



RESERVE BANK OF INDIA

INFORMATION HANDOUT FOR ONLINE EXAMINATION / TEST

RECRUITMENT OF DRIVER IN NEW DELHI OFFICE

This handout contains details pertaining to various aspects of the online exam you are going to undertake and important instructions about related matters. You are advised to study the handout carefully as it will help you in preparing for the examination.

The on-line examination will comprise the following objective type multiple choice tests as stated below :

Structure of the test

Sr. No.	Name of Test	No. of Questions	Maximum Marks	Version	Time
1	Knowledge of traffic signs/rules	20	20	Bilingual i.e. English & Hindi except for Test of Comprehensive passage	120 Minutes
2	Driving Skills	20	20		
3	Motor mechanism and minor repairs	20	20		
4	Reasoning	20	20		
5	Comprehensive Passage* (English and Hindi Language)	10	40		
	TOTAL	90	120		120 Minutes

*20 marks each for English and Hindi Language. Each passage comprises 5 questions, each carrying 4 marks.

The time for the exam is 120 minutes; however you may have to be at the venue for approximately 180-240 minutes including the time required for logging in, collection of the call letters, going through the instructions etc. All tests except test of Comprehensive passage i.e. English & Hindi Language will be provided in English and Hindi. You can attempt any question during the given time of 120 minutes. All the questions will have multiple choices. Out of the five answers to a question only one will be the correct answer. **You have to select the most appropriate answer and 'mouse click' that alternative which you feel is appropriate/correct. The alternative/option that you have clicked on will be treated as your answer to that question. There will be no penalty for wrong answers marked by you.**

The Scores of Online Examination will be obtained by adopting the following procedure :

- Number of questions answered correctly by a candidate in each objective test is considered for arriving at the Corrected Score.
- Online examination will be conducted in one session. However, more than one session may be required only if the nodes capacity is less or some technical disruption takes place at any centre or for any candidate. The Corrected Scores so obtained by a candidate are made equivalent to take care of the minor difference in difficulty level, if any, in each of the objective tests held in different sessions to arrive at the Equated Scores*

*Scores obtained by candidates on any test are equated to the base form by considering the distribution of scores of all the forms.

- Testwise scores and scores on total is reported with decimal points upto two digits.

Note : Cutoffs may be applied in two stages :

- On scores in individual objective tests
- On Total Score of objective tests

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

Some sample questions are given below.

SAMPLE QUESTIONS
KNOWLEDGE OF TRAFFIC RULES/SIGNS

- Q.1.** Which traffic light signal indicate “you may go”?
(1) Red (2) Yellow (3) Green (4) Orange (5) Blue
- Q.2** Following regulatory road sign indicate _____



- (1) Right turn prohibited (2) Compulsory right turn (3) Overtaking prohibited
(4) No parking (5) Compulsory left turn

DRIVING SKILLS

- Q.1** When parking vehicle on slope, driver should _____
(1) Engage hand brakes (2) Shift to neutral (3) Keep the engine running
(4) Keep the brake pedal pressed (5) None of those given as options
- Q.2** Before starting vehicle, the driver should make sure _____
(1) First gear is engaged (2) Reverse gear is engaged (3) Acceleration pedal is pressed
(4) Levers are in neutral position (5) Wheels turned toward left

MOTOR MECHANISM AND MINOR REPAIRS

- Q.1** ABS in brakes means _____
(1) Antilock Braking System (2) Antirust Brake System (3) All Brake System
(4) Accelerate Brake Speed (5) Acceleration Brake System
- Q.2** In multi-V-belt transmission, if one of the belts is broken, we have to change _____ as a practice.
(1) the broken belt
(2) the broken belt and its adjacent belts
(3) all the belts
(4) no belts as remaining belts can take care of transmission of load
(5) all the weak belts

REASONING

This is a test to see how well you can think and also to judge your aptitude/ knowledge of working on computer. It contains questions of various kinds.

- Q.1. Directions :** In the following question, there are five letter groups or words in each question. Four of these letter groups or words are alike in some way, while one is different. Find the one which is different.
(1) black (2) red (3) green (4) paint (5) yellow
- Q.2.** The town of Paranda is located on Green lake. The town of Akram is West of Paranda. Tokhada is East of Akram but West of Paranda. Kakran is East of Bopri but West of Tokhada and Akram. If they are all in the same district, which town is the farthest West ?
(1) Paranda (2) Kakran (3) Akram (4) Tokhada (5) Bopri
- Q.3.** 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.4.** If the first and the second letters in the word ‘DEPRESSION’ were interchanged, also the third and the fourth letters, the fifth and sixth letters and so on, which of the following would be the seventh letter from the right ?
(1) R (2) O (3) S (4) I (5) Other than those given as options

COMPREHENSIVE PASSAGE (ENGLISH LANGUAGE)

Q.1-2. Read the following passage carefully and answer the given question.

