QuickNotes

FREE STUDY NOTES · PDF

IBPS RRB Office Assistant

Prelims & Mains — Reasoning, Numerical Ability, Banking Awareness,
Computer and English · all 10 units

10 units | Tables & formulas | Key revision points

01 Exam Pattern and Strategy
02 Reasoning I: Puzzles and Seating
03 Reasoning II: Short Topics
04 Numerical Ability I: Speed Topics
05 Numerical Ability II: Arithmetic
06 Numerical Ability III: Time, Speed and Data
07 General Awareness I: Banking Basics
08 General Awareness II: RRBs, RBI and History
09 General Awareness III: Schemes and Current Affairs
10 Computer Knowledge and English

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CONTENTS

What's inside

Ten units of focused revision notes. Each unit ends with a box of key revision points.

01 **Exam Pattern and Strategy** — Two stages, sections, marks and a revision plan. 3

02 **Reasoning I: Puzzles and Seating** — The biggest block of reasoning questions. 4

03 **Reasoning II: Short Topics** — Quick-scoring question types. 5

04 **Numerical Ability I: Speed Topics** — Simplification, approximation, series and quadratics. 6

05 **Numerical Ability II: Arithmetic** — Formulas for common word problems. 7

06 **Numerical Ability III: Time, Speed and Data** — Work, distance and data interpretation. 8

07 **General Awareness I: Banking Basics** — Everyday banking a clerk must know. 9

08 **General Awareness II: RRBs, RBI and History** — Institutions and key dates. 10

09 **General Awareness III: Schemes and Current Affairs** — Government schemes and how to revise current affairs. 11

10 **Computer Knowledge and English** — Mains: computer (40 Q / 20) and English or Hindi (40 Q / 40). 12

How to use these notes

- Read one unit at a time, then test yourself with its key revision points.
- Make your own short notes on topics you find difficult.
- Units follow the main areas of the official syllabus — the exact unit list can change between sessions.
- Always check the latest syllabus and notices on the official IBPS website: **ibps.in**.

UNIT 01

Exam Pattern and Strategy

Two stages, sections, marks and a revision plan.

Two stages: Preliminary → Main. There is no interview. Pattern below is from recent notifications — always check the current IBPS notice.

Stage	Sections	Questions / marks / time
Prelims	Reasoning (40), Numerical Ability (40)	80 Q, 80 marks, 45 minutes (composite)
Mains	Reasoning (40 Q / 50), Numerical Ability (40 / 50), General Awareness (40 / 50), English or Hindi (40 / 40), Computer (40 / 20)	200 Q, 200 marks, 2 hours (composite)

- Negative marking — 0.25 of the marks for each wrong answer. Prelims is qualifying; final merit is based on Mains marks.
- Provisional allotment needs proficiency in the official language of the state you apply for.
- Plan — speed topics daily (simplification, series, inequality), one full mock every two days with analysis.

★ Key revision points

- Prelims — 80 Q in 45 min.
- Mains — 200 Q in 2 hours.
- No interview for Office Assistant.
- Local language proficiency required.

UNIT 02

Reasoning I: Puzzles and Seating

The biggest block of reasoning questions.

- Linear and circular seating — mark facing direction; in circular facing centre, left = clockwise.
- Floor, box, day and month puzzles — draw a grid; place definite clues first, then 'not' clues.
- At Prelims level, puzzles are usually easier and smaller — solve 2–3 fully rather than guessing all.
- Comparison puzzles — arrange people by height/weight/marks using > and < chains.

★ Key revision points

- Definite clues first.
- Facing centre — left = clockwise.
- Grid for floor/box puzzles.
- Solve fewer sets fully.

UNIT 03

Reasoning II: Short Topics

Quick-scoring question types.

Topic	Key rule
Inequality	A > B ⩾ C ⇒ A > C; signs in opposite directions give no conclusion
Syllogism	Venn diagrams; 'All A are B' ⇒ 'Some B are A'
Coding-decoding	Check letter shifts and the reverse alphabet (A↔Z)
Blood relations	Family tree with gender signs
Alphanumeric series	Count positions carefully from left and right
Direction sense	Draw every turn; shortest distance by Pythagoras

★ Key revision points

- Opposite signs — no conclusion.
- Reverse alphabet — sum 27.
- Draw the family tree.
- Draw every turn in directions.

UNIT 04

Numerical Ability I: Speed Topics

Simplification, approximation, series and quadratics.

