

Combined Advertisement No. 4A/2016-17 for the posts of Manager (Technical - Civil) in Grade 'B', Assistant Manager (Rajbhasha) in Grade 'A' and Assistant Manager (Security) in Grade 'A'

Applications (App.) are invited for the posts mentioned below in Reserve Bank of India (RBI/Bank) from Indian citizens, citizens of Nepal and subjects of Bhutan and persons of Indian origin who have migrated from Myanmar and Sri Lanka with the intention of permanently settling in India and in whose favour Eligibility Certificates have been issued by Government of India.

Sr. No.	Post	Number of Vacancies				TOTAL
		Unreserved i.e. General (GEN)	Scheduled Castes (SC)	Scheduled Tribes (ST)	Other Backward Classes (OBC)**	
1	Manager (Technical – Civil) in Grade 'B'	01	00	01 (1) *	00	02
2	Assistant Manager (Rajbhasha) in Grade 'A'	04	01	03 (2) *	02	10
3	Assistant Manager (Security) in Grade 'A'	07	00	00	00	07

* **Figures in bracket indicates backlog vacancies.**

** **Candidates belonging to OBC category but coming in the 'Creamy Layer' are not entitled to OBC reservation. They should indicate their category as 'General (GEN)'.**

Note (I) - For SC/ST/OBC candidates:

Even if there is no vacancy reserved for SC/ST/OBC category candidates, such candidates can still apply. However, they will not be eligible for any concession/relaxation etc. SC/ST candidates are exempt from payment of application fee even in such case but will have to pay specified intimation charges.

Note (II) – For Persons with Disability (PWD) candidates:

Only one vacancy of AM-Rajbhasha is reserved for Persons with Disability (PWD) under Orthopedically Handicapped (OH) category. However, PWD candidates may apply to clear the backlog for PWD vacancies, within the overall notified total vacancies. PWD candidates belonging to any of the three categories of the disability (subject to their suitability for the post as mentioned in following paragraphs) are allowed to apply for posts at Sr. No. 1 & 2 and they will be considered for selection, against the backlog for PWD vacancies, subject to their suitability.

(1) For the post of Manager (Technical-Civil) in Grade 'B': Only following sub categories of PWD are eligible to apply:

- i. Orthopedically Handicapped (OH) candidates: OA - One Arm affected; OL – One Leg affected; BL – Both Legs affected but not arms.
- ii. Hearing Impaired (HI) candidates: PD - Partially Deaf;

Visually Handicapped (VH) candidates are not suitable for this post and thus not eligible to apply.

(2) For the post of AM (Rajbhasha) in Grade 'A': Only following sub categories of PWD are eligible to apply:

- i. Orthopedically Handicapped (OH) candidates: OA - One Arm affected; OL – One Leg affected; BL – Both Legs affected but not arms.
- ii. Hearing Impaired (HI) candidates: PD - Partially Deaf; D - Deaf
- iii. Visually Handicapped (VH) candidates: B - Blind ; LV- Low Vision

(3) For the post of Assistant Manager (Security): This post is not identified for reservation under PWD category. Thus PWD candidates are not eligible to apply for this post.

(4) Only such persons would be eligible for reservation who suffer from following degree of disability (i) Minimum 40% in case of Orthopedically Handicapped persons, (ii) Minimum 40% in case of Hearing Impaired - sense of hearing is non-functional for ordinary purposes of life; do not hear, understand sounds at all even with amplified speech; hearing loss more than 60 decibels in the better ear (profound impairment) or total loss of hearing in both ears, and (iii) For Visually Handicapped candidates, either of the following conditions should be fulfilled:

- (a) Total absence of sight.
- (b) With visual acuity not exceeding 6/60 or 20/200 (Snellen) in the better eye with correcting lenses.
- (c) With limitation of the field of vision subtending an angle of 20 degrees or worse.

(5) PWD candidates should possess a latest certificate to this effect issued by an authorized Government of India/ State Government Department/ Hospital.

