

## 1. What Are Banks?

Banks are financial Institutions or financial intermediaries that accept deposits and channel those deposits into lending activities, either directly by loaning or indirectly through capital markets. Banks are divided into Public sector Banks & Private Sector Banks. The recruitment process of public Sector Banks differs from that of Private Sector Banks

## 2. What are Public Sector Banks?

Public Sector Banks (PSBs) are banks where the majority stake (i.e. More than 50%) is held by the Government. The Shares of these banks are listed on stock exchanges. There are a total of 27 PSBs in India.

Allahabad Bank	Oriental Bank of Commerce
Andhra Bank	Punjab National Bank
Bank of Baroda	Punjab and Sind Bank
Bank of India	Syndicate Bank
Bank of Maharashtra	UCO Bank
Canara Bank	Union Bank of India
Central Bank of India	United Bank of India
Corporation Bank	Vijaya Bank
Dena Bank	IDBI Bank
Indian Bank	Bharatiya Mahila Bank
Indian Overseas Bank	

### Subsidiaries of SBI

State Bank of India
State Bank of Hyderabad
State Bank of Mysore
State Bank of Bikaner & Jaipur
State Bank of Patiala
State Bank of Travancore

## 3. What are Private Sector Banks?

All those banks where greater parts of stake or equity are held by the private shareholders and not by government are called "Private-Sector Banks".

S. No	Old Private Sector Banks in India
1	Catholic Syrian Bank
2	City Union Bank
3	Dhanlaxmi Bank
4	Federal Bank
5	ING Yysya Bank(merged with Kotak Mahindra Bank)
6	Jammu and Kashmir Bank
7	Karnataka Bank
8	Karur Yysya Bank
9	Lakshmi Vilas Bank
10	Nainital Bank
11	RBL Bank
12	South Indian Bank
13	Tamilnad Mercantile Bank Limited

S. No	New Private Sector Banks in India
1	Axis Bank (earlier UTI Bank)
2	Development Credit Bank(converted from Co-operative Bank, now DCB Bank Ltd.)
3	HDFC Bank
4	ICICI Bank
5	IndusInd Bank
6	Kotak Mahindra Bank
7	Yes Bank
8	Bandan Bank
9	IDFC Bank

4. Who are the major recruiters in Banking Industry ?

- a) State Bank of India Group
- b) Nationalized Banks ( Total :19 Banks )
- c) Other Public Sector Bank ( IDBI Bank Limited & Bharatiya Mahila Bank )
- d) Private Sector Banks: Catholic Syrian Bank, City Union Bank, Dhanlaxmi Bank, Fedral Bank, ING Vysya Bank(merged with Kodak ), Jammu and Kashmir Bank, Karnataka Bank, Karur Vysya Bank, Lakshmi Vilas Bank, Nainital Bank, RBL Bank, South Indian Bank, Tamilnad Mercantile Bank Limited, Axis Bank (earlier UTI Bank), Development Credit Bank(converted from Co-operative Bank, now DCB Bank Ltd.), HDFC Bank, ICICI Bank, IndusInd Bank, Kotak Mahindra Bank, Yes Bank, Bandan Bank, IDFC Bank
- e) Co-operative Banks: National and State Co-operative Banks and Scheduled Urban Co-operative Banks
- f) RRBs ( Regional Rural Banks )

5. On what basis, do banks recruit their candidates?

Public Sector Banks follow the rules laid by the government so they advertise their vacancies in the newspaper and conduct exams, interview, then allocate on the basis on reservations (GEN, OBC, SC, ST)

Private Sector Banks don't have such reservations. They pick candidates through campus, referrals, walk-ins, consultants etc...

6. What are the vacancies that I can apply for in Public Sector- Banks?

Like any organization banks also have many positions & eligibility conditions, job profile, salary etc that differs for each. But for a fresher there are only 3 avenues. They are

- a) Banks Clerks or Probationary Clerks
- b) Bank Probationary Officers (PO)
- c) Bank Specialist Officers (SO)

7. What are the Following:-

**a) Bank Clerks or Probationary Clerks**

A young person joining a bank as a clerk-cum-cashier in the clerical cadre of the bank has the opportunity to start early as at the age of 18 years. A bank clerk enjoys job security, challenging work environment, opportunity to strengthen customer relation skills, using best available technology and working to learn under worthy senior officers.

