

Rajasthan Cooperative Recruitment Board

Recruitment for Senior Manager, Manager, Computer Programmer, Banking Assistants, and Stenographers

Time & Activity Schedule

Date of exam	16th Dec		17th Dec'19			18th Dec'19			19th Dec'19		
Shift	Shift 2	Shift 3	Shift 1	Shift 2	Shift 3	Shift 1	Shift 2	Shift 3	Shift 1	Shift 2	Shift 3
Name of post	Manager		Steno	Comp Programmer	Senior Manager	Banking Asst	Banking Asst	Banking Asst	Banking Asst	Banking Asst	Banking Asst
Reporting time	11.00 am	3.00 pm	7.00 am	11.00 am	3.00 pm	7.00 am	11.00 am	3.00 pm	7.00 am	11.00 am	3.00 pm
Gate closure	11.45 am	3.45 pm	7.45 am	11.45 am	3.45 pm	7.45 am	11.45 am	3.45 pm	7.45 am	11.45 am	3.45 pm
Exam start time	12.00 pm	4.00 pm	8.00 am	12.00 pm	4.00 pm	8.00 am	12.00 pm	4.00 pm	8.00 am	12.00 pm	4.00 pm
Exam end time	2.00 pm	6.00 pm	10.00 am	2.00 pm	6.00 pm	10.00 am	2.00 pm	6.00 pm	10.00 am	2.00 pm	6.00 pm

No candidate will be allowed to enter the venue after the gate closure time

GUIDELINES FOR VENUE OFFICERS (VO)

The following are brief guidelines about the online examination to be conducted:

1. Candidates have applied online and had to download the Call letters for Online Examination from RCRB's website along with the Information Handout. Candidates are also informed by email and sms about the Roll No. allotted, date and session time for online examination.
2. Any deviation in the 'Start' of the test or any disturbance/discrepancies during the course of the test should invariably be intimated by the VO at the center/venue to RCRB Head Office or informed directly to IBPS.
3. Candidates have been instructed to bring **Currently valid photo identity proof which may necessarily be one of the following ONLY** –

PAN Card/Passport/Permanent Driving Licence/Voter's Card/Bank Passbook with photograph/Photo Identity proof issued by a Gazetted Officer on official letterhead /Photo Identity proof issued by a People's Representative on official letterhead/Valid recent Identity Card issued by a recognised College/University/Aadhaar Card/E-Aadhaar Card with a photograph/Employee ID/Bar Council Identity card with photograph in original and a photocopy of the same photo identity proof along with their Call letter and to submit the call letter and photocopy of photo identity proof (Declaration Form of Scribe if applicable to PWD candidates) in the examination hall. The candidate's identity will be verified with respect to his/her details on the call letter and in the Attendance List. If identity of the candidate is in doubt the candidate will not be allowed to appear for the Online Examination. **The photo identity proof must contain exactly the same name as it appears on the call letter***. In case of any discrepancy in identity i.e. mismatch in name, photograph and signature the candidate may not be permitted to appear for the examination.

Please Note:

- (a) Only the documents indicated above are accepted as valid id proof.
- (b) Ration Card and Learner's Driving License will **not be** accepted as valid id proof for the examination. Soft-copy of the id proof is NOT allowed.
- (c) In case of married candidates who have changed their name will be allowed if they produce Gazette notification or their marriage certificate or affidavit indicating change.

*It is essential for the venue management team to verify the ID-proof and call letter to establish the identity of the candidate before allowing the candidate to appear for the examination. Under certain exceptional circumstances where part of the name is abbreviated/condensed or spelt differently or the sequencing is not as per order, but there is sufficient reason to believe that the candidate is who he/she claims to be after examining the ID documents, the VO and TCS team can jointly decide to allow a particular candidate to appear for the

examination. Such decisions may be made only in exceptional cases and a report of any such exceptions made must be reported to RCRB/IBPS after examination.

