



## RESERVE BANK OF INDIA SERVICES BOARD

### INFORMATION HANDOUT FOR ONLINE RECRUITMENT EXAM

#### LEGAL OFFICER IN GRADE 'B'

#### 1. Scheme of examination:

This examination will consist of tests as under:

Session	Details	No. of Questions	Maximum Marks	Duration	Version
Morning	<b>Paper I – General Knowledge of Law</b>				
	<b>Objective Type- Part A</b> (15 Questions of 2 marks each)	15	30	<b>Three Hours</b>	Hindi & English
	<b>Descriptive Type – Part B</b> (4 Questions with subsection) Q.No.1 – 45 Marks Q.No.2 – 30 Marks Q.No.3 – 30 Marks Q.No.4 – 15 Marks	4	120		
	<b>Total</b>		<b>150</b>		
Afternoon	<b>Paper II – English</b>				
	<b>Descriptive Type</b> Q.1 Essay – 40 marks Q.2.Precis – 24 marks Q.3. Comprehension (same passage as précis) – 16 marks Q.4 Drafting Report / Letter/Circular – 20 marks	4	100	<b>Three Hours</b>	Only English
	<b>Grand Total</b>		<b>250</b>		

#### (A) Paper I - General Knowledge of Law:

- Objective Type- Part A will have 4 answer options and there will be no penalty for wrong answer.
- Question Paper I will be set in Hindi and English. Answers may be written either in Hindi or in English. Candidates may answer the Interview in Hindi or English at their option. The number of candidates to be called for interview will be decided by the Board based on the marks scored in the Online Examination. Final selection will be on the basis of the performance in the Online Examination and interview taken together. The Online Examination and Interview will be held at places as decided by the Services Board.
- **Descriptive Type-Part B:** Questions will be displayed on computer monitor. Answers are to be written on separate answer paper provided for this purpose. Only one question will be displayed at a time.
- For Paper-I, candidates will have the option to choose questions in Hindi or in English. The option of language is to be chosen in the beginning of the test. However, as required, you will be able to switch/toggle between the two languages, after choosing the option for the language. Answers to the objective type Papers of examination are to be marked by mouse clicking the correct option and then 'Save and Next'.

#### (B) Paper II – English

Questions will be displayed on the computer monitor and the answers are to be typed with keyboard.

Please note that there will be a break between Paper I and Paper II. Candidates will have to login separately for both. Separate Admission Letters will be issued for both the papers.

## **Syllabus :**

### **Paper I - General Knowledge of Law (Objective and Descriptive Type) :**

- (i) Constitutional Law
- (ii) Administrative Law
- (iii) Principles of Statutory Interpretation
- (iv) Law of Evidence
- (v) Contract Act, 1872
- (vi) Transfer of Property Act, 1882
- (vii) Negotiable Instruments Act, 1881
- (viii) Registration Act, 1908
- (ix) Code of Civil Procedure, 1908
- (x) Legal Drafting, etc.

The above syllabus is only indicative and not exhaustive.

**Paper II - (English) :** Essay, Precis writing, Comprehension and Business/Office Correspondence.

The Scores of Online Examination will be obtained by adopting the following procedure:

- (i) Number of questions answered correctly by a candidate in each objective test is considered for arriving at the Corrected Score.
- (ii) Test wise scores are reported with decimal points upto two digits.

## **2. SAMPLE QUESTIONS**

[Please note that the types of questions in this handout are only illustrative and not exhaustive. In the actual examination you may find questions of a higher difficulty level on some or all of these types and also questions on the types not mentioned here. Some sample questions are given below]

### **PAPER I – GENERAL KNOWLEDGE OF LAW**

Questions in this test will be in the area of Specialization.

### **PAPER II – ENGLISH**

**Q.1.** Write an essay on any **ONE** of the following topics

- Three effective measures to eradicate illiteracy in India. Explain how the measures suggested by you will be effective.
- It is often said that computerization results in unemployment. Do you agree? Explain.

