6. Selection Procedure

The selection process shall comprise three stages: **Phase I (Paper I)**, an online screening/objective examination consisting of one paper carrying 60 marks; **Phase II**, comprising **Paper II** (English Descriptive) and **Paper III** (Stream-specific Objective and Subjective), carrying an aggregate of 200 marks; and **Phase III**, being an Interview of 100 marks, which shall also include marks for notable achievements in extracurricular activities (International /National /State /University OR District /Others OR Institutional Level), subject to submission of documentary evidence. **Phase I (Paper I) and Phase II (Papers II & III) shall be conducted on the same day in a single sitting.** Evaluation of **Phase II (Papers II & III)** shall be undertaken only for those candidates who qualify **Phase I (Paper I)** by securing the minimum qualifying marks as determined by the Bank. The pattern and syllabus of the examination shall be as under:

Phase I (Paper I): OBJECTIVE EXAM						
Sr. No.	**Name of the Test**	**Type of test**	**No. of Questions**	**Maximum Marks**	**Time**	**Remarks**
1	Reasoning Aptitude	Objective	15	15	**15 Minutes**	Bilingual i.e., Hindi and English (except test of English language)
2	English Language	Objective	15	15	**15 Minutes**	
3	Quantitative Aptitude	Objective	15	15	**15 Minutes**	
4	General Awareness (With special reference to Banking and Financial Sector, Economic and Social Issues and Computer Knowledge)	Objective	15	15	**15 Minutes**	
	TOTAL		**60**	**60**	**60 Minutes**	
PHASE II: OBJECTIVE + DESCRIPTIVE EXAM						
Sr. No.	**Name of the Test**	**Type of test**	**No. of Questions**	**Maximum Marks**	**Time**	**Remarks**
Paper II	English Language	Online Descriptive	**3**	**75**	**60 minutes**	**NA**

		-Answers to be typed using keyboard				
Paper III	Stream Specific	Online Objective (Bilingual i.e., Hindi and English)	**50#**	**75**	**60 minutes**	**NA**
		Online Descriptive - *Answers to be typed using keyboard either in English or Hindi (Remington and Inscript keyboards)*	***10 questions*** will be asked, of which candidates will be required to attempt 4 questions [2 of 15 marks each (with difficulty level) and 2 of 10 marks each]	**50**	**60 minutes**	**NA**

Some questions carry 2 marks each and some questions carry 1 mark each

Phase-II exam – Pattern and Syllabus

(a) Assistant Manager Grade 'A' (General Stream)

Paper	Name of the Test	Type of Paper	No. of Questions	Maximum Marks	Time
Paper II	English Language Essay, Précis writing, Comprehension and Business/Office Correspondence. The paper on English shall be framed in a manner to assess the writing skills including expressions and understanding the topic. ***Note: The above syllabus is only indicative and not exhaustive***.	Online Descriptive - Answers to be typed using keyboard	**3**	**75**	**60 minutes**
Paper III	MSMEs: Policy, Regulatory and Legal Framework; Finance and Management (with focus on MSME), MSME financing (Due Diligence/ KYC, Financial	Online Objective (Bilingual i.e., Hindi and English)	**50#**	**75**	**60 minutes**

	ratios, Assessment of Term Loan / Working Capital, Documentary credit etc.), NPA and recovery including IRAC norms, NBFC Financing, Credit risk assessment etc. Questions related to Investment Banking, Merchant Banking, Equity, Alternative Investment Funds (AIFs), Asset Reconstruction Companies (ARCs), Promotion and development of MSMEs in India. ***Note: The above syllabus is only indicative and not exhaustive.***	Online Descriptive - *Answers to be typed using keyboard either in English or Hindi (Remington and Inscript keyboards)*	***10 questions*** will be asked, of which candidates will be required to attempt 4 questions [2 of 15 marks each (with difficulty level) and 2 of 10 marks each]	**50**	**60 minutes**