4. Candidates are not to be allowed if they report after gate closure time and/ or if they do not bring the following material:
 - a. Original Call letter with Photograph pasted on it
 - b. Original Photo ID proof as given in the Call letter
 - c. Photocopy of the same Photo ID proof as brought in original
5. VO does not have any discretion to allow the candidates to appear for the examination without the above documents.
6. Necessary formalities such as verifying the identity of the candidate, collecting the documents, i.e. Call letters, photocopy of photo identity proof, obtaining signature and left thumb impression on call letter and attendance list will be completed prior to the start of the examination.
7. It has been decided to capture / verify the biometric data (right thumb impression or otherwise) and the photograph of the candidates on the following occasions:
 - Before the start of the examination it will be captured
 - At the end of examination before leaving the exam hall / lab

Decision of the Biometric data verification authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates.

Refusal to participate in the process of biometric data capturing / verification on any occasion may lead to cancellation of candidature.

Candidates are requested to take care of the following points in order to ensure a smooth process

- If fingers are coated (stamped ink/mehndi/coloured...etc.), ensure to thoroughly wash them so that coating is completely removed before the exam day.
- If fingers are dirty or dusty, ensure to wash them and dry them before the finger print (biometric) is captured.
- Ensure fingers of both hands are dry. If fingers are moist, wipe each finger to dry them.
- If the primary finger (right thumb) to be captured is injured / damaged, candidate must immediately notify the concerned authority in the test center. In such cases impression of other fingers, toes, etc. may be captured.

TCS shall be using a feature of instant biometric verification at the time of capturing biometric data. The feature of instant biometric verification will be used at the end of the examination.

With introduction of instant biometric verification feature, following process will be followed:-

- i. Capture of Left Thumb Impression (LTI) - for ink impression on call letter and attendance sheet
 - ii. Capture and Verification of Right Thumb Impression (RTI) - for Biometric capture and verification (instant – capturing before the start of examination and verification at the end of exam and at later stages of recruitment.)
8. Candidates were required to upload their photograph and signature in the online application form.
 - (i) Call letters will contain the photograph uploaded by the candidate while applying online. Candidates have been asked to affix a photograph which should match with the uploaded photograph.
 - (ii) The Attendance List will also contain the photograph and signature of the candidate uploaded while applying online. Candidates' photographs (printed and affixed) and signature on the call letter should tally with the photograph and signature as printed in the Attendance List.
 - (iii) In the examination hall the candidate's photograph (captured at venue during biometric capture) will be displayed on the computer screen of the terminal/ node/ computer allotted to the candidate. Candidates are required to put their signature and left thumb impression in the call letter as well as on the attendance sheet in

the presence of the Invigilator. Candidates are also required to provide their thumb impression and photograph on the biometric machine both at start of exam as well at the end.

9. After the Online test has been completed, RCRB's Head Office should send confirmation to IBPS that the test was conducted as per schedule in all centers and no untoward incident or violation of instructions occurred in any of the centers. This confirmation should be sent within one hour after end of the Shift.
10. The report regarding the conduct of examination (Online Exam report) duly filled in and certified by the VO and TCS representative along-with the documents (such as Call letter for the examination, photocopy of photo-identity proof etc.) collected from the candidates and Attendance Sheet is to be dispatched by the VO. Collected documents should be arranged for each date/venue/session. These documents are to be dispatched together for all the venues at a center so as to reach RCRB within three days after the date of examination.

VO should be alert about the following -

1. While taking the rounds each time – candidate's face and the photo displayed on the monitor be checked for all the candidates at different intervals
2. While taking rounds if a VO notices some candidate whispering or sitting idle and waiting idle for long time – must be watched more closely & vigilantly to rule out use of any Bluetooth device.
3. While taking round notices a candidate is sitting idle but the screen cursor is moving – it is a very high alert and IBPS authorities be immediately informed about it.

Before the Exam

RCRB should arrange for deputation of at least one VO per 100 candidates per venue.

- VOs should be senior enough to ensure smooth conduct of the online examination and should also act bonafide in all dealings at the center.
- The VO so deputed must carry both – his photo Identity Card and Authority Letter in the prescribed format on the day of examination failing which he/she may not be permitted at the examination center. VOs should carry the online examination report which is to be filled in and jointly signed by VO and TCS representative.
- No request from the candidates for change of venue shall be entertained by VOs for any reason.