**Q.2.** Write a précis of the following passage in about 120 words, and give it a title.

Christian Reed, a project manager, has worked at the Tata Steel plant—Britain’s biggest—for 11 years. His father worked in the local steel industry for 40 years, and his grandfather was a foundry worker. “It’s very difficult to contemplate losing the plant,” he says. “It would be like losing a member of the family.”

The fate of his job and those of about 4,300 other Port Talbot steelworkers, as well as Britain’s loss-making steel industry in general, have become the most poignant part of the political row that has erupted in Britain since Tata Steel, Britain’s biggest producer, said in late March that it planned to sell or close its operations in the country. Opposition politicians have demanded that the government engineer a rescue, either by erecting high tariff walls against cheap steel imports, as America has done, or by going for some sort of nationalisation, as Italy has attempted with the ill-starred Ilva plant in the heel of the country. On April 5th a potential rescuer, Sanjeev Gupta of Liberty House, a commodity-trading company, said he was interested in buying the Port Talbot

business, though he wants plenty of government sweeteners before doing so. He has called Britain's steel industry "probably the worst in the world."

There are few parts of the rich world where steel remains a good business, however. Port Talbot's woes are indicative of a global problem—especially in places where makers of unspecialised steel face competition from cheaper producers.

In the eyes of many, including the Welsh steelworkers, the main bogeyman is China, where steel output has ballooned. The country has produced more steel in two years than Britain since 1900, according to the International Steel Statistics Bureau, and is indeed awash with excess capacity. But this is part of a phenomenon that extends across the developing world. The OECD, a club mostly of rich countries, reckons that in the four years to 2017 steelmaking capacity will have grown by 50% in the Middle East, 20% in Africa and 10% in Latin America.

Meanwhile, the China-led slowdown in developing economies and low oil prices, which have hit the use of steel in rigs and pipelines, mean that demand is severely lagging supply. Even in India, which is supposed to be the bright spot of the global steel market, demand growth is unlikely to recover to levels in the years before 2010 when it embarked on a debt-fuelled infrastructure construction binge.

### **Q.3. English Comprehension based on a passage.**

**Read the following passage carefully and answer the questions that follows.**

In this age, when the popular involvement in day-to-day matters in mounting, it is the electronic systems that offer us a potential service infrastructure which could, with careful programming, probably take care of a very large element of what we describe as mechanical, procedural governance without all the distortions, corruptions and harassments which constitute the daily misery of the average citizen. Of course, the electronic systems will only behave to the extent that they are properly programmed. But this is no impossible task today.

Once we move our minds beyond the mere use of the electronic revolution for business efficiency and higher profitabilities and apply it to the task of reducing the routine, repetitive activities of governance, we will conserve time and energy for more important and creative tasks. In other words, the electronic revolution can make for better and more effective handling of real everyday problems, additionally to providing the basic service of computerized information banks. Even in less developed conditions, the potential of the electronic network to take over a great deal of what is called bureaucratic "paper work" has been vividly demonstrated. Licensing system involving endless form filling in endless copies; tax matters which baffle millions of citizens, particularly those who have nothing to hide; election system which require massive supervisory mobilizations or referendums based on miniscule "samples" which seldom reflect the reality at the social base. At all these points, the electronic advantage is seen and recognized. However, we must proceed further.

It is possible to foresee a situation where the citizen, with his personalized computer entry card, his "number", is able to enter the electronic network for a variety of needs now serviced by regiments of officials, high and low. Indeed, this is already happening in a number of countries. From simple needs, we will move to more complex servicing, and, ultimately, into creativity or what is called "artificial intelligence".

- Q. (i)** What does the term "bureaucratic paper work" refer to?
- Q. (ii)** How has electronic revolution helped organisations in day-to-day activities?
- Q. (iii)** What is "artificial intelligence"?
- Q.4.** In this question, candidates will have to draft a report/formal letter/circular.

