

**ON-LINE EXAMINATION FOR RECRUITMENT OF • MANAGEMENT TRAINEE - DIGITAL TECHNOLOGY •  
MANAGEMENT TRAINEE - RESEARCH AND ANALYSIS • MANAGEMENT TRAINEE – RAJBHASHA •  
MANAGEMENT TRAINEE – LEGAL • DEPUTY MANAGER - LEGAL (GRADE/SCALE JUNIOR MANAGEMENT I)  
• DEPUTY MANAGER (DEPUTY COMPLIANCE OFFICER) (GRADE/SCALE JUNIOR MANAGEMENT I) • CHIEF  
MANAGER (COMPLIANCE OFFICER) (GRADE/SCALE MIDDLE MANAGEMENT III)**

### **INFORMATION HANDOUT**

This handout contains details pertaining to various aspects of the online main exam you are going to undertake and important instructions about related matters. You are advised to study the handout carefully as it will help you in preparing for the examination.

The on-line examination will comprise the following descriptive test:

Sr. No.	Name of Test	No. of Questions	Max. Marks	Version	Time
	<b>Professional Knowledge (Subjective)</b>				
1	Part I	1 (Compulsory)	40	Bilingual i.e. Hindi and English	150 Minutes
2	Part II	8 (Attempt any 6 out of 8 questions)	60		
	<b>Total</b>		<b>100</b>		<b>150 Minutes</b>

The time for the exam is 150 Minutes; however you may have to be at the venue for approximately 210 minutes including the time required for logging in, collection of the Call Letter, going through the instructions etc. The test is compositely timed. You can attempt any question at any point of time within these 150 minutes. The questions will be in English/Hindi and answers are to be typed in space provided for the same using keyboard.

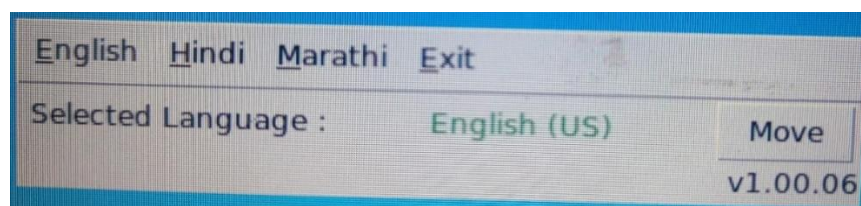
**Questions will be displayed on the screen of your computer. Only one question will be displayed at a time. Answers are to be typed using the keyboard. Before starting typing of answers to questions please check all key functions of the keyboard. For this activity 10 minutes will be given. A text will be displayed on screen and the same is to be typed using keyboard. In case of any issue/s, please inform the test administrator immediately.**






**Please Note: “While typing if you press the ‘Space bar’ and then press the ‘Enter’ key, the cursor will not move to next line. However if you press the ‘Enter’ key immediately after the last word, the cursor will move to the next line. You should also note in case the ‘Space bar’/ ‘Enter’ key is pressed multiple times in a single instance only a single keystroke (i.e. one space and one enter to the next line) will be taken by the system.”**

**Questions in this exam will be based on the syllabi published on Exim Bank of India’s Website.**

### **Details of the online Examination :**

- (1) The examination would be conducted on-line i.e. on a computer.
- (2) All questions will be provided in English and Hindi Professional Knowledge (Descriptive paper).
- (3) **IMPORTANT : Kindly read the following instructions very carefully**



