

UTTAR PRADESH COOPERATIVE INSTITUTIONAL SERVICE BOARD, LUCKNOW
Combined Co-operative Banking and Technical Services Examination

(Special Recruitment) - 2026

Online Examination - Recruitment of Various Posts –

**Manager, Junior Manager, Assistant Engineer (Civil), Assistant/Cashier (Banking Assistant/
Clerical Staff) and Assistant/Typist**

INFORMATION HANDOUT

This handout contains details pertaining to various aspects of the online 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 online examination will comprise the following objective type multiple choice tests as stated below:

**Structure of the test for the post of (1) Manager [Category 1], (2) Jr. Manager [Category 2]
- Main Exam**

Sr. No.	Name of the Test	No. of Questions	Max. Marks	Duration	Version
1	Reasoning Ability/Mental Ability	20	20	20 Minutes	Bilingual i.e. Hindi and English except for the test of Hindi Language & English Language
2	Numerical Ability/Quantitative Aptitude	20	20	20 Minutes	
3	General Knowledge /Financial Awareness	15	15	10 Minutes	
4	Co-operative	15	15	10 Minutes	
5	Language - Hindi (5) - English (5)	10	10	10 Minutes	
6	Managerial skill* – - Banking – 30 - Computer Knowledge -10	40	120	50 Minutes	
	Total	120	200	120 Minutes	

Note: *All questions will carry equal marks.

Structure of the test for the post of (3) Assistant Engineer (Civil) [Category 2] - Main Exam

Sr. No.	Name of the Test	No. of Questions	Max. Marks	Duration	Version
1	Reasoning Ability/Mental Ability	20	20	20 Minutes	Bilingual i.e. Hindi and English except for the test of Hindi Language & English Language
2	Numerical Ability/Quantitative Aptitude	20	20	20 Minutes	
3	General Knowledge /Financial Awareness	15	15	10 Minutes	
4	Co-operative	15	15	10 Minutes	
5	Language - Hindi (5) - English (5)	10	10	10 Minutes	
6	Civil Engineering*	40	120	50 Minutes	
	Total	120	200	120 Minutes	

Note: *All questions will carry equal marks.

Structure of the Test for the post of

(4) Assistant/Cashier (Banking Assistant)/Clerical Staff [Category 3] & (5) Assistant/Typist [Category 3] -

Main Exam

Sr. No.	Name of the Test	No. of Questions	Max. Marks	Duration	Version
1	Reasoning Ability/Mental Ability	20	40	25 Minutes	Bilingual i.e. Hindi and English except for the test of Hindi Language & English Language
2	Numerical Ability/Quantitative Aptitude	20	40	25 Minutes	
3	Computer Knowledge	20	40	15 Minutes	
4	Language • Hindi (10) • English (10)	20	40	20 Minutes	
5	General Knowledge	20	20	15 Minutes	
6	Co-operative	20	20	20 Minutes	
	Total	120	200	120 Minutes	

Note: All questions will carry equal marks.

The time for the test is 120 minutes; however, you may have to be at the venue for approximately 180 minutes including the time required for logging in, checking of the admit cards, going through the instructions etc. All tests except test of English Language & Hindi Language will be provided in English and Hindi. **Tests are separately timed. You can attempt any question in a particular test during the time allotted to that test only.** All the questions will have multiple choices. Out of the four answers to a question only one will be the correct answer. **You have to select the most appropriate answer and 'mouse click' that alternative which you feel is appropriate/correct. The alternative/ option that you have clicked on will be treated as your answer to that question. There will be penalty for wrong answers marked by you. For every wrong answer marked by you, 1/4 of the marks assigned to that question will be Minus as penalty.**

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 after applying penalty for wrong answers.
- (ii) The Corrected Scores so obtained by a candidate are made equivalent to take care of the minor difference in difficulty level, if any, in each of the objective tests held in different sessions to arrive at the Equated Scores*

*Scores obtained by candidates on any test are equated to the base form by considering the distribution of scores of all the forms.

- (iii) Test-wise scores and scores on total is reported with decimal points up to two digits.

Note: Cutoffs may be applied in two stages:

- (i) On scores in individual tests
- (ii) On Total Score

Please note that the types of questions in this handout are only illustrative and not exhaustive. In the actual examination you will 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.

