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**प्रारम्भिक परीक्षा**

**(प्रेक्टिस सैट सहित)**

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फोन : 4053333, 2530966, 2531101; फैक्स : (0562) 4053330

E-mail : [care@upkar.in](mailto:care@upkar.in), Website : [www.upkar.in](http://www.upkar.in)

ब्रांच ऑफिस :

4845, अन्सारी रोड, दरियागंज,

नई दिल्ली-110 002

फोन : 011-23251844/66

H-3, ब्लॉक-B, म्यूनिसिपल प्रीमिसेस No.

15/2, गालिफ स्ट्रीट, पी. एस. श्यामपुकर,

कोलकाता-700 003 (W.B.)

फोन : 033-25551510

1461, जूनी शुक्रवारी,

सक्करदरा रोड,

हनुमान मन्दिर के सामने,

नागपुर-440 009 (महाराष्ट्र)

फोन : 0712-6564222

पारस भवन (प्रथम तल),

खजांची रोड,

पटना-800 004

फोन : 0612-2303340

B-33, ब्लॉक स्कवायर, कानपुर

टैक्सी स्टैण्ड लेन, मवइया,

लखनऊ-226 004 (U.P.)

फोन : 0522-4109080

30-31, जिन्सी हाट मैदान,

बाबा रामदेव मन्दिर के निकट,

मलहारगंज,

इन्दौर-452 002 (M.P.)

फोन : 9203908088

16-11-23/37, मूसारामबाग, टीगन गुडा

आर.टी.ए. ऑफिस के सामने मेन रोड

(आन्ध्रा बैंक के बगल में), हैदराबाद-500 036

(तेलंगाना) फोन : 040-24557283

8-310/1, ए. के. हाउस, हीरानगर, हल्द्वानी,

जिला-नैनीताल-263 139 (उत्तराखण्ड)

मोबा. : 7060421008

- इस पुस्तक को प्रकाशित करने में प्रकाशक द्वारा पूर्ण सावधानी बरती गई है, फिर भी किसी त्रुटि के लिए प्रकाशक जिम्मेदार नहीं होगा.
- इस पुस्तक को अथवा इसके किसी अंश को बिना प्रकाशक की लिखित अनुमति के, किसी भी रूप-फोटोग्राफी, विद्युत-ग्राफिक, यान्त्रिकी अथवा अन्य रूप में किसी भी प्रकार से उपयोग के लिए नहीं छापा जा सकता है.
- किसी भी परिवाद के लिए न्यायिक क्षेत्र केवल आगरा ही होगा.

ISBN : 978-93-86791-02-3

Code No. 2500

मुद्रक : उपकार प्रकाशन (प्रिंटिंग यूनिट) बाई-पास, आगरा

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# General Information

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**The online examination for the next Common Recruitment Process for RRBs (CRP/RRBs) for recruitment of Group 'B'-Office Assistants (Multipurpose) will be conducted by the Institute of Banking Personnel Selection (IBPS).**

Any eligible candidate, who aspires to join any of the Regional Rural Banks in detailed advertisement as **Group 'B'-Office Assistants (Multipurpose)**, is required to register for the Common Recruitment Process (CRP for RRBs). For the posts of Office Assistants (Multipurpose) the examination will be two tier *i.e.*, the online examination will be held in two phases, preliminary and main. Candidates who apply for the post of Office Assistants (Multipurpose) will be provisionally allotted on the basis of the marks obtained by them in the Main examination and the vacancies reported by the RRBs. **Depending on the vacancies as per the business needs of the Regional Rural Banks and as reported to IBPS, candidates shortlisted will be provisionally allotted to one of the Regional Rural Banks keeping in view the merit cum preference (state wise for Office Assistants (Multipurpose)), the spirit of Govt. Guidelines on reservation policy, administrative convenience, etc. The validity for CRP for RRBs will automatically expire at the close of business on the day which is one year after the date of Provisional Allotment or until a fresh provisional allotment is made, whichever is earlier, with or without giving any notice.**

This system of Common Recruitment Process- (CWE, Common Interview and provisional allotment in Regional Rural Banks) has the approval of the appropriate authorities.

**Candidates are advised to regularly keep in touch with the authorised IBPS website [www.ibps.in](http://www.ibps.in) for details and updates.**

## ● ELIGIBILITY CRITERIA

Prospective Candidates should ensure that they fulfil the specified eligibility criteria before applying for the CRP :

**Candidates may please note that the eligibility criteria specified is the basic criteria for appointment to the aforesaid posts in the Regional Rural Banks. However merely applying for, qualifying in the CRP and getting provisionally allotted in one of the RRBs does not imply that a candidate will necessarily be eligible for employment in any of the Regional Rural Banks. It is expressly clarified that the ultimate authority for recruitment is the Regional Rural Bank itself. The RRB concerned may, in its sole discretion, reject the candidature of anyone provisionally allotted to it through the CRP.**

