

THE WINNING PUNCH

With the exception of the Civil Services, one of the most sought-after careers in India is that of a Bank Officer. To achieve this goal, it is necessary to pass the Bank Probationary Officers' Examination, in which one's performance cannot be second best. But such excellence is attained only through hard and persistent effort. A leap in the dark leads one nowhere. Planned preparation, well developed strategy, unremitting labour, incessant practice and exhaustive study are the reagents that act, and react, to produce the precious victory that one wants.

Brilliant's postal support programme for the Bank Probationary Officers' Examination gives you ample scope for the exercise of each one of these and when you have gone through the course, you are fit for the test, as fit as a pugilist in the ring to deliver the winning punch.

Brilliant's postal support programme also meets the requirements of the examination for Staff Officers Gr. B (Gen) of RBI and the Combined Preliminary Examination for Divisional Accountants/Auditors, Inspectors of Income Tax, Central Excise, etc conducted by the Staff Selection Commission.

Our course will also be suitable for the examinations for Bank Professional Officers, Staff Officers Gr. B (Professional) of RBI, etc.; the course covers the Test of English Language, Quantitative Aptitude and Reasoning for these examinations.

Our Course material also fully covers the requirement of the exams for LIC & GIC Assistant Administrative Officers and other similar exams that are announced periodically.

**POSTAL SUPPORT PROGRAMME
FOR THE
RECRUITMENT EXAM FOR PROBATIONARY
OFFICERS OF PUBLIC SECTOR BANKS**

With the abolition of the Banking Service Recruitment Boards, Probationary Officers are now recruited directly by the Nationalised Banks. Each Bank, or an outside agency hired by the Bank for this purpose, will issue advertisements for appointment to the Officer's cadre in all leading dailies and Employment News. The examinations are held at various Centres; all state capitals are usually included as Centres. Candidates should study the Notifications for complete details of the examination requirements.

Minimum Educational Qualification

A graduate degree from a recognised University or any equivalent qualification recognised as such by the Government of India.

Age Limit

Between 21 and 30 years as on the specified date notified in the advertisement. In some cases the age limits may vary.

A relaxation of the upper age limit is available for SC/ST and OBC candidates, Ex-Servicemen/Commissioned Officers and visually/Orthopaedically handicapped candidates, subject to certain conditions.

Reservation

Appointment of candidates belonging to reserved categories will be as per directives of the Government of India.

Selection Procedure

All eligible candidates whose applications are received on or before the prescribed date will be called for a written test, which will be of both the Objective and Descriptive types. The State Bank of India has a two-Tier system in which only those candidates successful in Tier I can appear in the Tier II Test.

Candidates must pass the Objective and Descriptive Tests **separately** as per cut-off marks determined on the basis of Group Performance in each Test, subject to certain specified minimums. Depending upon the number of vacancies, only those candidates who rank sufficiently high in the written examination will be called for Group Discussion and Interview.

Final selection will be on the basis of the **aggregate marks** obtained by the candidates in the written test and interview and shall be strictly based on merit.

How to Apply

Applications should be neatly typed or legibly handwritten (including the particulars to be furnished) as specified and in the format given in the advertisement. The application, complete in all respects, should be submitted **to the Bank or to the recruiting agency as indicated in the advertisement.**

**PLEASE DO NOT SEND THE FORM TO
BRILLIANT TUTORIALS PVT. LTD., CHENNAI.**

Objective-type Test

Candidates will normally be given a **composite test booklet** consisting of four tests: (1) Test of General Awareness, (2) Test of English Language, (3) Test of Quantitative Aptitude and (4) Test of Reasoning. The tests may be attempted in any order. However, candidates are advised in their own interest, not to spend too much time on any one test, since, to qualify in the written examination, a candidate must pass in each of the four tests separately.

The total number of questions in the above four tests will be about 200, for which a total duration of **two hours** will be given. The number of questions in each test varies from bank to bank.

Some Banks have introduced segments in the Objective Test like marketing knowledge/attitude and socio-economic & Banking awareness to accentuate Banking Operations.