Badal and Rajmal lived side by side and had their shops in a busy market place. Although his goods sold quickly Rajmal made just enough to sustain himself and his family as he often allowed the needy to buy goods and pay for them later. One day Rajmal decided to go on a pilgrimage with his family. However he did not want to take the little money he had accumulated with him. "There may be thieves along the way. I shall also need some money to get my business running again when I return. I think I should leave my savings with Badal. He is a rich man so I can trust him." Rajmal went to Badal and requested him to keep his savings safely. Badal assured him that he would guard the savings with his life till Rajmal's return.

Six months later when Rajmal returned he went to Badal with some sweets and began to talk about the trip. Badal said, "I have no time to listen to your story now, I am too busy." "All right I will come another day but give me the savings I entrusted to you." "You gave me no money", Badal shouted "if you want me to pay for the sweets you bought, I will, but you did not leave any money with me." A small crowd gathered around. They knew Rajmal to be an honest person and he was well liked. On the other hand, he had just returned from his trip and may be being embarrassed to borrow money, he was trying to get money through this means. Unable to decide whom to believe, both men were taken before the king. He listened to everyone, one by one and then closed his eyes and pondered deeply. "Who else was with you when you handed over your savings?", he asked Rajmal. "No one Sir", Rajmal replied. "But you must produce a witness" the king insisted. "There was no one there except a few parrots", Rajmal said in despair. "Then bring a parrot to me. One of my courtiers can understand their language. We shall learn the truth." Rajmal left to bring back a parrot. The crowd began to mutter. "How can anyone understand the language of a parrot?" But the king began to speak to Badal, "Rajmal is taking a long time to return", "Oh, he will take at least two hours each way although I am sure he has run away", was Badal's reply. The king said nothing. Five hours later Rajmal arrived in tears having been unable to capture a single parrot. The king however ordered his guards to imprison Badal, "How could you have known how long it would take him to return if you did not know the spot where Rajmal had entrusted the money to you? You will return your friend's money at once!" Rajmal bowed and praised the king for his wisdom.

Q.1. Why was Rajmal not wealthy ?

- (1) He could not sell many of his goods since they were of inferior quality.
- (2) The price of his goods was too high for the poor to afford.
- (3) He spent all his money buying his family expensive gifts.
- (4) He allowed poor customers to pay him when they could afford to.
- (5) He spent most of his money on going for pilgrimages.

Q.2. Which of the following can be said about Badal ?

- (1) He was a true friend to Rajmal.
- (2) He was greedy but poor.
- (3) He had a poor memory and forgot that Rajmal had left his savings with him.
- (4) He did not like sweets.
- (5) He was a shopkeeper.

COMPREHENSIVE PASSAGE – Hindi language

प्रश्न. 1-2. दिए गए प्रश्न में एक कथन दिया गया है जिसमें कुछ शब्दों को मोटे रूप में दर्शाया गया है और नीचे मोटे रूप में दिए गए शब्दों से संबन्धित प्रश्न दिये गए हैं। प्रश्न को ध्यानपूर्वक पढ़कर उसका उत्तर दीजिए।

उस रात सीनू अचानक बीमार पड़ा। रत्ना भी अपने घर गयी हुई थी। आज नौकर भी जल्दी चला गया था। बुखार से शरीर तप रहा था और उसे जब कुछ नहीं सूझा तो जैसे-तैसे बाहर जाकर पड़ोसी का दरवाजा खटखटाया। सीनू का पड़ोसी अधखुली आँखों में दरवाजा खोलता है। सीनू उससे दरवाजे पर खड़ा-खड़ा बुखार की गोली के लिए पूछता है। वह अंदर जाता है और चौक में रखी मेज की दर्राज से टैबलेट निकालकर सीनू को दे देता है और सीनू को टैबलेट देकर वह दरवाजा बंद कर लेता है। कदाचित् उस समय रात के दो-तीन बजे थे। एक बार सीनू को लगता है कि उसने बेवजह पड़ोसी की नींद में खलल डाल दी। पड़ोसी से उसकी बातचीत कम ही होती थी और वो दोनों अपनी ही दुनिया में खोए रहते थे।

दवाई लेकर सीनू सुबह तक चंगा हो गया। दिन में जब सीनू पड़ोसी से मिला तो उसने पूछा, "मेरी असरदार टैबलेट से आप ठीक हो गए, कितनी अच्छी बात है!"