Some questions carry 2 marks each and some questions carry 1 mark each

(b) Assistant Manager Grade 'A' (Hindi Stream) and Manager Grade 'B' (Hindi Stream)

Paper	Name of the Test	Type of Paper	No. of Questions	Maximum Marks	Time
Paper II	English Language Essay, Précis writing, Comprehension and Business/Office Correspondence. The paper on English shall be framed in a manner to assess the writing skills including expressions and understanding the topic. ***Note: The above syllabus is only indicative and not exhaustive***.	Online Descriptive - Answers to be typed using keyboard	**3**	**75**	**60 minutes**
Paper III	राजभाषा नीति एवं उसका कार्यान्वयन, राजभाषा अधिनियम, 1963 एवं राजभाषा नियम, 1976, अनुवाद (अंग्रेजी से हिन्दी एवं हिन्दी से अंग्रेजी), बैंकिंग एवं वित्तीय पारिभाषिक शब्दावली, हिन्दी प्रारूपण एवं सरकारी पत्राचार, हिन्दी	Online Objective (Bilingual i.e., Hindi and English)	**50#**	**75**	**60 minutes**

	में टिप्पणी एवं मसौदा लेखन, प्रशासनिक एवं तकनीकी अनुवाद, राजभाषा अनुपालन एवं निरीक्षण, संसदीय राजभाषा समिति, हिन्दी प्रशिक्षण एवं प्रचार-प्रसार, द्विभाषी दस्तावेजों एवं प्रकाशनों की तैयारी, बैंकिंग कार्यों में हिन्दी का प्रयोग, डिजिटल प्लेटफॉर्म एवं वेबसाइट का हिन्दीकरण, हिन्दी में कम्प्यूटर अनुप्रयोग, अनुवाद उपकरण एवं कृत्रिम बुद्धिमत्ता आधारित भाषा प्रौद्योगिकी, हिन्दी में हितधारक संचार तथा राजभाषा नीति एवं उसके कार्यान्वयन से संबंधित समसामयिक विषय। Rajbhasha Policy and Implementation, Official Languages Act, 1963 and Official Language Rules, 1976, Translation (English-Hindi and Hindi-English), Banking and Financial Terminology, Hindi Drafting and Official Correspondence, Noting and Drafting in Hindi, Administrative and Technical Translation, Rajbhasha Compliance and Inspection, Parliamentary Committee on Official Language, Hindi Training and Promotion, Preparation of Bilingual Documents and Publications, Use of Hindi in Banking Operations, Digital Platforms and Website Localization, Computer Applications in Hindi, Translation Tools and AI-enabled Language Technologies, Stakeholder Communication in Hindi, and Current Developments in Official Language Policy and Rajbhasha Implementation. **Note: The above syllabus is only indicative and not exhaustive.**	Online Descriptive - *Answers to be typed using keyboard in Hindi (Remington and Inscript keyboards)*	***10 questions*** will be asked, of which candidates will be required to attempt 4 questions [2 of 15 marks each (with difficulty level) and 2 of 10 marks each]	**50**	**60 minutes**

Some questions carry 2 marks each and some questions carry 1 mark each

Note: The level of difficulty of questions in Grade 'A' and Grade 'B' may vary.

(c) Assistant Manager Grade 'A' and Manager Grade 'B' (Legal Stream)

