were advertised in the newspapers. The terms and conditions, **period of probation**, emoluments etc. were given in the advertisement. You should ensure that you are eligible in respect of age, educational qualification, nationality as stipulated in the advertisement.

In this examination objective tests would be given to you, the details of which are given ahead in the booklet.

The candidates who qualify in the examination on the basis of order of merit will be called for Interview.

GENERAL INSTRUCTIONS

- 1. Particulars to be Noted :** Please note carefully your Roll Number, date, time and venue for the examination given in the call letter.
- 2. Punctuality in Attendance :** Candidates should be present at the examination hall at the time given in the call letter. Candidates arriving late will not be permitted to enter the Examination Hall.
- 3. Call letter to be Surrendered :** Affix firmly a copy of your **recent** passport size photograph in the space provided for it in the call letter and bring it with you alongwith photo identity proof in original and a photocopy when you come to the venue for the examination. **You will not be permitted to appear for the examination if you come without the photo identity proof in original and a photocopy, call letter or without the photograph affixed on the call letter.** You will be required to sign in the space provided for candidate's signature on your call letter in the presence of the invigilator in the examination hall. Invigilator will take your thumb impression on the call letter while collecting the same. You should hand over your call letter alongwith the photocopy of photo identity proof to the invigilator in the examination hall, when he collects the call letters from the candidates.
- 4. Compliance with Instructions :** You should scrupulously follow the instructions given by test administrators and the invigilators at all the stages of the examination for which you have been called. If you violate the instructions you will be disqualified and may also be asked to leave the examination hall.
- 5. Use of Books, Notes Calculators & Cell Phones :** No calculator separate or with watch, cell phone, books, slide rulers, note books or written notes will be allowed inside the examination hall.
- 6. Sample Answersheet and Instructions for filling information on it :** A sample answersheet is attached to this booklet at the end. Fill in the required biodata and other information on this answersheet for your practice and bring it with you to the examination hall. You will get a similar answersheet in the examination hall, on which you will have to copy the biodata and other information already filled in by you on the sample answersheet. How to fill in the information on the answersheet is explained in this booklet elsewhere and also shown on the specimen answersheet.
- 7. Use of HB Pencil and Ball Pen :** You are required to fill in the information on the answersheet which you will get in the examination hall, by HB pencil and ball-point pen. You are required to **mark your answers by HB pencil (the commonly used pencil)** for objective type tests. Therefore, you should bring with you two HB pencils, a good quality eraser, a sharpener and a ball-point pen. You are advised to bring two pencils to avoid mending a pencil during the examination as you may lose time. Use ball-point pen for filling up the information only in boxes 1-11 on Side 1. Use HB pencil only, for filling up information in boxes 13-28 on side 1 of the answersheets and box 29 on side 2 of the answersheet. **All the answers on side 2 should be marked by using HB pencil only.**
- 8. Handling answersheet :** Please handle your answersheet with extreme care and keep it dust free. If it is mutilated, torn, folded, wrinkled or rolled, it may **not** be valued by the machine. Answersheets and question booklets will be supplied by the organisation. After the test is over, **you should hand over all the test material i.e. the answersheet and question booklet to the invigilator** before leaving the room. Any candidate who does not return any of the test materials or is found to attempt to take or pass on the question booklet or answersheet inside or outside the examination hall will be disqualified.
- 9. Fill in all the information asked for on the answersheet and question booklet otherwise your answersheet will not be assessed.**
- 10.** Do not leave your seat unless you are allowed.
- 11.** Do your rough work, if any, on the question booklet and **not** on the answersheet.
- 12.** Check all the pages and questions in your question booklet. If something is missing or not properly printed request your invigilator to give you another booklet of the same Form Number.
- 13.** The Question Booklets are sealed. When you are asked to **START**, gently cut-open the cover page from your right hand side using blunt end of pencil, to open the booklet. Do **not** remove the staple pins on your left hand side. If you do so all the pages of the booklet will get loosened and separated.

