



# SARASWAT BANK

1253

## RECRUITMENT OF CLERKS (MARKETING & OPERATIONS)

DATE OF TEST 25.12.2011

### INFORMATION HANDOUT

#### INTRODUCTION

This booklet contains details pertaining to various aspects of the examination you are going to undertake and important instructions about related matters. A computerised machine will do the assessment of the answersheet; hence you should carefully read instructions regarding handling of the answersheet and the method of marking answers. You are advised to study this booklet carefully as it will help you in preparing yourself for the examination.

Please note that 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 effort in the examination.

#### THE WRITTEN EXAMINATION

The written examination will comprise multiple-choice objective tests as shown below. The nature of these tests is explained with illustration later in this booklet.

Test	Name of the Test	No. of Questions	Marks	Time
I.	Reasoning	50	50	Composite time 105 minutes (1 hr and 45 minutes)
II.	English Language	50	50	
III.	Numerical Ability	50	50	
IV.	Clerical / Computer Aptitude	50	50	

All the Tests will be printed in English only. You may attempt the tests in any order you like. However in your own interest you are advised not to spend too much time on any one test, as **you have to qualify in each of the Tests separately. Hence apportion your time accordingly. The qualifying criteria will be decided by the bank as per its selection / recruitment policy.**

**There will be penalty for wrong answers marked by you. For every wrong answer, 0.25 marks will be deducted from those obtained by you, so you are advised not to resort to random guessing.**

**Please note that the types of questions given in this handout 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 on the types not mentioned here.**

#### TEST - I : TEST OF REASONING

This is a test to see how well you can think and reason. Below are some sample questions.

- Q.1.** Four of the following five are alike in a certain way and so form a group. Which is the one that **does not** belong to that group ?  
(1) Colour (2) Green (3) Yellow (4) Blue (5) Red
- Q.2.** 'Table' is related to 'Wood' in the same way as 'Shoe' is related to \_\_\_\_\_  
(1) Cobbler (2) Chappal (3) Hide (4) Leather (5) Shop
- Q.3.** In a row of boys Amar is tenth from one end. There are 20 boys in the row. What is his position from the other end ?  
(1) 9<sup>th</sup> (2) 10<sup>th</sup> (3) 11<sup>th</sup> (4) 20<sup>th</sup> (5) None of these
- Q.4.** If the letters in the word TOPS can be rearranged to form a meaningful word beginning with O, write the last letter of that word, if more than one such word can be formed the answer is M and if no such word can be formed the answer is X.  
(1) T (2) P (3) S (4) M (5) X

There may also be problems in the form of figures, designs and drawings. These may be of three types :

1. Analogies 2. Classification and 3. Series

1. Analogies :

In these questions, there are two sets of figures. the 'Problem Figures' and the 'Answer Figures'. The Problem Figures are presented in two units. The first unit contains two figures and the second unit contains one figure and a question mark in place of the fourth figure. You have to find out which one of the Answer Figures should be in place of the question mark.

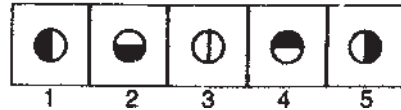
Study the following questions based on Analogies.

**Problem Figures**



Q.5.

**Answer Figures**



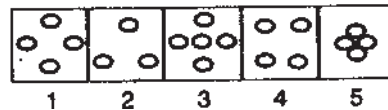
Look at the first two Problem Figures. The second figure is related to the first figure in a certain way. The first figure is a square. In the second figure, the square has been bisected by a vertical line and the right half has been darkened. The third and fourth figures should have the same relationship as the first and the second have. The third figure is a circle, so in the fourth figure, the circle should be bisected by a vertical line and the right half should be darkened. Answer Figure 5 is related to the third Problem Figure in this way. Therefore the answer is "5".

**Problem Figures**



Q. 6.

**Answer Figures**



Study the first and the second figures in the Problem Figures. The first figure is a darkened square and in the second figure, there are four squares, not darkened, arranged in a particular way. That means the elements in the second figure are four times the elements in the first figure and are not darkened. In addition, the four squares are arranged in a specific way and are not touching one another.

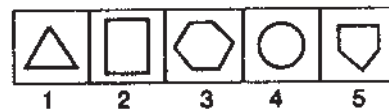
The third figure is a darkened circle. Therefore, the fourth figure should have four circles which are not darkened, arranged in the same way as in the second figure. Now look at the Answer Figures. You will find that figure 1 consists of four circles which are not darkened arranged in a similar way. Therefore, the answer is "1".

**Problem Figures**



Q. 7.

**Answer Figures**



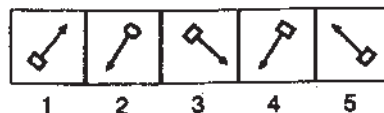
Study the first and the second figures in the first unit of the Problem Figures. The first figure is made up of four lines and the second figure is made up of five lines. That means the second figure has one line more than the first figure. The third figure in the second unit has five lines. Therefore, the fourth figure should have six lines i.e. one more than the third. Now look at the Answer Figures. You will find that figure 3 is made up of six lines. Therefore, the answer is "3". Now, attempt the following questions. (Correct answers to all the unexplained questions are given later in this booklet).