(6) Within the overall notified total vacancies, PWD candidates belonging to any of the three categories of disability will be considered for selection, subject to their suitability, over and above the vacancies, notified for PWD in this advertisement, in order to clear the backlog of PWD vacancies.

(7) Backlog vacancies reserved for PWD would be filled by a person with disability in the respective category. If no suitable person from that category is available such backlog vacancies would be filled up by interchange among other eligible PWD categories.

(8) The PWD candidates may belong to any category (i.e. General/SC/ST/OBC). 'Current and Backlog reserved vacancies' for PWD are horizontal and within the overall vacancies for the post.

(9) At the time of written examination, only those PWD candidates, who have physical limitation in writing, including that of speed, would be allowed the facility to use the service of a scribe/writer. In all such cases where a scribe/writer is used, the following rules will apply:

- (i) The candidate will have to arrange his/her own scribe/writer.
- (ii) The candidate will have to give a suitable undertaking, in the prescribed format at the time of written examination.
- (iii) All VH candidates and only those candidates who use services of a scribe/writer shall be eligible for compensatory time of 20 minutes and/or part thereof for every hour of the examination.

(10) Detailed instructions for PWD candidates regarding availing services of scribe and allotment of extra/compensatory time will be made available on website (www.rbi.org.in) at the time of e-mailing of Admission Letters for examinations.

Note (III): Before applying, candidates should ensure that they fulfill the Eligibility Criteria for the post. The Reserve Bank of India Services Board, hereinafter referred to

as 'Board' would admit to the Written Examination (WE), wherever applicable, all the candidates applying for the post with the requisite fee/intimation charges (wherever applicable) and meeting experience criteria, on the basis of the information furnished in the On-Line application and shall determine their eligibility only at the final stage i.e. interview stage. If at that stage, it is found that any information furnished in the On-Line application is false/ incorrect or if according to the Board, the candidate does not satisfy the eligibility criteria for the post, his/her candidature for interview will be cancelled and he/she will not be allowed to appear for interview.

Candidates are requested to apply only On-Line through Bank's website www.rbi.org.in No other mode for submission of application is available. [For AM-Security, please also see para 9 (iii)].

Helpline: In case of any problem in filling up the form, payment of fee/intimation charges, queries may be made at <http://crgs.ibps.in>. Do not forget to mention 'RBI Officer-Combined Posts' in the subject of the email.

IMPORTANT DATES:

Website Link Open- For On-Line Registration of Applications and Payment of On-Line Fees/Intimation Charges	<u>01.03.2017 to</u> <u>16.03.2017</u>
Only for the post of Assistant Manager (Security) in Grade 'A': Closing Date for receipt of system generated print out (hard copy) of the valid On-Line Application along with copies of certificates/documents and Bio-data (as mentioned in para 9 (iii) below) at RBI Services Board Office.	<u>22.03.2017</u> (5.00 PM)

1. MANAGER (TECHNICAL – CIVIL) IN GRADE 'B'

(A) Eligibility Criteria:

(I) Educational Qualifications (as on 01-03-2017):

Essential: A Bachelor's Degree in Civil Engineering or equivalent qualification with a minimum of 60% marks or equivalent grade in aggregate of all semesters/years. Aggregate Grade Point or percentage of marks where awarded would mean aggregate over the entire duration of the course.

Please also refer para 4 below on note on educational qualifications.

Desirable: Specialization in Structural Engineering, Public Health Engineering, Geotechnical Engineering, Construction Management, Project Management.

(II) Experience (as on 01-03-2017):

Essential: At least 3 years' experience after graduation (in a position of independent responsibility **equivalent to that of an Assistant Engineer**) in a public/private limited organization including Hospitals/Banks/Financial Institutions/Planning/Designing/Construction/Large Office Buildings/Multistoried Buildings/Housing Companies/residential campus based education institutions including preparation and evaluation of tender papers.

Desirable: (i) Experience of administering construction projects in all its aspects and knowledge of PERT/ CPM techniques (ii) Working knowledge of Computer

in Structural Design in CAM/ CAD / evaluation and analyzing of tenders with special references (iii) Working knowledge of Electro-mechanical services and electrical maintenance (iv) Working knowledge in structural rehabilitation works (v) Experience in Construction and Project Management (vi) Experience in Maintenance of Office and Residential Buildings (vii) Good drafting capacity.

