

The Saraswat Co-op. Bank Ltd.

INFORMATION HANDOUT FOR CLERICAL EXAM

1. This booklet contains details pertaining to various aspects of the examination you are going to take and important instructions about related matters. You are advised to study this booklet carefully as it will help you in preparing yourself for the examination.
2. Before appearing for the written examination you should strictly ensure that you fulfill the eligibility criteria in all aspects. The organization will reject, at any stage, any candidate who does not satisfy the eligibility criteria.
3. Please note that since this is a competitive examination, mere passing is not adequate. You have to obtain a high rank in the order of merit. You should, therefore, put in your best efforts for the examination.

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 signed and surrendered:** The Call-letter should be brought when you arrive at the venue for the examination alongwith your recent passport size photograph duly pasted on it. You will be required to sign in the examination hall on your Call-letter in the space provided for the candidate's signature in the presence of the invigilator. (Do not sign in this space on the call letter unless the invigilator instructs you to do so). The Call-letter should be surrendered to the invigilator at the examination venue.
4. **Compliance with instructions:** You should scrupulously follow the instructions given by test administrators and the invigilators at the examination venue at all 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.

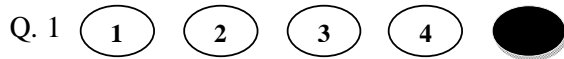
5. **Use of Books, Notes & Calculators:** No calculator (separate or with watch), books, slide rulers, note books or written notes will be allowed inside the examination hall.
6. **Copying or receiving/giving assistance not allowed:** Any candidate who is found either copying or receiving or giving assistance during the examination will not be considered for assessment. The Organisation may take further action against such candidates as deemed fit by it.
7. **Use of HB Pencil and Ball Pen:** You should bring with you two commonly available HB Pencils, a Pencil Sharpener, an Eraser and a Ballpoint Pen. Two pencils are advised to avoid mending a pencil during the examination as you may lose time.
8. **Handling Answersheet:** Please handle your answersheet carefully. Keep it dust free. If it is mutilated, torn, folded, wrinkled, rolled or dusty, it may not be valued. Answersheets and question papers will be supplied by the organisation. After the test is over, you should hand over the same to the invigilator before leaving the room. No candidate will be permitted to take the test material outside the examination venue.
9. **One Single Answersheet:** For all the objective tests, there will be a single answersheet.
10. **Rough work to be done on the Booklet :** You are advised to do all the necessary rough work on test booklet/question paper itself only. You **SHOULD NOT** do your rough work on the answer sheet or any other paper. If any rough work is done on the answer sheet, your answer sheet will not be assessed.
11. **Write Name, Address and Roll No. on the Test Booklet:** You should write your Name, Address and Roll Number in the space provided on the cover page of the Test Booklet.
12. **Information on Answersheet :** You should write all the information required on the answersheet such as Name, Roll No., given in your call letter **ACCURATELY**. If you do not write your Name, Roll No., etc., your answersheet will not be assessed.
13. **Candidate's Signature on Answersheet:** You should sign in the space provided for. Your signatures on the application, call letter and answersheet should be identical.

: 3 :

- (iii) **Signature of Invigilator on Answersheet:** Here, invigilator will sign in the space provided for.

HOW TO SHOW YOUR ANSWER:

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 shown as follows:



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 and will be ignored for giving any credit.



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

IMPORTANT POINTS TO REMEMBER

1. You are advised to bring with you the following things:
 - (iii) Call-letter with your identification document.
 - (ii) Two HB pencils, a pencil sharpener and a good quality eraser.
 - (iii) One ballpoint pen.

: 4 :

THE WRITTEN EXAMINATION

The written examination will comprise objective type tests. The details of these tests are given below :

Sr. No.	Name of Test	No. of Questions	Time
1.	Test of Reasoning	10	Composite time of 1 Hour for all the four tests together.
2.	Test of English Language	20	
3.	Test of Quantitative Aptitude	20	
4.	Test of Clerical Aptitude	10	

All these tests would be in a composite test booklet. There will be a separate answersheet for indicating your answers. All these 60 questions would be printed serially from Q. No. 1 to Q. No. 60. You may attempt the Questions / Tests in any order you like. However, in your own interest you are advised not to spend too much time on any one test. To qualify in the written examination, it is necessary to pass in each one of the objective tests separately.

Given below are some sample questions for each of the tests. Study them carefully.

Please note that the types of questions for all the tests are only illustrative and not exhaustive. In the actual examination you will find questions of higher difficulty level on some or all of these types and also questions of the type not mentioned here.