**Problem Figures**



Q. 8.

**Answer Figures**

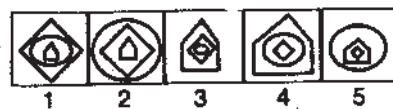


**Problem Figures**



Q. 9.

**Answer Figures**



**2. Classification :**

Study the following questions based on classification.

**Problem-cum-Answer Figures**

Q. 10.

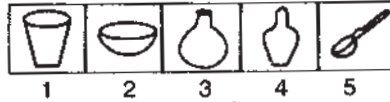


In classification, the Problem Figures are also the Answer Figures. Out of the five figures 1, 2, 3, 4 and 5, four are similar in a certain way and so form a group. One figure is not like the other four. The question is which one of the figures does not belong to this group.

For example, look at the example at Q. No. 10. Of the five figures, four figures are such that in each of them, there are two similar figures, one within the other. These four figures form a group. Figure 1 is unlike this and so does not belong to this group. Therefore the answer is "1".

**Problem-cum-Answer Figures**

Q.11.



Study the five figures of Q.11. The first four figures form a group as they represent different types of containers while the fifth figure, a spoon, does not represent a container. Therefore the answer is "5".

Now attempt the following questions.

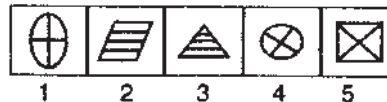
**Problem-cum-Answer Figures**

Q.12.



**Problem-cum-Answer Figures**

Q.13.



**3. Series**

Study the following problems based on series.

**Problem Figures**

**Answer Figures**

Q.14.



Note that the four figures given first at the left are called Problem Figures. The five figures given next are called Answer figures. They are indicated by numbers 1, 2, 3, 4 and 5.

The four Problem Figures make a series. That means they change from left to right in a specific order. The question is "if the figures continue to change in the same order, what should the fifth figure be ? In the example above, as you go from left to right, you find that the arrow inside the circle keeps rotating at 90° in the clockwise direction. The question is, 'if the arrow continues to rotate by the same amount in the clockwise direction, what will be its next, i.e. fifth position ? The answer is that it should point towards the top in the fifth figure. Answer Figure 2 shows this position of the arrow. Therefore, the answer is "2".

**Problem Figures**

**Answer Figures**


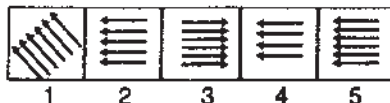
Q.15.



Look at Q. 15 carefully. You will see two different things happening here. When you move from left to right, the number of black dots inside the hexagon is increasing by one everytime in the anti-clockwise direction. But note that the white dot is moving in the clockwise direction. In the fifth figure, the white dot should be at the upper left corner of the hexagon. Only Answer Figure 3 has both-one black dot getting added at the lower left corner and the white dot moving to the upper left corner. So, the answer is "3".

Note that there can be questions with five Problem Figures in the series type of questions. For example, study the Problem Figures in Q. No. 16.



**Q.16.**

<b>Problem Figures</b>	<b>Answer Figures</b>
	

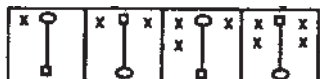
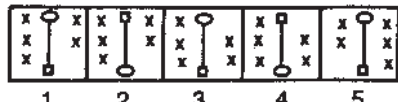
Note that the number of arrows is increasing by 1 everytime and that they are gradually falling towards the left. In the sixth figure there should be six arrows and they should fall further and be lying flat, i.e. they should be horizontal. The answer, therefore, is "5".

Now solve the following questions.

**Q.17.**

<b>Problem Figures</b>	<b>Answer Figures</b>
	

**Q.18.**

<b>Problem Figures</b>	<b>Answer Figures</b>
	

### 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, sentence completion, synonyms, antonyms, comprehension of a passage, etc. Study and answer the sample questions given below. Please remember, in the test proper there may be questions of several other types also.

**Q.19-21 Directions :** Pick up the most appropriate word from amongst the words given under each sentence to complete it meaningfully.

**Q.19.** 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.

Now attempt the following questions.

**Q.20.** The counsel urged the court to \_\_\_\_\_ down the obnoxious law.  
 (1) enact (2) enforce (3) cancel (4) strike (5) declare

**Q.21.** The local official \_\_\_\_\_ the Minister of the situation.  
 (1) explained (2) warned (3) apprised (4) told (5) intimated

**Q.22-24 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.22 .** 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.23.** To the Hindus / the Ganga is / holier than / any other river. No error  
 (1) (2) (3) (4) (5)

In Q. 23, there is no error; therefore the right answer to this question is '5'.

Now attempt the following question.

