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**HUMAN CAPITAL MANAGEMENT DEPARTMENT  
(RECRUITMENT AND PROMOTION DIVISION)**

## **INFORMATION HANDOUT**

# **ONLINE EXAMINATION FOR RECRUITMENT OF OFFICERS IN SPECIALIST AND MAINSTREAM CATEGORY**

## 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 fulfil the eligibility criteria stipulated in the advertisement in all respects.

Please note that this is an evaluative test. Candidates should mandatorily appear, attempt & complete the assessment for the respective role they have applied to. Candidates who fail to appear and complete the assessment will be eliminated from the recruitment process. The marks scored during the examination will be used to evaluate the candidate and the bank may choose to include the assessment scores to shortlist candidates for further stages of this recruitment process. Bank decision in all such aspects shall be final. You should, therefore, put in best efforts in the examination.

### PROCTORED ONLINE EXAMINATION

The assessment will be conducted through an **Online AI Proctored platform** which can be accessed through any location. Candidate must procure the necessary infrastructure for the assessment. The tests will contain questions of various type such as:

- a. MCQ type
- b. Coding type questions
- c. AI Logic Box type questions

The structure of assessment, number of questions and duration of assessment will vary for each candidate based on the role applied for.

Assessment syllabus: It is broadly based on the Skills and topics mentioned in the Job Descriptions for respective roles.

Proctoring: The online assessment will be AI proctored (based on Images, Video & System). Resorting to malpractices can lead to disqualification of the candidate from all future stages of the recruitment process. The Bank reserves the right to choose to implement any action against candidates as it deems fit.

The test will be provided in English Language only.

Negative Marking for wrong answer: There is no Negative Marking for incorrect responses in the assessment.

Candidate must keep a pen and white sheet of paper handy to be used at the end of the assessment for a handwritten underwriting/sample.

**Examination dates:** Assessments for all roles will be conducted on 20<sup>th</sup> and 21<sup>st</sup> May 2023.

*The assessments are enabled with a variety of security & proctoring features. Candidates, if found, resorting to any malpractices (including the ones mentioned in this document or any additional malpractices) will be disqualified from the recruitment process of the Bank. The Bank may take any discretionary (legal) actions on such candidates.*

## DETAILS OF THE ONLINE EXAMINATION PATTERN

1. Total duration of examination will vary from 50 to 120 minutes depending on the applied role by the candidate [this is inclusive of the compensatory time for candidates with disability eligible for such time. 20 minutes compensatory time for every 60 minutes (1 hour) of the examination 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.
3. **Preparation of the assessment:**
  - a. Candidates need to procure the necessary infrastructure required to access the test.
  - b. Infrastructure guidelines:
    - i. Hardware (Machine) Specification:
      - CPU: Intel Dual Core 2.0 GHz/ equivalent or above
      - RAM: Minimum 4 GB
      - Screen Resolution: Minimum 1024 x 768 (1366 x 768 Recommended)
      - Webcam (with microphone) Resolution: Minimum 1.0 MP
    - ii. Software: Browsers (Recommended): Chrome 31 +/Firefox 31+
    - iii. Network: Stable internet connection
      - Internet Bandwidth: Minimum 1 Mbps
      - Network Speed: Check if there is a proper internet connection with decent speed. A proxy for this is if you can log in to your Gmail account without any difficulty.
  - c. Candidates are responsible to ensure sufficient power backup, charging and connectivity is maintained in all the necessary devices.
  - d. Candidates must plan to attempt the test from a quiet & well-lit room with appropriate lighting and preferably a plain background.
  - e. The candidate must ensure that there is no disturbance or disruption of any kind during the assessment.
  - f. Candidate must ensure to not leave their seat at any point of time during the assessment. They should stay seated for the entire duration of the assessment & be present in front of the web camera till the test is not included.
  - g. Candidates must not appear for the assessment through Mobile Phones/iPad/Tablets
  - h. If the candidate faces any issues due to system updates, the bank is not liable to provide any makeup
  - i. **Installing & Setting Up Safe Assessment Browser:**
    - i. The Safe Assessment Browser setup files are shared on the Link [here](#). In case a candidate is unable to access the hyperlink, kindly follow the link below:  
[https://sujitinterviewmocha-my.sharepoint.com/personal/deep\\_s\\_imocho\\_io/\\_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fdeep%5Fs%5Fimocho%5Fio%2FDocuments%2FSafe%20Assessment%20Browser&ga=1](https://sujitinterviewmocha-my.sharepoint.com/personal/deep_s_imocho_io/_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fdeep%5Fs%5Fimocho%5Fio%2FDocuments%2FSafe%20Assessment%20Browser&ga=1)
    - ii. There are 2 files – 1 for Windows OS based devices and 1 for Mac OS based devices
      1. Setup file for Windows OS: “iMocha (1).exe”
      2. Setup file for Mac OS: “iMocha.dmg”
    - iii. Prior to the assessment, candidates must download the appropriate file and install it on the computer system they intend to attempt the assessment from.
    - iv. Installation follows a simple process
      - Download safe Assessment Browser setup (i.e iMocha.exe or iMocha.dmg depending on the appropriate Operating System) from the link provided
      - Click on respective file to install Safe Assessment Browser to access your exam link
    - v. If candidate faces any challenge, they must reach out to the Bank through contact details of the nodal officer provided in this document

