

RESERVE BANK OF INDIA
HUMAN RESOURCE MANAGEMENT DEPARTMENT
BHUBANESWAR OFFICE

ADVERTISEMENT No. 1/2015

RECRUITMENT OF SECURITY GUARDS IN RESERVE BANK OF INDIA, BHUBANESWAR

Applications are hereby invited from Indian citizens (**Male Ex-servicemen only**), who fulfil the eligibility criteria (stated below) for appointment / enlistment in the Wait List to the post of Security Guards in Class-IV cadre in **Reserve Bank of India, Bhubaneswar-751 001, Odisha** within its recruitment zone.

1. Zone of Recruitment:- State of Odisha (Candidate should be an original resident of Odisha State and able to speak, write and read Odia language).

2. Posts and Eligibility criteria

Category- wise distribution of vacancies

Category	Total number of vacancies	Unreserved Vacancies	Reserved Vacancies			Educational Qualifications	
			SC	ST	OBC	Minimum	Maximum
Security Guard	07*	04	00	02	01	Standard X Pass	Undergraduate

***Existing vacancies: 05 and future vacancies: 02**

Note: The Bank reserves its right to increase/decrease the number of vacancies or not to fill up the vacancies in the category as per its requirements.

The applicants must fulfil the following conditions:-

a) Educational Qualifications (as on April 01, 2015):

- Minimum Standard X pass. Maximum Undergraduate. **Graduate / Degree holders are not eligible to apply.**
- An Ex-Serviceman having passed Indian Army Special Certificate of Education will be deemed to be a matriculate. Although the matriculate ex-servicemen with 15 years of defence service are **considered as 'Graduates', they are eligible to apply.**
- The candidates are advised to produce **original certificates/testimonials etc.** for examination at the time of interview and under no circumstances laminated certificate/s will be accepted by the Bank.

b) Age limit

The lower and upper age limit for the post is 18 and 25 years respectively as on April 01, 2015. However, the upper age limit is relaxable for

- (i) SC & ST candidates by 5 years, OBC by 3 years,
- (ii) Ex-servicemen candidates to the extent of service rendered by them in the armed forces plus additional period of 3 years, subject to maximum upper age limit of 45 years.

Note: Cumulative age relaxation will not be available either under the above categories or in combination with any other categories.

Persons claiming relaxation in age should submit a certificate from the designated authorities in this regard. In case of disputes regarding age, the date of birth as recorded in SSC/Board/Matriculation certificate shall be final.

c) Experience: Only ex-Servicemen with proper military background are eligible. The candidates should have experience of handling of arms and ammunition in the military.

3. Description of Duties:

- (i) Providing security, guarding Bank's property, other watch and ward duties at Bhubaneswar office round the clock.
- (ii) Operating X-Ray machines/ Door Frame Metal Detector (DFMD)/ Hand Held Metal Detector (HHMD) for checking baggage at the entrance & other allied duties which may be assigned by the Bank.
- (iii) The Security Guards will have to work in shifts, including night shifts.

4. Pay & Allowances: Initial starting pay of Rs. 6350/- per month, in the scale of Rs.6350-220-7230-260-8010-300-8910-400-9710-500-11710-680-13750 (20years) + allowances as admissible from time-to-time. The total emoluments at the starting scale at the time of issue of advertisement works out to be Rs.17, 203/- per month (approximately).

5. General Instructions:

- a) Ex-servicemen (original residents of State of Odisha) who have passed the qualifying examination from outside the recruitment zone either before or after leaving military service are eligible.
- b) The relaxation as above are admissible to ex-servicemen for recruitment in civil/public sector only once in a lifetime.
- c) **Definition of Ex-serviceman:** As notified by Government of India, definitions of Ex-serviceman is reproduced below for information and benefit of candidates:

“Ex-serviceman means a person, who has served in any rank (whether as a combatant or as a non-combatant) in the Regular Army, Navy and Air Force of the Indian Union but does not include a person who has served in the Defence Security Corps, the General Reserve Engineering Force, the Lok Sahayak Sena and the Para Military forces and who has retired from such service after earning his pension or who has been released from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension or who has been released, otherwise than on his own request, from such service as a result of reduction in establishment or who has been released from such service after completing the specific period of engagement, otherwise than at his own request or by way of dismissal or discharge on account of misconduct or inefficiency and has been given a gratuity and includes personnel of the Territorial Army of the following categories, namely