- 14. There will be Penalty for wrong answers marked by you in the objective tests.** There are five alternative answers to every question of all the tests. For each question for which a wrong answer has been given by you, one-fourth or 0.25 of the marks assigned to that question will be deducted as penalty. If for any question you give more than one answer, it will be treated as wrong even if one of the given answers happens to be right and there will be same penalty as above for that question. If a question is left blank, i.e. no answer is given by you, there will be no penalty for that question. If the total of the penalty for test is in fraction, it will be rounded off to the nearest integer. **You should therefore be careful in marking your answers.**
- 15.** This booklet is just a guideline for the kind of examination you are going to take and the sample questions are only illustrative and not exhaustive. In actual examination besides these, there may be some other types of questions also.
- 16. Copying / Misconduct / Unfair Practices :** If a candidate is/has been found guilty of –
- Copying or allowing copying;
 - Using unfair means during the test;
 - Impersonating or procuring impersonation by any person;
 - Misbehaving at the examination venue;
 - Taking away question booklet/answersheet from examination hall.
 - Resorting to any other irregular or improper means;
 - Obtaining support of his/her candidature by any means.
- He/she will, in addition to rendering himself/herself liable to criminal prosecution, be liable to,
- Disqualification from selection process at any stage
 - Be debarred permanently/for specific period from any examination or selection by the Bank .
- Candidates are warned against filling up/furnishing false, tampered/fabricated information or suppressing material information in Bio-data sheet of Answer Book.
- 17. Travelling Allowance shall not be paid : No travelling allowance or other expenses in connection with the examination will be paid. Please also note that the call letter does not constitute an offer of employment by the Central Recruitment and Promotion Dept.**

Written Examination (Common for Assistants & Stenographers):

The written examination will comprise objective type of tests as follows:

No.	Test	Questions	Max. marks
(i)	General Awareness	40	40
(ii)	General English	40	40
(iii)	Quantitative Aptitude	40	40
(iv)	Reasoning Ability	40	40
(v)	Marketing Aptitude/ Computer Knowledge	40	40

Except the Test of General English all the questions in the tests will be printed in Hindi and English. **For these objective type tests, you will be given a composite time of 2 Hours 15 Minutes.** Candidate has to pass in each test separately.

Passing Marks : The candidate **MUST PASS** in each of the objective type tests. The passing marks in each of the five tests will be decided by the Bank on the basis of the performance of all the competing candidates taken together in each test subject to a minimum required level. Candidates are also required to score minimum percentage marks on aggregate (For SC/ST/OBC/PWD/XS category 5% relaxation will be available thereon) for being considered for interview. Candidates who pass in each test and on aggregate and rank sufficiently high on the basis of the aggregate marks in the objective tests as stated above will be called for Personal Interview. Minimum percentage marks on aggregate will be decided by the Bank. Candidates qualified in the written test for recruitment in clerical cadre in the bank and opted for appointment as stenographer will be called for skill test in stenography. Candidates will be required to appear for the skill test at the venue identified by the bank. The venue for skill test will be advised to the candidates.

Depending upon the number of vacancies only certain number of candidates from amongst those who qualify by ranking high enough in the merit will be called for interview in the ratio of maximum 3 candidates for each vacancy. Candidates are required to score a minimum percentage marks (to be decided by the bank) in interview to be considered for final selection. 5% relaxation for SC/ST/OBC/PWD/XS category will be available thereon. Skill test for Stenography will be qualifying only. Final selection will be on the basis of candidate's performance in the written examination and Personal Interview taken together.

Sample Questions :

Below are given some sample questions for each of these tests. The type of questions are only illustrative and not exhaustive. In actual test you may find questions on some or all these types and also questions on the type not mentioned here.

Test of General Awareness

This test is intended to give an index of your awareness of people and events past and present in different walks of life.

- Q.1.** R. K. Laxman is famous for ——
(1) Painting (2) Cartoons (3) Screenplay Writing (4) Film Direction (5) None of these
- Q.2.** "Kumbh-Mela" is held in our country after every ——
(1) 6 years (2) 10 years (3) 12 years (4) 14 years (5) None of these
- Q.3.** Who among the following is the director of the film "Lagaan" ?
(1) Sanjay Leela Bhansali (2) Vasant Govarikar (3) Karan Johar
(4) B. R. Chopra (5) None of these

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 :

Directions : Pick out the most appropriate word from amongst the words given below each sentence to complete it meaningfully.

- Q.4.** He quickly glanced the book to find what it said about the Indian economy.
(1) at (2) through (3) in (4) to (5) over

The correct answer is "through" which is answer No. 2.