### **3 Details of Online Exam Pattern : Operational Instructions**

- (1) A login screen will be displayed to the candidate. The candidate has to log in using Login ID and Password which will be printed on the Admission 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) All objective questions in Paper I will have multiple choices. Out of the 4 answers to a question, only one will be the correct answer. The candidate has to select the correct answer and mouse click that alternative which he/she feels is correct. The alternatives/options that is clicked on will be treated as answer to that question. Answer to any question will be considered for final evaluation only when a **candidate has submitted the answers by clicking on “Save and Next” or “Marked for Review and Next”**.
- (4) A candidate should read the instructions carefully and indicate that he/she has done so by ‘checking’ the box at the bottom of the screen, after which the ‘I am ready to begin’ button is activated.
- (5) After clicking on the ‘I am ready to begin’ button, the actual test time will begin.
- (6) Only one question will be displayed at a time.
- (7) 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.
- (8) The question palette at the right of screen shows one of the following statuses of each of the questions numbered:



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 simply acts as a reminder that you have set to look at the question again. *If an answer is selected for a question that is Marked for Review, the answer will be considered in the final evaluation.*

- (9) To select a question to answer, you can do one of the following :
  - a) Click on the question number on 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 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.
- (10) To select your answer to an Objective Question, click on one of the option buttons.
- (11) To change your answer to an Objective Question, click the other desired option button.
- (12) To save your answer, you MUST click on **Save & Next**.
- (13) To deselect a chosen answer to an Objective Question, click on the chosen option again or click on the **Clear Response** button.
- (14) 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.
- (15) To change an answer to an Objective Question, first select the question and then click on the new answer option followed by a click on the **Save & Next** button.

- (16) Questions that are saved or marked for review after answering will ONLY be considered for evaluation.
- (17) 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.
- (18) After clicking the **Save & Next** button on the last question for a Section, you will automatically be taken to the first question of the next Section.
- (19) You can move the mouse cursor over the Section names to view the status of the questions for that Section.
- (20) The candidates are requested to follow the instructions of the Test Administrator carefully. If a 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 the RBISB.
- (21) 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.
- (22) After the expiry of time for examination (objective and descriptive), 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.
- (23) You must bring with you a ball point pen. You may bring your own ink stamp pad (blue/black ink). 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. You must necessarily return the sheet of paper provided for rough work to the invigilator before leaving the test premises.
- (24) Please note :
  - a) Candidates will not be allowed to “finally submit” unless they have exhausted the actual test time of the examination (objective and descriptive).
  - b) Under no circumstances should a candidate click on any of the ‘keyboard keys’ during the objective test once the exam starts as this will lock the Objective Test exam.

#### **4 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 submission.
- (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.

#### **5. General Instructions :**

- (1) Please note your Roll Number, Password, date, time and venue address of the examination given in the Admission Letter.

The mere fact that an Admission Letter has been issued to you does not imply that your candidature has been finally cleared by the Board or that the entries made by you in your application for examination have been accepted by the Board as true and correct. It may be noted that the Board will take up the verification of eligible candidates, i.e. age, educational qualification and category (Scheduled Caste/Tribe/OBC/PWBD/EWS), etc. with reference to original documents, only at the time of interview of candidates who qualify on the basis of result of the Online examination. You may, therefore, please note that if at any stage, it is found that you do not satisfy the eligibility criteria as given in the advertisement or the information furnished by you in the application is incorrect, your candidature is liable to be cancelled forthwith with such further action as the Board/RBI may like to take. You may please note that the admission letter does not constitute an offer of employment with RBI.

- (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 on the day of the examination.**
- (3) The Admission 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 uploaded).

- (4) Please also bring the currently valid photo identity proof **in original** and **a photocopy** of the same photo identity proof which you bring in original - **THIS IS ESSENTIAL**. **Candidates coming without these documents will not be allowed to take the test.** Please Admission Letter along with photocopy of photo identity proof duly stapled together are to be handed over to the Invigilator at the end of exam. Currently valid stipulated photo identity proof are PAN Card/Passport/Permanent Driving License/Voter's Card/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 recognised College/University/Aadhaar Card/E-Aadhaar Card with a photograph/ Employee ID/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. Staff candidates have to bring RBI Identity Card and its photocopy.**

Please note that your name (provided by you during the process of registration) as appearing on the Admission Letter 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 Admission 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.