सीनू ने कहा "लेकिन, आप कितने भले इंसान हैं, जो जरूरत के समय मेरे काम आए।

नहीं ऐसा कुछ नहीं है "खैर, छोड़ो! मैं अभी चलता हूँ।"

"हां, मेरे लायक कोई काम-सेवा हो तो जरूर बताइएगा"

“हां, अभी सेवा-कार्य तो एक ही है कि आप मेरी टैबलेट की राशि जरूर भिजवा दीजिएगा”

वह जा चुका था। कुछ देर में ही सीनू माथा पीट लिया और तुरंत पड़ोसी के प्रति भले आदमी वाली धारणा हवा में घुल गई। फिर सोचा बहरहाल, आदमी वक्त पर किसी के काम आए, यह एक टैबलेट की कीमत से ज्यादा कीमती है। उसने सोचा, बाजार से वह एक नहीं, पांच टैबलेट खरीदकर पड़ोसी को वह खुद प्रस्तुत करेगा, ताकि आपस में खालीपन कभी महसूस न हो। यह सोचकर उसने दरवाजे के बाहर कदम उठाए तो उसने देखा उसकी पत्नी रत्ना घर में प्रवेश कर रही है।

प्रश्न: 1. गद्यांश के अनुसार, सीनू की पड़ोसी के प्रति भले आदमी वाली धारणा पलभर में गायब क्यों हो गयी?

- 1) पड़ोसी द्वारा सीनू को टैबलेट की कीमत दिखाने
- 2) पड़ोसी द्वारा सीनू को टैबलेट का पैसा देने को कहने
- 3) आधी रात को पड़ोसी द्वारा सीनू को टैबलेट देने
- 4) पड़ोसी द्वारा रात में बिना बात करे दरवाज़ा बंद करने
- 5) पड़ोसी द्वारा बीमारी में भी सीनू की सुध नहीं लेने

प्रश्न: 2. गद्यांश में दिया गया वाक्य “हां, मेरे लायक कोई काम-सेवा हो तो जरूर बताइएगा” निम्न में से किसके द्वारा कहा गया है?

- 1) सीनू 2) सीनू के पड़ोसी 3) रत्ना 4) सीनू के नौकर 5) दिए गए विकल्पों में से कोई नहीं

(A) Details of the Online Examination :

- (1) The examination would be conducted on-line i.e. on a computer.
- (2) All tests except test of Comprehensive passage i.e. English & Hindi Language will be provided in English and Hindi.
- (3) 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 correct answer and ‘mouse click’ that alternative which he/ she feels is 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”.**
- (4) 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.
- (5) The Question Palette displayed on the right side of screen will show the status of each question using one of the following symbols:



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.



The question(s) "Answered and Marked for Review" will be considered for evaluation.

The Marked for Review status for a question simply indicates that you would like to look at that question again. *If a question is answered and Marked for Review, your answer for that question will be considered in the final evaluation.*

(6) 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.

- (7) To select your answer, click on one of the option buttons.
- (8) To change your answer, click another desired option button.
- (9) To save your answer, you **MUST** click on **Save & Next**.
- (10) To deselect a chosen answer, click on the chosen option again or click on the **Clear Response** button.
- (11) 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.*
- (12) 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.
- (13) Questions that are saved or marked for review after answering will ONLY be considered for evaluation.**
- (14) 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 examinations for a period as decided by RBI.
- (15) You can attempt any question during the given time of 120 minutes.
- (16) 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 examination.
- (17) After the expiry of test duration, the candidates will not be able to attempt any question or check their answers for respective test.
- (18) 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.**

(B) General Instructions :

- (1) Please note Date, Reporting time and Venue address of the examination given in the Call letter.
- (2) You may visit the venue one day before the Online Examination to confirm the location so that you are able to report **on time** (as printed on the call letter) on the day of the examination. Late comers will not be allowed to appear for the examination.
- (3) The call letter should be brought with you to the examination venue along with your recent passport size photograph duly pasted on it.
- (4) You must scrupulously follow the instructions of the Test Administrator and RBI Representative at the examination venue. If you violate the instructions you will be disqualified and will be asked to leave the examination venue.
- (5) No use of calculators (separate or with watch), books, note books or written notes or any other electronic device will be allowed during the examination.
- (6) Biometric data (thumb impression) and photograph will be captured at the examination venue before the start of examination. Decision of the Biometric data verification authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates. **Refusal to participate in the process of biometric data capturing / verification on any occasion may lead to cancellation of candidature.** With regards to the same, please note the following :
 - (a) If fingers are coated (stamped ink/mehndi/coloured...etc.), ensure to thoroughly wash them so that coating is completely removed before the examination day.
 - (b) If fingers are dirty or dusty, ensure to wash them and dry them before the thumb impression (biometric) is captured.
 - (c) Ensure fingers of both hands are dry. If fingers are moist, wipe each finger to dry them.
 - (d) If the primary finger (thumb) to be captured is injured/damaged, immediately notify the concerned authority in the test centre.(Any failure to observe these points will result in non- admittance for the examination).
- (7) In order to save time on frisking (Metal Detectors will be used), the candidates are advised to follow the below mentioned dress code:
 - Light clothes which cannot be used for hiding any instruments or communication devices.
 - Half sleeves but not having big buttons or any badge, brooches etc. which could be used to hide the

communication device, Bluetooth, camera etc.

