



Detailed RBI Syllabus for Office Attendant Prelims Exam 2017 in PDF

The Reserve Bank of India has recently released a notification about the recruitment of Office Attendants Exam. The exam will be held to fill 526 vacancies for Office Attendant in 2 stages - Online Exams as well as Language Proficiency Tests. Since there are so many vacancies available, we strongly recommend you to apply for the RBI Office
Attendant Exam at the earliest. Here is the RBI Office Attendant Exam pattern and RBI Syllabus to help you prepare better. You can check out the official RBI Office Attendant notification from the link below:

RBI Office Attendant Recruitment Notification 2017

Before jumping to the Syllabus, you should know the subjects which will appear in your prelims. Here is the pattern for the same:

RBI Office Attendant Exam Pattern 2017

RBI Office Attendant Exam will be conducted in 2 stages:

- 1. Online Written Exam
- 2. Language Proficiency Test
- The Online Written Exam will be conducted bilingually i.e. in English or Hindi
- There will be 1/4th Negative Marking.
- After clearing Prelims, you have to appear for <u>Language Proficiency Test</u>.

Pattern of Computer Based Exam (Objective type)













Subjects	No.	Max	Duration
	of Qs	Marks	
Reasoning	30	30	90 Minutes
General	30	30	
English			
General	30	30	
Awareness			
Numerical	30	30	
Ability			
Total	120	120	

RBI Syllabus for Office Attendant Prelims Exam 2017

1. RBI Syllabus Office Attendant - Logical Reasoning

The General Intelligence subject is known as a reasoning section. The topics that you will be asked are:

#1. Analogy

- Types: Number-based, Letter based & Meaning based.
- Weightage: 1-2 Qs
- Level: Easy & Direct Questions, Less time-consuming.
- Quiz: Quiz 1, Quiz 2

#2. Blood Relation

 Question Types: General blood relation problem, Coded Blood Relations & Family Tree.



FASTEST WAY TO PREPARE CURRENT AFFAIRS







- Weightage: 2-3 Qs
- Level: More accuracy possible as questions will be less time-consuming & easy.
- **Tips:** <u>Basic Concepts for Blood Relation</u>
- Quizzes: Quiz 1, Quiz 2

#3. Classification

- Types: Letter based, General Knowledge-based, Meaningful words based, etc.
- Weightage: 1-2 Qs
- Level Less time consuming, Easy & direct questions.
- Quiz: Quiz 1

#4. Series

- Types: Number Series, Alphabet Series, Mixed Series, etc.
- Weightage: 0-1 Qs
- Level: Questions can be tricky & Time-Consuming.
- Quiz: Quiz 1

#5. Syllogisms

- Types: Logical Venn Diagrams, Venn Diagram based Problems and Syllogisms
- Weightage: 3-5 Qs
- Level: Easy to Moderate, Can be a bit tricky.
- **Tips:** <u>Basic Concepts of Syllogisms</u>
- Quiz: Quiz 1, Quiz 2

#6. Coding and Decoding

• **Types:** based on number, letter shifting, coding by analogy, etc.











- Weightage: 0-1 Qs
- Level: Accuracy Moderately possible, easy to moderate questions will be asked.
- **Tips:** General Tips for Coding & Decoding, Coding Decoding in Fictitious Language, Coding by Letter Shifting
- Quiz: Quiz 1, Quiz 2, Quiz 3

#7. Ordering & Ranking

- **Types:** Circular and Linear Puzzles, Logical and Mathematical Puzzles & Clock & Calendar problems.
- Weightage: 1-2 Qs
- Level: Logical Puzzles can be tricky, Easy to Moderate
- Tips: Tricks to Crack Ordering & Ranking
- Quizzes: Quiz 1, Quiz 2

#8. Verbal Reasoning

- **Types:** Statement & Assumptions, Statement & Arguments, Statements & Conclusions
- Weightage: 0-2 Qs
- Level: Easy to Moderate, Moderately Time Consuming

#9. Direction & Distance

- Weightage: 1-2 Qs
- Level: Easy to Moderate Level.
- Tips: 3 Tricks for Directions & Distances
- Quizzes: Quiz

#10. Arrangements & Patterns









- **Types:** Mixed Series, Dictionary or Alphabet based, Number Arrangement, etc.
- Weightage: 3-5 Qs
- Level: Questions will be Moderate Level, Easy Accuracy attainable.
- Quizzes: Quiz 1

#11. Mathematical Inequalities

- Weightage: 3-5 Qs
- Level: Moderate Level, Less time consuming but maximum accuracy needed.