SAMPLE QUESTIONS
REASONING ABILITY/MENTAL ABILITY

- Q.1.** The town of Paranda is located on Green lake. The town of Akram is West of Paranda. Tokhada is East of Akram but West of Paranda. Kakran is East of Bopri but West of Tokhada and Akram. If they are all in the same district, which town is the farthest West ?
(1) Paranda (2) Kakran (3) Akram (4) Other than those given as options
- Q.2.** In a row of girls, if Seeta who is 10th from the left and Lina who is 9th from the right interchange their seats, Seeta becomes 15th from the left. How many girls are there in the row ?
(1) 16 (2) 18 (3) 19 (4) Other than those given as options
- Q.3.** If the letters in the word TOPS can be rearranged to form a meaningful word beginning with O, the last letter of that word is your answer. If more than one such word can be formed, M is the answer and if no such word can be formed, X is the answer.
(1) T (2) M (3) X (4) Other than those given as options

NUMERICAL ABILITY/QUANTITATIVE APTITUDE

- Q.1.** At 10 rupees each, how many rupees will 6 lemons cost?
(1) 6 (2) 10 (3) 60 (4) 610
- Q.2.** Which of the following can be exact multiple of 4 ?
(1) 27114 (2) 58204 (3) 48402 (4) 32286
- Q.3-5.** In each of the following questions one number is missing. The place where the number is missing is shown by a question mark (?). You have to find out which one of the answers shown against 1, 2, and 3 can replace the question mark. If none of these four can replace the question mark, you will indicate (4) i.e. 'Other than those given as options' as your answer.
- Q.3.** $42 + 73 + 137 = ?$
(1) 352 (2) 252 (3) 242 (4) 142
- Q.4.** $20 \times \frac{1}{2} = ?$
(1) 4 (2) 5 (3) 20 (4) None of these
- Q.5.** $0.7 \times 0.5 = ?$
(1) 35 (2) 0.35 (3) 0.0035 (4) 0.035

This test is designed to measure how fast and accurate you are in dealing with numbers, viz. computation, quantitative reasoning, interpretation of tables and graphs etc.

- Q.6-7. Directions:** Given below is a table showing percentages out of a total of 700 employees ranking six attributes that help promotion. Rank I is the highest. Study the table carefully and answer the questions that follow:

% of Employees Giving Different Ranks						
Attribute	I	II	III	IV	V	VI
Seniority	32	17	22	19	5	5
Perseverance	14	19	17	9	27	14
Efficiency	15	19	21	14	14	17
Intelligence	10	14	10	14	17	35
Honesty	24	17	7	9	27	16
Sociability	5	14	23	35	10	13

- Q.6.** Which attribute for promotion has received the highest rank ?
(1) Perseverance (2) Seniority (3) Honesty (4) Other than those given as options

- Q.7.** How many employees gave rank III to intelligence ?
(1) 119 (2) 98 (3) 77 (4) Other than those given as options

GENERAL KNOWLEDGE

- Q.1.** Which is the largest city of Haryana State ?
(1) Faridabad (2) Rohtak (3) Panipat (4) Hisar
- Q.2.** Which of the following cities in Haryana has been cited as the war place in the Mahabharata?
(1) Panipat (2) Kurukshetra (3) Rohtak (4) Chandigarh
- Q.3.** Tangible Network is _____
(1) share capital plus reserves (2) total current assets
(3) fixed assets minus depreciation (4) network minus tangible assets
- Q.4.** The concept of deferred revenue expenditure is closely related to which of the following accounting concepts?
(1) Accrual (2) Going Concern (3) Matching Concept (4) Conservation
- Q.5.** Evergreening of sticky loans by banks is done by _____
(1) Providing fresh loans to defaulting borrowers to pay interest
(2) Converting outstanding loans into term loans.
(3) Writing off interest outstanding
(4) Only (1) and (2)

ENGLISH LANGUAGE

- Q.1-3. Directions:** Pick out the most appropriate word from amongst the words given below each sentence to complete it meaningfully.
- Q.1.** He quickly glanced the book to find what it said about the Indian economy.
(1) at (2) through (3) in (4) to
- Q.2.** The counsel urged the court to down the obnoxious law.
(1) enact (2) enforce (3) cancel (4) strike
- Q.3.** The local official the Minister of the situation.
(1) explained (2) warned (3) apprised (4) told
- Q.4-6. Directions:** Read each sentence to find out whether there is any grammatical error in it. The error, if any, will be in one part of the sentence. The number of that part of the sentence is your answer. If there is no error, the answer is No error.
- Q.4.** I am twenty two years old / when I first / joined the bank. No error
(1) (2) (3) (4)
- Q.5.** To the Hindus / the Ganga is holier than / any other river. No error
(1) (2) (3) (4)
- Q.6.** Of all the teachers / in our school / our class teacher were very strict. No error
(1) (2) (3) (4)