The Tests of General Awareness, Reasoning and Quantitative Aptitude will be both in Hindi and English. Of course, the Test of English will be set in English alone and must also be answered only in English.

The Descriptive Paper: Besides the four objective type tests, candidates have to answer a 60 minute Descriptive Paper, either in English or Hindi.

Scope of Objective Tests:

Assessment of general academic ability, general awareness and job aptitudes.

- (i) **Test of General Awareness:** Designed to give an index of the candidate's awareness of people and events, past and present, in different walks of life and on recent socio - economic developments.
- (ii) **Test of English Language:** Designed to evaluate how well a candidate knows English usage. English language ability is tested through questions on grammar, vocabulary, sentence completion, errors in sentences, syntax, synonyms, antonyms, comprehension of passages etc.
- (iii) **Test of Quantitative Aptitude:** Designed to measure how fast and accurate a candidate is in dealing with numbers, viz, in computation, quantitative aptitudes, reasoning and interpretation of tables and graphs.
- (iv) **Test of Reasoning:** Designed to assess how well a candidate can think and reason out in questions of various kinds. There may be problems in the form of figures, designs and drawings. These may be of three types i.e. (i) series, (ii) analogies and (iii) classification.

Scope of Descriptive Paper

The Descriptive Paper is designed to measure a candidate's higher order cognitive abilities such as comprehension and analysis of situations, generation of unique ideas or concepts, assessment of knowledge of socio-economic developments, communication skills, etc.

The paper may consist of four or five questions out of which the candidate will be expected to answer the required number of questions within the given duration. The questions are in English and Hindi with the option to answer in English or Hindi. Answers are to be restricted to the space provided on the question-cum-answer sheet. The use of supplementary sheets is not allowed.

In the Descriptive Paper some banks include letter writing, essay writing, precis writing etc. to test the candidates' proficiency in the English language.

OTHER RECRUITMENT EXAMINATIONS

Our course material for the Objective Test, prepared in accordance with the syllabus of examinations for the recruitment of Probationary Officers in the General Category, also meets the requirements of the Objective Tests of the examinations for:

I. Bank Legal Officers and Agricultural Officers

For these posts, there is no Test of General Awareness. This Test is replaced by a Test of Professional Knowledge on the subject concerned. We do not provide study material or support for either the Test of Professional Knowledge or for the Descriptive Paper on these Professional Subjects.

II. Staff Officers, Grade B (Professional Qualification) - RBI Services Board, Mumbai.

There is no Test of General Awareness for this post. This Test is replaced by a Test of Professional Knowledge and Job Knowledge, for which we do **not** provide study material. We also do not provide support for the Descriptive Paper on Professional Subjects.

III. Staff Officers, Grade B (General) - RBI Services Board, Mumbai.

Candidates for this examination in the first phase must appear for the four tests of the Objective Type which is similar to the BPOE outlined above. As such, our material will fulfil the requirements of the Objective Tests. In the second phase, candidates have to appear for three papers (all of the descriptive type) in (i) English, (ii) Economics and Social issues and (iii) Finance and Management. We do **not** provide support for these Descriptive Papers.

IV. Staff Selection Commission Recruitment [Combined Graduate Level Examination]

The Staff Selection Commission conducts a Combined Preliminary Examination as a **qualifying** test. Only those who qualify in this examination will be eligible to write the Main Examination for recruitment to the following categories:

1. Assistants (Grade B-Nongazetted)
2. Inspectors of Central Excise, Income Tax, Preventive officer in Customs, Assistant Enforcement Officers etc.
3. Sub-Inspectors in CBI.
4. Sub-Inspectors of Police in Central Police Organisations
5. Divisional Accountants / Auditors / Junior Accountants / UDCLC in various Central Government Departments.

Our study material fully meets the requirements of the objective Tests of the Combined Preliminary Examination conducted by the Staff Selection Commission.

Minimum Educational Qualification

A degree from a recognised university or any equivalent qualification recognised as such by the Government of India.

Age Limits:

Age limits vary with the Posts being recruited for. Details will be available in the announcement made for the Tests.