**Please note that the eligibility criteria specified herein are the basic criteria for applying for the post. Candidates must necessarily produce the relevant documents in original and a photocopy in support of their identity and eligibility —pertaining to category, nationality, age, educational qualifications etc. as indicated in the online application form at the time of interview/document verification, as the case may be. Please note that no change of category will be permitted at any stage after registration of the online application and the result will be processed considering the category which has been indicated in the online application, subject to guidelines of the Government of India in this regard. Merely applying for CRP/ appearing for and being shortlisted in CRP (preliminary and main) and/or in the subsequent interview and/or provisionally allotted and/or subsequent processes does not imply that a candidate will necessarily be offered employment in any of the Regional Rural Banks. No request for considering the candidature under any category other than the one in which one has applied will be entertained.**

## ● NATIONALITY / CITIZENSHIP

A candidate must be either—

- (i) a Citizen of India or
- (ii) a subject of Nepal or

- (iii) a subject of Bhutan or
- (iv) a Tibetan Refugee who came over to India before 1st January, 1962 with the intention of permanently settling in India or
- (v) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India, provided that a candidate belonging to categories (ii), (iii), (iv) & (v) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

● **AGE (As on stipulated date)**

**For Office Assistant (Multipurpose)** - Between 18 years and 28 years.

**Note :** Upper age limit relaxable as per rules.

● **EDUCATIONAL QUALIFICATIONS (As on the last date of Online Registration)**

Post	Educational Qualification
<b>Office Assistant (Multipurpose)</b>	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) <b>Desirable :</b> Working knowledge of Computer.

**Note :**

- (1) All the educational qualifications mentioned should be from a University / Institution/Board recognized by Govt. of India/approved by Govt. Regulatory Bodies and the result should have been declared on or before stipulated date.

**Proper document from Board/University for having declared the result on or before stipulated date has to be submitted at the time of joining for the post of Office Assistants (Multipurpose).** The date of passing the eligibility examination will be the date of appearing on the mark-sheet or provisional certificate issued by University/Institute. In case the result of a particular examination is posted on the website of the University/Institute and web based certificate is issued then proper document/certificate **in original** issued and signed by the appropriate authority of the University/Institute indicating the date of passing properly mentioned thereon will be reckoned for verification and further process.

- (2) Candidate should indicate the percentage obtained in Graduation calculated to the nearest two decimals in the online application. Where CGPA / OGPA is awarded, the same should be converted into percentage and indicate in online application. If called for interview, the candidate will have to produce a certificate issued by the appropriate authority inter alia stating that the norms of the University regarding conversion of grade into percentage and the percentage of marks scored by the candidate in terms of norms.
- (3) **Calculation of Percentage :** The percentage marks shall be arrived at by dividing the total marks obtained by the candidate in all the subjects in all semester(s)/year(s) by aggregate maximum marks in all the subjects irrespective of honours / optional/additional optional subject, if any. This will be applicable for those Universities also where Class/Grade is decided on basis of Honours marks only.

The fraction of percentage so arrived will be ignored *i.e.*, 59.99% will be treated as less than 60% and 54.99% will be treated as less than 55%.

\* **Proficiency in local language**—For recruitment of Office Assistant (Multipurpose), proficiency in local language as specified below shall be an essential qualification :-

- Candidates who have already studied the language of the State in standard VIII or any level above standard VIII in Government recognized Boards of Education/School or having any certificate to the effect for standard VIII or any level above standard VIII would be considered proficient in that local language.
- Where the candidate does not meet the aforesaid requirement in local language at the time of selection, he will be given a time of six months from the date of joining to acquire the proficiency. This period can be extended by the Boards of RRBs within the framework of the rules and provided that such extension should not be beyond the probation period.

## ● ONLINE EXAMINATION STRUCTURE

The structure of the Examinations which will be conducted online are as follows :

**Preliminary Examination (objective)\***

**Office Assistant (Multipurpose)**

Sr. No.	Name of Tests	Medium of Exam	No. of Qs	Maximum Marks	Duration
1.	Reasoning	Hindi/English	40	40	Composite time of 45 minutes
2.	Numerical Ability	Hindi/English	40	40	
	<b>Total</b>		<b>80</b>	<b>80</b>	

\* Candidates have to qualify in both the tests by securing minimum cut-off marks. Adequate number of candidates in each category, depending upon requirements, will be shortlisted for Online Main Examination.

**Main Examination (objective)**

**Office Assistant (Multipurpose)**

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

\* Candidates can opt either 4a or 4b.

Other detailed information regarding the online examination will be given in an **Information Handout**, on authorised IBPS website which will be made available for the candidates to download along with the call letter.

## ● PENALTY FOR WRONG ANSWERS (APPLICABLE TO ALL – PRELIMINARY AND MAIN EXAMINATIONS)

There will be penalty for wrong answers marked in the Objective Tests. For each question for which a wrong answer has been given by the candidate one fourth or 0.25 of the marks assigned to that question will be deducted as penalty to arrive at corrected score. If a question is left blank, *i.e.*, no answer is marked by the candidate; there will be no penalty for that question.

## ● CUT-OFF SCORE

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.

## ● SCORE OBTAINED IN THE ONLINE EXAMINATION (Preliminary and Main)

The corrected scores obtained by each of the candidates in different sessions (if held) will be normalized using equipercentile method. Scores upto two decimal points shall be taken for the purpose of calculation.

**FOR THE POST OF OFFICE ASSISTANT (MULTIPURPOSE)—MARKS OBTAINED ONLY IN THE MAIN EXAMINATION WILL BE CONSIDERED FOR FINAL MERIT LISTING.**