Adequate security arrangements are to be made at each venue. RCRB should inform the local police authorities about the examination. Keep the copy of acknowledgement.

The following IBPS officials may be contacted in case of difficulty in the conduct of test:

THESE NUMBERS ARE STRICTLY FOR USE OF VOs ONLY FOR EXAM RELATED QUERIES ONLY. THE NUMBERS SHOULD NOT BE PASSED TO CANDIDATES. IBPS WILL NOT ENTERTAIN CALLS FROM CANDIDATES.

PROJECT MANAGEMENT TEAM	TECHNICAL TEAM
Prof.(Mrs) Amita Sharma Assistant Professor 9819129997	Shri Samir Mhatre Manager, On-Line Examinations 9867404492
Mrs. Priya Srivastava Faculty Research Associate 9867072910	

ON THE DAY OF THE EXAMINATION

VO should reach the venue at least an hour before the scheduled time for candidates to ensure that all necessary arrangements have been made. The conduct of online examination has been entrusted to TCS which has hired the venues at all the centers and has made adequate provision for backup power through DG sets where supply of power may create

disruption in the holding the examination as well as arrangements for adequate number of machines with internet connectivity for the conduct of online examination.. TCS has also made the necessary arrangements to ensure checking of identification of the candidates and invigilation during the examination. The examination will be conducted in the following manner:

1. There will be at least one VO for every venue and there will be one invigilator for every 30 candidates to be engaged by TCS. All VOs should carry the RCRB's Identity Card and Authority Letter stating their appointment as VOs on the day of examination failing which he/she may not be permitted into the examination venue. There will be at least one official from TCS who will be in-charge at each venue besides one IT expert from TCS.
2. Candidates are asked to report with Call letter and Photo Identity Proof in original and a photocopy. Candidates without these documents are not to be permitted to appear for the examination. No candidate is to be permitted to enter the venue after gate closure time.
3. TCS will display broad Seating Plan at the venue entrance giving the seating arrangements i.e. Lab No. etc.

Candidates are to be advised that all their belongings (other than Call letter, photo identity proof in original and photocopy and ball point pen) i.e. mobile phone, bag etc. are to be kept at the corner of the lab/ room/ examination hall and candidates are not allowed to take their belongings prior to the close of examination.

Test Administrator (TA) may check at the entrance of the venue that candidates have brought all the requisite documents as mentioned in their call letters. The verification of the identity of the candidates will be carried out by the Invigilator. The invigilator will have to tally the photograph pasted on the Call letter with the uploaded photograph, the candidate in person and photograph in the photo identity proof. Candidates will sign on the Attendance Sheet and Call letter in the presence of the TCS official. Candidates will put left thumb impression on Attendance Sheet and Call letter. In case of any doubt regarding the identity of the candidate the candidate may not be permitted to appear for the examination. In such cases they should also inform the Control Room at IBPS, Mumbai. The candidate's photograph and signature have been printed on the Attendance List. The Attendance List has been provided to TCS **and the attendance will be taken prior to the start of examination. Biometric Thumb impression and photograph will be taken at start and end of examination.**

4. The Call letter in Original and the self-attested photocopy of Photo Identity Proof (Scribe declaration forms as applicable may be collected) will be collected and stapled together. TCS Official will hand over the original Call letter & photocopy of photo identity proof collected from the candidate (in Roll number order) and duly stapled together, used rough sheets, the original Attendance Sheet to VO for onward dispatch to the RCRB's Head Office. The report regarding the conduct of online examination duly certified by VO & TCS representative is also to be dispatched to RCRB. VO should also essentially certify that the seating arrangement is drawn by the invigilator on the reverse of the Attendance Sheet. This is essential.
5. Each candidate will login for the examination from his/her respective machine. No candidate should be allowed to leave the examination lab while the test is in progress. Candidates must enter their Password to enter the online examination site. Their name and other details will appear on the screen. They should ensure the correctness of their details.
6. There may be a slight flexibility of Start and End time: Candidates would be given the option of clicking the 'I am ready to begin' button after reading the instructions. After clicking on the 'I am ready to begin' button, the actual test time will begin.
7. The candidates appearing for the Online test should be informed that no unfair practices be resorted to by them while taking up the Online test, so as to avoid disciplinary action.
 - a) All the Test Administration personnel may be watchful against malpractices like trying to smuggle out the questions or candidates getting answers from an outside source.
 - b) Candidates are to be informed that the use of mobile phones with or without camera facility or otherwise, any pager or any such device including calculators etc. is prohibited.
 - c) Reference to any printed matter or manuscript while taking up the On-line test or consultation with any one is also prohibited.
 - d) No candidate is to be permitted to go out while the test is in progress.