**b) Bank Probationary Officers (PO)**

Probationary Officer is the entry to the most coveted managerial position in the banking industry. It's a bank job, especially to fresh graduates & those without prior experience. The PO will report to their immediate senior officer, who will closely monitor & evaluate the performance of him/her for a certain period.

While on job, Probationary Officers will have to take up assignments given by their managers. Along with training, they will also be deployed across various departments of the banks to gain exposure in operations & working of bank. So, in short the PO must be willing to take up any work during the probation period in order to understand the process effectively & to scale greater heights and reach higher positions

**c) Bank Specialist Officers (SO)**

Specialist Officers have a specific area of expertise, in which they may have graduated or might have good experience. Example – A Graduate in Agriculture/Horticulture/Allied Science will be appointed as Specialist Officer to lend loans to formers, agricultural companies & to fetch deposits from nearby farms, dairies etc., Since these people are specialized in a specific subject, they are used by banks to work more closely with the specific public community.

**8. What are the salary and benefits provided by the Public Sector Banks?**

The Remuneration provided by the Public Sector Banks is attractive taking into account the changes made by the 7<sup>th</sup> Central Pay Commission.

**Bank Probationary Officers (PO):**

The average monthly Basic pay is Rs.23700-42020. Apart from the Basic Salary a Bank PO is entitled to a number of benefits like Dearness Allowance, Leave Travel Allowance, House Rent Allowance, Pension, Leased Accommodation, Gratuity, Medical Benefits etc.

**Bank Clerks or Probationary Clerks:**

The average monthly Basic Pay is Rs.18100 -19800. Apart from the Basic Salary Bank Clerks are also entitled to receive emoluments as applicable to award staff under various rules in force in the employer bank from time to time

**9. In Today's market, what makes Bank Jobs so lucrative?**

- a) The possibility of growth is higher
- b) Job Security
- c) High Pay Cheques

**10. What are the different types of bank exams?**

Generally, the bank examinations are of the following types:

- a) Online Common Written Examination (CWE) conducted by the Institute of Banking Personnel Selection (IBPS) as a prerequisite for the selection of personnel for Probationary Officer / Management Trainee / Clerk / Specialist Officer posts in 21 Public Sector banks(PSB).
- b) Apart from the 21 PSB's the exams will be conducted individually for the posts of Clerks and Officers for the following banks
- c) SBI+5 subsidiary Banks (exam for each bank individually)
- d) Cooperative Banks (exam for each bank individually)
- e) Regional Rural Banks - RRB
- f) Exam conducted by Private Sector Banks for recruitment to the posts of Clerks and Officers (Some Private Sector Banks consider the IBPS CWE score for the recruitment of Clerks and Probationary Officers).
- g) Exam conducted by RBI and RBI associate banks for recruitment to the posts of Clerks and Officers.

**11. What is IBPS?**

The Institute began in 1975, just after nationalization of banks, as Personnel Selection Services (PSS), a unit of National Institute of Bank Management (NIBM). The objective was to develop an unbiased and efficient system for recruitment, promotion and placement services. In 1984 this unit became an independent entity –

Institute of Banking Personnel Selection (IBPS) at the behest of Reserve Bank of India (RBI) and Public Sector Banks. The first Chairman of its Governing Board was Dr Manmohan Singh, then the Governor of RBI.

By enhancing its consulting expertise over the years, the institute has acquired the distinction of a premier national level Institute and the fore-runner in the field of personnel selection. It pioneered the use of objective type cognitive ability tests for mass level examinations. Its success story has now registered a distinctive hallmark on the national horizon, be it class or mass selection. For more details visit [www.ibps.in](http://www.ibps.in)

12. What is IBPS Online Common Written Exam?

The Institute of Banking Personnel Selection (IBPS) conducts the Online Pre and Mains Common Written Examination(CWE) which is the pre-requisite for selection of personnel for the posts of Probationary Officer/Management Trainee/ Specialist Officer/ Clerks in the Public Sector Banks.