**Q.24.** Of all the teachers / in our school / our class teacher / were very strict. No error  
 (1) (2) (3) (4) (5)

**Q.25-27. 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.25.** LETHAL  
 (1) light (2) dangerous (3) deadly (4) cruel (5) thoughtless

- Q.26.** CENTENARY  
 (1) a guard (2) a hundred years (3) a very old man  
 (4) a hundred runs (5) the hundredth anniversary
- Q.27.** TRIUMPH  
 (1) conquer (2) smash (3) earn (4) brave (5) capture
- Q.28-30. Directions :** In each of the following questions, select from amongst the five numbered words, the word most opposite in meaning of the word given in capitals.
- Q.28.** LIVELY  
 (1) simple (2) weak (3) dull (4) angry (5) morose
- Q.29.** INADVERTENT  
 (1) adequate (2) available (3) sluggish (4) negligent (5) intentional
- Q.30.** INEPT  
 (1) accurate (2) skillful (3) sensible (4) artistic (5) apt
- In addition to the above questions, there will be a passage in English for comprehension. You will be asked questions based on the passage.

### TEST III : TEST OF NUMERICAL ABILITY

The questions help to know how fast and accurately you can work with numeric calculations.

- Q.31-37.** 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.31.**  $42 + 73 + 137 = ?$   
 (1) 352 (2) 252 (3) 242 (4) 142 (5) None of these

In Q. No. 31, 252 is the correct answer. So your answer would be (2).

- Q.32.**  $20 \times \frac{1}{2} = ?$   
 (1) 4 (2) 5 (3) 12 (4) 20 (5) None of these

The correct answer is 10. But neither 1 nor 2 nor 3 nor 4 shows this answer. Therefore your answer is (5). Now attempt the following questions.

- Q.33.**  $0.7 \times 0.5 = ?$   
 (1) 35 (2) 0.35 (3) 0.0035 (4) 0.035 (5) None of these

- Q.34.**  $\frac{24}{65} \times \frac{13}{56} \times \frac{5}{7} = ?$   
 (1)  $\frac{3}{49}$  (2)  $\frac{15}{245}$  (3)  $\frac{3}{77}$  (4)  $\frac{15}{56}$  (5) None of these

- Q.35.**  $(27 + 498) \div 25 = ?$   
 (1) 17 (2) 25 (3) 21 (4) 12 (5) None of these

- Q.36.** 85% of ? = 34  
 (1) 40 (2) 289 (3) 29 (4) 42 (5) None of these

- Q.37.**  $15 : 25 :: 6 : ?$   
 (1) 9 (2) 10 (3) 30 (4) 15 (5) None of these

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

- Q.38.** At 25 paise each, how many paise will 6 lemons cost ?  
 (1) 75 (2) 100 (3) 150 (4) 200 (5) None of these

- Q.39.** Which of the following can be an exact multiple of 4 ?  
 (1) 27114 (2) 58204 (3) 48402 (4) 32286 (5) None of these

- Q.40.** 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) Nil (2) Rs.5 (3) Rs.10 (4) Rs.20 (5) None of these

**TEST IV : CLERICAL / COMPUTER APTITUDE**

Study the sample questions given below. In each question a combination of name and address is given in the first column at the left followed by four such combinations one each under the columns 1, 2, 3 and 4. You have to find out the combination which is exactly the same as the combination in the first column. The number of the column which contains that combination is the answer. If all the combinations are different, the answer is 5.

	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	
<b>Q.41.</b>	S R Bhatt 36, Bora Street Mumbai-400096	S R Bhatt 36, Bora Street Mumbai-400096	S R Bhatt 39, Bora Street Mumbai-400096	S R Bhatti 36, Bora Street Mumbai-400096	S R Bhutt 36, Bora Street Mumbai-400096	None
<b>Q.42.</b>	S. Narayanan Amar Apt. 62, Mumbai-400011	S. Narayana Amar Apt. 62, Mumbai-400011	S. Narainan Amar Apt. 62, Mumbai-400011	S. Narayanan Amar Apt.62, Mumbai-400011	S. Narayanan Amara Apt.62, Mumbai-400011	None

**Directions :**

The items in the following question are to be classified into one of the following five Heads of expenditure : (1) Education, (2) Food, (3) Health, (4) Travel, (5) Miscellaneous. The number of the head of expenditure, 1 or 2 or 3 or 4 or 5, as the case may be is the answer.

**Q.43.** Purchase of Rice.  
Since this item falls under the Head of expenditure 'Food', the answer is "2".

**Q.44-45** In the following questions a group of numbers and symbols is to be coded by the letter code as per the given scheme and conditions. You have to find out the sr.no. of the letter code group which correctly represents the number symbol combination. The sr. no. of that letter code group is your answer. If none of the letter code groups is correct then mark (5) i.e None of these as your answer.

Number/Symbol :	2	\$	@	7	6	#	8
Letter Code :	Q	B	H	L	F	M	T

- Condition :** 1. If the first as well as the last element is a symbol both are to be coded as 'A'.  
2. If the first element is even digit and last element is a symbol their codes are to be inter changed.