- (5) 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 test centre.
- (Any failure to observe these points will result in non-admittance for the examination).
- (6) You must scrupulously follow the instructions of the Test Administrator and Board Representative at the examination venue. If you violate the instructions you will be disqualified and will be asked to leave the examination venue.
- (7) No use of calculators (separate or with watch), books, note books, written notes, pagers, cell phones (with or without camera facility) or any similar electronic communication devices, etc. will be allowed during the examination. Candidates are advised not to bring any of the banned items including pagers to the venue of the examination as safety arrangements cannot be assured. Candidates found resorting to any unfair means or malpractice or any misconduct while appearing for the examination including giving/ receiving help to/from any candidate during the examination will be disqualified. The candidates should be vigilant to ensure that no other candidate is able to copy from his/her answers.
- (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 Board may take further action against such candidates as deemed fit by it.
- (9) You must bring with you a ball-point pen. You can bring your own ink stamp (blue/black ink) pad. 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** hand over this sheet(s) of paper at the end of exam to the invigilator.
- (10) A candidate who is or has been declared by the Bank guilty of impersonation or of submitting fabricated document/s which have been tampered with or of making statements which are incorrect or false or of suppressing material information or otherwise resorting to any other irregular or improper means of obtaining admission to examination or of using or attempting to use unfair means in the examination hall or misbehavior in the examination hall may be debarred permanently or for a specified period -
- (i) By the Board from admission to any examination or appearance at any interview held by the Board for selection of the candidates, and
  - (ii) By the Bank from employment under it, and
  - (iii) If already in the service of the Bank, be liable to disciplinary action under the appropriate rules.
- (11) **Note for Person with Benchmark Disability (PWBD):**

- (i) **The additional/compensatory time of twenty (20) minutes for every hour of examination may be allowed to only those candidates with disabilities who have physical limitation to write/type including that of speed. However, the additional/compensatory time of twenty (20) minutes for every hour of examination will be allowed to all the Visually Impaired candidates, regardless of whether they opt for scribe or self writing or with the help of assistive devices like magnifier.**
  - (ii) The PWBD candidates, who want to use facility of scribe, **MUST** download and carefully **READ** the instructions meant for them, which can also be downloaded from RBI website.
  - (iii) These candidates are also required to submit a Joint Undertaking/Declaration form that can be downloaded from RBI website.
  - (iv) All Visually Impaired candidates, **will** be allowed to use the facility of on screen magnifier.
  - (v) **Any candidate who is using scribe should ensure that he/she is eligible to use scribe in the examination as per the above guidelines. Any candidate using scribe in violation of the above guidelines shall stand disqualified and can be removed from service without notice, if he/she has already joined the Bank.**
  - (vi) **During the exam, at any stage, if it is found that scribe is independently answering the questions, the exam session will be terminated, and candidate's candidature will be cancelled. The candidature of such candidates using the services of a scribe will also be cancelled if it is reported after the examination by the test administrator personnel that the scribe independently answered the questions.**
- (12) **Note for persons with specified disabilities covered under the definition of Section 2(s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing:**
- (i) The compensatory time of twenty (20) minutes for every hour of examination may be allowed to those candidates with specified disabilities covered under the definition of Section 2(s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing and who are eligible for getting scribe.
  - (ii) Such Candidates who want to use facility of scribe, **MUST** download and carefully **READ** the instructions meant for them, which can also be downloaded from RBI website
  - (iii) These candidates are also required to submit the details of the own scribe as per proforma at Appendix-IV which is given under the detailed notice of the advertisement for the captioned recruitment, available at Bank's website [www.rbi.org.in](http://www.rbi.org.in).
- (13) 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 problem, which may include movement of candidates, delay in test. Conduct of re-exam is at the absolute discretion of RBI Services Board or test conducting body. Candidates will not have any claims for a re-test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.
- (14) 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.
- (15) Please note that a candidate is allowed to appear only once for one post/paper in the online examination. Multiple appearance in online examination will result in cancellation of candidature. In case more than one admission letter has been generated, candidates must appear only once. All other admission letters are to be surrendered.
- (16) 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.
- (17) Candidates, other than staff candidates of RBI, should bear their own traveling and other expenses. Staff candidates of RBI may approach their respective offices for instructions in this regard. The Board does not make arrangements for boarding/ lodging of candidates.
- (18) Candidate Registration:
- a) Candidate registration will be done through Photo Capture. Photo captured will be matched with the photo uploaded by you in the application (as printed in the Admission letter). You must NOT change your appearance from the photo uploaded by you.