HINDI LANGUAGE

इस प्रश्नावली में हिंदी भाषा में प्रवीणता, शब्दभंडार, वाक्यरचना, शब्दप्रयोग, समानार्थक, विपरीतार्थी शब्द, अनेकार्थी शब्द, वर्तनी त्रुटि, लोकोक्तियां, मुहावरें आदि से संबंधी प्रश्न होंगे।

- प्र.1-3.** नीचे दिये गये प्रश्नों में से हरेक में एक वाक्य दिया गया है जिसे (1), (2), और (3) भागों में बांटा गया है। वाक्य को पढ़ कर ज्ञात कीजिये कि वाक्य में शब्दों के गलत प्रयोग, वर्तनी या व्याकरण की कोई त्रुटि तो नहीं है। त्रुटि अगर होगी तो वाक्य के किसी एक ही भाग में होगी। इस भाग का क्रमांक ही आपका उत्तर है। अगर वाक्य त्रुटिहीन है तो उत्तर (4) दीजिये अर्थात् त्रुटि नहीं।

- प्र.1. चालीस लडकों का एक मिला जुला ठहाका उठा था और / कक्षा की छत पे टकरा कर /
 (1) (2)
 सब का सब एकदम मेरे भीतर उतर गया था । त्रुटि नहीं
 (3) (4)
- प्र.2. सेठ पुरुषोत्तम दास पूना की सरस्वती पाठशाला का मुआयना करने /
 (1)
 के बाद में बाहर निकले तो एक लड़की ने / दौड़ कर उनका दामन पकड़ लिया । त्रुटि नहीं
 (2) (3) (4)
- प्र.3. वह झपट कर कुर्सी से उठी और बड़े वेग से / कई कमरों और बरामदों को पार करती /
 (1) (2)
 मैनेजर के सामने को आकर खड़ी हो गई । त्रुटि नहीं
 (3) (4)
- प्र.4-5. नीचे दिए गए प्रश्नों में से एक शब्द समूह या वाक्यांश दिया गया है और फिर उसके बाद पाँच ऐसे शब्द सुझाए गए हैं जो कि इस पूरे वाक्यांश या शब्द समूह का अर्थ एक शब्द में स्पष्ट कर देते हैं । आपको वह शब्द ज्ञात कर उसको उत्तर के क्रम में दर्शाना है ।
- प्र.4. जिसका कभी नाश न हो
 (1) अपनाश (2) निरामिष (3) अटल (4) अविनाशी
- प्र.5. कम बोलने वाला
 (1) मिठबोला (2) समदर्शी (3) मृदुभाषी (4) मितभाषी

COMPUTER LANGUAGE

- Q.1. Pick the odd man out.
 (1) Monitor (2) Keyboard (3) Windows (4) Hard-disk drive
- Q.2. The full form of LAN is _____
 (1) Local Access Network (2) Local Area Network
 (3) Long Area Node (4) Local Area Node
- Q.3. _____ is an output device of a computer.
 (1) Printer (2) CPU (3) Monitor (4) Keyboard
- Q.4. What is the full form of RAM ?
 (1) Random Adaptive Mouse (2) Random Adaptive Memory
 (3) Random Access Memory (4) Random Access Mouse

CO-OPERATIVE

- Q. 1. In order to have dual control over co-operative credit institutions by State Government and RBI/NABARD should be eliminated and be brought under the control of
 (1) Income tax Act. (2) Co-operative Act.
 (3) Banking regulation Act. (4) NABARD Act.
- Q.2. Cooperative societies such as, production marketing and processing and dairy cooperatives are playing crucial role in rural development are called as
 (1) New cooperatives (2) Non-credit cooperatives
 (3) Weavers cooperatives (4) Wage earners cooperatives
- Q.3. As per CS Act. Societies should not use or allow to be used any of its immovable properties, premises or any portion thereof for any activities.
 (1) Political (2) Social (3) Illegal (4) Profit making
- Q.4. As per co-operative societies Act,..... means a registered society whose area of operation extends to the whole state.
 (1) Apex society (2) Co-operative society (3) Urban society (4) PACS

Managerial Skills /Civil Engineering

Questions in this test will be based on as per the syllabus mentioned in advertisement.

