



INSTITUTE OF BANKING PERSONNEL SELECTION

INFORMATION HANDOUT FOR CANDIDATES APPEARING FOR ONLINE EXAMINATION FOR SELECTION OF IT - ADMINISTRATOR

This handout is meant to give the candidates information in respect of the online examination.

Part-I of this handout gives you broad outline about the structure of the examination and some sample questions.

Part-II of this handout describes the details of online objective type test and details of method of indicating answers, revising answers etc.

PART I :

The structure of examination will be as follows :

| Sr. No. | Name of the Test | No. of questions | Max. Marks | Version | Duration |
|---------|------------------------|------------------|------------|---------|------------------------------|
| 1. | Aptitude | 50 | 50 | English | Composite time of 90 minutes |
| 2. | Professional Knowledge | 50 | 50 | | |
| | Total | 100 | 100 | | |

Total composite time of 90 minutes for all the above Tests. You may attempt the tests/questions in any order you like. However in your interest you are advised not to spend too much time on any one of the tests because to qualify in the online test you have to pass each one of the tests, separately and also obtain sufficiently high mark in the merit order.

All the questions will be of objective type with multiple choices. Out of the five answers to each question only one will be correct answer. You have to find out the correct answer and indicate it by 'Mouse-clicking' on the computer. You are advised not to answer questions by guessing.

There will be penalty for wrong answers. For each wrong answer 0.25 of the marks assigned to that question will be deducted as penalty.

SAMPLE QUESTIONS

APTITUDE

REASONING

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

Directions : In each of the following questions, there is a group of letters or words given. Four of the five are alike in a certain way, while one is different. Find out the one which is different.

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

Now try to solve the following question.

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

Following are the questions based on analogy.

Q.3. "Foot" is related to "Man" in the same way as "Hoof" is related to _____
(1) Leg (2) Horse (3) Dog (4) Boy (5) Shoe

Q.4. "Day" is related to "Night" in the same way as "Kind" is related to _____
(1) Dark (2) Bright (3) Cruel (4) Generous (5) Gratitude

Q.5. 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.6. Some leaders are dishonest. Satyapriya is a leader. Which of the following inferences definitely follows from these two statements ?

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

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.

Directions : In each of the following questions one number is missing. The place where the number is missing is shown by a question mark (?). You have to find out which one of the answers shown against 1, 2, 3 and 4 can replace the question mark. If none of these four can replace the question mark, you will indicate (5) i.e. 'Other than those given as options' as your answer.

Q.7. $42 + 73 + 137 = ?$

- (1) 352 (2) 252 (3) 242 (4) 142 (5) Other than those given as options

Q.8. $20 \times \frac{1}{2} = ?$

- (1) 4 (2) 5 (3) 12 (4) 20 (5) Other than those given as options

The correct answer for Q. 8 is 10. But none of the 1, 2, 3, or 4 shows this answer. Therefore your answer is 5.

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

Q.9. At 10 paise each, how many paise will 6 lemons cost ?

- (1) 6 (2) 10 (3) 60 (4) 61 (5) 610

Q.10. Which of the following can be exact multiple of 4 ?

- (1) 27114 (2) 58204 (3) 48402 (4) 32286 (5) Other than those given as options

Q.11. 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) Other than those given as options

Also, there may be some questions based on graphs and tables.

Directions : Given below is a table showing percentages out of a total of 700 employees ranking six attributes that help promotion. Rank I is the highest. Study the table carefully and answer questions that follow :

| Attribute | Percent of Employees Giving Different Ranks | | | | | |
|--------------|---|----|-----|----|----|----|
| | 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.12. Which attribute for promotion has received the highest rank ?

- (1) Perseverance (2) Seniority (3) Honesty (4) Sociability (5) Efficiency

Notice the percentage for rank I given in the table. You observe that seniority is the attribute with the highest percentage. So your answer is "Seniority", which is answer No. (2).

- Q.13.** How many employees gave rank III to intelligence ?
(1) 119 (2) 98 (3) 77 (4) 70 (5) 10

Look at the intersection of the column giving percentage for rank III and the row giving percentage for intelligence. You find that 10 percent of the 700 employees have given rank III to this attribute. 10% of 700 is 70. So your answer should be (4).

- Q.14.** Which attribute is considered the least important for promotion ?
(1) Honesty (2) Intelligence (3) Perseverance (4) Efficiency (5) Sociability

PROFESSIONAL KNOWLEDGE

- Q.15.** What security device tends to be implemented in many different forms, including hardware and software ?
(1) WLC (2) Firewall (3) Access Point (4) Router (5) Switch

- Q.16.** What command ensures your DHCP server does not lease out addresses you have statically configured elsewhere ?
(1) no dhcp-server assign-address (2) no dhcp-lease address
(3) ip dhcp no-lease address (4) ip dhcp excluded-address
(5) no dhcp-server config-address

Part II

Details about On-line Test Pattern

1. The test would be conducted on-line i.e. on a computer.
2. A **login screen** will be displayed to the candidate. The candidate has to log in using his/her User ID and Password which is provided on the Call Letter.
3. After logging in Candidate's profile (Name, Roll No. & photograph etc.) will be displayed and the candidate has to confirm the same by clicking on the 'I confirm' button confirming the profile is correct.
4. Thereafter the instructions will be displayed on the screen.
5. A candidate should read the instructions carefully and indicate that he has done so by 'checking' (click) the box at the bottom of the screen, after which the '**I am ready to begin**' button is activated.
6. After clicking on the 'I am ready to begin' button the actual **test time** will begin.
7. There will be 100 Questions and each question is followed by 5 alternatives/options.
8. The questions will be available in English Language only.
9. Only one question will be displayed at a time.
10. All the questions will have multiple choices. Out of the five answers to a question 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 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".**
11. 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.

12. 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.*

13. 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.

14. To select your answer, click on one of the option buttons.

15. To change your answer, click another desired option button.

16. To save your answer, you **MUST** click on **Save & Next**.

17. To deselect a chosen answer, click on the chosen option again or click on the **Clear Response** button.

18. 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.*

19. 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.

20. Questions that are saved or marked for review after answering will ONLY be considered for evaluation.

21. 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.

22. 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.

23. You can move the mouse cursor over the section names to view the status of the questions for that section.

24. You can shuffle between sections and questions anytime during the test as per your convenience.

25. 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 tests for a period as decided by Bank.

26. 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 test.

27. After the expiry of Test, 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.

28. 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.

General

1. You may visit the test centre at least one day before the test to confirm the location so that you are able to report on time on the day of the test.
2. Carry a pen with you. A sheet of paper will be provided which can be used for rough work and taking down the question number which you may like to review at the end before pressing the ‘Submit’ button.

Please Note : Candidates who are shortlisted after examination will be required to go through a subsequent process of Group Exercises/Computer Programming Test followed by Personal Interview at IBPS Mumbai tentatively during the month of August 2017.