- Q.5.** The counsel urged the court to down the obnoxious law.
(1) enact (2) enforce (3) cancel (4) strike (5) declare
- Q.6.** The local official the Minister of the situation.
(1) explained (2) warned (3) apprised (4) told (5) intimated

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

The error is in (1). Therefore the answer is '1'.

- Q.8.** To the Hindus / the Ganga is / holier than / any other river. No error
(1) (2) (3) (4) (5)

In this question, there is no error; therefore the right answer to this question is '5'.

- Q.9.** Of all the teachers / in our school / our class teacher / were very strict. No error
(1) (2) (3) (4) (5)

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.10.** LETHAL
(1) light (2) dangerous (3) deadly (4) cruel (5) thoughtless
- Q.11.** CENTENARY
(1) a guard (2) a hundred years (3) a very old man (4) hundred runs (5) hundredth anniversary
- Q.12.** TRIUMPH
(1) conquer (2) smash (3) earn (4) brave (5) capture

In addition, there will be questions based on passage, to test your comprehension.

Test of Quantitative Aptitude

This test is designed to measure how fast and accurate you are in dealing with numbers, viz. computation, quantitative reasoning, interpretation of tables and graphs etc.

Directions : In each of the following questions, you have to find out what will come in place of the question mark (?).

Q.13. $42 + 73 + 137 = ?$
(1) 352 (2) 252 (3) 242 (4) 142 (5) None of these

Q.14. $20 \times \frac{1}{2} = ?$
(1) 4 (2) 5 (3) 1 (4) 20 (5) None of these

Q.15. $0.7 \times 0.5 = ?$
(1) 35 (2) 0.35 (3) 0.0035 (4) 0.035 (5) None of these

In Q.13, 252 is the correct answer. So your answer would be (2). The correct answer for Q.14 is 10. But neither (1), nor (2), nor (3), nor (4) shows this answer. Therefore your answer is (5).

Some of the questions may require arithmetical reasoning. For example :

Q.16. At 10 paise each, how many paise will 6 lemons cost ?
(1) 6 (2) 10 (3) 60 (4) 610 (5) None of these

Q.17. Which of the following can be exact multiple of 4 ?
(1) 27114 (2) 58204 (3) 48402 (4) 32286 (5) None of these

Q.18. 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) Rs.3/- (2) Rs.5/- (3) Rs.10/- (4) Rs.20/- (5) None of these

There may also be questions on graph and tables.

Test of Reasoning Ability

This is a test to see how well you can think and also to judge your aptitude/ knowledge for working with computer. It contains questions of various kinds. Here are some sample questions.

Directions : In each of the following questions, there are five letter groups or words in each question. Four of these letter groups or words are alike in some way, while one is different. Find the one which is different.

Q.19. (1) black (2) red (3) green (4) paint (5) yellow

Of the five, 'black', 'red', 'green' and 'yellow' form a group as they are names of colours. 'paint' is not the name of a colour. Therefore, (4) is the answer.

Now try to solve the following questions.

Q.20. (1) BC (2) MN (3) PQ (4) XZ (5) ST

Q.21. (1) Mango (2) Apple (3) Orange (4) Guava (5) Rose

Directions : In each of the following questions, there is a question mark in which only one of the five alternatives given under the question satisfies the same relationship as is found between the two terms to the left of the sign :: given in the question. Find the correct answer.

Q.22. Foot : man :: hoof : ?
(1) leg (2) dog (3) horse (4) boy (5) shoe

In the above example, 'hoof' has the same relationship with 'horse' as 'foot' has to 'man'. Hence the answer is (3).

Now study to solve the following questions.

Q.23. Day : Night :: Kind : ?
(1) Dark (2) Bright (3) Cruel (4) Generous (5) Gratitude

Q.24. Hut : Mansion :: Rabbit : ?
(1) Hole (2) Carrot (3) Elephant (4) Small (5) Rat

Now try the following questions.

Q.25. If the letters in the word TOPS can be rearranged to form a meaningful word beginning with O, the last letter of that word is your answer. If more than one such word can be formed, M is the answer and if no such word can be formed, X is the answer.