(A) Details of the Online Examination Pattern:

- (1) The examination would be conducted online i.e. on a computer.
- (2) The tests except test of English Language and Hindi Language, will be provided in English and Hindi.
- (3) All the questions will have multiple choices. Out of the four answers to a question only one will be the correct answer. **The candidate has to select the most appropriate answer and 'mouse click' that alternative which he/she feels is appropriate/correct. The alternative/ option that is clicked on will be treated as the answer to that question. Answer to any question will be considered for final evaluation, only when candidates have submitted the answers by clicking on "Save & Next" or "Mark for Review & Next".**
- (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 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 & 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.
- (7) To select your answer, click on one of the option buttons.
- (8) To change your answer, click another desired option button.
- (9) To save your answer, you MUST click on **Save & Next**.
- (10) To deselect a chosen answer, click on the chosen option again or click on the **Clear Response** button.
- (11) 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.*
- (12) 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.
- (13) **Questions that are saved or marked for review after answering will ONLY be considered for evaluation.**

- (14) 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 Uttar Pradesh Cooperative Institutional Service Board.
- (15) Tests are separately timed. You can attempt any question in a particular test during the time allotted to that test only.
- (16) 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.
- (17) After the expiry of 120 minutes, 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.
- (18) **Please note:**
 - (a) **Candidates will not be allowed to "finally submit" unless they have exhausted the actual test time.**
 - (b) **Under no circumstances should a candidate click on any of the 'keyboard keys' once the exam starts as this will lock the exam.**

(B) General Instructions:

- (1) Please note date, reporting time and venue address of the examination given in the admit card.
 - (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 admit card) on the day of the examination. Latecomers will not be allowed to appear for the examination.
 - (3) The admit card 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 uploaded).
 - (4) You must scrupulously follow the instructions of the Test Administrator and Uttar Pradesh Cooperative Institutional Service Board (UPCISB) 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 or any other electronic device will be allowed during the examination.
 - (6) Candidates should report at the Exam centre well in advance of the reporting time indicated on the admit card to complete activities such as AADHAR linked Biometric Authentication of the candidate, capture of biometric and photo, collection of documents, announcement of instructions and logging in etc. **The candidates are required to carry Aadhaar Card to facilitate biometric Authentication.**
 - (7) Photograph and IRIS will be captured at the examination venue. The photo captured will be matched with the photo uploaded by the candidate in the application. You must NOT change your appearance from the photo uploaded by you.
Decision of the IRIS 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 IRIS scanning / verification on any occasion may lead to cancellation of candidature. With regards to the same, please note the following:
 - (a) **'LEFT EYE (IRIS)' will be captured for all the candidates.**
 - (b) **Candidates should remove Contact Lenses and Spectacles while capturing IRIS. Candidates are advised to avoid wearing contact lenses and prefer spectacles.**
 - (c) **There is no touch involved in IRIS scanning. Half feet distance between scanner and eye will be maintained.**
- (Any failure to observe these points will result in non-admittance for the examination)
- (8) Biometric data (thumb impression) 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)

- (9) In order to save time on frisking (Metal Detectors will be used), the candidates are advised to follow the below mentioned dress code:

- Light clothes which cannot be used for hiding any instruments or communication devices.
- Half sleeves but not having big buttons or any badge, brooches etc. which could be used to hide the communication device, Bluetooth, camera etc.
- Slippers, sandals and not the shoes/socks.
- Light Clothes without any metal items like zippers, button etc.

However, candidates coming in customary/religious dresses PwBD should report at the centre well in advance prior to reporting time for proper frisking.

- (10) Please bring the admit card 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. Please hand over this admit card along with photocopy of photo identity proof duly stapled together 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 admit card (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 Admit card 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 original Gazette notification/their original marriage certificate/affidavit in original.**

- (11) **Your responses (answers) will be analyzed 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 behavior unbecoming of a candidate will not be considered for assessment. Uttar Pradesh Cooperative Institutional Service Board, Lucknow may take further action against such candidates as deemed fit by it.**
- (12) You must bring a ball point pen with you. 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 admit card to the Test Administrator before leaving the venue.
- (13) The possibility of occurrence 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 a re-exam is at the absolute discretion of test conducting body. Candidates will not have any claim 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 sessions are required if the nodes capacity is less or some technical disruption takes place at any centre or for any candidate.
- (15) 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 unauthorized possession of test content is likely to be prosecuted.
- (16) 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 Uttar Pradesh Cooperative Institutional Service Board, Lucknow recruitment process 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.
- (17) Candidates are advised to take note of "The Public Examinations (Prevention of Unfair Means) Act, 2024" and The Uttar Pradesh Public Examinations (Prevention of Unfair Means) Act, 2024 (U.P. Act No. 8 of 2024), notified on 06 August 2024.

WISH YOU GOOD LUCK