**Q. 44.** 67@2#  
(1) FLHQM            (2) MLHQF            (3) MLQHE            (4) FLQHM            (5) None of these

**Q.45.** \$687#  
(1) AFTLA            (2) AFTLM            (3) BFTLA            (4) BFTLM            (5) None of these

Now follow the correct method of showing your answer with HB Pencil, and mark your answers to all the 30 questions given so far in this booklet on the specimen answersheet given below. This will give you practice in correctly marking your answers. Answers to first two questions have been marked for you.

SOME OTHER TYPES OF QUESTIONS MAY ALSO BE ASKED.

Portion of Answersheet for solving practice questions.

1	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	10	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	19	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	28	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	37	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	11	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	20	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	29	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	38	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	12	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	21	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	30	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	39	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	13	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	22	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	31	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	40	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	14	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	23	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	32	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	41	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	15	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	24	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	33	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	42	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	16	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	25	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	34	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	43	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	17	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	26	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	35	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	44	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	18	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	27	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	36	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	45	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

The Correct answer to the 45 questions in this booklet are given below. You may check your answers against them.

Question	Answer	Question	Answer	Question	Answer	Question	Answer	Question	Answer
1	1	10	1	19	2	28	3	37	2
2	4	11	5	20	4	29	5	38	3
3	3	12	4	21	3	30	2	39	2
4	3	13	3	22	1	31	2	40	2
5	5	14	2	23	5	32	5	41	1
6	1	15	3	24	4	33	2	42	3
7	3	16	5	25	3	34	1	43	2
8	4	17	3	26	5	35	3	44	2
9	5	18	1	27	1	36	1	45	1

## GENERAL INSTRUCTIONS

- Particulars to be noted:** Please note carefully your Roll Number, Date, Time and Venue for the examination given in the call letter. The call letter does not constitute an offer of employment.
- Punctuality in Attendance:** Candidates should be present at the examination hall 30 minutes before the time given in the Call-letter. **Candidates arriving late will not be permitted to enter the Examination Hall and appear for the examination.**
- Call-letter to be 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 the call letter. You will be required to sign on your call letter in the examination hall 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.
- Specimen answersheet and how to fill bio-data information on it:** You will get an answersheet. The last sheet of this booklet is a sample of the Answersheet.
- 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.
- Use of Books, Notes, Cell Phones & Calculators:** No calculator (separate or with watch), cell phones, books, slide rulers, note books or written notes will be allowed inside the examination hall.
- 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.
- Use of HB Pencil and Ball Pen:** You should bring with you two commonly available HB Pencils, a Pencil Sharpener, an Eraser and a Ball Point Pen. Two pencils are advised to avoid mending a pencil during the examination as you may lose time. **Using HB Pencil only you should mark all the answers on Side 2.**
- 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 assessed. **Similarly, if you do not write your Roll Number and Test Form No. in Box Nos.14 and 17 respectively, your answersheet will NOT be assessed.** 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.
- One Single Answersheet :** For all the objective tests there will be a single answersheet.
- Write Roll No. On the Test Booklet:** You should write your Roll No. in the space provided on the cover page.
- Rough work is to be done on the test booklet and not on the answersheet.

## HOW TO SHOW YOUR ANSWERS:

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, darken the oval bearing the correct answer against the serial number of the question. (Refer to Side 2 of the Specimen Answersheet). 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:

Q.2.      (1)      (2)      (3)      (4)      (5)

## 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.

Q.2.      (1)      (2)      (3)      (4)      (5)

(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).

### How to fill up Bio-data Information Important:

1. The information is to be filled in by you in box 1-11, 13, 14, 16 & 17 on Side 1, and in box 29 on Side 2 of the answersheet.
2. You have to fill in information in boxes 1-11 by using ballpoint pen.
3. Information in boxes 13, 14, 16 and 17 on Side 1 and 29 on Side 2 is to be filled in by using HB pencil only.
4. Boxes, which have been crossed out in the specimen answersheet, are to be left blank. Do not write anything there or darken the ovals in these boxes. Now please refer to Side 1 and 2 of the 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** as given in the call-letter in the space provided using **ball point pen**.

**Other information (Box Nos.4 to 7):** You will find that the information asked for in the boxes from 4 to 7 can be filled in easily. Fill in the information by using ballpoint pen. In the Box No. 6 write 1 as post code.

**Test Booklet Serial Number, Test Battery Number and Test Form Number (Information required in boxes 8-10):** Test Booklet Serial Number, Test Battery Number and Test Form Number (Information required in Boxes 8-10) are printed on the test booklet. You have to copy this number using **ball point pen** from the test booklet you will receive at the time of examination.

**Signature of Candidate & Invigilator (Box No.11 & 12):** Here both have to put their respective signatures in the appropriate box.

**Candidate's Name (Box No.13):** There is a row of 10 boxes for writing your name. Just below each box you will find a column of 26 ovals each containing a 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 ten letters, which you can accommodate in the Boxes provided, leaving blank space between two parts of the name.