- This panel will be visible with Language Selection option which is to be used during the examination. **PLEASE DO NOT CLICK ON “EXIT”** at any point during the examination.
  - Use the panel provided to select Hindi Language for answering Hindi Descriptive Question and English Language for answering English Descriptive Question.
  - **Do not click on the “Exit”** button on the panel at any point during the examination.
  - Keyboard layout will be available only in English. Candidates should have the knowledge of Inscript or Remington (GAIL) mapping on the keyboard if they wish to answer Descriptive part of Paper III AND Paper I in Hindi.
  - In case a candidate chooses to answer Descriptive question in Hindi, then he/she has to necessarily change the selection from English to Hindi on this toggle bar before answering question in Hindi language.
- (4) The clock has been set at the server and the countdown timer at the top right corner of your screen will display the time remaining for you to complete the exam. When the clock runs out the exam ends by default - you are not required to end or submit your exam.
- (5) 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.*
- (6) 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.*
- (7) Questions that are saved or marked for review after answering will ONLY be considered for evaluation.**
- (8) The candidates are requested to follow the instructions of the “Test Administrator” carefully. If any candidate does not follow the instructions / rules, it would be treated as a case of misconduct/ adoption of unfair means and such a candidate would be liable for debarment from appearing for examinations for a period as decided by India Exim Bank.
- (9) The candidates may ask the Test Administrator about their doubts or questions only before the commencement of the test. No query shall be entertained after the commencement of the examination.
- (10) After the expiry of the allotted time, the candidates will not be able to attempt any question or check their answers. The answers of the candidate would be saved automatically by the computer system even if he/ she has not clicked the “Submit” button.
- (11) Candidates will not be allowed to “finally submit” unless they have exhausted the time allotted to the test.**

## **B] General Instructions :**

- (1) Please note date, Reporting time and venue address of the examination given in the call letter.
- (2) You may visit the venue one day before the Online 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.
- (3) The call letter should be brought with you to the examination venue along with your recent passport size photograph duly pasted on it. (Preferably the same photograph as was as uploaded).
- (4) You must scrupulously follow the instructions of the Test Administrator and India Exim Bank Representative at the examination venue. If you violate the instructions you will be disqualified and will be asked to leave the examination venue.
- (5) 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.
- (6) Please bring the call letter with your photograph affixed thereon, currently valid Photo identity proof in original and a photocopy of the same ID proof which you bring in original - **THIS IS ESSENTIAL. The call-letter along with**

**photocopy of photo identity proof duly stapled together are to be submitted at the end of exam to the invigilator.** 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 on official letterhead along with photograph/Photo Identity proof issued by a People's Representative on official letterhead along with photograph/Valid recent Identity Card issued by a recognized College/University/Aadhaar Card/E-Aadhaar Card with a photograph/Employee ID in original/Bar Council Identity card with photograph. **Please Note - Ration Card and Learner's Driving License will not be accepted as valid ID proof for this purpose.** 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 exam. **In case of candidates who have changed their name will be allowed only if they produce Gazette notification/their marriage certificate/affidavit.**

- (7) Biometric data (thumb impression) and photograph will be captured at the examination venue before the start of examination. 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.** With regards to the same, please note the following :
- (a) If fingers are coated (stamped ink/mehndi/coloured...etc), ensure to thoroughly wash them so that coating is completely removed before the examination day.
  - (b) If fingers are dirty or dusty, ensure to wash them and dry them before the thumb impression (biometric) is captured.
  - (c) Ensure fingers of both hands are dry. If fingers are moist, wipe each finger to dry them.
  - (d) If the primary finger (thumb) to be captured is injured/damaged, immediately notify the concerned authority in the examination centre.
- (Any failure to observe these points will result in non-admittance for the examination).
- (8) Your responses (answers) will be analysed with other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted in this regard, it is inferred/concluded that the responses have been shared and scores obtained are not genuine/valid, your candidature may be cancelled. Any candidate who is found copying or receiving or giving assistance or engaging in any behaviour unbecoming of a candidate will not be considered for assessment. The India Exim Bank may take further action against such candidates as deemed fit by it.
- (9) You should bring with you a ball-point pen and an ink stamp pad (blue/black). A sheet 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** handover this sheet of paper along with the Call Letter to the invigilator.
- (10) The possibility for occurrences 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 problems, which may include the conduct of another examination if considered necessary. The decision of the test conducting body in this regard shall be final. Candidates not willing to accept such change shall lose his/her candidature for this exam.
- (11) If the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session is required if the nodes capacity is less or some technical disruption takes place at any centre or for any candidate.
- (12) 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.
- (13) 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 India Exim 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) Candidates are advised to take note of "The Public Examinations (Prevention of Unfair Means) Act, 2024".

**WISH YOU GOOD LUCK!**