



INFORMATION HANDOUT

**ONLINE PRELIMINARY EXAMINATION FOR
OFFICE ASSISTANT (PEON) ON
REGULAR BASIS IN SUBORDINATE CADRE**

BOB/HRM/REC/ADVT/2025/05

**(DATE OF EXAMINATION:
22.02.2026 & 23.02.2026)**

INTRODUCTION

This booklet contains details pertaining to various aspects of the online examination you are going to take and important instructions about related matters. **The answers will be indicated online, hence you should carefully read instructions regarding the method of indicating answers.** You are advised to study this booklet carefully as it will help you in preparing for the examination.

Before appearing for the online examination you should strictly ensure yourself that you fulfill the eligibility criteria stipulated in the advertisement in all respects.

Please note that since this is a competitive examination, mere passing is not adequate. You have to obtain a high rank in the order of merit to get eligibility for future selection process. You should, therefore, put in best efforts in the examination.

ONLINE EXAMINATION

In the online examination there will be following objective test:

Section	Name of the Tests	No. of Questions	Total Marks	Medium of Examination	Duration
1	Knowledge Of English Language	25	25	English	20 minutes
2	Elementary Arithmetic	25	25	*	20 minutes
3	Psychometric Test (Reasoning)	25	25	*	20 minutes
	Total	75	75		60 minutes

* List of Version of tests (Medium of examination) for Office Assistant (Peon) on regular basis in subordinate cadre according to State Applied for:

Sr. No.	Name of State	Medium of Examination
1	Andhra Pradesh	English, Hindi and Telugu
2	Assam	English, Hindi and Assamese
3	Bihar	English and Hindi
4	Chandigarh	English & Hindi
5	Chhattisgarh	English and Hindi
6	Dadra & Nagar Haveli and Daman & Diu	English, Hindi, Gujarati, Marathi and Konkani
7	Delhi (NCT)	English and Hindi
8	Goa	English, Hindi and Konkani
9	Gujarat	English, Hindi and Gujarati
10	Haryana	English and Hindi
11	Himachal Pradesh	English and Hindi
12	Jammu & Kashmir	English, Hindi and Urdu
13	Jharkhand	English and Hindi
14	Karnataka	English, Hindi, Kannada and Konkani
15	Kerala	English, Hindi and Malayalam
16	Madhya Pradesh	English and Hindi
17	Maharashtra	English, Hindi, Marathi and Konkani
18	Manipur	English, Hindi and Manipuri
19	Nagaland	English and Hindi
20	Odisha	English, Hindi and Odia
21	Punjab	English, Hindi and Punjabi
22	Rajasthan	English and Hindi
23	Tamil Nadu	English, Hindi and Tamil

24	Telangana	English, Hindi, Telugu and Urdu
25	Uttar Pradesh	English, Hindi and Urdu
26	Uttarakhand	English and Hindi
27	West Bengal	English, Hindi and Bengali

Penalty for Wrong Answers

- There will be penalty for wrong answers marked in the Objective Tests. For each question for which a wrong answer has been given by the candidate one-fourth or 0.25 of the marks assigned to that question will be deducted as penalty to arrive at corrected score. If a question is left blank, i.e. no answer is marked by the candidate, there will be no penalty for that question
- The above tests except the Test of English Language will be available in English, Hindi. and Local language (as mentioned above). All questions will be objective type with five options.

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.

KNOWLEDGE OF ENGLISH LANGUAGE

- Q.1.** Read the sentence to find out whether there is any grammatical or idiomatic error in it. The error, if any, will be in one part of the sentence. That part is the answer. If there is no error, the answer is 'No error'. (Ignore the errors of punctuation, if any).

The regaining of freedom / as we well know has given rise for / many dormant issues /
 (1) (2) (3)
 and conflicts in our society. No error
 (4) (5)

- Q.2-3.Directions :** In each of the following questions, select from amongst the five alternatives, the word most opposite in meaning of the word given in capitals.

Q.2. LIVELY
 (1) simple (2) weak (3) dull (4) angry (5) moron

Q.3. INADVERTENT
 (1) adequate (2) available (3) sluggish (4) negligent (5) intentional

- Q.4.** Pick out from the words given below this sentence the word which would complete the sentence correctly and meaningfully.

He wants me to look ____ his garden during his absence.
 (1) at (2) over (3) after (4) into (5) from

Direction : In each of the following questions, select from amongst the five alternatives, the word nearest in meaning to the word given in capitals.

