



**SCHEME OF SELECTION AND SYLLABUS FOR SPECIALISTS IN GR B – PANEL YEAR 2018**

**(A) SCHEME OF SELECTION:** Selection for the aforementioned posts will be done through Online / Written examinations in the following three papers and Interview. Each paper will be of 100 marks and marks scored in Paper-I, Paper-II, Paper-III and Interview together will be counted for final selection.

Papers	Type of Exam	Subject of Exam	Duration	No. of Questions	Marks
Paper-I	Online-Objective	Professional knowledge in the area of Specialization	90 minutes	65	100
Paper-II	Online-Descriptive(to be typed with the help of keyboard)	English (writing skills)	90 minutes	--	100
Paper-III	Offline-Descriptive(Question paper to be displayed on computer, answers to be written on answer sheets provided by RBISB)	Professional knowledge in the area of Specialization	90 minutes	Approx. 9-10 (out of which 5 questions will be answered by the candidates)	100
	Total				300

- i. Paper-I of only such candidates who appear in all the three papers will be checked.
- ii. Paper I will have negative marking for ever wrong answer.
- iii. Paper-II & Paper-III of only such candidates who secure minimum aggregate marks in Paper-I, as prescribed by the Board, will be checked.
- iv. Paper-I, Paper-II and Paper-III will be held on the same day in two sessions/shifts. There will be a break of 60 minutes between two sessions/shifts.
- v. Separate Admission Letters will be issued for each shift. The time-table for Paper-I, Paper-II and Paper- III will be intimated to the candidates concerned along with Admission Letter for Paper-I, Paper-II and Paper-III.
- vi. Question papers for Paper-I and Paper-III will be set in Hindi and in English except for the post of Professional Copy Editing. Answers for Paper-III may be written either in Hindi or English except for the post of Professional Copy Editing.
- vii. Paper-I and Paper-III for the post of Professional Copy Editing will be set and answered only in English.
- viii. Paper-II will have to be answered in English only.
- ix. Candidates may opt for interview in Hindi or English.
- x. The number of candidates to be called for interview will be decided by the Board.
- xi. Final selection will be on the basis of performance in Paper-I, Paper-II, Paper-III and Interview taken together.
- xii. The Board reserves the right to modify the exam dates and time entirely at its discretion.
- xiii. Other detailed information regarding the examination will be given in an Information Handout, which will be made available for the candidates to download along with the Admission letter for examination from the RBI website.



**Interview:** Candidates will be shortlisted for the interview, based on aggregate of marks obtained in Paper-I +Paper-II +Paper-III. The minimum aggregate cut off marks for being shortlisted for Interview will be decided by the Board in relation to the number of vacancies. Roll No. of the candidates shortlisted for interview will be published on RBI website at appropriate time and interview call letters will be sent on registered email ID. Interview will be of 50 marks. Candidate may opt for interview either in Hindi or English. Final Selection will be through merit list which will be prepared by adding marks secured by candidates in Paper-I, Paper-II, Paper-III and Interview.

**(B) PAPER-WISE SYLLABI FOR EAMINATION:**

Paper	Post	Syllabus
Paper-II English (writing skills)	<b>ALL</b>	The paper on English shall be framed in a manner to assess the writing skills including expression and understanding of the topic. Essay, Precis Writing, Comprehension, Business/Office Correspondence
Paper-I & Paper-III	<b>Finance</b>	<p>Paper-I - Objective tests on the following topics (finance specific)</p> <p>a. Questions on RBI's guidelines/circulars</p> <p>b. Questions on Basel Norms and Risk Management principles on credit risk, market risk (including Treasury Risk Management, Liquidity Management and Balance Sheet Management), operational risk and Stress Testing</p> <p>c. Questions on financial accounting</p> <p>Paper-III - Subjective Assessment</p> <p>a. Analysing a credit proposal and giving comments on whether to sanction it or not</p> <p>b. Analysing sanctioned proposal and account statements and arriving at correct account classification</p> <p>c. Analysing the business strategy, ICAAP documents and arriving at risk perception of the bank.</p> <p>d. Analysis of an investment proposal and giving comments on whether to invest in the product or not or choose between investing in two products</p>
	<b>Data Analytics</b>	Basics of Statistics, Probability, Distributions, Hypothesis Testing and Confidence Intervals, Correlations and Copulas, Linear Regression, Modelling Cycles: MA, AR, and ARMA Models; EWMA & GARCH models; Business Data Mining; Spreadsheet Modelling; Basic modelling in SAS
	<b>Risk Modelling</b>	Basics of Statistics, Probability, Distributions, Hypothesis Testing and Confidence Intervals, Correlations and Copulas, Linear Regression, Measures of Financial Risk; Stress Testing; Volatility and Distribution; Key Concepts of Credit, Market, Liquidity & Operational Risk; Default Risk Quantitative Methodologies; Basel Accords; Spreadsheet Modelling, Banking products and processes, Risk Management including credit risk, market risk, and operational risk, Stress Testing, BCBS Publications, IFRS and IND-AS, Differentiated bank regulations (Small Finance Banks etc.), RBI major circulars, Basel III capital regulations with the perspective of Indian regulatory environment.
	<b>Forensic Audit</b>	Fundamentals of Forensic Accounting; Frauds related concepts; Red Flags- Concepts and Techniques; Indian & International Laws related to Forensic Audit; IT Act vis-à-vis Business Laws.
	<b>Professional Copy Editing</b>	<p><b>Test for Space:</b></p> <p>-Long, Short, and Micro: Three versions of one text</p>