Relaxation of upper age limit is available for SC/ST, and OBC candidates Ex-servicemen / Commissioned Officers, subject to certain conditions. Details will be available in the Notification of the Staff Selection Commission.

Selection Procedure

All eligible candidates whose applications are received on or before the prescribed last date will be called for the Combined Preliminary Examination. Those who qualify in the Preliminary Examination will have to appear for the Main Examination.

Note: We offer support only for the combined Preliminary Examination.

Combined Preliminary Examination and US Scope

This will consist of **one paper** of **two hours'** duration with a total of 200 objective type questions.

Part A

(i) General Intelligence: This will include both verbal and non-verbal types of questions on analogies, similarities and differences, spatial visualisation, spatial orientation, problem solving, analysis, judgement, decision making, visual memory, discrimination observation, relationship concepts, arithmetical reasoning, verbal and figure classification, arithmetic number series, non-verbal series, coding and decoding, statement conclusion, syllogistic reasoning etc.

(ii) General Awareness: The questions will be aimed at testing the candidate's general awareness of the environment around him and its impact on society. They will also be designed to test knowledge of current events and of such matters of everyday observations and experience in their scientific aspect as may be expected of any educated person. This test will also include questions relating to India and its neighbouring countries, especially pertaining to history, culture, geography, the economic scene, general polity, scientific research, etc. These questions will be such that they do not require special study of any discipline.

Part B

Arithmetic: This part will include questions on problems related to number system, computation of whole numbers, decimals and fractions and relationship between numbers, fundamental arithmetical operations, percentages, ratio and proportion, averages, interest, profit and loss, discount, use of tables and graphs, mensuration, time and distance, ratio and time etc.

V. Assistant Administrative Officers of LIC/GIC

Our course material meets the requirements of the selection examination for these posts in respect of objective and descriptive tests.

COURSE HIGHLIGHTS

Medium of Instruction

The course material is in English and only students who can follow our lessons in the English medium should apply for enrolment.

Our study material consists of:

- Approach papers discussing the format of testing, with valuable hints for attacking each Test in its perspective.
- Introduction to the different areas of testing that proceeds to build up the requisite knowledge from first principles, as would a text book.
- Assignments and Exercises on individual topics to gain mastery of concepts.

- Key and Explanatory Notes, worked out problems in detail and analysis of reasons in select cases for the choice of a particular alternative, thereby contributing to effective learning.
- Comprehensive Test Papers modelled on actual papers for providing sufficient practice and gaining confidence.
- Digest of current events covering a period of two consecutive quarters of a year, covering the enrolment period.
- Interview Support Material for those who have been selected for interview. The material will be sent only to those students who send us a copy of the call letter for the interview.

In the Test of General Awareness, some questions will be on the latest events. It is imperative, therefore, that candidates update their information on current events by building a Data Bank from news items over a period immediately preceding the exam. Our material will provide models of the questions asked.

DESPATCH

The following study material will be sent to the student immediately on enrolment.

a) For BPOE:

Sets 1 & 1A Test of English Language and Descriptive Paper in English

Sets 2 & 2A Test of Quantitative Aptitude

Sets 3 & 3A Test of Reasoning

Sets 4A & 4B Test of General Awareness including supplements if any

Set 5 Comprehensive Test Papers (BPOE)

Digest of Current Events (related to the student's enrolment date) covering one quarter of a year. Another volume of Current Events covering the subsequent quarter will be sent later.

- b) For SSC Set 2, 2A 3, 3A and 4A & 4B of the BPOE course and Set 5: Comprehensive Test Paper on the SSC Pattern.
- c) For Bank Legal/Agricultural Officers, RBI Staff Officers Gr. B: Same as BPOE except Sets 4A & 4B - Test of General Awareness.

Enrolment

Students can enrol at any time convenient to them but are advised to join early as it will give them more time for study and revision of the course material.

