



RECRUITMENT OF DRIVERS

INFORMATION HANDOUT FOR ONLINE EXAMINATION

(1) The test details are as follows :

Sr. No.	Name of the Test	No. of Qs.	Max. Marks	Version	Duration
1	Reasoning	13	13	Bilingual/Trilingual, i.e., English and Hindi; English, Hindi and Marathi in Delhi and Maharashtra respectively	60 Minutes
2	General Awareness* (including 5 questions on Traffic Rules)	14	14		
3	Numerical Ability	13	13		
	Total	40	40		

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 Admission 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 four 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 no penalty for wrong answers.**

Papers will be set bilingually in Hindi and English for New Delhi and in English, Hindi & Marathi for Maharashtra. Candidates will have the option to answer questions in the desired language. The option of language is to be chosen in the beginning of the test. However as required, you will be able to switch/toggle between the languages, after choosing the option for the language. Answers to the papers of Online Examination are to be marked by mouse clicking the correct option.

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 Score.
- The 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.

(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

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) 2 (2) 3 (3) 4 (4) 5
- Q.2.** 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) Bopri
- Q.3.** 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) Q

GENERAL AWARENESS

- Q.1.** R. K. Laxman is famous for ——
(1) Painting (2) Cartoons
(3) Screenplay Writing (4) Other than those given as options
- Q.2.** 'Gateway of India' is located at ——
(1) Ahmedabad (2) Jaipur (3) Jamshedpur (4) Mumbai
- Q.3.** OSCAR awards are given for best performance in which of the following field ?
(1) Films (2) Literature (3) Sports (4) Science
- Q.4.** If the driver does not hold license at the time of accident, then
(1) Insurance company would settle claim in full
(2) Insurance company would reject the claim in full
(3) Insurance company would partially settle the claim
(4) Other than those given as options
- Q.5.** What does the sign below indicate :



- (1) Only go straight or take right turn (2) Only go straight or take left turn
(3) Side road ahead (4) Other than those given as options

NUMERICAL ABILITY

Q.1-2. Directions : In each of the following questions one number is missing. The place where the number is missing is shown by a question mark (?). You have to find out which one of the answers shown against 1, 2, 3 and 4 can replace the question mark.

- Q.1.** $\frac{24}{65} \times \frac{13}{56} \times \frac{5}{7} = ?$
(1) $\frac{3}{49}$ (2) $\frac{15}{245}$ (3) $\frac{3}{77}$ (4) $\frac{15}{56}$
- Q.2.** $(27 + 498) \div 25 = ?$
(1) 17 (2) 25 (3) 21 (4) 12
- Q.3.** 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) Rs.3/- (2) Rs.5/- (3) Rs.10/- (4) Rs.20/-

3. Details of the Online Examination : Operational instructions

- (1) The examination would be conducted on-line i.e. on a computer.
- (2) All tests will be in English & Hindi for New Delhi and in English, Hindi & Marathi for Maharashtra.
- (3) All the questions will have multiple choices. Out of the four 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 Admission Letter.

The mere fact that an Admission 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/EWS), etc. with reference to original documents, only at the time of document verification of candidates who qualify. 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 admission letter does not constitute an offer of employment with NABARD.

- (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 on the day of the examination.**
- (3) The Admission 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 Admission 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 Admission 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 Admission 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) Biometric data (thumb impression and photograph) will be captured at the examination venue. 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 exam day.
 - (b) If fingers are dirty or dusty, ensure to wash them and dry them before the finger print (biometric) is captured.
 - (c) Ensure fingers of both hands are dry. If fingers are moist, wipe each finger to dry it.
 - (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)
- (6) 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.
- (7) **No** use of calculators (separate or with watch), books, note books, written notes, pagers, cell phones (with or without camera facility) or any similar electronic communication devices, etc. will be allowed during the examination. Candidates are advised not to bring any of the banned items including cell phones/pagers to the venue of the examination as safety arrangements cannot be assured. 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. 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** hand over this sheet of paper to the Test Administrator before leaving the venue.
- (10) A candidate who is or has been declared by NABARD guilty of impersonation or of submitting fabricated document/s which have been tampered with or of making statements which are incorrect or false or of suppressing material information or otherwise resorting to any other irregular or improper means of obtaining admission to examination or of using or attempting to use unfair means in the examination hall or misbehavior in the examination hall may be debarred permanently from the further process.
- (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 NABARD or 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 admission letter has been generated, candidates must appear only once. All other admission 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.

IMPORTANT POINTS TO REMEMBER

You are advised to bring with you the following:

- (i) Admission Letter with photo affixed thereon and photo ID card in **Original** and photocopy as mentioned in point 4(4).
- (ii) One ball point pen.

WISH YOU GOOD LUCK