Such incidents, if any, are to be invariably indicated in the online examination report. These candidates are not to be allowed to continue the examination and an FIR is to be lodged by VO and TCS jointly against such candidates.

A number of cases of impersonation have been detected in the recent examinations. To curb this no candidate is to be permitted for the examination if there is any doubt about the identity of the candidate (e.g. mismatch in photograph available in various documents)

8. Candidates have to do the rough work only on the rough sheet of paper provided in the examination hall. This paper is to be necessarily handed over to the Test Administrator/Invigilator before leaving the test center. Candidates are to be instructed to necessarily write their roll number on each rough sheet used. These are to be stapled with relevant call letter and sent to the organisation along with attendance sheets.

In case you receive a complaint about defective test question(s) ask the candidate to continue, assure the candidate that the matter will be reported to the respective authorities. Such cases can be reported to IBPS and in Online Exam Report.

Persons with Disability (PWD candidates) –

VOs may kindly specially cross check if all guidelines are followed by TCS personnel. They should specifically ensure that all candidates eligible for compensatory time have been provided compensatory time and ensure that there are no lapses on this front.

Disability type decision has been taken on the basis of registered disability (as printed on call letter) and not on actual disability.

1. A Low Vision VI candidate who does not use a scribe can view contents of test in magnified font. All VI candidates are to be given compensatory time of 20 minutes per hour of examination.
2. Candidates affected with Cerebral Palsy / Locomotor Disability where writing speed is affected may be allowed scribe and compensatory time of 20 minutes per hour of examination to be allowed in this case even if scribe is not used.

It must be ensured intermittently that the scribe is clicking on the answers given by the candidates and **NOT** showing on his/her own. Scribe declaration form **MUST** be collected and sent to RCRB. In case **additional (compensatory) time** is to be provided to PWD candidates eligible for compensatory time as mentioned above, **necessary provision/ arrangements without any exception** for the same are to be made **in the system at the start of the examination by TCS.**

TCS/VOs must ensure that compensatory time is activated for all-

- Those PWD who use scribe
- All VI/VH/VC (Visually impaired/handicapped/challenged)
- Candidates whose writing speed is adversely affected permanently for any reason.

HI (as mentioned on call letter) are not eligible either for scribe or for extra time unless opted for at time of application. Any deviation from data as provided by IBPS for scribe/extra time should be taken in consultation with IBPS and RCRB's Head Office.

No Medical Certificate is required for eligible PWD candidates to get compensatory time

The details of the test structure are as given below:

Structure of the test for the post of Sr. Manager and Manager

S.No.	Subject	Questions	Marks	Version	Time
1.	English	25	25	English and Hindi except test of English	120 minutes
2.	Quantitative Aptitude	25	25		
3.	Reasoning	25	25		
4.	General Knowledge of Rajasthan	30	30		
5.	Computer Knowledge	25	25		
6.	Accountancy	30	30		
7.	Rajasthan Cooperative Act 2001 & Rules 2003, Cooperative Structure of Rajasthan	40	40		
	Total	200	200		

Structure of the test for the post of Computer Programmer

S.No.	Subject	Questions	Marks	Version	Time
1.	English	30	30	English and Hindi except test of English	120 minutes
2.	Numerical Ability	40	40		
3.	Reasoning	40	40		
4.	General Knowledge of Rajasthan	40	40		
5.	Professional Knowledge	50	50		
	Total	200	200		