**Candidate's Roll Number (Box No.14):** You will be assigned an 10-digit roll number by the organization. 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.

**Post Applied (Box No. 15) :** Write and darken code 1 for the post of Clerk (Marketing & Operations).



**Category Code (Box No. 16):** Please find out the code number of the category you belong to and enter the code in the box. Also darken the appropriate oval with HB pencil. The following Category Codes may be followed :

Category	Code
SC	1
ST	3
OBC	5
GEN	7

**Test Form No. (Box No.17):** You will have to write the test form number (3 digits) in Box No. 17. Write each of the digits in the boxes provided and blacken the appropriate ovals using HB pencil.

**Box Nos.18 to 28:** Leave these boxes blank.

## Side 2

**Roll Number (Box No.29):** Write your Roll Number by HB pencil in this box at the left-hand bottom corner of Side 2 of the answersheet.

### IMPORTANT POINTS TO REMEMBER

- You are advised to bring with you the following things:
  - Call-letter with your recent photograph pasted on it.
  - Completely filled in bio-data information on the sample answersheet provided at the end of this booklet.
  - Two HB pencils, a pencil sharpener and a good quality eraser,
  - One ballpoint pen.
- Do not resort to random guessing. It is not likely to improve your score as there is penalty for wrong answers.
- In the examination hall when the invigilator asks you to tear open the wrapper of the objective tests in the objective test booklet, **open the same booklet only along right hand edge. DO NOT remove the staples of the booklet which are at the left hand side.** Immediately after opening the booklet along right hand edge, verify that all the pages containing questions from 1 to 175 are properly printed in your booklet and then begin answering the test. In case the booklet is defective get it replaced by another test booklet bearing the same Test Form No. Till the invigilator replaces your booklet continue answering other questions which are not defectively printed so that you do not lose time while answering the test.
- Your answersheet may **NOT** be assessed ——
  - if you do the rough work on the answersheet
  - if you use any method of marking your answers other than darkening the ovals
  - if you do not write your Roll No. on the test booklet
  - if you do not write all the information required on the answersheet such as Roll No., Name, Test Form No., etc.
  - if you do not handle your answersheet carefully
  - if you do not use HB Pencil wherever it is required.
- Before coming for the written examination, please ensure that you are eligible according to the eligibility criteria stipulated in the Advertisement/Notification. If you are not eligible, your candidature will be cancelled at any stage of the recruitment. Please note that even if you qualify in the written examination and subsequently it is found that you do not fulfill the eligibility criteria, your candidature will be cancelled.

## WISH YOU GOOD LUCK



नीचे दिये गये खाना क्र. 1 से 12 में सभी जानकारी बाल प्वाइंट पेन से लिखिये तथा खाना क्र. 13 से आगे HB पेन्सिल से ही लिखिये ।  
In the boxes 1 to 12 below enter all the information by ball point pen and from 13 onwards by HB pencil only.

उत्तर पत्र - 11  
ANSWER SHEET-11  
पृष्ठ - 1 SIDE-1

1. बुलावा पत्र के अनुसार परीक्षार्थी का नाम अंग्रेजी के बड़े अक्षरों में / Candidate's name in English in CAPITAL letters (as it appears in the Call-letter)

2. परीक्षा दिनांक DATE OF EXAM		3. बोर्ड/संस्था BOARD/ORGANISATION		4. परीक्षा केन्द्र CENTRE OF EXAM		5. परीक्षार्थी क्रमांक ROLL NO.	
6. पद कोड POST CODE(S)		7. वर्ग का नाम CATEGORY NAME		8. प्रश्नपुस्तिका अनुक्रमांक TEST BOOKLET SERIAL NO.		9. प्रश्नमालिका क्रमांक TEST BATTERY NUMBER	
10. प्ररूप क्रमांक TEST FORM NUMBER		11. परीक्षार्थी के हस्ताक्षर CANDIDATE'S SIGNATURE		12. पर्यवेक्षक के हस्ताक्षर INVIGILATOR'S SIGNATURE			
उत्तर देने की पद्धति METHOD OF MARKING ANSWER ① ② ③ ④ ⑤		केवल कार्यालय उपयोग हेतु FOR OFFICE USE ONLY					

परीक्षार्थियों के लिये अनुदेश :

- नीचे दिये गये तथा पृष्ठ 2 पर स्थित सभी खानों में HB पेन्सिल से ही अंकन करना है ।
- आप का अंकन इतना गहरा होना चाहिये कि जिससे अंडाकृति के भीतर का अक्षर/अंक दिख न पाये ।
- यदि आप अपना परीक्षार्थी क्रमांक, प्ररूप क्रमांक नहीं लिखते हैं तथा 14 और 17 क्रमांक के खानों में ठीक ढंग से पेन्सिल से अंकन नहीं करते हैं तो आप का उत्तरपत्र जांचा नहीं जा सकता है ।

INSTRUCTIONS TO THE CANDIDATES:

- All entries in the boxes below and on Side 2 must be made by HB pencil only.
- Marks should be dark and fill the oval completely so that the letter/number inside the oval is not visible.
- If you do not write your Roll Number and Test Form Number and also do not darken the ovals correctly in the boxes 14 and 17 your answersheet may not be assessed.

