



गाँव बढ़े >> तो देश बढ़े

Taking Rural India >> Forward

Save a tree. Please do not print this email unless it is absolutely necessary. पेड़ बचाओ। यदि आवश्यक नहीं है तो इस ईमेल का प्रिंट न लें।

**RECRUITMENT OF DEVELOPMENT ASSISTANT (HINDI)**

**INFORMATION HANDOUT FOR ONLINE EXAMINATION**

**1. Scheme of Preliminary Examination:**

The test details are as follows:

Sr.No.	Objective Type Test	Number of Questions	Maximum Marks	Time
1	English Language	40	40	Composite time of 60 minutes
2	Professional Knowledge (Hindi)	30	30	
3	Reasoning	30	30	
	<b>Total</b>	<b>100</b>	<b>100</b>	

**Note :** The candidates MUST pass in each of the above Objective tests. The passing marks in each test will be decided by NABARD on the basis of the performance of all the candidates appearing in the tests. Candidate may accordingly allocate their time to each test within total time of 60 minutes for all the three tests put together.

**Candidates will have to pass in each of the objective tests.**

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 after applying penalty for wrong answers.
- 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 tests
- On Total Score

Test of English Language will be made available in English. Test of Professional Knowledge (Hindi) will be made available in Hindi. Some Questions (Pertaining to translation) may be in English and/or Hindi (mix or both). Test of Reasoning will be made available in English and Hindi. Answers to the papers of Preliminary examination are to be marked by mouse clicking the correct option.

The time for the test is 60 minutes; however the candidate may have to be at the venue for approximately 120 minutes including the time required for attendance marking, submission of Call Letter with Photocopy of the Photo-ID proof, logging in, etc. You can attempt any question at any point of time within these 60 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 correct answer and 'mouse click' that alternative which you feel is correct. The alternative/ option that you have clicked on will be highlighted and will be treated as your answer to that question. There will be penalty for wrong answers marked by you. For every wrong answer marked by you, 1/4<sup>th</sup> of the marks assigned to that question will be deducted as penalty.

## 2. Sample Questions :

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

#### ENGLISH LANGUAGE

#### Directions

:

Pic

Pick out the most appropriate word from amongst the words given below each sentence to complete it meaningfully.

- Q.1.** He quickly glanced ..... the book to find what it said about the Indian economy.  
 (1) at (2) through (3) in (4) to (5) over
- Q.2.** The counsel urged the court to ..... down the obnoxious law.  
 (1) enact (2) enforce (3) cancel (4) strike (5) declare
- Q.3.** The local official ..... the Minister of the situation.  
 (1) explained (2) warned (3) apprised (4) told (5) intimated

#### Directions :

Rea

Read each sentence given below 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 'No error'. (Ignore errors of punctuations, if any)

- Q.4.** I am twenty / two years old / when I first / joined the bank. No error  
 (1) (2) (3) (4)  
 (5)
- Q.5.** To the Hindus / the Ganga is / holier than / any other river. No error  
 (1) (2) (3)  
 (4) (5)
- Q.6.** Of all the teachers / in our school / our class teacher / were very strict. No error  
 (1) (2) (3)  
 (4) (5)

### PROFESSIONAL KNOWLEDGE (HINDI)

- प्र.1-3.** नीचे दिये गये प्रश्नों में से हरेक में एक वाक्य दिया गया है जिसे (1), (2), (3) और (4) भागों में बांटा गया है। वाक्य को पढ़ कर ज्ञात कीजिये कि वाक्य में शब्दों के गलत प्रयोग, वर्तनी या व्याकरण की कोई त्रुटि तो नहीं है। त्रुटि अगर होगी तो वाक्य के किसी एक ही भाग में होगी। इस भाग का क्रमांक ही आपका उत्तर है। अगर वाक्य त्रुटिहीन है तो उत्तर (5) दीजिये अर्थात् त्रुटि नहीं।
- प्र.1.** चालीस लडकों का एक मिला जुला / ठहाका उठा था और / कक्षा की छत पे टकरा कर /  
 (1) (2) (3)  
 सब का सब एकदम मेरे भीतर उतर गया था / त्रुटि नहीं  
 (4) (5)