Q.5. LETHAL (1) light (2) dangerous (3) deadly
 (4) cruel (5) thoughtless

Q.6. CENTENARY (1) a guard (2) a hundred years (3) a very old man
 (4) a hundred runs (5) a hundredth anniversary

ELEMENTARY ARITHMETIC

- Q.1.** At 10 paise each, how many paise will 6 lemons cost ?

(1) 6 (2) 10 (3) 60 (4) 61 (5) 610

- Q.2.** Which of the following can be exact multiple of 4 ?

(1) 27114 (2) 58204 (3) 48402 (4) 32286 (5) Other than those given as options

- Q.3-6.** 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. If none of these four can replace the question mark, you will indicate (5) i.e. 'Other than those given as options' as your answer.

- Q.3.** $42 + 73 + 137 = ?$
 (1) 352 (2) 252 (3) 242 (4) 142 (5) Other than those given as options
- Q.4.** $20 \times \frac{1}{2} = ?$
 (1) 4 (2) 5 (3) 12 (4) 20 (5) Other than those given as options
- Q.5.** $0.7 \times 0.5 = ?$
 (1) 35 (2) 0.35 (3) 0.0035 (4) 0.035 (5) Other than those given as options
- Q.6.** $15 : 25 :: 6 : ?$
 (1) 9 (2) 10 (3) 30 (4) 15 (5) Other than those given as options

PSYCHOMETRIC TEST (REASONING)

Q.1-5. Read the information given below and answer the questions.

Six plays A, B, C, D, E and F of a famous playwright are to be staged one on each day from Monday to Saturday. The schedule of the plays is to be in accordance with the following.

- (1) A must be on the immediately previous day of the on which E is staged.
- (2) C must not be staged on Tuesday.
- (3) B must be on a day which immediately follows the day on which F is staged.
- (4) D must be staged on Friday only and should not be immediately preceded by B.
- (5) E must not be staged on the last day of the schedule.

- Q.1.** Which of the following is the schedule of plays, with the order of their staging from Monday ?
 (1) E A B F D C (2) A F B E D C (3) A F B C D E
 (4) F A B E D C (5) Other than those given as options
- Q.2.** Play C cannot definitely be staged on which of the following days in addition to Tuesday ?
 (1) Monday (2) Wednesday (3) Thursday (4) Friday (5) Saturday
- Q.3.** Play D is between which of the following pairs of plays ?
 (1) C and E (2) E and F (3) A and E (4) B and E (5) C and F
- Q.4.** Which of the following plays is on Monday ?
 (1) E (2) A (3) F (4) B (5) C
- Q.5.** Which of the following plays immediately follows B ?
 (1) F (2) E (3) D (4) C (5) A

DETAILS OF THE ONLINE EXAMINATION PATTERN

1. Total duration of examination is 60 minutes. [20 minutes compensatory time for every 60 minutes (1 Hour) of the examination time for candidates with disability eligible for compensatory time.]
2. The clock will be set at the server. The countdown timer in the top right corner of screen will display the remaining time available for you to complete the examination. When the timer reaches zero, the examination will end by itself. You will not be required to end or submit your examination.
3. 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 evaluation.*

4. You can click on the ">" arrow which appears to the left of question palette to collapse the question palette thereby maximizing the question window. To view the question palette again, you can click on "<" which appears on the right side of question window.
5. You can click on your "Profile" image on top right corner of your screen to change the language during the exam for entire question paper. On clicking of Profile image you will get a drop-down to change the question content to the desired language.
6. You can click on  to navigate to the bottom and  to navigate to the top of the question area, without scrolling.

Navigating to a Question:

7. To answer a question, do the following:
 - a. Click on the question number in 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 your answer for the current question and then go to the next question.
 - c. Click on **Mark for Review & Next** to save your answer for the current question, mark it for review, and then go to the next question.

Answering a Question :

8. Procedure for answering a multiple choice type question:
 - a. To select your answer, click on the button of one of the options
 - b. To deselect your chosen answer, click on the button of the chosen option again or click on the **Clear Response** button
 - c. To change your chosen answer, click on the button of another option
 - d. To save your answer, you MUST click on the **Save & Next** button
 - e. To mark the question for review, click on the **Mark for Review & Next** button. *If an answer is selected for a question that is Marked for Review, that answer will be considered in the evaluation.*
9. To change your answer to a question that has already been answered, first select that question for answering and then follow the procedure for answering that type of question.
10. Note that ONLY Questions for which answers are saved or marked for review after answering will be considered for evaluation.

Navigating through sections:

11. Sections in this question paper are displayed on the top bar of the screen. Questions in a section can be viewed by clicking on the section name. The section you are currently viewing is highlighted.

12. Candidate can view the corresponding section summary as part of the legend that appears in every section above the question palette.

