

INSTRUCTION FOR CANDIDATES

POSTS: GROUP “A”-OFFICERS (SCALE-I, II & III) & GROUP“B”-OFFICE ASSISTANTS (MULTIPURPOSE)

- For the posts of Officers Scale I and Office Assistants (Multi-purpose) the examination will be two tier i.e. the Online Examination will be held in two phases, Preliminary and Main Examinations.
- For the post of Office Assistants (Multi-purpose), candidates who will qualify in Preliminary Examination and shortlisted will have to appear for Main Examination. They will be provisionally allotted on the basis of the marks obtained by them in the Main Examination and the actual vacancies reported by the RRBs.
- For the post of Officers Scale I, candidates who will qualify in Preliminary Examination and shortlisted will have to appear for Main Examination and shortlisted candidates in the Main Examination will subsequently be called for a Common Interview to be coordinated by the Nodal Regional Rural Banks with the help of NABARD and IBPS in consultation with appropriate authority.
- For the post of Officers Scale II (Generalist and Specialists) and Scale III, candidates will appear for Single Online Examination and shortlisted candidates in the Single Online Examination will subsequently be called for a Common Interview to be coordinated by the Nodal Regional Rural Banks with the help of NABARD and IBPS in consultation with appropriate authority.

EDUCATIONAL QUALIFICATION :

| Group | Posts | Age | Educational Qualification | Post Qualification Experience |
|---------------------|--|--------------------------------|--|---|
| Group “B” | For Office Assistants (Multipurpose) | Min. 18 years Max. 28 years | Bachelor’s degree in any discipline from a recognized University or its equivalent (a) Proficiency in local language as prescribed by the participating RRB/s* (b) Desirable: Working knowledge of Computer. | |
| Group “A”- Officers | Officer Scale-I (Assistant Manager) | Min. 18 years Max. 30 years | Bachelor’s degree in any discipline from a recognized University or its equivalent Preference will be given to the candidates having degree in Agriculture, Horticulture, Forestry, Animal Husbandry, Veterinary Science, Agricultural Engineering, Pisciculture, Agricultural Marketing and Cooperation, Information Technology, Management, Law, Economics or Accountancy; Proficiency in local language as prescribed by the participating RRB/s* Desirable: working knowledge of Computer. | |
| | Officer Scale-II General Banking Officer (Manager) | Min. 21 years Max. 32 years | Bachelor’s degree in any discipline from a recognized University or its equivalent with a minimum of 50% marks in aggregate. Preference will be given to the candida having degree in Banking, Finance, Marketing, Agriculture, Horticulture, Forestry, Animal Husbandry, Veterinary Science, Agricultural Engineering, Pisciculture, Agricultural Marketing and Cooperation, Information Technology, Management, Law, Economics and Accountancy. | Two years as an officer in a Bank or Financial Institution. |

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|---|--------------------------------|--|--|
| Officer Scale-II Specialist Officers (Manager) | | Information Technology Officer Bachelor's degree from a recognised University in Electronics / Communication / Computer Science / Information Technology or its equivalent with a minimum of 50% marks in aggregate. Desirable: Certificate in ASP, PHP, C++, Java, VB, VC, OCP etc. | One year (in the relevant field) |
| | | Chartered Accountant Certified Associate (CA) from Institute of Chartered Accountants of India | One Year as a Chartered Accountant |
| | | Law Officer Degree from a recognised University in Law or its equivalent with a minimum of 50% marks in aggregate. | Two years as an advocate or should have worked as Law Officer in Banks or Financial Institutions for a period of not less than two years |
| | | Treasury Manager Chartered Accountant or MBA in Finance from a recognized university/ institution | One Year (in the relevant field) |
| | | Marketing Officer MBA in Marketing from a recognized university | One Year (in the relevant field) |
| | | Agricultural Officer Bachelor's degree in Agriculture/ Horticulture/ Dairy/ Animal Husbandry/ Forestry/ Veterinary Science/ Agricultural Engineering/ Pisciculture from a recognized university or its equivalent with a minimum of 50% marks in aggregate | Two Years (in the relevant field) |
| Officer Scale-III (Senior Manager) | Min. 21 years Max. 40 years | Bachelor's degree in any discipline from a recognized University or its equivalent with a minimum of 50% marks in aggregate. Preference will be given to the candidates having Degree/ Diploma in Banking, Finance, Marketing, Agriculture, Horticulture, Forestry, Animal Husbandry, Veterinary Science, Agricultural Engineering, Pisciculture, Agricultural Marketing and Co-operation, Information Technology, Management, Law, Economics and Accountancy. | Minimum 5 years' experience as an Officer in a Bank or Financial Institutions |

INSTRUCTION FOR CANDIDATES

(1) Valid Call Letter for the respective date and session of Examination. Those candidates who are called for Main Exam will also be required to bring authenticated/stamped call letter of Online Preliminary Exam (along with authenticated/ stamped copy of the ID proof)

(2) Photo-identity proof (as specified) in original bearing the same name as it appears on the call letter/ application form

(3) Candidates reporting late i.e. after the reporting time specified on the call letter for Examination will not be permitted to take the examination. The reporting time mentioned on the call letter is prior to the Start time of the test.