- प्र.2. सेठ पुरुषोत्तम दास पूना की सरस्वती पाठशाला / का मुआयना करने के बाद में / बाहर निकले तो एक लड़की ने /  
 (1) (2) (3)  
 दौड़ कर उनका दामन पकड़ लिया / त्रुटि नहीं  
 (4) (5)
- प्र.3. वह झपट कर कुर्सी से उठी / और बड़े वेग से कई कमरो / और बरामदो को पार करती /  
 (1) (2) (3)  
 मैनेजर के सामने को आकर खड़ी हो गई / त्रुटि नहीं  
 (4) (5)
- प्र.4-5. नीचे दिए गए प्रश्नों में से एक शब्द समूह या वाक्यांश दिया गया है और फिर उसके बाद पाँच ऐसे शब्द सुझाए गए हैं जो कि इस पूरे वाक्यांश या शब्द समूह का अर्थ एक शब्द में स्पष्ट कर देते हैं। आपको वह शब्द ज्ञात कर उसको उत्तर के क्रम में दर्शाना है।
- प्र.4. जिसका कभी नाश न हो।  
 (1) अपनाश (2) निरामिष (3) अटल (4) अविनाशी (5) सर्व व्यापक
- प्र.5. कम बोलने वाला  
 (1) मिठबोला (2) समदर्शी (3) मृदुभाषी (4) संयमित (5) मितभाषी
- प्र.6-7. कार्यालय के कामकाज का अनुवाद करते समय भाषा, व्याकरण आदि के साथ साथ संस्था के कार्यक्षेत्र की शब्दावली को भी सही परिप्रेक्ष्य में समझना आवश्यक होता है, अन्यथा अनुवाद गलत हो सकता है। इस प्रश्न में दिया गया हिंदी शब्द कार्यालय के सामान्य प्रशासन से संबंधित है आपको उत्तर स्वरूप दिए गए पांच विकल्पों में से उस विकल्प का चयन करना है जो प्रश्न में दिए गए शब्द का सटीक और स्वीकार्य अंग्रेजी शब्द हो।
- प्र.6. मूल्यवर्ग  
 (1) Nomination (2) Contribution (3) Denomination (4)  
 Valuable (5) Demolition
- प्र.7. संवीक्षा  
 (1) Investigation (2) Scrutiny (3) Review (4) Test (5)  
 Enrolment
- प्र.8-9. कार्यालय के कामकाज का अनुवाद करते समय भाषा, व्याकरण आदि के साथ साथ संस्था के कार्यक्षेत्र की शब्दावली को भी सही परिप्रेक्ष्य में समझना आवश्यक होता है, अन्यथा अनुवाद गलत हो सकता है। इस प्रश्न में दिया गया अंग्रेजी शब्द कार्यालय के सामान्य प्रशासन से संबंधित है आपको उत्तर स्वरूप दिए गए पांच विकल्पों में से उस विकल्प का चयन करना है जो प्रश्न में दिए गए शब्द का सटीक और स्वीकार्य हिंदी शब्द हो।
- प्र.8. Encashment  
 (1) रोकड़ना (2) भुनाना (3) निधि अंतरण (4) परिसमापन (5) विप्रेषण
- प्र.9. Bureaucracy  
 (1) नौकरशाही (2) तानाशाही (3) इजारेदारी (4) शहंशाही (5) ज़िम्मेदारी

### REASONING

This is a test to see how well you can think. It contains questions of various kinds. Here are some sample questions.