The first ever Common Written Examination(offline) for the posts of Probationary Officer/ Management Trainee in 19 public sector banks was conducted on 18<sup>th</sup> September 2011 and the first such examination for recruitment of Clerks in 19 public sector banks was conducted on 17<sup>th</sup> November 2011.

Some Private Sector Banks also consider the IBPS CWE score for the recruitment of their Clerks and Probationary Officers

**Participating Banks:** Except for SBI, almost all the major Public Sector Banks are participating in the online CWE prelims and mains. The 21 banks which are participating in the online CWE are Allahabad Bank, Andhra Bank, Bank of Baroda, Bank of India, Bank of Maharashtra, Canara Bank, Central Bank of India, Corporation Bank, Dena Bank, Indian Bank, Indian Overseas Bank, Allahabad Bank, Andhra Bank, Bank of Baroda, Bank of India, Bank of Maharashtra, Canara Bank, Central Bank of India, Corporation Bank, Dena Bank, Indian Bank, Indian Overseas Bank

Each participating Public Sector Bank will independently issue a separate recruitment notification, specifying their vacancies and stipulating the eligibility criteria in terms of age, educational qualification, experience (if any), proficient in official language of the State/ UT for which vacancies he wishes to apply, minimum required level of IBPS score in each component test plus total weighted score (if any)... etc. Each bank will then individually shortlist candidates and carry out their own selection process such as Group Discussions and/ or Interviews... etc. For final selection, since Clerical cadre recruitment would be on state-wise basis, candidates can apply for vacancies in one State/UT only. It will therefore be necessary that candidates appear for examination in one of the centers of a particular State/UT where they would like to apply for employment i.e. they have to appear for the examination from a centre for that State/UT as mentioned.

13. How often does IBPS conduct exams?

IBPS has advertised that PO & Clerk exams will take place once a year

In addition to that, IBPS is also responsible for executing exams such as specialist officers & Regional Rural banks which are yearly affairs.

14. What are the eligibility criteria for Bank jobs in India?

Particulars of Eligibility	IBPS PO	IBPS Clerk	SBI PO	SBI Assistant & Steno-graphers
Age Limit	20 – 30 years	20 – 28 years	21 – 30 years	18 – 28 years
Educational Qualification	Degree	Degree	Degree	12 <sup>th</sup> Standard or 10 <sup>th</sup> + Diploma

Particulars of Eligibility	RBI Assistant	IBPS RRB Officer Scale – I	IBPS RRB Office Assistant
Age Limit	18 – 28 years	18 – 28 years	18 – 28 years
Educational	Degree	Degree	Degree

<b>Qualification</b>			
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**Degree:** A degree in any discipline from recognized University or any equivalent qualification recognized as such by the Central Government.

**12<sup>th</sup> Standard:** (10+2) pass or equivalent qualification with a minimum of aggregate 60%marks (55% for SC/ST/PWD/XS)

**(Note:** Relaxation of upper age limit is available for SC/ST/OBC/PWD/XS).

**Diploma:** Candidates who have not passed 12th standard examination but have passed diploma course after 10<sup>th</sup> standard are eligible for the captioned recruitment provided:

- a) Diploma course passed after 10<sup>th</sup> standard must be a full time course ( Diploma course through correspondence are not eligible) with a minimum of two years duration.
- b) The Diploma course passed after 10<sup>th</sup> standard should be recognized /approved by the state Board of Technical Education of concerned State

15. Is Reservation (quota system) available in Public Sector Banks? What are the Relaxations available for SC/ST/OBC/PWD/XS?

- a) Relaxation in upper age limit

In IBPS online CWE, the maximum age limit for writing PO exams is 30 years and 28 years for Clerical exam but there is a relaxation in upper age limit for students in the below categories. For Example: A student belonging to SC/ ST can write IBPS PO exams till the age of 35 years.