(III) Age (as on 01-03-2017): Between 21 and 35 years (candidates must have been born not earlier than 02/03/1982 and not later than 01/03/1996).

Refer para 7 below for relaxation in upper age limit for specified categories.

(B) Scheme of Selection:

Selection will be through Written Examination ('WE') in the following two papers and Interview. 'WE' will be held in the month of April 2017.

Type of paper	Duration	Marks
Paper-I Objective Type Test Test of professional knowledge/ job knowledge	1 hr	100
Paper-II Descriptive Type Test Standard of the papers will be that of B.E. Degree	3 hrs	100
Total		200

(i) In Paper-I, there will be negative marking for every wrong answer. (ii) Paper-I of only such candidates, who appear in both the papers, would be assessed. Paper-II of only such candidates, who score sufficiently high marks in Paper-I, as decided by the Board, would be assessed. (iii) Question papers for 'WE' will be set in Hindi and in English. Answers may be written either in Hindi or English. Candidates may opt for interview in Hindi or English. (iv) The number of candidates to be called for interview will be decided by the Board. (v) Final selection will be on the basis of performance in the 'WE' and interview taken together.

2. ASSISTANT MANAGER (RAJBHASHA) IN GRADE 'A'

(A) Job requirements: (i) Translation from English into Hindi and vice-versa of various references, documents, manuals and other publications of the Bank and arranging for printing thereof. (ii) Implementation of Government instructions regarding use of Hindi and (iii) Administration of Hindi Teaching Scheme for the Bank's staff.

(B) Eligibility Criteria:

(I) Educational Qualifications (as on 01-03-2017):

Essential : (i) Second Class Master's Degree in Hindi/Hindi Translation, with English as Core/Elective/Major subject at the Bachelor's Degree level; **OR** (ii) Second Class Master's Degree in English with Hindi as Core/Elective/Major subject at the Bachelor's Degree level; **OR** (iii) Second Class Master's Degree in Sanskrit / Economics / Commerce with English and Hindi as Core/Elective/Major subject at the Bachelor's Degree level. (In lieu of a subject of Hindi at Bachelor's Degree level, one may have recognized Hindi qualification equivalent to a Bachelor's Degree); **OR** (iv) Master's Degree in both English and Hindi/Hindi Translation, of which one must be Second Class.

Please also refer para 4 below on note on educational qualifications.

Desirable: Knowledge of bi-lingual word processing.

(II) Age (as on 01-03-2017): Between 21 and 30 years (candidates must have been born not earlier than 02/03/1987 and not later than 01/03/1996). For candidates with Ph.D. qualification, the upper age limit will be 32 years. The maximum age relaxation applicable to SC/ST and OBC category candidates, even having Ph.D., will be 5 years and 3 years respectively.

Refer para 7 below for relaxation in upper age limit for specified categories.

(C) Scheme of Selection: Selection will be through examination and interview. Examination will have two Papers, Paper I (Objective type) Online and Paper II - [Computer/paper based] Written Examination] as under:

(I) Paper-I -Online (Objective type): The examination will be conducted in April 2017 in the following pattern:

Sl. No.	Tests	No. of Questions	Maximum marks	Duration
	Paper -I			
1	Reasoning	35	35	120 minutes
2	English language	35	35	
3	General Awareness with special reference to Banking, Economics, Commerce and allied subject	35	35	
4	Test of Professional Knowledge (including Official Language)	45	45	
	Sub Total	150	150	120 minutes
	Paper –II Descriptive Paper (Official Language)		50	60 Minutes
	Grand Total		200	

- (i) In Paper-I (Tests Sr. No 1- 4) for every wrong answer marked by the candidate, 1/4th of the marks assigned to that question will be deducted as penalty.

(II) Paper-II (Computer/ paper based): The Paper-II examination will be of one hour duration carrying 50 marks to assess candidates' ability to undertake translation from

Hindi to English and vice-versa and basic knowledge of Official Language Policy of Govt. of India.