- Q.1. In the series given below count each 5 which is not immediately preceded by 3 but is immediately followed by 7. How many such 5's are there ?  
 1 5 7 3 5 7 4 7 3 7 2 5 6 5 8 5 7 4 5 6 5  
 5 7 1 5 7 7 5 5  
 (1) 1 (2) 2 (3) 3 (4) 4 (5) 5
- 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. STAMMERING is related to SPEECH in the same way as DEAFNESS is related to which of the following ?  
 (1) EAR (2) HEARING (3) DUMB (4) SILENCE (5) TALK
- Q.4. Madhav ranks seventeenth in a class of thirty-one. What is his rank from the last ?  
 (1) 13 (2) 14 (3) 15 (4) 16 (5) 17

- Q.5. Sapling is related to Tree as -----  
 (1) Horse is related to Mare (2) River is related to Brook  
 (3) Bud is related to Flower  
 (4) Student is related to Teacher (5) Tree is related to Furniture
- Q.6. Which letter should be in place of the question mark in the following series ?  
 G H J M ? V  
 (1) T (2) S (3) R (4) U (5) Q
- Q.7. 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

### 3. Details of the Preliminary Examination (online) : Operational instructions

- (1) The examination would be conducted on-line i.e. on a computer.
- (2) Test of English Language will be made available in English. Test of Professional Knowledge (Hindi) will be made available in Hindi. Some Questions (Pertaining to translation) may be in English and/or Hindi (mix or both). Test of Reasoning will be made available 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 at the right of screen shows one of the following statuses of each of the questions numbered:



**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 simply acts as a reminder that you have set to look at the question again. *If an answer is selected for a question that is Marked for Review, the answer 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) Sections will be displayed on the top bar of the screen. Questions in a section can be viewed by clicking on the section name. The section you will view will be highlighted.
  - (15) After clicking the **Save & Next** button on the last question for a section, you will automatically be taken to the first question of the next section.
  - (16) You can move the mouse cursor over the section names to view the status of the questions for that section.
  - (17) You can shuffle between sections and questions anytime during the examination as per your convenience.
  - (18) 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 NABARD.
  - (19) 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.
  - (20) After the expiry of 60 minutes, the candidates will not be able to attempt any question or check their answers. The answers of the candidate would be saved automatically by the computer system even if he/ she has not clicked the "Submit" button.
  - (21) 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.**

#### 4. General Instructions :

- (1) Please note your Roll Number, Password, date, time and venue address of the examination given in the Call Letter.

The mere fact that an Call Letter has been issued to you does not imply that your candidature has been finally cleared by NABARD or that the entries made by you in your application for examination have been accepted by NABARD as true and correct. It may be noted that NABARD will take up the verification of eligible candidates, i.e. age, educational qualification and category (Scheduled Caste/Tribe/OBC/PwBD/EWS), etc. with reference to original documents, only at the time of document verification of candidates who qualify on the basis of result of the Main examination. You may, therefore, please note that if at any stage, it is found that you do not satisfy the eligibility criteria as given in the advertisement or the information furnished by you in the application is incorrect, your candidature is liable to be cancelled forthwith with such further action as NABARD may like to take. You may please note that the call letter does not constitute an offer of employment with NABARD.

- (2) **You may visit the venue one day before the Preliminary (online) examination to confirm the location so that you are able to report on time on the day of 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. (Preferably the same photograph as was uploaded).
- (4) Please also bring the currently valid photo identity proof **in original** and a **photocopy** of the same photo identity proof which you bring in original - **THIS IS ESSENTIAL**. **Candidates coming without these documents will not be allowed to take the test.** Please hand over the Call Letter stapled with a photocopy of photo identity proof, to the invigilator. Currently valid stipulated photo identity proof are PAN Card/Passport/Permanent Driving License/Voter's Card/Bank's Passbook with photograph/Photo Identity proof issued by a Gazetted Officer or People's Representative on official letterhead/ Valid recent Identity Card issued by a recognised College/University/Aadhar Card / e-adhaar Card with a photograph/ Employee ID/ Bar Council Photo Identity card. **Photo ID should be valid as on the day of examination. Please Note - Ration Card and Learner's Driving License will NOT be accepted as valid ID proof for this purpose.** Please note that your name (provided by you during the process of registration) as appearing on the Call Letter 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 will be allowed only if they produce Gazette notification/their marriage certificate/affidavit.
- (5) You must scrupulously follow the instructions of the Test Administrator and NABARD Representative at the examination venue. If you violate the instructions you will be disqualified and will be asked to leave the examination venue.
- (6) No use of calculators (separate or with watch), books, note books or written notes, cell phones (with or without camera facility) or any other electronic device will be allowed during the examination. **After AarogyaSetu status display at the entry gate, candidates will be required to switch off their mobile phones, and deposit it at the designated location, to be collected while exiting.**
- (7) Candidates found resorting to any unfair means or malpractice or any misconduct while appearing for the examination including giving/ receiving help to/from any candidate during the examination will be disqualified. The candidates should be vigilant to ensure that no other candidate is able to copy from his/her answers.
- (8) 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. The NABARD may take further action against such candidates as deemed fit by it.