S. No	Category	Relaxation
1	SC/ST	5 years
2	OBC (NCL only)	3 years
3	Persons with Disability (VI, HI, OC)	10 years
4a	Ex-Servicemen (PO)	5 years
4b	Ex-Servicemen (Clerk)	for 3years( 8 years for disabled Ex-servicemen belonging to SC/ST) , in addition to the actual period of service in the Defence forces subject to a maximum age of 50 years.
5	Resident (Domiciled) of Kashmir div of J&K State during the time period of 01.01.1980 to 31.12.1989	5 years
6	Affected peoples of 1984 Riots	5 years
7	Widows, Divorced and women legally separated from their husbands who have not remarried	9 years
9	Persons with disabilities	10 years
10	Regular Employees of the Union Carbide Factory, Bhopal, retrenched from service (only applicable to Madhya Pradesh state)	5 years

b) Relaxation in payment of application fees

Application fees/ intimation charges paid for IBPS CLERK online CWE 2016

- Rs. 100/- for SC/ST/PWD/EXSM candidates.
- Rs. 600/- for all others

16. Is MBA necessary for a bank job?

MBA is not necessary for entry level recruitments conducted by public sector banks. Entry level jobs are Clerks, Probationary Officers & in some cases managers. For applying to these positions, the minimum eligibility would be a Degree in any discipline. In case the recruitment is for specialized posts like Agriculture, Systems, IT, Credit, Finance etc., - candidates with Degree in those subjects would be asked to apply.

17. Can candidates who have cleared 10<sup>th</sup> or 12<sup>th</sup> public exams write bank examinations?

The minimum qualification for writing IBPS bank exams is a Degree but the eligibility criteria for writing SBI Assistant & Stenographers bank exams is 12<sup>th</sup> standard or 10<sup>th</sup> + Diploma. So candidates who have passed 12<sup>th</sup> standard or passed Diploma course after 10<sup>th</sup> standard can apply for SBI Assistant & Stenographers.

18. Is the Exam Pattern same as Before?

Generally the exam pattern for these CWE online Mains exams is 5 sections with different number of questions and timings allotted for each section. So subtle changes to the pattern should be expected always

19. What is the pattern of the IBPS Bank PO CWE 2016?

The Online mains consist of objective paper and descriptive paper. Previously descriptive paper (Essay Writing + Letter Writing) but now there is no such paper for IBPS. (Note: Still Descriptive Paper is present in SBI PO)

Prelims Exam

S.No	Name of the test	No. of Questions	Maximum Marks	Duration
1	Reasoning Ability Paper	35	35	Total Duration 60 Minutes
2	Quantitative Aptitude Paper	35	35	
3	English Language Paper	30	30	

Mains Exam

S.No	Name of the test	No. of Questions	Maximum Marks	Duration
1	Reasoning	50	50	Total Duration 140 Minutes
2	English Language	40	40	
3	Quantitative Aptitude	50	50	
4	General Awareness	40	40	
5	Computer Knowledge	20	20	

20. What are the Common subjects for bank exam?

Marketing aptitude is combined with computer knowledge for SBI exams.

S.No	Name of the test
1	Quantitative Aptitude
2	Reasoning
3	English Language
4	General Awareness
5	Computer Knowledge

21. What is the pattern of the SBI/SBI ASSOCIATE Bank PO CWE?

The SBI and Associate Banks conduct separate written test for the selection process and will not consider the CWE score.

The written test consists of Objective Paper and Descriptive Paper:-

Papers	Questions	Minutes	Marks
Objective Paper	190	140	200

**Negative Marking:** There will be penalty for wrong answers marked in the objective test. The following table gives the test area breakup of the objective paper.

Final section will be made based on the performance in the written test, group discussion and interview taken together.

22. What will be the language of Online CWE?

The Online questions will be bilingual. i.e. English and Hindi.

23. What is the duration of the exams?

Duration			
Type of Exam	Objective Paper	Descriptive Paper	Total (in Minutes)
IBPS PO	140	-	140
IBPS CLERK	135	-	135
SBI PO	180	30	210
SBI CLERK	190	-	140

24. What are the different types of Bank exams conducted by IBPS/SBI & Other Banks ?

IBPS conducts online exams separately for PSB, SBI, Cooperative Bank & RRBs

25. What is an online exams?

For all banking aspirants, IBPS Clerk Common Written Exam (CWE) is one of the most coveted of all banking examinations. Several banking exams conducted by individual public sector banks have been consolidated into two exams; one has to qualify the **Preliminary online exam** followed by **Mains Exam CWE Exam**

At present, there are 21 national banks participating in IBPS CWE (19 banks + IDBI Bank + Bharatiya Mahila Bank). Previously IBPS CWE was a pen and paper test. However, now IBPS CWE (both prelims and mains) is an online test, which means you will have to click your answers on a computer.

