

## How to Prepare for PO Exam

Probationary Officer i.e.. PO is the entry level managerial position in a bank. PO's job profile will consist of General Banking, administration work and any work delegated by the bank management.

The posts selection is generally done with a written test followed by an interview. Notification for the post is printed in the main leading dailies in India and in 'Employment News' weekly. Candidates who have keen eye on the posts are advised to regularly read the weekly or visit the site.

The candidates will be selected, based on the written test & interview. Every bank has a similar pattern of the written test. It will include the objective test & descriptive test.

### The Objective Test

Basically it carries around 200 – 250 marks, and the time duration is of 2 – 3 hrs. The question paper will be consisting of areas like Reasoning Aptitude, General Awareness, English Language & Quantitative Aptitude. Negative marking will be applicable for each wrong answer.

### The Descriptive Test

Duration is of one hour and it basically consist questions which are of essay type and there will also be a test on English comprehension.

### What to Study?

Candidates who want to appear for the examination have to keep in mind the points that are quoted below-

- Reasoning Aptitude: In this section questions will be of diagrams, analysis, statements etc. You need to have presence of mind & carefully attempt all the questions with a sense of logic and reasoning capacities. You can polish your skills through solving previous year question papers to get a hang of the format.
- General Awareness: For cracking this section, it is advisable to read the newspaper daily & to know current affairs in banking sectors, global business, money markets and also other general knowledge subjects like politics, sports etc.
- English language: In this section, questions will be on English grammar. Vocabulary, synonyms, antonyms etc. The simple grammar book is enough for the preparation.
- Quantitative Aptitude: In this section, questions will on mathematical problems of Xth Std will be asked from the topics like algebra, profit and loss, percentage etc. Go through with

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Class Xth maths book will help to fetch good marks.

► Fully-Solved Bank-PO objective problems and video lessons according to new syllabus and covering previous years papers: Quickly and effectively cover all subjects-reasoning, english, quantitative-aptitude, computers, and banking related current affairs