Submitting the exam:

13. After the expiry of time the candidates will not be able to attempt any question or check their answers. On completion of test time, answers of the candidates would be saved automatically by the computer system even if they have not clicked the "Submit" button.
14. Please note :
- Candidates will not be allowed to "finally submit" unless they have exhausted the actual test time of the examination.
 - Under no circumstances should a candidate click on any of the 'keyboard keys' during the test once the exam starts as this will lock the exam.

GENERAL INSTRUCTIONS

- Please note date, reporting time and venue address of the examination given in the call letter.
- You may visit the venue one day before the 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.
- The call letter should be brought with you to the examination venue along with your recent passport size photograph duly pasted on it. (The same photograph as was uploaded).
- You must scrupulously follow the instructions of the Test Administrator and Bank Representative at the examination venue. If you violate the instructions you will be disqualified and will be asked to leave the examination venue.
- 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.
- Please bring the call letter with your photograph affixed thereon, a photocopy of photo identity proof stapled with it and same (currently valid) photo ID in original - **THIS IS ESSENTIAL**. 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 or People's Representative (on official letterhead) / Valid recent Identity Card issued by a recognised College or University / Aadhaar Card / E-Aadhaar Card with a photograph/ Employee ID). **Please Note - Ration Card and Learner's Driving License will NOT be accepted as valid ID proof.** 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 examination. In case of candidates who have changed their name will be allowed only if they produce Gazette notification/their marriage certificate/affidavit. Photo ID should be valid as on the day of the examination.
- Do not leave your seat unless you are allowed.
- Travelling Allowance not admissible. No travelling allowance or other expenses in connection with the examination will be paid.
- Bank would be analyzing the responses (answers) of individual candidates with other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted by Bank in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, Bank reserves right to cancel the candidature of the concerned candidates without any notice and the result of such candidates (disqualified) will be withheld. No objection in this regard shall be entertained.
- You should bring with you a ball-point pen. Sheets 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** submit these sheets of paper before leaving the venue. You must write your Registration Number, Roll Number, Name and Date of exam on the rough sheets.
- 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-examination is at the absolute discretion of Bank. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.
- 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.
- 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 Bank 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.

- (14) The PwD candidates, who want to use facility of scribe, are required to submit a Declaration form (Scribe declaration form).
- (15) For candidates availing scribe in accordance with OM - F. No. 29-6/2019-DD-III dated 10.08.2022, shall be allowed scribe facility subject to production of a certificate at the time of online examination to the effect that person concerned has limitation to write and that scribe is essential to write examination on his/her behalf from competent medical authority of a Government healthcare institution as per Appendix I of the said guidelines. Such candidates shall not be allowed to appear for the examination without the specified medical certificate as per Appendix I of the said guidelines.
- (16) Following items will not be allowed inside the examination hall (Lab) :
- Any stationery item like textual material (printed or written), bits of papers, Geometry/Pencil Box, Plastic Pouch, Calculator, Scale, Writing Pad, Pen Drives, Log Table, Electronic Pen/Scanner, Any communication device like Mobile Phone, Bluetooth, Earphones, Microphone, Pager, Health Band etc. Other items like Goggles, Handbags, Hair-pin, Hair-band, Belt, Cap, Any watch/Wrist Watch, Camera, Any metallic item, Any eatable item opened or packed, water bottle (only transparent water bottle is allowed), Any other item which could be used for unfair means for hiding communication devices like camera, bluetooth devices etc. Any candidate who is found either copying or receiving or giving assistance will be disqualified.
- You are advised to avoid wearing ornaments like Ring, Earrings, Nose-pin, Chain/Necklace, Pendants, Badge, brooch etc.
- (17) Candidates should not furnish any particulars that are false, tampered, fabricated and should not suppress any material information while submitting online application. At the time of examination or in a subsequent selection procedure, if a candidate is (or has been) found guilty of – (i) using unfair means or (ii) impersonating or procuring impersonation by any person or (iii) misbehaving in the examination hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or (iv) resorting to any irregular or improper means in connection with his/ her candidature or (v) obtaining support for his/ her candidature by unfair means, or (vi) carrying mobile phones or similar electronic devices of communication in the examination hall – such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable :
- to be disqualified from the examination for which he/ she is a candidate
 - to be debarred either permanently or for a specified period from any examination conducted by Bank
- (18) Candidates are advised to take note of “The Public Examinations (Prevention of Unfair Means) Act, 2024”.
- (19) Photograph will be captured at the examination venue. The photo captured will be matched with the photo uploaded by the candidate in the application. You must NOT change your appearance from the photo uploaded by you.

WISH YOU GOOD LUCK !