Note: (i) Paper-I and Paper-II examinations will be conducted on same day in the same session without any break. (ii) Question papers of Paper-I (except English language test) and Paper-II will be set bilingually in Hindi and English. Candidates can answer examination in Hindi or English (as applicable) at their option. Candidates can opt for interview in Hindi or English. (iii) Paper-II of only such candidates who score sufficiently high aggregate marks and minimum qualifying marks in all tests in Paper I- as decided by the Board, would be assessed (iv) Candidates will be shortlisted for interview on the basis of total marks obtained in Paper -I and Paper-II. (v) Final selection will be done on the basis of performance in Paper I, Paper II and interview taken together.

3. ASSISTANT MANAGER (SECURITY) IN GR 'A'

(A) Job Requirements : He/ She will be responsible for (i) Watch and Ward arrangements as to internal security for guarding treasure vaults, passages, entry and exit points, surveillance through CCTV, monitoring, recording etc. in the Bank's Office Buildings (ii) Protocol duties (iii) Maintenance/Security of Bank's properties and (iv) Control over the staff deployed for the purpose.

(B) Eligibility Criteria:

(I) Experience (as on 01.03.2017):

(i) The candidate should be an Officer with a minimum of five years of Commissioned Service in the Army/Navy/Air Force

OR

(ii) The candidate should be of the rank equivalent to Assistant Commandant with minimum five years' service in Paramilitary Forces such as Border Security Force, Central Reserve Police Force, Assam Rifles, Indo-Tibetan Border Police, Central Industrial Security Force, Sashastra Seema Bal, Defence Security Corps, National Security Guard, Railway Protection Force, Rashtriya Rifles, Special Protection Force, Commando Battalion for Resolute Action, Special Frontier Force and Home Guards.

Note: Emergency Commissioned Officers/Short Service Commissioned Officers should have rendered at least five years continuous Military Service and have been released on completion of assignment (including those whose assignment is due to be completed within one year) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or on account of physical disability or have been released on account of physical disability attributable to Military Service or on invalidment. Emergency Commissioned Officers/Short Service Commissioned Officers who have completed their initial period of assignment of five years of Military Service but whose assignment has been extended beyond five years and in whose case the Ministry of Defence issues certificates that they would be released on selection within

three months from the date of receipt of offer of appointment, may submit a copy of this certificate along with the printed copy of online application for the post.

(II) **Age (as on 01.03.2017):** Between 25 and 40 years (**no relaxation for any category**). The candidate must have been born not earlier than 02/03/1977 and not later than 01/03/1992(both days inclusive).

(C) **Scheme of Selection:** Selection will be through Interview. **The Board reserves the right to raise the minimum experience in order to restrict the number of candidates in each category to be called for Interview, commensurate with the number of vacancies.**

(D) **CENTRES FOR INTERVIEW – only for AM (Security):** (to be opted by candidates in his/her On-Line Application):

Names of Centres (with Code Numbers) where interviews may be conducted depending on number of candidates at each centre, are given below:

Name of Centre	Code No.	Name of Centre	Code No.
Bengaluru	(12)	Hyderabad	(19)
Kolkata	(15)	Mumbai	(25)
Chennai	(17)	New Delhi	(27)

Candidates can select only one centre and must indicate its name and Code No. in the on-line application. **The Board reserves the right to add or delete any centre.** The time, date and venue of interview will be advised to the shortlisted candidates in due course. Request for change of centre will not be entertained.

4. NOTE: FOR EDUCATIONAL QUALIFICATIONS (For all the above posts):

(1) Some Universities/Institutes do not award Class or percentage of marks and allot Aggregate Grade Points (e.g. CGPA/OGPA/CPI, etc.). In case University/Institute defines criteria for conversion of Aggregate Grade Point into Class and/or percentage of marks, the same will be accepted. However, where the University/Institute does not define criteria for conversion of Aggregate Grade Point into Class and/or percentage of marks, or not stating class in the degree certificates, the undefined parameter(s) would be worked out as under:

Equivalent CGPA/OGPA/CPI or similar terminologies allotted on a 10 point scale	Class / Division	Aggregate Percentage of Marks
6.75	I (First)	60%
6.25	II (Second)	55%
5.75	II (Second)	50%

(2) Aggregate Grade Point or percentage of marks where awarded would mean aggregate over the entire duration of the course.