- Slippers, sandals and not the shoes/socks.
- Light Clothes without any metal items like zippers, button etc.

However, candidates coming in customary/religious dresses PwBD should report at the centre well in advance prior to reporting time for proper frisking.

- (8) Please bring the call letter with your photograph affixed thereon, currently valid Photo identity proof in original and a self-attested photocopy of the same ID proof which you bring in original - **THIS IS ESSENTIAL. Please hand over this call-letter alongwith photocopy of photo identity proof duly stapled together to the invigilator.** Currently valid photo identity proof may be PAN Card / Passport / Permanent Driving License/Voter's Card with photograph/Bank Passbook with photograph/Photo Identity proof issued by a Gazetted Officer on official letterhead along with photograph/Photo Identity proof issued by a People's Representative on official letterhead along with photograph/Valid recent Identity Card issued by a recognized College/University/Aadhaar Card/E-Aadhaar Card with a photograph/Employee ID in original/Bar Council Identity card with photograph. **Please Note - Ration Card and Learner's Driving License will not be accepted as valid ID proof for this purpose. RBI Staff candidates should bring the Identity Card issued by RBI.** Please note that your name as appearing on the call letter (provided by you during the process of registration) should exactly match the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the name indicated in the Call Letter and Photo Identity Proof you will not be allowed to appear for the exam. In case of candidates who have changed their name, they will be allowed only if they produce Gazette notification or their marriage certificate or affidavit at the time of reporting to the examination venue. **Please also note that your photograph affixed on the call letter should match the one uploaded in the online application form, failing which you may not be allowed to appear for the examination. Registration at the exam venue will be done by photo and biometric capture. Photo captured will be matched with the photo uploaded by you in the application (as printed in the call letter). You must NOT change your appearance from the photo uploaded by you.**
- (9) Your responses (answers) will be analysed with other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted in this regard, it is inferred/concluded that the responses have been shared and scores obtained are not genuine/valid, your candidature may be cancelled. Any candidate who is found copying or receiving or giving assistance or engaging in any behaviour unbecoming of a candidate will not be considered for assessment. RBI may take further action against such candidates as deemed fit by it.
- (10) You must bring a ball point pen with you. You may bring your personal ink stamp pad (blue/black ink). A sheet of paper will be provided which can be used for rough work or taking down the question number you would like to review at the end of the test before submitting your answers. After the test is over you **MUST** handover this sheet of paper along with the Call Letter to the Test Administrator before leaving the venue.
- (11) The possibility of occurrence of some problem in the administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problem, which may include movement of candidates, delay in test. Conduct of a re-exam is at the absolute discretion of test conducting body. Candidates will not have any claim for a re-test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.
- (12) The scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session are required if the nodes capacity is less or some technical disruption takes place at any centre or for any candidate.
- (13) Anyone found to be disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of test contents in any form or any information therein in whole or part thereof or by any means verbal or written, electronic or mechanical or taking away the papers supplied in the examination hall or found to be in unauthorised possession of test content is likely to be prosecuted.
- (14) Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection, process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any RBI recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect.
- (15) You will have to affix your signature and left thumb impression, in the space provided in the call letter, in the presence of the Invigilator. (Candidates must bring their own blue/black stamp pad for affixing thumb impression).
- (16) **No hard copy of Call Letter and Information Handout will be sent by Post to you. The same has to be downloaded from RBI website www.rbi.org.in only.**
- (17) **Please read instructions related to Social Distancing given below.**

INSTRUCTIONS WITH REGARD TO SOCIAL DISTANCING

- 1 Candidate is required to report at the exam venue strictly as per the time slot mentioned in the Call Letter. Latecomers will not be allowed to take the test.
- 2 Mapping of 'Candidate Roll Number and the Lab Number' will NOT be displayed outside the exam venue, but the same will be intimated to the candidates individually at the time of entry of the candidate to the exam venue.
- 3 Items permitted into the venue for Candidates
Candidates will be permitted to carry only certain items with them into the venue.
 - a. **Mask**
 - b. **Personal hand sanitizer (50 ml)**
 - c. **A simple pen and ink stamp pad (blue/black ink)**
 - d. **Exam related documents (Call Letter and self-attested Photocopy of the ID card stapled with it, ID Card in Original)****No other Items are permitted inside the venue.**
- 4 Candidate should not share any of their personal belonging/material with anyone.
- 5 Candidate should maintain safe social distance with one another.
- 6 Candidate should stand in the row as per the instructions provided at venue.
- 7 On completion of examination, the candidates should move out in an orderly manner without crowding as instructed by the venue staff.

WISH YOU GOOD LUCK