13. परीक्षार्थी का नाम : खाना क्र. 1 के पहले दस अक्षर/CANDIDATE'S NAME : FIRST TEN LETTERS OF BOX NO. 1	14. परीक्षार्थी क्रमांक CANDIDATE'S ROLL NO.	15. पद POST	16. वर्ग CATEGORY	17. प्ररूप क्रमांक TEST FORM NO.	18. हिन्दी HINDI	19. OFFICE USE ONLY			
A A A A A A A A A A A A B B B B B B B B B B B B C C C C C C C C C C C C D D D D D D D D D D D D E E E E E E E E E E E E F F F F F F F F F F F F G G G G G G G G G G G G H H H H H H H H H H H H I I I I I I I I I I I I J J J J J J J J J J J J K K K K K K K K K K K K L L L L L L L L L L L L M M M M M M M M M M M M N N N N N N N N N N N N O O O O O O O O O O O O P P P P P P P P P P P P Q Q Q Q Q Q Q Q Q Q Q Q R R R R R R R R R R R R S S S S S S S S S S S S T T T T T T T T T T T T U U U U U U U U U U U U V V V V V V V V V V V V W W W W W W W W W W W W X X X X X X X X X X X X Y Y Y Y Y Y Y Y Y Y Y Y Z Z Z Z Z Z Z Z Z Z Z Z	1 1 1 1 1 1 1 1 1 1 2 2 2 2 2 2 2 2 2 2 3 3 3 3 3 3 3 3 3 3 4 4 4 4 4 4 4 4 4 4 5 5 5 5 5 5 5 5 5 5 6 6 6 6 6 6 6 6 6 6 7 7 7 7 7 7 7 7 7 7 8 8 8 8 8 8 8 8 8 8 9 9 9 9 9 9 9 9 9 9 0 0 0 0 0 0 0 0 0 0	1 11 2 12 3 13 4 14 5 15 6 16 7 17 8 18 9 19 0 20	1 11 2 12 3 13 4 14 5 15 6 16 7 17 8 18 9 19 0 20	1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6 7 7 7 8 8 8 9 9 9 0 0 0	I II III IV	1 2 3 4 5 6 7 8 9 0			
20. जन्म दिनांक DATE OF BIRTH	21. अध्येयन/शाखा DISCIPLINE/FACULTY		22. शिक्षा का माध्यम MEDIUM OF INSTRUCTION						
दिनांक DATE	मास MONTH	वर्ष* YEAR*	उमाप्र* HSC	स्ना* DG	स्नाउ* PG	माशाप्र* SSC	उमाप्र* HSC	स्नातक* DEGREE	स्नातकोत्तर PG
1 1 2 2 3 3 4 5 6 7 8 9 0	1 1 2 3 4 5 6 7 8 9 0	1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8 9 9 0 0	कला ARTS वणिज्य COMMERCE कृषि AGRI. विज्ञान SCIENCE अभियांत्रिकी/प्रौद्योगिकी ENGG./TECH. प्रबंधन MGMT. अन्य OTHERS	1 2 3 4 5 6 7 8 9 0	1 2 3 4 5 6 7 8 9 0	1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8 9 9 0 0	1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8 9 9 0 0	1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8 9 9 0 0	1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8 9 9 0 0
23. अंकों का प्रतिशत PERCENT OF MARKS	24. विद्यालय/महाविद्यालय का स्थान PLACE OF SCHOOL/COLLEGE		25. परिवार की वार्षिक आय रु. में ANNUAL FAMILY INCOME IN Rs.		26. माता पिता की शिक्षा PARENTAL EDUCATION		27. आप का संप्रदाय YOUR RELIGION		28. लिंग SEX
माशाप्र* SSC	उमाप्र* HSC	स्ना* DG	स्नाउ* PG	माशाप्र* SSC	उमाप्र* HSC	स्ना* DG	स्नाउ* PG	हिंदू HINDU	
1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8 9 9 0 0	1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8 9 9 0 0	1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8 9 9 0 0	1 1 2 2 3 3 4 4 5 5	ग्राम VILLAGE तहसील मुख्यालय TEHSIL H.Q. जिला मुख्यालय DISTRICT H.Q. राज्य की राजधानी STATE CAPITAL महानगर METROPOLIS	1 1 2 2 3 3 4 4 5 5	1 1 2 2 3 3 4 4 5 5 6 6 7 7	1 1 2 2 3 3 4 4 5 5 6 6 7 7	मुस्लिम MUSLIM सिक्ख SIKH इसाई CHRISTIAN जोरारिस्ट्रियन ZOROASTRIAN यहुदी JEW नवबौद्ध NEO BUDDHIST अन्य OTHERS	(M) पुरुष MALE (F) स्त्री FEMALE

\*माशाप्र = माध्यमिक शालान्त प्रमाणपत्र (10 वीं कक्षा का)

\*वर्ष के केवल अंतिम दो अंक लिखिये; जैसे वर्ष 1996 के लिये 96 ।

\*उमाप्र = उच्च माध्यमिक प्रमाणपत्र (12 वीं कक्षा का)

\*WRITE THE LAST TWO DIGITS OF THE YEAR; e.g. FOR YEAR 1996 WRITE 96.