(4) Call letter for Online Preliminary Exam will not be collected at the examination venue. However, it will be duly authenticated/stamped by the exam centre staff. Candidate will need to retain the call letter (along with authenticated/stamped copy of the ID proof) safely. Those candidates who are called for Main Exam will be required to bring this call letter along with Main Exam call letter and other requisite documents as per information provided in the “information handout” and call letter. However, scribe form (wherever applicable) will be collected during the Online Preliminary Exam.

(5) Candidates need to bring one additional photograph (same as pasted by the candidate on call letter) along-with the call letter and other requisite documents as per information provided in the “information handout” and call letter.

STRUCTURE OF EXAMINATION

Preliminary Examination

Office Assistants (Multipurpose)

| Sr. No. | Name of Tests | No. of Questions | Maximum Marks | Medium of Examination | Duration |
|---------|-------------------|------------------|---------------|-----------------------|------------------------------|
| 1 | Reasoning | 40 | 40 | * | Composite time of 45 minutes |
| 2 | Numerical Ability | 40 | 40 | * | |
| | Total | 80 | 80 | | |

Officer Scale-I

| Sr. No. | Name of Tests | No. of Questions | Maximum Marks | Medium of Examination | Duration |
|---------|-----------------------|------------------|---------------|-----------------------|------------------------------|
| 1 | Reasoning | 40 | 40 | * | Composite time of 45 minutes |
| 2 | Quantitative Aptitude | 40 | 40 | * | |
| | Total | 80 | 80 | | |

- Candidates have to qualify in each of the three tests by securing minimum cut-off marks to be decided by IBPS. Adequate number of candidates in each category as decided by IBPS depending upon requirements will be shortlisted for Online Main Examination.
- Guidelines for candidates with Locomotor Disability, Cerebral Palsy, Visually Impaired and Intellectual Disability : Compensatory time of twenty minutes per hour or otherwise advised shall be permitted for the candidates

Main Examination (objective)

Office Assistants (Multipurpose)

| Sr. No. | Name of Tests | No. of Questions | Maximum Marks | Medium of Examination | Duration |
|---------|--------------------|------------------|---------------|-----------------------|---------------------------|
| 1 | Reasoning | 40 | 50 | * | Composite Time of 2 hours |
| 2 | Computer Knowledge | 40 | 20 | * | |
| 3 | General Awareness | 40 | 40 | * | |
| 4 a | English Language | 40 | 40 | English | |
| 4 b | Hindi Language | | | Hindi | |
| 5 | Numerical Ability | 40 | 50 | * | |
| | Total | 200 | 200 | | |

Officer Scale-I

| Sr. No. | Name of Tests | No. of Questions | Maximum Marks | Medium of Examination | Duration |
|---------|-----------------------|------------------|---------------|-----------------------|---------------------------|
| 1 | Reasoning | 40 | 50 | * | Composite Time of 2 hours |
| 2 | Computer Knowledge | 40 | 20 | * | |
| 3 | General Awareness | 40 | 40 | * | |
| 4 a | English Language | 40 | 40 | English | |
| 4 b | Hindi Language | | | Hindi | |
| 5 | Quantitative Aptitude | 40 | 50 | * | |
| | Total | 200 | 200 | | |

SINGLE LEVEL EXAMINATION (OBJECTIVE)

Officer Scale-II (General Banking Officer)

| Sr. No. | Name of Tests | No. of Questions | Maximum Marks | Medium of Examination | Duration |
|---------|---|------------------|---------------|-----------------------|---------------------------|
| 1 | Reasoning | 40 | 50 | Hindi/English | Composite Time of 2 hours |
| 2 | Computer Knowledge | 40 | 20 | Hindi/English | |
| 3 | Financial Awareness | 40 | 40 | Hindi/English | |
| 4 a | English Language | 40 | 40 | English | |
| 4 b | Hindi Language | | | Hindi | |
| 5 | Quantitative Aptitude & Data Interpretation | 40 | 50 | Hindi/English | |
| | Total | 200 | 200 | | |

Officer Scale-II (Specialist Cadre)

| Sr. No. | Name of Tests | No. of Questions | Maximum Marks | Medium of Examination | Duration |
|---------|---------------|------------------|---------------|-----------------------|----------|
| 1 | Professional | 40 | 40 | Hindi/English | |

| | | | | | |
|-----|--|------------|------------|---------------|--|
| | Knowledge | | | | Composite Time of 2 hours and 30 minutes |
| 2 | Reasoning | 40 | 40 | Hindi/English | |
| 3 | Financial Awareness | 40 | 40 | Hindi/English | |
| 4 a | English Language | 40 | 20 | English | |
| 4 b | Hindi Language | | | Hindi | |
| 5 | Computer Knowledge | 40 | 20 | Hindi/English | |
| 6 | Quantitative Aptitude & Data Interpretation | 40 | 40 | | |
| | Total | 240 | 200 | | |