#12. Input Output

- Weightage: 0-3 Qs
- Level: Moderate to Difficult Level of Questions, Time Consuming.
- Tips: Input-Output Tips

#13. Coded Inequalities

- Weightage: 0-3 Qs
- Level: Moderate Level, Less Time Consuming
- Tips: Solve Coded Inequalities in Less Time
- Quizzes: Quiz 1, Quiz 2

#14. Seating Arrangement

- **Types:** Circular Arrangement (Unidirectional, Bidirectional), Linear Arrangement (Single row, floor based, etc.)
- Weightage: 3-5 Qs
- Level: Easy, Direct Questions, Less Time Consuming
- Quizzes: <u>Circular Arrangement Quiz</u>











#15. Double Lineup

• Weightage: 0-5 Qs

• Level: Easy to Moderate Level, Less Time Consuming.

• Quizzes: Quiz 1, Quiz 2

#16. Scheduling

• Weightage: 0-5 Qs

• Level: Easy to Moderate Level, Maximum Accuracy Possible.

• Quizzes: Quiz 1

#17. Data Sufficiency

• Types: Scheduling, Direction & Distance, Blood Relations, etc.

• Weightage: 0-1 Qs.

• Level: Moderate Level, Little Time Consuming.

2. RBI Syllabus Office Attendant - English Language

#1. Spellings

• Weightage: 2-5 Qs

• Level: Easy to Moderate Difficulty, Quick Solve based on Contextual usage, Moderate to High Accuracy possible.

• **Question Types:** Find the correctly spelt word.

• Quizzes: Quiz 2, Quiz 2

#2. Phrase Idiom Meaning & One-word Substitution









- Weightage: 2-5 Qs
- Level: Easy to Moderate Difficulty, Quick Solve based on Contextual usage, Moderate to High Accuracy possible.
- **Question Types:** Find the correct meaning of the Idiom, Give the one word for the sentence.

• **Tips:** <u>51 Important Idioms & Phrases</u>

• Quizzes: Quiz 1, Quiz 2

#3. Reading Comprehension

• Weightage: 5-7 Qs

- Level: Moderately Time Consuming, Moderate Accuracy Possible.
- **Question Types:** The passage will focus on topics like moral stories, humanities (medicine, psychology, arts, human behaviour, etc.), social issues economy, business, etc.
- Tips: General Tips for RC, Tips for Economics & Banking based passages
- Quizzes: Quiz 1, Quiz 2

#4. Para Jumble/Sentence Jumble

• Weightage: 1-5 Qs

• Level: Easy, Low to Moderately Time Consuming, High Accuracy possible.

• Question Types: Para Jumbles and/or sentence jumbles.

• Tips: 7 Tips for Solving Para Jumbles

• Quizzes: Quiz 1, Quiz 2

#5. Fill in the Blanks (Grammar)

• Weightage: 5-7 Qs













- Level: Easy to Moderate in Difficulty, Less to Moderately Time Consuming,
 Moderate Accuracy Possible.
- Topics Covered: Tenses, Articles, Prepositions, Subject Verb Agreement,
 Parallelism, Degrees of Comparison, Sentence Construction, Phrasal Verbs,
 Pronouns, Adverbs, Non-Finite Verbs, Common Errors etc.
- Tips: <u>52 Tips for Error Spotting</u>, <u>Easy Tips for Grammar</u>, <u>General Tips</u> on Tenses
- Quizzes: Quiz 1, Quiz 2, Quiz 3

3. RBI Syllabus Office Attendant -Quantitative Aptitude

#1. Data Interpretation

- Weightage: 0-5 Qs
- Level: Moderately Time Consuming, High Accuracy Possible
- Types: Bar Graphs, Pie Charts, Line Graph, etc.
- Tips: Tips for Line Graphs
- Quizzes: Quiz 1, Quiz 2

#2. Algebra

- Weightage: 2-3 Qs
- Level: Scoring, Easy if Concepts Clear and Steps Followed, Could be Tricky, Time Consuming.
- **Types:** Basic Algebraic Identities, Polynomials, Elementary Surds, Quadratic Equations, Linear Equations in One and Two or more Variables.
- Quizzes: Quiz 1, Quiz 2