- Simplification — BODMAS; tables to 30, squares to 30, cubes to 20.
- Fraction–percent values — 1/3 = 33.33%, 1/6 = 16.67%, 1/7 ≈ 14.28%, 1/8 = 12.5%, 1/9 ≈ 11.11%.
- Number series — differences, ratios, squares/cubes ± k, alternate patterns.
- Quadratic equations — find both roots of each equation and compare.

★ Key revision points

- 1/7 ≈ 14.28%.
- 1/9 ≈ 11.11%.
- Series — check differences first.
- Compare all root pairs.

UNIT 05

Numerical Ability II: Arithmetic

Formulas for common word problems.

Topic	Formula
Percentage	x% of y = y% of x
Profit and loss	SP = CP × (100 + P%) ÷ 100
Discount	Discount % on marked price
Simple interest	SI = P × R × T ÷ 100
Compound interest	$A = P(1 + R/100)^T$
Average	Sum ÷ count

- Ratio and proportion, ages, partnership (profit ∝ capital × time), mixture and alligation.

★ Key revision points

- x% of y = y% of x.
- Discount — on marked price.
- Profit — on cost price.
- Partnership — capital × time.

UNIT 06

Numerical Ability III: Time, Speed and Data

Work, distance and data interpretation.

Topic	Rule
Time and work	Total work = LCM of days
Pipes and cisterns	Outlet pipe work is negative
Speed	km/h × 5/18 = m/s
Trains	Crossing a platform — (train + platform length) ÷ speed
Boats	Downstream b + s; upstream b − s

- Data interpretation — table, bar, line and pie charts; compute percentage change and ratios quickly.

★ Key revision points

- LCM method for work.
- Outlet pipe — negative.
- Platform — add lengths.
- km/h × 5/18 = m/s.

UNIT 07

General Awareness I: Banking Basics

Everyday banking a clerk must know.

Term	Meaning
KYC	Know Your Customer — identity and address checks
NEFT	Batch-wise transfer; available 24×7 since December 2019
RTGS	Real-time gross settlement; minimum ₹2 lakh; 24×7 since December 2020
IMPS / UPI	Instant transfers; UPI run by NPCI (launched 2016)
NPA	Loan overdue for more than 90 days
DICGC	Deposit insurance up to ₹5 lakh per depositor per bank

- Cheques — bearer, order, crossed (paid only into an account); accounts — savings, current, recurring and fixed deposit.

★ Key revision points

- RTGS minimum — ₹2 lakh.
- NPA — 90 days overdue.
- Deposit insurance — ₹5 lakh.
- Crossed cheque — account only.

UNIT 08

General Awareness II: RRBs, RBI and History

Institutions and key dates.

- RRBs — first set up 2 October 1975; RRB Act 1976; ownership Centre 50%, sponsor bank 35%, state 15%; supervised by NABARD.
- 'One State, One RRB' amalgamation — number of RRBs reduced to 28 (from 1 May 2025).
- RBI — set up 1 April 1935; nationalised 1949; headquarters Mumbai.
- Bank nationalisation — 14 banks (1969), 6 banks (1980); SBI formed 1955; NABARD 1982.

★ Key revision points

- RBI — 1 April 1935.
- Nationalisation — 1969 and 1980.
- First RRB — 2 Oct 1975.
- RRB ownership — 50 : 35 : 15.

UNIT 09

General Awareness III: Schemes and Current Affairs

Government schemes and how to revise current affairs.

- Schemes — PM Jan Dhan Yojana (2014), PMJJBY and PMSBY (2015), Atal Pension Yojana (2015), PM Mudra Yojana (2015), Stand-Up India (2016), PM-KISAN (2019).
- Rural focus — Kisan Credit Card (1998), self-help groups (NRLM), priority sector lending (RRBs — 75% of ANBC).
- Current affairs — revise the last 6 months: RBI policy decisions, appointments, awards, sports, summits and banking news.

★ Key revision points

- Jan Dhan — 2014.
- PM-KISAN — 2019.
- KCC — 1998.
- Revise 6 months of current affairs.

UNIT 10

Computer Knowledge and English

Mains: computer (40 Q / 20) and English or Hindi (40 Q / 40).

- Computer — input/output devices, memory (RAM volatile, ROM non-volatile), OS, MS Office shortcuts, internet (HTTP, URL, email), viruses and security.
- Number systems — binary, octal, decimal, hexadecimal; 1 byte = 8 bits.
- English — reading comprehension, cloze test, error spotting, fillers, sentence rearrangement; read questions before the passage.

★ Key revision points

- RAM — volatile.
- 1 byte = 8 bits.
- Hexadecimal — base 16.
- RC — read questions first.

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