- vi. It is advisable for the candidates to download and install the appropriate setup file for Safe Assessment Browser at least 24 hours prior to the 1<sup>st</sup> slot to avoid any challenges

**4. Accessing the assessment:**

- a. Assessments for all roles will be conducted in 3 slots on 20<sup>th</sup> & 21<sup>st</sup> May 2023:
  - i. Slot #1: 9:00 AM Slot on 20<sup>th</sup> May,2023
  - ii. Slot #2: 9:00 AM Slot on 21<sup>st</sup> May,2023
  - iii. Slot #3: 3:00 PM Slot on 21<sup>st</sup> May,2023
- b. Each assessment will have 3 unique slots. Candidate can choose to attempt their respective assessments from any particular slot of their choice.
- c. Candidates must initiate the assessment sharp at the start time of the slot
- d. Candidates must ensure they save and close all other work on their computer system prior to accessing the link. The Assessment will terminate all other activities.
- e. Candidates who fail to initiate the assessment at the start time of the slot must attempt the assessment in the next slot.
- f. Candidates who have applied for multiple roles will need to attempt the tests on the respective slots.
- g. Each candidate will receive 3 email invitations for an application. 1 link for each individual time slot. These links will be shared with candidates upto 12 hours before the 1st slot. For instance, candidates who have applied for 2 roles will receive in total of 6 links and henceforth. The candidate has to choose and select the link reflecting to the appropriate assessment & slot.
- h. Candidates will receive email invite for attempting the assessment through the following email ID: [noreply\\_recruitment@centralbankofindia.org.in](mailto:noreply_recruitment@centralbankofindia.org.in)
- i. Candidates are suggested to whitelist the above email address on their registered email ID.
- j. The email invitation will contain the link to access the assessment.
- k. Candidates must access the assessment from a Desktop/Laptop/PC. It is not advisable to attempt the assessment from a Mobile Phone/Tablet/iPad or similar device.
- l. Candidates must initiate the assessment through their Registration Number from IBPS & Registered Email ID.
- m. Upon accessing the assessment, the candidate will be able to a review the detailed instructions regarding attempting the test and have the option to view a practice test.
- n. The candidate will have the option to begin the practice assessment or the actual assessment through the “Start Test” button. Candidates are suggested to review all the instructions and review the practice test within the allotted time.

**5. Attempting & submitting the assessment:**

- a. Upon complete review of the instructions and attempting the practice test, candidates will be required to immediately commence the actual assessment
- b. Navigating through sections:
  - i. Each section will have a fixed time allotted during the assessment.
  - ii. A section once submitted, cannot be edited.
  - iii. Candidate must complete & submit a section in the allotted time prior to moving to the successive section.
- c. During the assessment, candidates are advised to follow the appropriate decorum for the assessment, guidelines for which have been laid out in this document.
- d. Assessment will be divided in various sections. Each section will have a certain time limit.
- e. Upon completion of all sections of the test, the candidate must submit the test prior to closing the assessment tab or window.
- f. 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.
- g. After the expiry of time the candidates will not be able to attempt any question or check their answers. Test will auto submit post expiry of the time.
- h. Candidates must not close the browser window or tab prior to the completion of the assessment.