Paper	Post	Syllabus
		<p>The applicants should have the ability to present three versions of each copy-long one for the publication; short one for executive summaries of big reports and for drafting press releases; and a micro one for disseminating through social media.</p> <p><b>Test for Copy Editing</b></p> <p>- Punctuation and Problem Words</p> <p>The applicants would be tested for their use of punctuation while editing the copy. The copy should be free from problem words. Effort should be given to simplify the words, that might be little heavy for the reader to understand.</p> <p>- Grammar</p> <p>The applicants would be tested for grammatical usage.</p> <p>- Fact checking and Proof reading</p> <p>The applicant should check the facts and read the proof properly before submitting the edited copy.</p> <p><b>Test for technique</b></p> <p>- Brevity in writing</p> <p>Applicants to be tested on this aspect through precis writing</p> <p>- Transcription</p> <p>Conversion of audio/ video format to written report within given time frame</p> <p>- Simplification</p> <p>Conversion of technical content to blog style/ easily comprehensible, reader friendly writing for common man.</p> <p><b>Test for Tone:</b></p> <p>-Cultural Sensitivity and Political Correctness</p> <p>The applicants should have the ability to test the copy to be published on the parameters of cultural sensitivity and political correctness. They should ensure that the copy is not biased towards any culture/community/religion and is neutral to any political inclination.</p> <p><b>Editing: concept, process and significance</b></p> <ul style="list-style-type: none"><li>• The copy edited by the applicants would be tested for their editorial values based on the parameters like objectivity, facts, impartiality and balance.</li><li>• The applicant should have the ability to face the challenge of timeline as submitting the copy in time and in correct form is a primary responsibility of the copy editor and sometimes there would be tight deadlines for submitting the copy.</li><li>• The applicant should have the ability to present the copy that makes a good reading and generates interest;</li><li>• The applicant would be tested for the planning and visualisation of the copy, based on the following parameters:<ul style="list-style-type: none"><li>• Headlines and introduction</li><li>• Stylebook and Style sheet</li><li>• Use of synonyms and abbreviations</li></ul></li></ul>



Paper	Post	Syllabus
		<ul style="list-style-type: none"><li>• Correct usage of Grammar and punctuations</li><li>• Crispness of content</li></ul> <p><b>Recommended Reading:</b> William Strunk, Jr. and E. B. White, <i>The Elements of Style</i>; Penguin 2007 <i>Editors on Editing</i>, ed. Gerald Gross, 3rd ed. (Grove, New York, 1993)</p>
	<b>Human Resource Management</b>	Human Resource Management (HRM): Functions & Scope of HRM; Components of HRM; Role of HR Executives; International HRM - Management Process and Organizational Behaviour - Leadership and Decision Making - Interpersonal and Group Processes - Organisational Dynamics - Human Resource Development (HRD): Need for HRD; Strategies & Systems; Career Planning & Growth; Competency Mapping; Performance & Potential Appraisal; Coaching & Mentoring; Training & Development; Compensation & Reward System; Incentives; Motivation; Morale - Human Resource Planning: Process and Functions of Human Resource Planning; HR Forecasting Techniques; Job Analysis and Design.. Job Evaluation; Recruitment & Selection; Employee Induction, Orientation & Socialization; Succession Planning; Promotion, Transfer and Separation - Organisational Change - Industrial Relations (IR): Concept & Scope of IR; Approaches to IR; Trade Unions & Associations; Collective Bargaining; Employee Participation; Employee Welfare; Grievance Handling; Dispute Resolution; Discipline; Laws on Industrial Relations, Working Conditions, Wages & Social Security - Emerging Trends in HRM. The above syllabus is only indicative and not exhaustive.

**(C) Manner of conduct of examinations:**

- The examination will be conducted in two shifts on a single day i.e. Paper-I and Paper-II in first shift and Paper-III in second shift on September 29, 2018.
- Paper-I** (Objective type on Professional Knowledge in the area of Specialization) will be conducted online and comprise multiple choice questions.
- Paper-II** (Descriptive type English) where the candidates will be expected to type out answers with the help of keyboard on a computer.
- Paper-III** (Descriptive type on Professional Knowledge in the area of Specialization) will be a pen/paper based examination where the questions will be displayed on computer screen.
- The Board reserves the right to modify the exam dates and time entirely at its discretion.