26. What are written exams?

There are no written exams for bank exams here on.

27. How to do rough work in exam?

In case of IBPS Online Exams you will be given A4 sheets to work your rough work.

28. What if the server is slow during the online exams?

IBPS will take enough care to allot centers where the systems are capable to conduct the online exams. IBPS will hire private organization which conducts online exams or allot only to Engineering Colleges with adequate computer lab facilities.

29. What if I chose a wrong answer in the On-line exam?

In an online exam, you have the option of going back to any question (unanswered or wrongly answered question) but make sure that you answer them right in the first instance which saves time and saves you from unwanted confusion. Note: Everything will also depend on the software/ web application.

30. If I leave one question, wanting to answer later can I do it I the online exam?

Generally Yes. Note: Everything will also depend on the software/ web application used by the examination authority.

31. Can I verify once answered question at the middle in the online exam?

Yes. You can go back and change the answer of any question, any time during the exam. Note: everything will also depend on the software/ web application used by examination authority.

32. Is there a penalty for wrong answers? If yes, what is the penalty?

There will be penalty for wrong answers marked in the objective test. For each question for which a wrong answer has been given by the candidate one fourth (1/4) or 0.25 of the marks assigned to that question will be deducted as penalty to arrive at corrected score. If the total of the penalty for a test is in fraction, the marks

obtained will be rounded off to the nearest integer, i.e. if fraction exceed by 0.50 or more, it will be rounded off to next higher integer. If the question is left blank, i.e. no answer is given by the candidate, there will be no penalty for that question.

33. Do all the bank exams have penalty for wrong answers?

Yes all bank exams conducted by IBPS, RBI, SBI and other private banks have penalty for wrong answers

34. Will I get negative marks if I don't answer any questions?

No. Negative marks will be awarded only in case of any wrong answers. So, if you don't attend a question, no marks will be deducted.

35. How to prepare for IBPS online exams?

- a) Sitting in front of a screen for more than 2 hours is prone to eye fatigue, if you do not have requisite practice. So practice taking these tests online. There are lot of mock test papers available online and better if you attend a coaching centre that helps taking test online
- b) For many people, reading on the screen does not come easy. It is important to focus if you wish to crack the exam. Read as much as possible on the screen to get yourself acquainted with the habit before the exam.
- c) Practice taking short breaks. Short breaks do not mean getting up every now and then. Just look away from a screen for a few moments, relax, and get back to the test quickly.

36. What is the procedure for applying into bank jobs?

- a) The first step is to look out in the newspapers and the bank's website (IBPS, RBI, SBI and other private banks) for announcement of vacancies to be filled in their banks
- b) Before the last date do the online registration for the examination in the relevant bank's websites before closure
- c) If one come under SC/ ST/ Minority they can attend the free training offered before pre exam
- d) Download the call letter for pre exam on time
- e) Prepare and appear for the pre exam
- f) Go online and look for the results of the pre examinations in the relevant bank's websites (the approximate date of result will be known during the registration for the examination itself)
- g) On successful completion of pre examination, you are eligible for mains examination
- h) Then Prepare and appear for the mains exam and check bank website for result
- i) After which the top eligible candidates are scheduled for interview by the respective bank
- j) On successful completion of Interview, all your certificates will be verified and you will receive your offer letter

37. Do I have secure a minimum pass percentage in all sections to clear the online CWE examination?

Yes, for both Prelims as well as Mains

For Prelims you have to score a minimum % in all 3 sections (Reasoning, Quantitative, English)

For Mains you have to score a minimum % in all 5 sections (Quantitative Aptitude, Reasoning Ability, English, Computer Awareness & General Awareness). Scoring high Marks in one and failing in another is not an option. The final cut off will be decided by banks.

38. What are the eligibility criteria's for IBPS Clerk Online Common Written Exam?

- a) You must have a degree

For IBPS Clerk online CWE you must have a valid degree from a recognized university. If you don't have a valid degree, you are not eligible for the test.