- b) Photo will be taken while candidate is standing.
  - c) Seat number will be given to the candidate.
- (19) Rough sheet, admission letter and ID proof management
- Rough sheet(s) kept at each candidate desk will be used by candidate.
  - Those candidates who avail the services of Scribe should submit Scribe form / Letter of Undertaking along with the admission letter and ID proof copy.
  - Candidate must handover the rough sheets, Admission Letter along with photocopy of photo identity proof to the Invigilator before leaving the venue
- (20) Please read instructions related to Social Distancing given on the next page.

## **6. IMPORTANT POINTS TO REMEMBER**

You are advised to bring with you the following:

- (i) Admission Letter with photo affixed thereon and photo ID card in **Original** and photocopy. **Staff candidates have to bring RBI Identity Card and its photocopy.**
- (ii) One ball point pen and a stamp pad with you.

## **INSTRUCTIONS WITH REGARD TO SOCIAL DISTANCING**

1. Candidate is required to report at the exam venue strictly as per the time slot mentioned in the Admission Letter. Latecomers will not be allowed to take the test. Candidates should report at least 15 minutes before the Reporting time indicated on the Admission Letter.
2. Mapping of 'Candidate Roll Number and the Lab Number' will NOT be displayed outside the exam venue, but the same will be intimated to the candidates individually at the time of entry of the candidate to the exam venue.
3. Items permitted into the venue for Candidates  
**Candidates will be permitted to carry only following items with them into the venue.**
  - a. **Mask**
  - b. **Personal hand sanitizer (50 ml)**
  - c. **A simple pen and ink stamp pad (blue/black)**
  - d. **Exam related documents (Admission Letter & Photocopy of the ID card stapled with it, ID Card in Original)**
  - e. **Admission Letter should be brought with the photocopy of the Photo ID stapled with it. Original ID (same as photocopy) is also to be brought for verification. The name on the ID and on the Admission letter should be exactly the same.**
  - f. **In the case of Scribe Candidates - Scribe form / Letter of Undertaking duly filled and signed with Photograph affixed.**  
**No other Items are permitted inside the venue.**
4. Candidate should not share any of their personal belonging/material with anyone.
5. Candidate should maintain safe social distance with one another.
6. Candidate should stand in row as per the instructions provided at venue.
7. If a candidate is availing services of a scribe, then scribe also should bring their own Mask.
8. Candidate registration :
  - a. Candidate registration will be done through photo capture. Photo captured will be matched with the photo uploaded by you in the application (as printed in the Admission letter). You must not change your appearance from the photo uploaded by you.
  - b. Photograph will be taken while candidate is standing.
  - c. Seat number will be given to the candidate.
9. Rough sheet, admission letter and ID proof management



- a. Rough sheet(s) kept at each candidate desk may be used by the candidate, if required
- b. Those candidates who avail the services of Scribe should submit Scribe form / Letter of Undertaking along with the admission letter and ID proof copy.
- c. Candidate must handover the rough sheets, Admission Letter along with photocopy of photo identity proof to the Invigilator before leaving the venue.

**WISH YOU GOOD LUCK!**