

**Competitive Exams**

Competitive Exams - Part 1

**Part 2**

Junior Hindi Translators Exam

Investigators Exam

Transmission Executive Exam

**Bank Competitions**

State Bank of India Probationary Officers Exam

Nationalised Banks Probationary Officers Exam

**Bank Clerical Exam**

Reserve Bank Grade 'B' Officers Exam

**Railway Competitions**

General Introduction

Recruitment of Technical and Non-Technical Personnel

**L.I.C./G.I.C. Competitions**

L.I.C. Officers Exam

G.I.C. Officers Exam

L.I.C. Development Officer's Exam

L.I.C. Assistants/ Stenos /Typists Exam

G.I.C Assistants Exam

**Defence Competitions**

IAF Airman (Tech.Trades) Exam

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**BANK CLERICAL EXAM.**

The Banking Service Recruitment Boards invite applications for the following posts in the nationalised banks (including State Bank of India) in their respective regions:

1. Clerk
2. Typist (English)
3. Steno (English)
4. Agricultural Clerks
5. Steno (Hindi)
6. Typist (English and Hindi)
7. Steno (English and Hindi)
8. Clerk-cum-Cashier
9. Clerk-cum-Godown Keeper
10. Data Entry Operators
11. Telephone Operators

**2. Educational Qualifications-**(i) For the post of Clerks and Typists: Bachelor's degree of a recognised University in any discipline or its equivalent recognised as such by the Central Government.

Or

Passed with 50% marks in aggregate in Higher Secondary Examination/(10+2) or 10+2+3 pattern/Eleventh Standard Examination of 11+3 pattern/Intermediate/Pre-University or its equivalent.

Or

Passed with 50% marks in aggregate in Diploma in Banking recognised by Central/State Government or U.T. Administration.

Or

Passed with 60% marks in aggregate in Matriculation/SSC (old pattern) /SSLC/10th standard of 10+2+3 pattern or equivalent.

Or

(ii) For the posts of Stenographers, Data Entry Operators, Telephone Operators: A pass in Matriculation/SSC (old pattern) SSLC/10th standard examination of 10+2+3 pattern or equivalent.

(iii) For the posts of Agricultural Clerks: A degree or Diploma in Agriculture (including Agricultural Engineering) from a recognised University/Institution.

Or

Passed Higher Secondary/12th Standard of 10+2+3 pattern or Intermediate or equivalent examination with Agriculture. as a subject with 50% marks for all candidates except SC/ST/OBC/XS/ OH candidates in whose case the eligibility is a mere pass in these subjects.

Or

A Matriculation/SSC (10th Standard) certificate in case of a Village Level Worker with a minimum of 3 years experience as Village level worker under a Government.

**3. Additional Qualifications:** Applicants for the post of Typists and Stenographers must have proficiency in Typing and Shorthand with the following minimum speed.

Hindi Typing 25 w.p.m.

English Typing 30 w.p.m.

Hindi Shorthand 60 w.p.m. in Hindi shorthand in addition to minimum Hindi Typing speed of 25 w.p.m.

English Shorthand 80 w.p.m. in English shorthand in addition to minimum English Typing speed of 30 w.p.m.

**4. Age Limits:** Not below 18 years and not above 28 years at the time of notification of vacancies. Upper age limit is relaxable in respect of candidates belonging to Scheduled Castes, Scheduled Tribes, Other Backward Classes, Physically Handicapped persons and Ex-servicemen, etc.

**5. Plan of the Examination:** The subjects of the written examination, the time allowed and the maximum marks for each subject will be as under:

**Competitive Exams - Part 3**

Part 4

IAF Airman (Non-Tech.Trades) and MTD Exam

Indian Navy Sailors Matric Entry Recruitment Exam

Indian Navy Artificer Apprentices' Exam

Indian Navy Dockyard Apprentices' Exam

Indian Army Soldiers' (Technical) MER Exam

Indian Army Soldiers Nursing Assistant's (MER) Exam

Indian Army Soldiers, General Duty (NER) Exam

Indian Army Soldier Clerks' Exam

**Professional Competitions**

Hotel Management Exam

IIT Joint Entrance Exam

CBSE-AIEEE

IIT Entrance Exam

S. No	Test	No. of Questions	Max. Marks	Time Allowed
(A)	OBJECTIVE TESTS			95 Minutes
1.	Reasoning	50	80	
2.	Numerical Ability	50	80	
3.	Clerical Aptitude	50	40	
4.	English Language	50	50*	
		200	200	
(B)	DESCRIPTIVE PAPER			
	Argumentative Questions	4	60	45 Minutes

\* Only Qualifying

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**N.B.:** (i) The candidate has to pass each of the objective and Descriptive Tests separately.

(ii) There will be negative marks for wrong answers in the Objective Tests.

(iii) The Tests of Reasoning, Numerical Ability and Clerical Aptitude is considered for merit listing. The other tests of English Language and Descriptive questions will be qualifying.

(iv) Candidates, who pass in each test and rank sufficiently high on the basis of aggregate marks in written examination, would be called for interview/skill test. Final selection will be on the basis of the aggregate marks obtained by the candidate in the written examination and interview shall be strictly according to merit.

## 6. Syllabus

**1. Test of Reasoning:** This test would include questions of both verbal and non-verbal type. The test may include questions on analogies, similarities, differences, space visualisation, problem solving, analysis, judgement, decision-making, visual memory, discrimination, observation, relationship concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series, etc. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationships, arithmetical computation and other analytical functions.

**2. Test of English Language:** This is a test to see how well you know English. English language ability would be tested through questions on grammar, vocabulary, sentence completion, synonyms, antonyms, comprehension of a passage, etc.

**3. Test of Numerical Ability:** Questions will be designed to test the ability of arithmetical computation of whole numbers, decimals and fractions and relationship between numbers. The questions would be based on arithmetical concepts and relationship between numbers and not on complicated arithmetical computations.

**4. Test of Clerical Aptitude:** The questions in Clerical Aptitude will be set to test the candidate's perceptual accuracy and aptitude. This is the ability to notice similarities and difference between the pairs of names and numbers. Questions in Clerical Aptitude will also assess in addition to perceptual accuracy and aptitude, ability to handle office routine work like filing, abbreviating, indexing, etc.

**5. Descriptive Paper:** It intends to measure your higher order cognitive abilities as comprehending the situations, etc., and also your language ability. It is a question paper-cum-answer sheet in Hindi and English and the Regional Language and you have to restrict your answers to the space provided on the answer-sheet. Use of supplements is not allowed. You have the option to answer 3 out of 4 questions either in Hindi or in English or in the Regional Language.

N.B.: (i) All the questions should be attempted in the same language. .

(ii) For candidates appearing for the post of Agriculture Clerk, an objective test of Agricultural Knowledge (50 questions, 30 minutes) will also be there. In this test problems relating to agricultural matters will be asked.

**7. Initial Pay:** About Rs. 4000 in the scale of Rs. 3020-8920.

**8. Previous up-to-date Papers** have been solved in Career's Guide to Bank Recruitment Exam., obtainable from Bright Careers Institute, 1525, Nai Sarak, Delhi - 110006. Hindi Edition is also available.

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