- b) You must have computer skills

At the time of application, you need to show proof that you have basic computer skills. This proof could be your mark sheet of +2, if you had computer science as a subject, or a certificate course from recognized institutes.

- c) Age limit

The lower age limit for IBPS online CWE is 20 years, while the upper age limit is 28 years.

- d) Application to only one state

You can apply to national banks in one state only. In order to apply to a particular state, you must be fluent in the local language of the state.

39. After I clear the online written examination, Am I assured of a bank job in one of the Public Sector Banks ?

Clearing the online written examination is only the first step in getting a bank job. After clearing the bank examination, the candidate will be called for an interview, clearing which, he will be allotted a position in one of the public sector banks.

40. How many times can I appear for these bank exams?

There's no limits mentioned in the number of attempts a candidate can take. However there is an age limit to appear for these tests. In public sector banks the limit is 30 years for PO and 28 years for clerk (relaxaton is available for SC/ ST/ OBC/ PWD/ XS). For the private sector banks it is normally 25 years. The notification from the banks will have information regarding the eligibility criteria for the online CWE.

41. How do I prepare for these bank exams?

- a) With the introduction of IBPS, these will be only one exam per year for PO and one for Clerk, so plan early for the online Common Written Exam – CWE
- b) Understand the syllabus and work on the strength (if computer is your strength, try scoring 100% in it, then work out the maximum you can score in others)
- c) There is no substitute for hard work. The more you practice, the more you are familiar with the concepts and lesser the time you take when you see the same problem again

42. How much time should I spend studying for these exams?

The more you practice, lesser is the time you consume while answering a similar problem in the examination. This practice can be done in two methods.

- a) **Self Study:** Spend 3-4 Hrs everyday practicing each section topic wise then go on to previous year's question paper
- b) **Coaching Centers:** Many bank entrance coaching centers have come up to help students get a strong hold on the subjects.

43. What is the session-wise breakup and syllabus covered I n the ILS Bank Coaching ?

Subject	Syllabus Covered
Quantitative Ability	Introduction – Quantitative Ability, Different Sections asked in Exams, Brief Intro on those Section and Sub section, Numbers, H.C.F & L.C.M of Numbers – SQUARE ROOT, CUBE ROOT – FRACTION, SIMPLIFICATION, Average – Problems on Numbers, Problems on Age, Percentage – Profit

	& Loss, Ratio & Proportion, Partnership – Time & Work, Pipes & Cistern, Time & Distance – Problems on Trains, Boats & Streams, Allegation or Mixture – Simple Interest, Compound Interest, Volume & Surface Areas – Permutations & Combinations, Probability, Heights & Distances – Tabulation, Bar Graphs, Pie Charts, Line Graphs
Reasoning Ability	Introduction (Reasoning, Different Sections asked in Exams, Brief Intro on those Section and Sub section), Coding – Decoding – Analog, Classification, Alphabet Test, Blood Relation – Word Formation, Sitting Arrangement, Sense of Direction Test – Number, Ranking and Time Sequence Test, Puzzles, Problems Based on Ages – Number Series, Letter Series, Clock and Calendar – Mathematical Operations & Symbols Notations, Logic Based Venn Diagrams – Eligibility Test, Syllogism – Statement & Assumption, Statement & Conclusion, Statement & Course of Action, Verification of Truth of the Statement – Data Sufficiency, Non Verbal Reasoning
English	Basic Grammar, Introduction to Descriptive Paper
Computer/ General Awareness/ Marketing Awareness/ Banking Awareness	Introduction, Different Sections asked in Exams, Brief Intro on those Section and Sub section.

44. Who are eligible to enroll for ILS Bank Coaching?

- a) Candidates below the age of 29 years (relaxation in upper age limit for candidates belonging to SC/ ST/ PWD/ EX SM )
- b) Candidates pursuing Degree or who have completed Degree.

45. What is the class timing and total duration?

We conduct classes on weekdays as well as Saturdays and Sundays

Weekdays	7.30 am to 9.30 am	10.00 am to 12.00 noon	6.30 pm to 8.00 pm
Saturday & Sunday	10.00 am to 1.00 pm		