Paper	Name of the Test	Type of Paper	No. of Questions	Maximum Marks	Time
Paper II	English Language Essay, Précis writing, Comprehension and Business/Office Correspondence. The paper on English shall be framed in a manner to assess the writing skills including expressions and understanding the topic. ***Note: The above syllabus is only indicative and not exhaustive.***	Online Descriptive	**3**	**75**	**60 minutes**
Paper III	General Knowledge of Law: Constitutional Law, Administrative Law, Principles of Statutory Interpretation, Contract Act, 1872, Transfer of Property Act,1882, Negotiable Instruments Act, 1881, Registration Act, 1908, Bharatiya Nyaya Sanhita, Bharatiya Nagarik Suraksha Sanhita, Bharatiya Sakshya Adhiniyam, Legal Drafting, RDB Act, 1993, SARFAESI, 2002, RTI Act 2005, Limitation Act, 1963, IBC 2016 etc. ***Note: The above syllabus is only indicative and not exhaustive.***	Online Objective (Bilingual i.e., Hindi and English)	**50#**	**75**	**60 minutes**
		Online Descriptive: *Answers to be typed using keyboard either in English or Hindi (Remington and Inscript keyboards)*	***10 questions*** will be asked, of which candidates will be required to attempt 4 questions [2 of 15 marks each (with difficulty level) and 2 of 10 marks each]	**50**	**60 minutes**

Some questions carry 2 marks each and some questions carry 1 mark each

Note: The level of difficulty of questions in Grade 'A' and Grade 'B' may vary

(d) Assistant Manager Grade 'A' (Systems/ IT Stream) and Manager Grade 'B' (Systems/ IT Stream)

Paper	Name of the Test	Type of Paper	No. of Questions	Maximum Marks	Time
Paper II	English Language Essay, Précis writing, Comprehension and Business/Office Correspondence. The paper on English shall be framed in a manner to assess the writing skills including expressions and understanding the topic. *Note: The above syllabus is only indicative and not exhaustive.*	Online Descriptive - Answers to be typed using keyboard	**3**	**75**	**60 minutes**
Paper III	Introduction to Software, Computer Fundamentals, Data Structure, File Structure and programming through 'C', 'C++', 'Java' and 'Python', Elements of Systems Analysis and Design, Numerical and Statistical Computing, **Data Communication and Networks, Computer Architecture and Network Architecture**, Object Oriented Systems, Database Management Systems including RDBMS, Software Engineering, Operating Systems, Management Information Systems, Internet of Things (IoT), Mobile Computing, Design and analysis of Algorithms, **Basic of AI, ML and natural language processing**, **Cyber/IT Security**, Big Data Analytics, Data Modelling and Analytics Concept of data visualisation using reporting tools, Data warehousing with analytical capabilities and virtual data management, API usage for cross user interaction and data exchange, application development etc. *Note: The above syllabus is only indicative and not exhaustive.*	Online Objective @ (Bilingual i.e., Hindi and English)	**50#**	**75**	**60 minutes**
		Online Descriptive - Answers to be typed using keyboard either in English or Hindi *(Remington and Inscript keyboards)*	***10 questions*** will be asked, of which candidates will be required to attempt 4 questions [2 of 15 marks each (with difficulty level) and 2 of 10 marks each]	**50**	**60 minutes**

@ Paragraph Based/Numerical/Application based interpretive questions
# Some questions carry 2 marks each and some questions carry 1 mark each
Note: The level of difficulty of questions in Grade 'A' and Grade 'B' may vary

Note-Common for all Streams/ Grades: -

- The syllabus is illustrative and not exhaustive. The syllabus should not be considered as the only source of information while preparing for the examination. Keeping in view the nature of examination, all matters falling within the realm of the subject concerned will have to be studied by the candidate as questions can be asked on all relevant matters under the subject. Candidates appearing for the examination should also prepare themselves for answering questions that may

be asked on the current/latest developments/Acts taking place under the subject(s) although those topics may not have been specifically included in the syllabus.

- All tests (except test of English Language & English Descriptive test) will be provided in both English & Hindi and, in Hindi in case of the test Official language.

- All the objective questions will have multiple choices. Out of the five answers, to a question only one will be the correct answer. The Candidate will have to select the most appropriate answer and 'mouse click' that alternative which you feel is appropriate/ correct. The alternative/ option that the candidate has clicked on will be treated as his/her answer to that question. **For objective type of tests, there will be penalty for wrong answers marked by the candidates. For every wrong answer marked by a candidate, 1/4 of the marks assigned to that question will be deducted as penalty.**