**Do's during the assessment:**

- i. During the assessment, candidate must maintain proper decorum and follow the proper guidelines.
- ii. Candidate must attempt the assessment from a well-lit and quiet room.
- iii. Candidate must have a light and plain background behind the candidate.
- iv. Candidate must attempt the assessment from a secluded room with low or minimal disturbance.
- v. Candidate must always sit in front of the web camera of the laptop or computer system for the duration of the assessment.
- vi. Candidates must ensure that the web camera and its microphone stays active, connected and operational at all times of the examination. The Bank and its associated agency will monitor the activities of the candidate.
- vii. Candidates should attempt the assessment only from a Desktop/Laptop/Personal Computer.
- viii. Candidates must ensure they save and close all their other work prior to accessing the assessment. The platform will close all other work ongoing in the computer system when the assessment is initiated

**Don'ts during the assessment:**

- Resorting to any irregular or improper means in connection with his/her candidature for selection or obtaining support for his/her candidature by any means, such a candidate may in addition to rendering himself/herself liable to criminal prosecution, be liable:
  - (a) to be **disqualified** from the examination for which he/she is a candidate
  - (b) to be **debarred**, either permanently or for a specified period, from any examination or recruitment conducted by the Bank
  - (c) For **termination** of service, if he/she has already joined the Bank.
  
- *Please note the exam is being conducted through a high-end technology platform which enables the Bank/its agency to monitor the actions of the candidate appearing for the exam. Using artificial intelligence & machine learning techniques, any misuse or wrongdoing by the candidate noticed by the Bank may result in action. The Bank may initiate appropriate action as deemed fit.*
  - i. Candidates must not appear for the assessment through Mobile Phones/iPad/Tablets.
  - ii. Candidate must not talk or interact with any other person (physically or virtually) during the assessment.
  - iii. Candidates must not attempt to collaborate or collude with other resources or humans during the assessment .
  - iv. Candidates must not attempt to use any material/guides/aids online or printed or offline during the assessment.
  - v. Candidates must not use Mobile phones/tablets/iPads/cameras during the assessment duration.
  - vi. Candidates must not attempt to take screenshots or images of the assessment.
  - vii. Candidates must not attempt to copy questions or paste answers or responses (pre-written or otherwise) from any other source into the assessment response spaces.
  - viii. Once the assessment starts, the candidate must not toggle within tabs or windows. All window toggles will be blocked.
  - ix. No use of calculators (separate or with watch), books, notebooks or written notes, cell phones (with or without camera facility) or any other electronic

device will be allowed during the examination apart from the system being used to appear for the assessment.

- x. Candidates must not provide plagiarized responses.
- xi. Candidates must not attempt to share or publish the questions from the assessment with other candidates or in the public domain. Any attempt to reproduce the assessment or parts of it forbidden.
- xii. Candidates must attempt the assessment themselves only. Use of imposter or duplicate to attempt the assessment is forbidden.
- xiii. Candidates, at no point during the assessment, should attempt or allow for disruption of the field of view of the Web camera. This may be deemed as a violation or attempt at resorting to malpractices.
- xiv. Candidates are forbidden from resorting to any kind of unfair means during/before/after the assessment.

## GENERAL INSTRUCTIONS

1. Candidates must initiate the assessment sharp at the designated start time of the slot.
2. Candidates who fail to initiate the assessment at the start time of the slot must attempt the assessment in the next slots.
3. Candidates who have applied for multiple roles must ensure to attempt assessments for all the roles within the available slots.
4. The online assessment will be proctored (AI Enabled Image, Video and System). Video will be recorded for all Candidates appearing for the assessment.
5. Candidates must ensure a consistent power supply and internet connectivity for the duration of the assessment.
6. **Assessment termination due to Loss of Power or Internet Connection:** If a candidate loses power or internet connectivity during the assessment, the candidate should immediately reach out to the Bank's Nodal officer through the telephone helpline number and communicate about the issue. The situation will be dealt on a case-by-case basis. The candidate should clearly communicate his/her registration number, assessment code & details of the issue.
7. The bank will not be liable to provide any makeup assessment if the assessment terminates due to poor internet quality of the network provider.
8. If the assessment terminated due to loss of internet connectivity owing to a planned government-imposed restriction or private activity (such as a scheduled downtime or maintenance activity), the candidate is liable to inform the bank prior to the assessment and is advised to either switch locations or network providers. The bank will handle such instances on a case-by-case basis and may request the candidate to submit the necessary proof.
9. **Bank has the option to re-test if any technical glitch arises or bank is uncertain as to whether the candidate has appeared the online test as per the procedures laid down by the bank. The decision shall be taken by the Bank on a case to case basis. The re-test shall be conducted at location as decided by the bank. Any expense incurred by the candidate in appearing for the re-test (including, but not limited to, the candidate's or scribe's travel, stay & other expenses) shall be borne by the concerned respective candidate. The Bank will not be liable to reimburse said expenses to the candidate.**
10. 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 found to be in unauthorised possession of test content is likely to be prosecuted.
11. 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.