Structure of the test for the post of Banking Assistant

S.No.	Subject	Questions	Marks	Version	Time
1	English	30	30	English and Hindi except test of English	120 minutes
2	Quantitative Aptitude	40	40		
3	Reasoning	40	40		
4	General Knowledge of Rajasthan	30	30		
5	Computer Knowledge	25	25		
6	Accountancy	25	25		
7	Rajasthan Cooperative Act 2001 & Rules 2003, Cooperative Structure of Rajasthan	10	10		
	Total	200	200		


Structure of the test for the post of Steno


S.No.	Subject	Questions	Marks	Version	Time
1.	English	50	50	English and Hindi except test of English	120 minutes
2.	Numerical Ability	50	50		
3.	Reasoning	50	50		
4.	General Knowledge of Rajasthan	50	50		
	Total	200	200		


Details about On-line Test Pattern:


1. A login screen will be displayed to the candidate. The candidate has to log in using Login ID, Roll No. and Password which will be printed on the Call letter.
2. **The candidate's profile (name, roll no. etc.) will be displayed and the candidate has to confirm the same by clicking on the 'I Confirm' button if the profile is correct. Thereafter the instructions will be displayed on the screen. The candidate should ensure that the profile displayed on the screen is that of himself / herself. In case of any discrepancy, the same may be brought to the notice of the Test Administrator/Invigilator prior to the start of examination.**

3. A candidate should read the instructions carefully and indicate that he has done so by ‘checking’ the box at the bottom of the screen, after which the ‘I am ready to begin’ button is activated.
4. After clicking on the ‘I am ready to begin’ button, the actual test time will begin.
5. Each question is followed by **5 alternatives/options**.
6. The questions except those for English Language will be available in **both English and Hindi**.
7. Only one question will be displayed at a time.
8. The clock has been set at the server and the countdown timer at the top right corner of the screen will display the time remaining to complete the exam. When the clock runs out the exam ends by default-the candidate is not required to end or submit his exam.
9. 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.*

10. To select a question to answer, the candidate can do one of the following:
 - (a) Click on the question number on the question palette at the right of the screen to go to that numbered question directly. Note that using this option does NOT save the answer to the current question.
 - (b) Click on ‘Save and 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.
11. To select the answer, click on one of the option buttons.
12. To change the answer, click another desired option button.
13. To save the answer, the candidate MUST click on ‘Save & Next’.
14. To deselect a chosen answer, click on the chosen option again or click on the Clear Response button.
15. 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.
16. 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.
17. Questions that are saved or marked for review after answering will ONLY be considered for evaluation.
18. Under no circumstances should a candidate click on any of the ‘keyboard keys’ once the exam starts as this will lock the exam
A candidate can only change his/ her answer before clicking the ‘Submit’ button.
19. After the expiry of the exam duration, candidates will not be able to attempt any question or check their answers. A candidate’s answers would be automatically saved by the computer system even if he has not clicked the ‘Submit’ button.

About the Submission

1. Candidates are not permitted to submit their answers before the entire test time is over.
 2. A candidate can **only** change his/ her answer before clicking the ‘Submit’ button.
 3. After the expiry of the exam duration, candidates will not be able to attempt any question or check their answers. A candidate’s answers would be automatically saved by the computer system even if he has not clicked the ‘Submit’ button.
- III. AFTER THE EXAMINATION

Door/s of the lab are to be opened on being satisfied that all documents have been counted, verified, exam has been conducted smoothly and no assistance of the candidates (like missing sign, etc.) shall be required. The following material is to be sent to the organisation by VO .:

- Call letters arranged in Roll Number order along with the photocopy of the candidate's photo identity proof (Declaration Form of Scribe if applicable) duly stapled together.
- Used rough sheets attached to call letter
- Original Attendance Sheet (List of candidates) with signature and thumb impression of candidates
- Report regarding the Conduct of Examination

[Collected documents should be arranged Venue-wise and to be dispatched after the exam].

VO to kindly send the scanned image of FORM - A to IBPS on this email id examdd@ibps.in

Any deviation/ exception may immediately and invariably be reported. In case of impersonation, cheating, fraud, etc. copy of the FIR lodged along with the incident in brief should be reported to RCRB and IBPS.