Officer Scale- III

| Sr. No. | Name of Tests | No. of Questions | Maximum Marks | Medium of Examination | Duration |
|---------|--|------------------|---------------|-----------------------|------------------------------|
| 1 | Reasoning | 40 | 50 | Hindi/English | Composite Time of 2 hours |
| 2 | Computer Knowledge | 40 | 20 | Hindi/English | |
| 3 | Financial Awareness | 40 | 40 | Hindi/English | |
| 4 a | English Language | 40 | 40 | English | |
| 4 b | Hindi Language | | | Hindi | |
| 5 | Quantitative Aptitude & Data Interpretation | 40 | 50 | Hindi/English | |
| | Total | 200 | 200 | | |

PENALTY FOR WRONG ANSWERS

(APPLICABLE TO ALL – PRELIMINARY, MAIN AND SINGLE LEVEL EXAMINATIONS)

- For each wrong answer given by the candidate, one fourth of the marks assigned to that question will be deducted as penalty to arrive at corrected score (Applicable to both – Online Preliminary and Online Main Examination)

CUT-OFF SCORE

- For Office Assistants (Multipurpose) – Each candidate will be required to obtain a minimum score in each test of Online Main examination to be considered to be shortlisted for provisional allotment. Depending on the number of vacancies available in each state, candidates will be shortlisted for provisional allotment.
- For Officers Scale I – Each candidate will be required to obtain a minimum score in each test of Online Main Examination to be considered to be shortlisted for interview. Depending on the number of vacancies available, adequate number of candidates in each category not exceeding three times of the declared vacancies in each state shall be called for interview, subject to availability.
- For Officers Scale II and III – Each candidate will be required to obtain a minimum score in each test of Online Single Examination to be considered to be shortlisted for interview. Depending on the number of vacancies available, adequate number of candidates in each category not exceeding three times of the declared vacancies shall be called for interview, subject to availability.

NOTE : MARKS OBTAINED IN THE ONLINE MAIN EXAMINATION ONLY WILL BE CONSIDERED FOR SHORTLISTING FOR INTERVIEW AND ALSO FOR FINAL MERIT LISTING

SCORES OBTAINED IN THE ONLINE EXAMINATION (Preliminary / Main / Single)

- The corrected scores obtained by each of the candidates in different sessions (if held) will be normalized using equi-percentile method.
- Scores up to two decimal points shall be taken for the purpose of calculations

NOTE :

- For the post of Office Assistants (Multipurpose) – Marks obtained only in the online main examination will be considered for final merit listing.
- For the post of Officers Scale I– Marks obtained only in the online main examination will be considered for shortlisting for interview and final merit listing.
- For the post of Officers Scale II (Generalist and Specialist) and Scale III – Marks obtained in the single level online examination will be considered for shortlisting for interview and final merit listing.

PRE - EXAMINATION TRAINING (PET)

- Pre-Examination Training may be arranged either in Online Mode or Physical Mode for a limited number of candidates belonging to Scheduled Caste/ Scheduled Tribes/ Other Backward Classes/ Minority Communities/ Ex-Servicemen/ Persons With Benchmark Disabilities at certain centres viz.
- All eligible candidates who opt for and wish to avail of Pre-Examination Training should fill in the relevant column in the ONLINE APPLICATION. While training will be imparted free of cost, all other expenses regarding travelling, boarding, lodging etc. will have to be borne by the candidate for attending the pre-examination training programme at the designated Centres.

INTERVIEW

(Applicable Only For Post of Officers - Scale I, II and III)

- Candidates who have been shortlisted in the Main examination for the post of Officers Scale I and in the Single level examination for the post of Officers Scale II and III under CRP- RRBs- XIII will subsequently be called for an Interview to be co-ordinated by the Nodal Regional Rural Bank with the assistance of NABARD and IBPS in consultation with the appropriate authority.
- The total marks allotted for Interview are 100. Minimum qualifying marks in interview will not be less than 40% (35% for SC / ST / OBC / PwBD candidates).
- The relative weightage (ratio) of Online Examination and Interview will be 80 : 20 respectively for the Officers cadre.
- The combined final score of candidates shall be arrived at on the basis of scores obtained by the candidates in the Online Main Examination for the post of Officers Scale I and in the Single Level Examination for the post of Officers Scale II and III under CRP for RRBs- XIII and Interview.
- A candidate should qualify both in the Online Examination (Main / Single) and Common Interview and be sufficiently high in the merit to be shortlisted for subsequent provisional allotment process, details of which will be made available subsequently on authorised IBPS website.



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LIST OF DOCUMENTS TO BE PRODUCED AT THE TIME OF INTERVIEW / DOCUMENT VERIFICATION / JOINING

Original documents and self-attested photocopies in support of the candidate's eligibility and identity are to be invariably submitted at the time of interview / joining failing which the candidate may not be permitted to appear for the interview. Non submission of requisite documents by the candidate at the time of Interview / document verification / joining will debar his/ her candidature from further participation in the recruitment process.



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