Course Fee

- | | | |
|--|---|---|
| <p>a) Bank Probationary Officers (Gen)
RBI Staff Officers Gr.B (Gen)</p> <p style="text-align: center;">or</p> <p>b) SSC: Divisional Accountants/Auditors
Inspectors of Income Tax,
Central Excise etc.</p> <p style="text-align: center;">or</p> <p>c) LIC/GIC Asst. Admin officers</p> | } | <p>Rs. 2600/-
+ Service Tax Rs. 268/-
Total: Rs. 2868/-</p> |
| <p>d) For both the Bank Probationary
Officers' and Staff Selection
Commission Examinations</p> | | <p>Rs. 2850/-
+ Service Tax Rs. 294/-
Total: Rs. 3144/-</p> |
| <p>e) Bank Legal/Agricultural Officers
RBI Staff Officer Gr.B (Prof)</p> | | <p>Rs. 1890/-
+ Service Tax Rs. 195/-
Total: Rs. 2085/-</p> |

Fees once paid will not be refunded or adjusted under any circumstances.

PROCEDURE FOR ENROLMENT

The student should send us:

1. The Enrolment Form completed and signed on both sides, and with a passport size photograph pasted in the space provided.
2. Two additional signed copies of the photograph (preferably colour) with the Enrolment Form.

Note: Enrolment Forms without the three photographs will not be accepted.

3. Payment can be made by:
 - a. A crossed Demand Draft, drawn in favour of **Brilliant Tutorials Pvt. Ltd**, payable at **Chennai**.
 - or b. Money Order - please include the student's full postal address and course in the coupon.
 - or c. Cash at our Office in Chennai. **Personal cheques will not be accepted.**
4. The Enrolment Form and the course fee should be sent to:
Brilliant Tutorials Pvt. Ltd., 12, Masilamani Street, T.Nagar, Chennai-600017.

Note: When calling to enquire about the status of your application, please have the following information ready:

- A copy of your application form
- D/D Number and Date or Money Order Receipt Number and Date.
- Issuing Bank / Post Office
- Mode of Despatch of application (Courier, Registered Post, Speed Post, Ordinary Post)
- Date of Despatch

Please wait at least 15 days after date of despatch before calling.

A Request to Our Students

Please keep us informed of the examinations you have taken after completing this course. Your Examination Roll Number, date of examination and feed back on the type of questions asked in the written examination and in the interview will greatly help us to keep our material current. You are requested to give us this information soon after the examination / final selection process has been completed in the proforma enclosed with your study materials.

Note : It is imperative that all students enrolling in this course provide us with their email addresses and also check their email often. All communication to our students will be sent by email.

REQUESTS FOR CHANGE OF ADDRESS ETC.

Normally we do not accept any advice for stoppage of despatch of study material. Change of address, or, in exceptional cases, stoppage or resumption of despatch etc. will be implemented only if requested by a letter signed by the student. A photocopy of the Admit Card (with the photograph visible) must be enclosed with the letter. Telephone requests will not be honoured unless confirmed in writing.

This policy is designed to prevent fraud and to safeguard the interests of our genuine students.

Please allow 15 days from the date of receipt, for implementation of the change

All matters are subject to the exclusive jurisdiction of the courts in Chennai only.

**PRACTICE
MAKES
PERFECT**

THIS IS THE PHILOSOPHY THAT HAS HELPED OUR STUDENTS TO SUCCEED. WE URGE THEM TO WORK OUT AS MANY TEST PAPERS AS THEY CAN. OUR APPROACH TO THE TASK OF PREPARING OUR STUDENTS IS TO GIVE THEM ABUNDANT PRACTICE THROUGH OUR TEST PAPERS, MODELLED AFTER ACTUAL PAPERS.

IT IS OUR BELIEF THAT THE MORE TESTS A STUDENT GOES THROUGH, THE MORE THOROUGH AND CONFIDENT HE BECOMES. REPEATED EXPOSURE TO THE TEST WILL RID THE STUDENT OF THE FEAR OF EXAMS AND KEEP HIM RELAXED WHEN HE FACES THE ACTUAL TEST.

THE DOCTRINE OF THE USEFULNESS OF ABUNDANT PRACTICE WITH TESTS FINDS SUPPORT FROM THE EMINENT AUTHORITY, STANLEY KAPLAN, THE DOYEN OF TUTORIAL SERVICE FOR COMPETITIVE ENTRANCE EXAMS IN THE UNITED STATES.