(3) Where the Aggregate Grade Point (CGPA/OGPA/CPI, etc.) is awarded out of a number other than 10, it will be normalized out of 10 and computed as per item (1) above.

5. APPLICATION FEE AND INTIMATION CHARGES (NON-REFUNDABLE)
(For all the above posts):

Sr. No.	Category	Charges	Amount *
1.	SC/ST/PWD	Intimation Charges only	₹ 100/-
2.	GEN / OBC	App. Fee including intimation charges	₹ 600/-
3.	STAFF [@]	Nil	Nil

* Bank/Transaction charges are to be borne by the candidate.

@ Fee/ Intimation charges waiver is only for those employees of RBI (Staff Candidates) who satisfy the eligibility criteria separately stipulated by the Bank vide their circular CO. HRMD. No. G-75/ 5599/ 05.01.01/ 2013-2014 dated December 20, 2013. Their status as staff candidate will be verified at the time of interview. In case, they are not eligible to be treated as staff candidates (in terms of above referred HRMD circular), they are advised to indicate themselves as non-staff candidates and pay fees/ intimation charges as applicable to non-staff candidates.

Fee/Intimation charges once paid will NOT be refunded on any account. Fees are required to be paid **only** in the manner prescribed in this advertisement [para 10 (C)] below).

6. EXAMINATION CENTRES (For all the above posts, except for AM-Security)

'Written Examination ' may be held at the following centres:

Name of the Centre	Code No.	Name of the Centre	Code No.
Ahmedabad	(11)	Jammu	(21)
Bengaluru	(12)	Kanpur	(22)
Bhopal	(13)	Kochi	(23)
Bhubaneswar	(14)	Lucknow	(24)
Kolkata	(15)	Mumbai	(25)
Chandigarh	(16)	Nagpur	(26)
Chennai	(17)	New Delhi	(27)
Guwahati	(18)	Patna	(29)
Hyderabad	(19)	Pune	(30)
Jaipur	(20)	Thiruvananthapuram	(31)

Candidates can select only one centre and must indicate its name and code No. in the On-Line application. The Centre and date(s) of Written Examination ('WE') are liable to be changed at Board's discretion. In the event of cancellation of 'WE' at any centre, the Board may at its discretion allot an alternative centre to the candidates concerned. Candidates admitted to the 'WE' will be intimated dates, time table and venue of 'WE' through Admission Letters (AL). **Request for change of centre will not be entertained.**

Note: Previous descriptive question papers are available on Bank's website (www.rbi.org.in)

7. RELAXATION IN THE UPPER AGE LIMIT for the post of Manager – Technical (Civil) and AM (Rajbhasha):

Upper age is relaxable by-

- (a) Three years in the case of OBC candidates, **if the posts are reserved for them.**
- (b) Five years in the case of: i) SC/ST candidates, **if the posts are reserved for them**
ii) Ex-employees of banking institutions whose services had to be terminated for reasons of economy or as a result of bank going into liquidation and personnel retrenched from Government Offices after at least one year's service and currently registered with Employment Exchange, iii) Ex-servicemen (including Emergency Commissioned Officers/Short Service Commissioned Officers) provided applicants have rendered at least five years continuous Military Service and have been released on completion of assignment (including those whose assignment is due to be completed within one year) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or on account of physical disability or have been released on account of physical disability attributable to Military Service or on invalidment, iv) Emergency Commissioned Officers/Short Service Commissioned Officers who have completed their initial period of assignment of five years of Military Service but whose assignment has been extended beyond five years and in whose case the Ministry of Defence issues certificates that they would be released on selection within three months from the date of receipt of offer of appointment, v) Candidates who had ordinarily been domiciled in the State of Jammu and Kashmir between 1st January 1980 and 31st December 1989.
- (c) 10 years for PWD (GEN) and PWD (OBC/SC/ST) candidates wherever vacancies are not reserved for OBC/SC/ST candidates; 13 years for PWD (OBC) candidates where vacancies are reserved for OBC candidates; and 15 years for PWD (SC/ST) candidates where vacancies are reserved for SC/ST candidates.