(1) T (2) P (3) M (4) S (5) X

Q.26. 'Some leaders are dishonest. Satyapriya is a leader.' Which of the following inferences definitely follows from these statements ?

(1) Satyapriya is honest (2) Satyapriya is dishonest (3) Some leaders are honest
(4) Leaders are generally dishonest (5) Satyapriya is sometimes dishonest

HOW TO SHOW YOUR ANSWERS TO OBJECTIVE TYPE QUESTIONS :

Each question is followed by answers which are numbered 1, 2, 3, 4 and 5. Select the most appropriate answer. Then by using HB Pencil, blacken the oval bearing the correct answer against the serial number of the question. Please note that the oval should be dark enough and should be filled in completely. For example, if the answer to Question Number 2 is answer number 5, it is to be shown as follows.

Q.2. ① ② ③ ④ ●

HOW TO CHANGE YOUR ANSWER :

If you wish to change your answer, ERASE COMPLETELY the already darkened oval by using good quality eraser and then blacken the new oval bearing your revised answer number.

While changing the answer, erasing the earlier answer completely is extremely essential. If it is not erased completely, smudges will be left on the erased oval as shown below and the question will be read as having two answers. Therefore, no marks will be given.

Q.3. ① ② ③ ● ⑤

(Smudge left in oval No.3 due to bad erasure and the fresh answer in oval No.4 will be read as two answers 3 & 4, and therefore no credit will be given even if the answer No.4 happens to be the correct answer).

VERY IMPORTANT :

Please note that you SHOULD NOT USE an H, 2H / HH, 3H type Pencil. The marks made by such hard pencil will be too light and will not be read by the computerised machine. Similarly you should **NOT** use too soft pencils like B/BB/2B etc.

VI. HOW TO FILL IN YOUR BIODATA INFORMATION ON THE ANSWERSHEET :

Important

(1) The information is to be filled in by you in boxes 1-10 and 12-26 on Side 1 and in box 27 on Side 2 of the answersheet.

(2) You have to fill in information **in boxes 1-10** by using **ball point pen**.

(3) Information in boxes 12-26 on side 1 and 27 on side 2 is to be filled up by using **HB pencil only**.

How to fill in the information is explained with the help of an example given below : (Filled in Side 1 of the Specimen Answersheet is also enclosed).

REMEMBER this is ONLY an example for your guidance. You have to fill up YOUR OWN information on your answersheet.

Name of the Candidate : RAMESH PATIL
Session of Exam : 9.15 a.m.
Organization : State Bank of India
Roll No. of the Candidate : 8761302437
Registration No.
of the candidate : 4001435892
Centre for Examination : Mumbai
Category : General
Date of Birth : 26.12.1988
Sex : Female
Religion : Hindu
Post : Assistant and Stenographer (English)

Qualifications :

Exam. Passed	Place of School/College	Board/ University	Percentage of marks	Medium of Instruction
S.S.C.	Metropolis	C.B.S.E.	75	English
H.S.C.	Metropolis	C.B.S.E.	70	English
B.Com.	Metropolis	Mumbai University	73	English

Annual Family Income : ₹ 4,25,000
Parental Education : Father – Graduate
Mother – Graduate

Now please refer to the enclosed Specimen Answersheet while reading the following description.

Side 1

Full Name of the Candidate (Box No. 1) : You have to write in capitals your full name in English. See how the candidate has written her name in the space provided by using ball-point pen.

Other information (Box No. 2 to 6) : You will find that the information asked for in the boxes from 2 to 6 can be filled in easily. Fill in this information by using ball-point pen.

Test Booklet Serial Number, Test Battery Number and Test Form Number (Information required in Boxes 7-9) : Test Booklet Serial Number, Test battery Number and Test Form Number (information required in Boxes 7-9) are printed on the test booklet. You have to copy these numbers using ball point pen from the test booklet on the answersheet which you will receive at the time of examination.

Candidate's Signature (Box No. 10) : Please put your signature using ball point pen.