\*स्ना = स्नातक

\*स्नाउ = स्नातकोत्तर

AK 04/14

सभी उत्तर HB पेन्सिल द्वारा ही अंकित कीजिये

MARK ALL THE ANSWERS BY HB PENCIL ONLY.

1	1 2 3 4 5	61	1 2 3 4 5	121	1 2 3 4 5	181	1 2 3 4 5	241	1 2 3 4 5
2	1 2 3 4 5	62	1 2 3 4 5	122	1 2 3 4 5	182	1 2 3 4 5	242	1 2 3 4 5
3	1 2 3 4 5	63	1 2 3 4 5	123	1 2 3 4 5	183	1 2 3 4 5	243	1 2 3 4 5
4	1 2 3 4 5	64	1 2 3 4 5	124	1 2 3 4 5	184	1 2 3 4 5	244	1 2 3 4 5
5	1 2 3 4 5	65	1 2 3 4 5	125	1 2 3 4 5	185	1 2 3 4 5	245	1 2 3 4 5
6	1 2 3 4 5	66	1 2 3 4 5	126	1 2 3 4 5	186	1 2 3 4 5	246	1 2 3 4 5
7	1 2 3 4 5	67	1 2 3 4 5	127	1 2 3 4 5	187	1 2 3 4 5	247	1 2 3 4 5
8	1 2 3 4 5	68	1 2 3 4 5	128	1 2 3 4 5	188	1 2 3 4 5	248	1 2 3 4 5
9	1 2 3 4 5	69	1 2 3 4 5	129	1 2 3 4 5	189	1 2 3 4 5	249	1 2 3 4 5
10	1 2 3 4 5	70	1 2 3 4 5	130	1 2 3 4 5	190	1 2 3 4 5	250	1 2 3 4 5
11	1 2 3 4 5	71	1 2 3 4 5	131	1 2 3 4 5	191	1 2 3 4 5	251	1 2 3 4 5
12	1 2 3 4 5	72	1 2 3 4 5	132	1 2 3 4 5	192	1 2 3 4 5	252	1 2 3 4 5
13	1 2 3 4 5	73	1 2 3 4 5	133	1 2 3 4 5	193	1 2 3 4 5	253	1 2 3 4 5
14	1 2 3 4 5	74	1 2 3 4 5	134	1 2 3 4 5	194	1 2 3 4 5	254	1 2 3 4 5
15	1 2 3 4 5	75	1 2 3 4 5	135	1 2 3 4 5	195	1 2 3 4 5	255	1 2 3 4 5
16	1 2 3 4 5	76	1 2 3 4 5	136	1 2 3 4 5	196	1 2 3 4 5	256	1 2 3 4 5
17	1 2 3 4 5	77	1 2 3 4 5	137	1 2 3 4 5	197	1 2 3 4 5	257	1 2 3 4 5
18	1 2 3 4 5	78	1 2 3 4 5	138	1 2 3 4 5	198	1 2 3 4 5	258	1 2 3 4 5
19	1 2 3 4 5	79	1 2 3 4 5	139	1 2 3 4 5	199	1 2 3 4 5	259	1 2 3 4 5
20	1 2 3 4 5	80	1 2 3 4 5	140	1 2 3 4 5	200	1 2 3 4 5	260	1 2 3 4 5
21	1 2 3 4 5	81	1 2 3 4 5	141	1 2 3 4 5	201	1 2 3 4 5	261	1 2 3 4 5
22	1 2 3 4 5	82	1 2 3 4 5	142	1 2 3 4 5	202	1 2 3 4 5	262	1 2 3 4 5
23	1 2 3 4 5	83	1 2 3 4 5	143	1 2 3 4 5	203	1 2 3 4 5	263	1 2 3 4 5
24	1 2 3 4 5	84	1 2 3 4 5	144	1 2 3 4 5	204	1 2 3 4 5	264	1 2 3 4 5
25	1 2 3 4 5	85	1 2 3 4 5	145	1 2 3 4 5	205	1 2 3 4 5	265	1 2 3 4 5
26	1 2 3 4 5	86	1 2 3 4 5	146	1 2 3 4 5	206	1 2 3 4 5	266	1 2 3 4 5
27	1 2 3 4 5	87	1 2 3 4 5	147	1 2 3 4 5	207	1 2 3 4 5	267	1 2 3 4 5
28	1 2 3 4 5	88	1 2 3 4 5	148	1 2 3 4 5	208	1 2 3 4 5	268	1 2 3 4 5
29	1 2 3 4 5	89	1 2 3 4 5	149	1 2 3 4 5	209	1 2 3 4 5	269	1 2 3 4 5
30	1 2 3 4 5	90	1 2 3 4 5	150	1 2 3 4 5	210	1 2 3 4 5	270	1 2 3 4 5
31	1 2 3 4 5	91	1 2 3 4 5	151	1 2 3 4 5	211	1 2 3 4 5	271	1 2 3 4 5