NOTE: CUMULATIVE AGE RELAXATION WILL NOT BE AVAILABLE EITHER UNDER THE ABOVE ITEMS OR IN COMBINATION WITH ANY OTHER ITEMS.

8. SERVICE CONDITIONS / CAREER PROSPECTS:

(i) Pay Scale:

(A) For Grade 'A' Officers: They will draw a starting basic pay of Rs.28,150/-p.m. in the scale of Rs.28,150-1550(4)-34350-1750(7) – 46600 -EB-1750 (4) - 53600-2000(1) - 55600 applicable to Officers in Grade 'A'. They will also be eligible for Dearness Allowance, Local Compensatory Allowance, House Rent Allowance, Special Allowance and Grade Allowance as per rules in force from time to time. At present, initial monthly gross emoluments are approximately Rs. 55,909/-.

(B) For Grade 'B' Officers: They will draw a starting basic pay of Rs.35,150/- p.m. in the scale of Rs.35150 - 1750(9)- 50900 – EB - 1750 (2) – 54400 - 2000(4) - 62400 applicable to Officers in Grade 'B'. They will also be eligible for Dearness Allowance, Local Compensatory Allowance, House Rent Allowance, Special Allowance and Grade Allowance as per rules in force from time to time At present, initial monthly gross emoluments are approximately Rs.68,327/-

Note: For candidates possessing very high academic or professional qualification/experience of significant value to the Bank, the Bank may, at its sole discretion, consider granting up to four advance increments. The Board, at its sole discretion, may consider requests for higher emoluments on account of higher qualification/special experience of value to the Bank at the interview stage only. Such information may be furnished in the '[Bio-data Form](#)' in the appropriate column. The number of maximum increments will be four. The Board/Bank will not entertain any request received after the interview. **Further, Pay Protection, as per Government of India instructions, will be provided to the candidates selected for the post of AM (Security).**

- (ii) **Perquisites:** Bank's accommodation subject to availability, reimbursement of expenses for maintenance of vehicle for official purpose, newspaper, telephone charges, book grant, allowance for furnishing of residence, etc. as per eligibility. Free dispensary facility besides reimbursement of medical expenses for OPD treatment/hospitalization as per eligibility. Interest free festival advance, Leave Fare Concession (once in two years for self, spouse and eligible dependents). Loans and Advances at concessional rates of interest for Housing, Car, Education of children, Consumer Articles, Personal Computer, Personal Travel, etc. Selected candidates will be governed by '**the defined contribution New Pension Scheme (NPS)**', in addition to the benefit of Gratuity.
- (iii) At certain centres, limited numbers of residential quarters are available. Facility for securing residential accommodation on lease, however, exists at all centres.
- (iv) Initial appointment will be on probation for a period of two years. At Bank's discretion, the probationary period may be extended upto a maximum period of four years.
- (v) There are reasonable prospects for promotion to higher grades.
- (vi) Selected candidates are liable to be posted and transferred anywhere in India.

9. GENERAL RULES / INSTRUCTIONS:

- (i) Candidate who is eligible and desire to apply for the above posts should submit an On-Line application with requisite fee/intimation charges (wherever applicable). The candidates have to apply in On-Line mode only. Before applying On-Line, a candidate will be required to have a valid E-mail ID (which should remain active during the entire recruitment process), scanned (digital) image of his/her photograph and signature as per the specifications given in para 11 below.
- (ii) Candidates applying for the post of **Manager-Technical (Civil) and AM (Rajbhasha)** need **not** submit /send at any address, application printouts or any certificates or copies thereof at the time of On-Line application (No Off-Line/hard copy of applications will be accepted).
- (iii) **Candidates applying for the post of AM (Security):**