USE HB PENCIL FROM BOX NO. 12 ONWARDS

Candidate's Name (Box No. 12) : There is a row of 10 boxes for writing the name. Just below each box you will find a column of 26 ovals each containing a English letter of the alphabet. The top oval in each contains a letter 'A' whereas the last oval bears 'Z'. See how the candidate has written her name in capitals by entering one letter in each box using HB pencil, and has blackened the appropriate oval under each box. Please note that the candidate has left one box and respective column of ovals blank between two parts of her name. **If your name contains more letters write only the first letters which you can accommodate in the Boxes provided.**

Candidate's Roll Number (Box No. 13) : You will be assigned a 10 digit Roll Number. There is a row of 10 boxes provided to write the Roll Number. Just below each box there are 10 ovals numbered from 1 to 9 and 0. See how the candidate has written her Roll Number in the boxes, entering one digit in each box by using HB pencil and has blackened the appropriate oval under each box. You have to write your Roll Number on the test booklet also in the space provided for it.

Test Form No. (Box No. 14) : You will have to write the test form number (3 digits) under item 14. Write each of the digits in the boxes provided and blacken the appropriate ovals by HB pencil.

Candidate's Registration No (Box No. 15) : At the time of online registration you were assigned a 10 digit Registration Number which has also been mentioned on the call letter. There is a row of 10 boxes provided to write the Registration Number. Just below each box there are 10 ovals numbered from 1 to 9 and 0. See how the candidate has written his Registration Number in the boxes, entering one digit in each box by using HB pencil and has blackened the appropriate oval under each box.

Version of the Test Used (Box No.16) : Tests of Reasoning Ability, Quantitative Aptitude, General Awareness, Marketing Aptitude/Computer Knowledge are printed both in **Hindi and English**. You have a choice of referring to the tests in either of the languages. Indicate in the box if the language to which you are referring is Hindi.

Date of Birth (Box No. 18) : Date of birth of this candidate is 26.12.1988. See how the candidate has entered the date, month and the year in the boxes and darkened the appropriate ovals correctly. If the date or the month happens to be single digit you should indicate this by prefixing 'zero'.

Discipline Faculty (Box No. 19) : Under 'discipline' the candidate has to mark his/her Faculty of Study. viz. Arts, Science, Commerce, Engineering and Technology or Management. If the faculty studied by you is other than these, then indicate as 'others'. The candidate in our example has studied 'Commerce' at both the levels, viz. HSC and Degree.

Medium of Instruction (Box No. 20) : In this box, the information about medium of instruction at various levels of study, viz. SSC, (X Std.), HSC (XII Std.), Graduation (DEGREE) and Post Graduation (PG) is to be indicated. The language codes are given below :

Code	Language	Code	Language	Code	Language	Code	Language
11	Assamese	15	Hindi	19	Marathi	23	Sindhi
12	Bengali	16	Kannada	20	Oriya	24	Tamil
13	English	17	Kashmiri	21	Punjabi	25	Telugu
14	Gujarati	18	Malayalam	22	Sanskrit	26	Urdu

The candidate in our example has studied in English Medium from SSC onwards upto Graduation. Therefore, he has written Code 13 under SSC, HSC and Degree. Also he has blackened the appropriate ovals in the column below each box.

Percentage of Marks (Box No. 21) : In this box percentage of marks obtained at each level of examination (rounded off to two digits) is to be indicated. For each level of examination, two boxes for writing two digits have been provided. Under each boxed space, 10 ovals ranging from 1 to 9 & 0 have been provided for blackening the appropriate oval. In case grades are given by an examining agency, convert the same into equivalent percentages and indicate as above.

Place of School/College (Box No. 22) : In this box, the candidate has to indicate, by blackening the appropriate oval, her/his place of study (Village, Tehsil, District, State Capital, Metropolis) for each level of examination (SSC, HSC, Degree, PG).

Annual Family Income (Box No. 23) : See how the candidate has blackened the appropriate oval indicating his family income.

Parental Education (Box No. 24) : In this box the column 1 indicates level of education, column 2 and 3 are for indicating father's and mother's education respectively. Note how the candidate has blackened the respective ovals using **HB Pencil**.

Religion (Box No. 25) : In this box indicate your religion by darkening the appropriate oval using HB pencil. See in the specimen answersheet, how the candidate has darkened the respective oval.

Sex (Box No. 26) : See how the candidate has blackened the appropriate oval using **HB Pencil**.

Side 2 :

Roll Number (Box No. 27) : You should write your Roll Number by HB pencil in this box at the left hand bottom corner of Side 2 of the answersheet.