12. The PwBD candidates, who wish to avail the facility of scribe, are required to submit a Declaration form (Scribe declaration form) that can be downloaded from Bank's website. Such candidates must also furnish details of the scribe along with Name, educational qualification, age, Aadhar Card Number & scanned copy.
13. Candidates at the time of examination or in a subsequent selection procedure, is (or has been ) found guilty of – (i) using unfair means or (ii) impersonating or procuring impersonation by any person or (iii) 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 – such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable :
  - a. to be disqualified from the examination for which he/ she is a candidate
  - b. to be debarred either permanently or for a specified period from any examination conducted by Bank.

### **UNDERWRITING/HANDWRITING SAMPLE FOR CANDIDATES**

- At the end of each assessment, all candidates will have to furnish handwritten declaration as per given script on a plain white sheet of paper (unruled) and stably display the same in front of the Web camera for a duration of 15 or more seconds.
- This will appear in the question paper as an MCQ type question in a separate section at the end of the exam.
- A fixed dedicated time will be made available to the candidates for this particular section in the assessment. Script for this section will be shared as part of the assessment itself.
- Candidates must provide **hand written declaration & sign the script live in front of the video camera** and display the same.
- Additionally, the candidate must also display his/her ID (preferably Aadhar Card).
- Candidate must display the hand written declaration along with their ID Document for a duration of at least 15+ seconds.
- The ID Proof being displayed must be an Original Hard copy. Soft copies will not be considered as a valid proof.
- Upon completion of this activity, the candidate must respond to the MCQ question appropriately and submit the section.
- The declaration page must not have any unnecessary marks/scribbling or should not be used during the examination or before for any rough work.
- The candidate must ensure they procure the necessary articles (such as Plain white sheet of paper, Pen, Hard copy of ID Proof etc.) to attempt this section prior to initiating the assessment.
- The candidate must ensure that the ID Proof and hand written declaration is displayed from an appropriate distance such that it is clearly readable.
- In the case of PwBD candidates availing the Scribe facility, the handwriting underwriting/sample must be produced by both – the candidate and the Scribe. Scribe must use the script mentioned for them in the question. The Scribe should also display this handwritten (and signed) undertaking for minimum 15 seconds along with the respective ID Proof.

## Support during assessment

In case of need of assistance during the assessment, candidates are requested to contact the following channels:

1. Telephone Nodal Officer Helpline:
  - a. +91 8170937068
  - b. +91 7876795340
  - c. +91 9205360689
  - d. +91 9819304451
2. Nodal Officer Helpline email address:
  - a. [recruitment\\_support@centralbank.co.in](mailto:recruitment_support@centralbank.co.in)
  - b. [cmitdigital@centralbank.co.in](mailto:cmitdigital@centralbank.co.in)
  - c. [managerrnp@centralbank.co.in](mailto:managerrnp@centralbank.co.in)

For any challenge that the candidate faces (related to challenge with the Link, accessing the assessment, termination of assessment or others) during the assessment, the candidate must instantly reach out to the Bank's nodal officer through the above contact details and obtain the necessary guidance on the next steps.

### Additional instructions for PwBD Candidate:

1. Assessments for PwBD candidates will initiate at the same time as assessments for other candidates. Only the end time for their assessments will vary
2. As per Government guidelines, the test durations of all PwBD candidates will be 33% extra from the other candidates (20 minutes compensatory time for 60 minutes (1 hour) of the examination time for candidates with disability eligible for compensatory time)
3. The PwBD candidates, who wish to avail the facility of scribe, are required to submit a Declaration form (Scribe declaration form) that can be downloaded from Bank's website. Such candidates must also furnish details of the scribe such as Name, educational qualification, age, Aadhar Card Number & scanned copy. The said declaration form has to be jointly signed by the candidate and his/her scribe.
4. In the event of PwBD Candidates requiring a Scribe, both members – the candidate and the scribe must always appear in front of the web cam during the assessment.
5. At the commencement of assessment, the platform will request the candidate to sit in front of the camera to register the image. PwBD candidates using scribe should let the scribe sit in front of the assessment window for this duration and ensure that both stay present in front of the webcam window for the entire duration of the assessment.
6. Necessary relaxation in security and proctoring features of the assessment will be made for those PwBD candidates who have availed the Scribe facility