- (i) pension-holders for continuous embodied service;
- (ii) person with disability attributable to military service and
- (iii) Gallantry award winners. ”

d) Employees appointed in the Bank on or after January 01, 2012 will be governed by the defined contribution “**New Pension Scheme**”.

e) The persons, who are released/retired from Armed Forces and who are serving in the Armed Forces of the Union of India, who on retirement from services would come under the category of ‘ex-servicemen’, are permitted to apply for re-employment one year before the date of their proposed relief from services along with a no objection certificate.

f) Forms of the certificates to be submitted by all the above candidates are provided in **Annex I** and these are to be submitted at the time of interview invariably.

6. Selection Process:

- a) Selection will be made through written test and/or interview and medical fitness of eligible candidates. The candidates found suitable will be placed in the waiting list to be prepared subject to vacancies and reservation requirements.
- b) Merely fulfilling the eligibility criteria does not entitle the candidates to be called for written test/interview. **The Bank reserves the right to raise the minimum eligibility standards etc., in order to restrict the number of candidates to be called for written test / interview commensurate with the number of vacancies. The decision of the Bank in this regard will be final.**

7. How to apply:

i) Candidates must apply in the prescribed format of application published herewith. Application in any other format is liable to be rejected.

ii) The format of the application form published herewith should not itself be used as Application. Application may be preferably **typewritten/printed** or **neatly handwritten** in **Hindi / English (Block/Capital)**. **A4 size sheet** (29.7 cm x 21 cm) should be used for Application.

iii) Application should be supported by the following documents:

- Attested copies of all relevant documents/certificates regarding age, educational qualifications and proof of residence. **(No originals should be sent with the application)**.
- Latest passport size signed photograph (4.5 cm x 3.5 cm) should be affixed on the right hand top corner of the application.
- In case of candidates belonging to SC/ST/OBC, attested copy of the relative certificate from the Competent Authority.
- Attested copies of the discharge certificate/service book issued by the Armed forces.

iv) The application must be sent by **ordinary post only** or may be **deposited in the box kept at the Reception Counter, Reserve Bank of India, Pt. Jawaharlal Nehru Marg, Bhubaneswar-751001** between 10.00 am to 05.00 pm on week days except Saturdays, Sundays and Holidays in a cover super scribed **“Application for the post of Security Guard”**.

Applications should be addressed to the **Regional Director, Reserve Bank of India, Human**

Resource Management Department, Recruitment Section, Pt. Jawaharlal Nehru Marg, Bhubaneswar-751001.

v) One envelope should contain application of one candidate only.

vi) No application will be received in person or any acknowledgement would be given thereof.

8. Ineligibility:

- Seriously Orthopedically handicapped/ Hearing Impaired or Visually Handicapped who cannot undertake, the duties described, properly will not be eligible.
- Before applying for the post of Security Guard, the candidates should ensure

that they satisfy the eligibility norms in all respects as mentioned in the advertisement as on the date specified.

- Applications incomplete in any respect and/or not accompanied by relevant documents/certificates and/or received late shall be rejected. Bank's decision in this regard shall be final. The Bank reserves the right to reject any application/candidature at any stage of the recruitment process without assigning any reason/s.

9. Closing Date:

Applications complete in all respects must reach the Bank's office at the aforesaid address latest by April 30, 2015.

10. Warning:

- i) No correspondence will be entered into, with candidates not found eligible /not considered for Interview.
- ii) **Canvassing in any form will be a disqualification.** Any attempt on the part of the candidate to obtain support for his candidature by any means such as submitting fabricated documents, making statements which are incorrect / false, suppressing material information, resorting to irregular or improper means in connection with the candidature using unfair means etc. shall be a disqualifying factor. If any unscrupulous person pretends to provide assistance by resorting to unfair means, a complaint may be lodged with any of the following.
 - a) Complaint Redressal Cell, Reserve Bank of India, Human Resource Management Department, Pt. Jawaharlal Nehru Marg, Bhubaneswar-751001
 - b) Central Vigilance Commission, Satarkata Bhavan, Block 'A', GPO Complex, INA New Delhi -110023

(Tick as applicable)

Whether retired after earning service pension:

OR

Has been released under medical ground and awarded medical/other disability pension: Yes/ No/ Not Applicable

OR

Has been released (otherwise than at his own request) as a result of reduction of Establishment: Yes/ No/ Not Applicable

OR

Has been released after completing specific period of engagement (otherwise than at his own request or by way of dismissal or discharge on account of misconduct or efficiency) and has been granted gratuity: Yes/ No/ Not Applicable

OR

Has been released at own request before completion of service and earning service pension: Yes/ No/ Not Applicable

8. Category:

(Tick appropriate box)

SC	ST	OBC	GEN

9. Proficiency in Sports/ Extra Curricular

Activities, if any: (Give details)

10. Language known: _____ (Speak, write and read)

_____ (Speak, write and read)

11. Declaration

I declare that all the information and particulars furnished in this application are true and correct. I understand that, if any of the information is found incomplete/incorrect, false or misleading, my candidature is liable to be cancelled at any stage before appointment; and if appointed, my appointment is liable to be terminated without notice or compensation in lieu thereof. I also understand that my candidature will be considered subject to criteria/conditions stipulated in the advertisement.

Place: _____

Date: _____ Signature of Applicant: _____

Encl:

FORM-A

Form of Certificate applicable for Released/Retired Personnel

It is certified that No.Rank.....Name.....whose date of birth is.....has rendered service from.....to.....in Army/Navy/Air Force.

2. He has been released form military services:

a) on completion of assignment otherwise than

(i) by way of dismissal, or

(ii) by way of discharge on account of misconduct or inefficiency, or

(iii) on his own request, but without earning his pension, or

(iv) he has not been transferred to the reserve pending such release

b) on account of physical disability attributable to Military Service.

c) on invalidment after putting in at least five years of Military service

3. He is covered under the definition of Ex-Serviceman (Re-employment in Central Civil Services and Posts) Rules, 1979 as amended from time to time

Place:
Authority**

Signature, Name and Designation of the Competent

Date:

SEAL

Delete the paragraph which is not applicable.

FORM-B

Form of Certificate for Serving Personnel

(Applicable for serving personnel who are due to be released within one year)

It is certified that No.Rank.....Name.....is serving in the Army/Navy/Air Force from.....

2. He is due for release/retirement on completion of his specific period of assignment on.....

3. No disciplinary case is pending against him.

Place:
Authority**

Signature, Name and Designation of the Competent

Date:

SEAL

FORM-C

Undertaking to be given by serving Armed Force Personnel who are due to be released within one year

(1) I understand that if selected on the basis of the recruitment/Examination to which this application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the appointing authority that I have been duly released /retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to Ex-Serviceman in terms of the Ex-Serviceman (Re-employment in Central Civil Service and Posts) Rules, 1979, as amended from time to time.

(2) I also understand that I shall not be eligible to be appointed to a vacancy reserved for Ex-Serviceman in regard to the recruitment covered by this examination, if I have at any time prior to such appointment, secured any employment on the civil side (including Public Sector Undertaking, Autonomous Bodies/Statutory Bodies, Nationalised Banks, etc.) by availing of the concession of reservation of vacancies admissible to Ex-Serviceman.

Place:

Date:

Signature and Name of Candidate

FORM-D

Form of Certificate applicable for Serving Armed Force Personnel who have already completed their initial assignment and are on extended assignment

It is certified that No..... Rank..... Name..... whose date of birth is is serving in the Army/Navy/Air Force from.....

2. He has already completed his initial assignment of five years on and is on extended assignment till.....

3. There is no objection to his applying for civil employment and he will be released on three months notice on selection from the date of receipt of offer of appointment.

Place: _____ Signature, Name and Designation of the Competent Authority**

Date:
SEAL

** Authorities who are competent to issue certificate to Armed Forces Personnel for availing Age concessions are as follows:

(a) in case of Commissioned Officers including ECOs/SSCOs: Army: Military Secretary Branch, Army Hqrs., New Delhi; Navy: Directorate of Personnel, Naval Hqrs., New Delhi; Air Force: Directorate of Personnel Officers, Air Hqrs., New Delhi.

(b) in case of JCOs/Ors and equivalent of the Navy and Air Force: Army: By various Regimental Record Offices; Navy: BABS, Mumbai; Air Force: Air Force Records, New Delhi.