It is mandatory to [apply On-Line](#) and get valid registration for the application on the Bank's website i.e. www.rbi.org.in before closing date. Candidates should submit the system generated printout (hard copy) of the [valid On-Line](#)

[application](#) to the Board's office along with certified photocopies of following documents in support of their age, qualification and experience:

- (a) Matriculation or SSC Examination certificate in support of age.
- (b) Degree certificate and Mark sheets in support of educational qualifications.
- (c) In case of Officers from Defence, the certificate indicating full details of your service as Commissioned Officer in Defence Force (i.e. Army/Navy/Air Force).
- (d) In case of personnel from Paramilitary Services, the certificate indicating full details of your service including as Assistant Commandant or its equivalent rank. In case the rank is other than Assistant Commandant, submit an additional certificate from employer duly indicating that the rank is equivalent to Assistant Commandant.
- (e) In case retired from the service, submit the Discharge Certificate/Service Record Book /Record of Service Book duly indicating the date of joining with rank/designation, date of relieving with rank/designation and reason for relieving, etc. issued by the Employer/Competent authority.
- (f) In case candidate belongs to SC/ST/OBC category, copy of the [Latest Caste Certificate](#) from the competent authority, in the format given on website. The [OBC certificate](#) should have been issued on or after January 1, 2016.
- (g) Six copies of the duly filled Bio-data form (recent passport size Photograph of candidate, in original, may be pasted) [\[Bio-data form\]](#) is available on Bank's website].

Note: Emergency Commissioned Officers/Short Service Commissioned Officers should have rendered at least five years continuous Military Service and have been released on completion of assignment (including those whose assignment is due to be completed within one year) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or on account of physical disability or have been released on account of physical disability attributable to Military Service or on invalidment. Emergency Commissioned Officers/Short Service Commissioned Officers who have completed their initial period of assignment of five years of Military Service but whose assignment has been extended beyond five years and in whose case the Ministry of Defence issues certificates that they would be released on selection within three months from the date of receipt of offer of appointment, may submit a copy of this certificate along with the printed copy of online application for the post.

- (iv) Candidates of AM (Security) **are required to compulsorily** send the above documents to the Reserve Bank of India Services Board's Office (RBISB) by post/courier at the address given below:

"The General Manager, Reserve Bank of India Services Board, Third Floor, RBI Building, Opp. Mumbai Central Railway Station, Byculla, Mumbai - 400 008".

The cover should be superscribed "APPLICATION FOR THE POST OF ASSISTANT MANAGER (SECURITY) IN GRADE - A". In case the above documents (hard copy) are not received by the Board by the CLOSING DATE mentioned in this advertisement, the On-Line application will not be entertained and will be rejected. The Board takes no responsibility for any delay in receipt of Application and documents or loss thereof in postal transit.

(v) Fees/Intimation Charges sent in any other manner not prescribed in this advertisement and/or the application submitted without depositing the fee/intimation charges (unless exempted) would be rejected and no correspondence shall be entertained in this regard.

(vi) All educational qualifications must have been obtained from recognized universities/institutions in India or abroad. If grades are awarded instead of marks, candidates should clearly indicate their numerical equivalent.

(vii) Candidates should satisfy themselves about their eligibility for the post applied for. The Board would admit to the Written Examination, wherever applicable, all the candidates applying for the above posts with the requisite fee/ Intimation Charges (wherever applicable) and meeting experience criteria, on the basis of the information furnished in the On-Line application and shall determine their eligibility only at the final stage i.e. interview stage. If at any stage, it is found that any information furnished in the On-Line application is false/ incorrect or if according to the Board, the candidate does not satisfy the eligibility criteria for the post, his/ her candidature for interview will be cancelled and he/she will not be allowed to appear for interview.

(viii) The Board shall not entertain requests from the candidates seeking advice about their eligibility to apply.

(ix) Board does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of any reason beyond the control of the Board.