- (9) You should bring with you a ball-point pen and blue ink stamp pad. 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 drop this sheet of paper along with the Call Letter and photocopy of photo identity proof in the designated drop-box.
- (10) 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 recruitment process of the NABARD in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective affect.
- (11) The possibility for occurrences 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 re-exam is at the absolute discretion of test conducting body. Candidates will not have any claims 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) If the examination is held in more than one session, 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) Please note that a candidate is allowed to appear only once (for the same phase) in the online examination. Multiple appearance (for the same phase) in online examination will result in cancellation of candidature. In case more than one call letter has been generated, candidates must appear only once. All other call letters are to be surrendered.
- (14) 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.

#### **SOCIAL DISTANCING MODE CONDUCT OF EXAM RELATED INSTRUCTIONS**

- 1 **Candidate is required to report at the exam venue strictly as per the time slot mentioned in the Call Letter. Late comers 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 (WEARING A MASK is COMPULSORY)
  - b. Gloves
  - c. Personal transparent water bottle (Candidate should bring his / her own water bottle)
  - d. Personal hand sanitizer (50 ml)
  - e. A simple pen & one ink stamp pad
  - f. Exam related documents (Call Letter and Photocopy of the ID card stapled with it, ID Card in Original.)
  - g. Call Letter should be brought with the Photocopy of the Photo ID stapled with it. Original ID (same as Photocopy) is also to be brought for verification. The name on the ID and on the Call Letter should be exactly the same.
  - h. In case of Scribe Candidates - Scribe form duly filled and signed with Photograph affixed.
- 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 If candidate is availing services of a scribe, then scribe also should bring their own Gloves, N95 Mask, sanitizer (50ml) and transparent water bottle. Wearing a mask is compulsory. Both candidate and Scribe will require to be wearing N95 Mask.
- 8 A Candidate must have AarogyaSetu App installed on his mobile phone. The AarogyaSetu status must show candidate's risk factor. A candidate will have to display this status to the Security Guard at the entry into the exam venue. In case a candidate does not have a smart phone, he/she will have to bring in a signed declaration to this effect (declaration is provided along with this Call Letter) and show the same to the Security Guard at the entry into the exam venue. Candidates with Moderate or High Risk Status on AarogyaSetu App will not be allowed entry. In case any of the responses in declaration suggest COVID 19 infection/symptoms, the candidate will not be permitted inside the exam venue. (If candidate is availing services of a Scribe, then Scribe should also follow the same instructions).
- 9 After Aarogya Setu status display at the entry gate, candidates will be required to switch off their mobile phones, and deposit it at the designated location, to be collected while exiting.
- 10 All candidates (and Scribe, if applicable) will be checked with Thermo guns at the entry point for temperature. In case, any person is observed to be having above normal temperature (> 99.14° F) or displaying any symptoms of the virus, they will not be allowed entry into the venue.
- 11 In candidate registration:
- a. Candidate registration will be done through photo 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.
  - b. Photograph will be taken while candidate is standing.
  - c. Seat number will be given to the candidate.
- 12 Rough sheet, call letter and ID proof management
- Rough sheet(s) kept at each candidate desk will be used by candidate.
  - Candidate must follow the instructions related to dropping the call letter with the ID proof copy in the boxes provided at the exit of lab/venue while leaving or at the designated place. Those candidates who avail the services of Scribe should submit Scribe form also along with the Call Letter and ID proof copy
  - Candidate must drop the rough sheets, call letter, ID proof copy in the boxes provided at the exit of lab/venue while leaving or at the designated place indicated by Exam officials.
- 13 Post Examination Controls
- 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