#3. Mensuration









- Weightage: 2-3 Qs
- Level: Easy to Moderate in Difficulty, Moderately Time Consuming, High Accuracy Possible.
- **Types:** Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square Base.
- **Tips:** Quickest method for Mensuration.
- Quizzes: Quiz 1, Quiz 2

#4. Profit and Loss

- Weightage: 1-2 Qs
- **Types:** Profit and Loss, Successive Selling type questions, Partnerships, Discount & MP.
- Level: Scoring, Easy if Proper Steps Followed, Moderately Time Consuming.
- Quizzes: Quiz 1, Quiz 2

#5. Ratio and Proportion

- Weightage: 0-1 Qs
- Level: Easy to Moderate, Moderately Time Consuming, High Accuracy Possible
- **Types:** Simple Ratios, Mean Proportional, Componendo or Dividendo, Direct or Indirect Proportion.
- Quizzes: Quiz 1, Quiz 2

#6. Simplification & Approximation

- Weightage: 3-5 Qs
- Level: Easy, Less time consuming











- Types: Based on BODMAS, Approximate Values, Percentage, Fractions etc.
- Quizzes: Quiz 1, Quiz 2

#7. Interest

- Weightage: 1-2 Qs
- Level: Scoring, Easy if Formulas & Proper Steps Followed, Moderately Time Consuming.
- Types: Simple Interest, Compound Interest, Mixed Interest, Installments.
- **Tips:** How to Quickly Find Rate of Simple Interest, Simple Interest for Different Rates, Shortcut for Compound Interest Problems.
- Quizzes: Quiz 1, Quiz 2

#8. Speed, Time and Distance

- Weightage: 2-3 Qs
- Level: Moderate, Moderately Time Consuming
- Types: Relative Speed, Average Speed, Problems on Train, Boat & Stream.
- **Tips:** <u>How to Calculate Average Speed.</u>
- Quizzes: Quiz 1, Quiz 2

#9. Time and Work

- Weightage: 1-2 Qs
- Level: Moderate, Moderately Time Consuming
- Types: Work Efficiency, Work & Wages, Pipes & Cisterns etc.
- **Tips:** Shortcut for Time & Work.
- Quizzes: Quiz 1, Quiz 2

#10. Percentages









- Weightage: 0-1 Qs
- Level: Easy to Solve, Less Time Consuming, High Accuracy Possible.
- **Types:** Calculation-oriented basic percentage.
- Quizzes: Quiz 1, Quiz 2

#11. Number System

- Weightage: 1-2 Qs
- Level: Could be tricky, Moderately time-Consuming
- Types: Divisibility & Remainder, Multiples & Factors, Integers, LCM & HCF.
- Tips: Divisibility Test Trick for Quick Calculations
- Quizzes: Quiz 1, Quiz 2

#12. Averages

- Weightage: 1 Qs
- Level: Easy to Solve, Less Time Consuming, High Accuracy Possible.
- Types: Average Weight/Height/Age/Marks, Average Money Expenditure, Average Temperature etc.
- Quizzes: Quiz 1, Quiz 2

4. RBI Syllabus Office Attendant - General Knowledge

The questions in RBI Office Attendant will test your general awareness of the **environment** around you and its application in the society. The questions will also test your knowledge of **current events** and matters of everyday observation and experience in their scientific aspect.











- Syllabus for RBI exam also includes questions relating to <u>India and its</u>
 neighbouring countries especially pertaining to <u>History</u>, <u>Culture</u>, <u>Geography</u>,
 Economic Scene, <u>General Awareness and scientific research</u>.
- Questions will also be asked on <u>Books & Authors</u>, Person in News, Defence, <u>Government Schemes</u> & Policies, <u>Awards & Honors</u>, <u>Art & Culture</u>, Indian Freedom Struggle, Government of India, etc.
- You can revise Current Affairs with the help of our <u>Daily Current Affairs</u> article or <u>Monthly Current Affairs</u> capsule.

We hope that this article clears all your doubts about RBI Syllabus for Office Attendant. However, if you have any doubts then please feel free to comment below.

To boost your exam preparation, check the link given below.

Practice Qs for RBI Office Attendant Exams

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