5/-...

Test I : Test of Reasoning

This test measures how quickly and accurately you can think. This test has questions based on verbal reasoning .

Q. 1. How many pairs of letters does the word "CONVERSATION" contain such that the number of letters within the pair are equal to those in the alphabet in the same sequence ?

- (1) 1 (2) 4 (3) 2 (4) 3 (5) None of the these

Q. 2. Hot : Oven :: Cool : ?

- (1) Ice (2) Snow (3) Weather (4) Air-conditioner (5) Refrigerator

Q. 3. The teacher called following students in sequence to the stage : Anand, Erappa, Ismail, Omkar. Who among the following will be called next ?

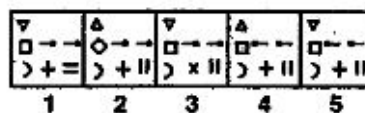
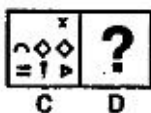
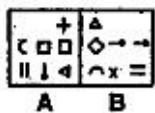
- (1) Viraj (2) Prakash (3) Uttam (4) Neelkanth (5) Aashish

Q. 4. Which of the following would fit in the gaps in the sequence given below ?

ab - cba - bcc - aabc - b - abc - ba

- (1) cbacac (2) acbcaa (3) caacaa (4) caacab (5) cabcac

Q. 5.



Answers :

Q. 1 - (4) 3

Q. 2 - (5) Refrigerator

Q. 3 - (3) Uttam

Q. 4 - (5) cabcac

Q.5 - (5)

Test II : 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, synonyms, antonyms, sentence completions, understanding of the contents of the passage, choice of appropriate words, phrases, expressions and similar language skills.

Direction :- 6 to 7 : Pick out the most effective word from the given words to fill in the blank to make the sentence complete.

- Q. 6.** It is surprising that Anil and Sunil look _____ although they are twins.
(1) indifferent (2) alike (3) same (4) dissimilar (5) separate
- Q. 7.** A bus and taxi collided at the junction, _____ no one was injured.
(1) joyfully (2) at the moment (3) surely
(4) happily (5) none

Directions :- 8 to 9 : Read each sentence to find out whether there is any error in it. The error, if any, will be in one part of the sentence. The number under that part is the answer. If there is no error, the answer is (5). (Ignore the errors of punctuations, if any).

- Q. 8** I personally feel that / cleanliness in the city / is one proof of the /
(1) (2) (3)
efficiently civic administration./ No error.
(4) (5)
- Q. 9** The historian / has been working / on the project / from the last twelve
(1) (2) (3) (4)
years. / No error.
(5)

Direction :- 10 : In the sentence below, one word has been printed in bold (and underlined). Below the sentence, five words are suggested, one of which can replace the word printed in bold (and underlined) without changing the meaning of the sentence. Find out the appropriate word in the case.

- Q. 10** He admitted **boldly** to his deeds.
(1) proudly (2) thankfully (3) shamefully (4) frankly (5) fearlessly

: 7 :

Answers :

- Q. 6 - (4) dissimilar administration
Q. 7 - (4) happily
Q. 8 - (4) efficiently civic
Q. 9 - (4) from the last twelve years
Q.10 - (5) fearlessly

Test III : Test of Quantitative Aptitude

This test helps to know how fast and accurate you can work with numeric calculations. 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. $7.3 \times 13.92 - 762 \text{ of } 13\% = ?$

- (1) 12 (2) 8 (3) 2 (4) 6 (5) 16

Q. 12. $32.9\% \text{ of } 151.98 + 149.01\% \text{ of } 50.81 = ? + 20.09\% \text{ of } 498.9$

- (1) 25 (2) 55 (3) 30 (4) 45 (5) None of these

Q. 13. $151.32 + 74.18 + 14.9\% \text{ of } 169.8 = ?$

- (1) 60 (2) 30 (3) 50 (4) 20 (5) 40

Q. 14. In how many number of ways can the letters of the word STUDENT be arranged, such that vowels are always together ?

- (1) 240 (2) 720 (3) 5040 (4) 1440 (5) 2880

Q. 15. How much water should be mixed in 38 litres of milk worth Rs.5 per litre, so that the value of the mixture is Rs.3.80 per litre ?

- (1) 6 litres (2) 3 litres (3) 12 litres (4) 9 litres (5) 18 litres

Answers :

- Q. 11 - (3) 2 Q. 12 - (1) 25 Q. 13 - (5) 40
Q. 14 - (2) 720 Q. 15 - (3) 12 litres