32	1 2 3 4 5	92	1 2 3 4 5	152	1 2 3 4 5	212	1 2 3 4 5	272	1 2 3 4 5
33	1 2 3 4 5	93	1 2 3 4 5	153	1 2 3 4 5	213	1 2 3 4 5	273	1 2 3 4 5
34	1 2 3 4 5	94	1 2 3 4 5	154	1 2 3 4 5	214	1 2 3 4 5	274	1 2 3 4 5
35	1 2 3 4 5	95	1 2 3 4 5	155	1 2 3 4 5	215	1 2 3 4 5	275	1 2 3 4 5
36	1 2 3 4 5	96	1 2 3 4 5	156	1 2 3 4 5	216	1 2 3 4 5	276	1 2 3 4 5
37	1 2 3 4 5	97	1 2 3 4 5	157	1 2 3 4 5	217	1 2 3 4 5	277	1 2 3 4 5
38	1 2 3 4 5	98	1 2 3 4 5	158	1 2 3 4 5	218	1 2 3 4 5	278	1 2 3 4 5
39	1 2 3 4 5	99	1 2 3 4 5	159	1 2 3 4 5	219	1 2 3 4 5	279	1 2 3 4 5
40	1 2 3 4 5	100	1 2 3 4 5	160	1 2 3 4 5	220	1 2 3 4 5	280	1 2 3 4 5
41	1 2 3 4 5	101	1 2 3 4 5	161	1 2 3 4 5	221	1 2 3 4 5	281	1 2 3 4 5
42	1 2 3 4 5	102	1 2 3 4 5	162	1 2 3 4 5	222	1 2 3 4 5	282	1 2 3 4 5
43	1 2 3 4 5	103	1 2 3 4 5	163	1 2 3 4 5	223	1 2 3 4 5	283	1 2 3 4 5
44	1 2 3 4 5	104	1 2 3 4 5	164	1 2 3 4 5	224	1 2 3 4 5	284	1 2 3 4 5
45	1 2 3 4 5	105	1 2 3 4 5	165	1 2 3 4 5	225	1 2 3 4 5	285	1 2 3 4 5
46	1 2 3 4 5	106	1 2 3 4 5	166	1 2 3 4 5	226	1 2 3 4 5	286	1 2 3 4 5
47	1 2 3 4 5	107	1 2 3 4 5	167	1 2 3 4 5	227	1 2 3 4 5	287	1 2 3 4 5
48	1 2 3 4 5	108	1 2 3 4 5	168	1 2 3 4 5	228	1 2 3 4 5	288	1 2 3 4 5
49	1 2 3 4 5	109	1 2 3 4 5	169	1 2 3 4 5	229	1 2 3 4 5	289	1 2 3 4 5
50	1 2 3 4 5	110	1 2 3 4 5	170	1 2 3 4 5	230	1 2 3 4 5	290	1 2 3 4 5
51	1 2 3 4 5	111	1 2 3 4 5	171	1 2 3 4 5	231	1 2 3 4 5	291	1 2 3 4 5
52	1 2 3 4 5	112	1 2 3 4 5	172	1 2 3 4 5	232	1 2 3 4 5	292	1 2 3 4 5
53	1 2 3 4 5	113	1 2 3 4 5	173	1 2 3 4 5	233	1 2 3 4 5	293	1 2 3 4 5
54	1 2 3 4 5	114	1 2 3 4 5	174	1 2 3 4 5	234	1 2 3 4 5	294	1 2 3 4 5
55	1 2 3 4 5	115	1 2 3 4 5	175	1 2 3 4 5	235	1 2 3 4 5	295	1 2 3 4 5
56	1 2 3 4 5	116	1 2 3 4 5	176	1 2 3 4 5	236	1 2 3 4 5	296	1 2 3 4 5
57	1 2 3 4 5	117	1 2 3 4 5	177	1 2 3 4 5	237	1 2 3 4 5	297	1 2 3 4 5
58	1 2 3 4 5	118	1 2 3 4 5	178	1 2 3 4 5	238	1 2 3 4 5	298	1 2 3 4 5
59	1 2 3 4 5	119	1 2 3 4 5	179	1 2 3 4 5	239	1 2 3 4 5	299	1 2 3 4 5
60	1 2 3 4 5	120	1 2 3 4 5	180	1 2 3 4 5	240	1 2 3 4 5	300	1 2 3 4 5

केवल कार्यालय उपयोग हेतु FOR OFFICE USE ONLY

इस स्थान में अपना परीक्षार्थी क्रमांक लिखिये। Write your Roll. No. in this box.

29.								
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I	II	III	IV	V	VI	कुल TOTAL