Time Activity Schedule

Sr. No.	Shift & Time			Activity
	Shift 1	Shift 2	Shift 3	
1.	07.00 am	11.00 am	03.00 pm	Reporting time for candidates
2.	07.45 am	11.45 am	03.45 pm	Gate Closure
3.	07.00 am – 08.00 am	11.00 am – 12.00 pm	03.00 pm – 04.00 pm	<ul style="list-style-type: none"> • Identification of candidates • Collection of call letters and photocopy of photo identity proof • Obtaining candidates' signature and left thumb impression on both- the Attendance Sheet and call letter • Obtaining Bio-metric thumb impression and photograph
4.	08.00 am – 10.00 am	12.00 pm – 02.00 pm	04.00 pm – 06.00 pm	Duration of Test for candidates
5.	08.00 am – 10.40 am	12.00 pm – 02.40 pm	04.00 pm – 06.40 pm	Duration of Test for candidates eligible for compensatory time

Note : Biometric thumb impression with verification mode will be taken again at the end by TCS. There might be an instance where the biometric data (fingerprint of the candidate) may not match due to technical issue at the time of log out. In such a case, the VO and TCS representative, jointly must verify the identity of the candidate with the help of photograph pasted on call letter, uploaded on call letter and on identity proof matching with candidate in person, obtaining another set of thumb impression (ink based) on call letter etc and ensure satisfactory evidence that the same candidate has logged out. All effort should be made to record observation of VO related to identity check/doubt by VO.

REPORT ON EXAMINATION - FORM-A

(To be filled in separately for EACH SESSION/ EACH VENUE by VO& TCS Representative and sent to IBPS by VO)

CENTRE (CITY): _____

VENUE : _____

VO NAME: _____

SESSION :

NAME OF TCS REPRESENTATIVE _____

Total No. of candidates

Allotted	Present	Absent

IRREGULARITY REPORT, IF ANY

Emergency: _____

Item error: _____

Illness * _____

Cheating * _____

Other Types _____

i.e. about _____

Call letter, _____

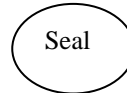
Photograph, _____

Name, _____

etc. _____

If there was no irregularity of any kind write NIL in the box.

We certify that (1) the test was administered as per instructions.



(2) the seating arrangement has been drawn on the reverse of the attendance sheet

Signature of VO _____

Signature of TCS Representative _____

Date: _____

* As far as possible take a signed statement from these candidates and attach to this form.

** Strike out whichever is not applicable.

AUTHORITY LETTER FORMAT

Ref. No:

Date:

Dear Sir,

This is to inform you that Mr/ Ms _____ has been authorized by the **RCRB** to be present at the following Test Center where the online examination is to be conducted.

Test Centre:

Date:

Thanking you,

(Please provide the authority letter on the **RCRB**'s letterhead. The authority letter may be invariably carried by the VO to the test centre along with his/her Identity Card on the day of examination.)

Rajasthan Cooperative Recruitment Board

Recruitment for Senior Manager, Manager, Computer Programmer, Banking Assistants, and Stenographers

Time & Activity Schedule

Date of exam	16th Dec		17th Dec'19			18th Dec'19			19th Dec'19		
Shift	Shift 2	Shift 3	Shift 1	Shift 2	Shift 3	Shift 1	Shift 2	Shift 3	Shift 1	Shift 2	Shift 3
Name of post	Manager		Steno	Comp Programmer	Senior Manager	Banking Asst	Banking Asst	Banking Asst	Banking Asst	Banking Asst	Banking Asst
Reporting time	11.00 am	3.00 pm	7.00 am	11.00 am	3.00 pm	7.00 am	11.00 am	3.00 pm	7.00 am	11.00 am	3.00 pm
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Exam start time	12.00 pm	4.00 pm	8.00 am	12.00 pm	4.00 pm	8.00 am	12.00 pm	4.00 pm	8.00 am	12.00 pm	4.00 pm
Exam end time	2.00 pm	6.00 pm	10.00 am	2.00 pm	6.00 pm	10.00 am	2.00 pm	6.00 pm	10.00 am	2.00 pm	6.00 pm

No candidate will be allowed to enter the venue after the gate closure time