(x) Not more than one On-Line application should be submitted by a candidate. In case of multiple applications, only the last valid (completed) application will be retained and the application fee/ intimation charges paid for the other registrations will stand forfeited. Multiple attendance/ appearance by a candidate in examination and/ interview will be summarily rejected/ candidature cancelled.

(xi) Candidates are advised to keep their e-mail ID alive for receiving advices viz. Admission letters/Interview letters, etc.

(xii) All candidates, whether already in Government Service, Government owned industrial undertakings, Public Sector Undertakings/Financial Institutions/Banks, Public Enterprises or other similar organisations should submit their applications online only (i.e. direct to the Board). At the time of online application, candidates working in such organisations, whether in a permanent or temporary capacity or as work-charged employees other than casual or daily rated employees, are however, required to submit an undertaking that, they have informed in writing about applying for this recruitment to their Head of Office/Department. In case such candidates do not inform to their employers, their online application will not be registered. Candidates should note that in case a communication is received at Board from their employer, withholding permission to the candidate applying for this recruitment/ appearing at the

examination/interview, their application/candidature will be liable to be rejected/cancelled at any stage. However, before appointment in RBI, a proper discharge certificate from the employer will have to be produced.

(xiii) **Issue of Admission Letters (AL):** Upon intimation by email/ sms call letters for AM(Rajbhasha) should be downloaded from our website. However, for Mgr(Civil) the AL for written examination, wherever applicable, shall be sent only by e-mail to all the admitted candidates at their registered e-mail address at the appropriate time but well before the WE date. **No hard copy of the AL will be sent by the Board.** All such candidates will have to download/take a print out of their AL through their e-mail and must bring the AL (hardcopy) on the day of examination(s) along with their recent passport size photograph (in original) which they have uploaded in their application form at the time of applying to the Board. **No candidate shall be allowed to appear in the WE without AL.** If the admitted candidate does not receive AL for WE through his/her e-mail, he/she should contact the in-charge of the RBI Office, during office hours, at the examination centre indicated in the application, along with a valid identity proof and a passport sized signed photograph, on any day starting from four days before the date of examination for necessary guidance. Failure to comply with the above instructions will deprive the candidate of any claim for consideration.

(xiv) The list of admitted candidates for the WE along-with the time table (i.e. Date, Time and venue of WE) will be displayed on RBI website (www.rbi.org.in) at the appropriate time.

(xv) Candidates for AM (Security) will be advised about their inclusion for interview or otherwise in due course. The list of shortlisted candidates for interview along-with the time table (i.e. Date, Time and venue of interview) will be displayed on RBI website (www.rbi.org.in) at the appropriate time.

(xvi) In all correspondence with the Board, Registration number received on submission of application and Roll no. indicated in 'AL' must be quoted.

(xvii) Candidates will have to appear for the Examinations at their own expenses. However, candidates called for interview, will be reimbursed to and fro single II AC train fare as per Board norms.

(xviii) **The posts are also open to the employees of RBI (Staff Candidates) who satisfy the eligibility criteria separately stipulated by the Bank vide their circular CO. HRMD. No. G-75/ 5599/ 05.01.01/ 2013-2014 dated December 20, 2013 and who apply On-line within the closing date. Their status as staff candidate will be verified at the time of interview.**

(xix) The Board does not furnish the mark-sheet to candidates. Marks obtained in exam will be made available on the website in an interactive mode, only after declaration of the final result.

(xx) Canvassing in any form will be a disqualification.

(xxi) In all matters regarding eligibility, conduct of examinations, interviews, assessment, prescribing minimum qualifying standards in both the Examination and interview, in relation to number of vacancies and communication of result, the Board's decision shall be final and binding on the candidates and no correspondence shall be entertained in this regard.

(xxii) Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Mumbai only.

(xxiii) Mobile phones, pagers, laptops, i-pads or any other communication devices are not allowed inside the premises, where the examination is being conducted. Any infringement of these instructions shall entail disqualification including ban from future examinations.

(xxiv) All information submitted by an applicant in his/ her application shall be binding on the candidate personally and he/she shall be liable for prosecution/ civil consequences in case the information/ details furnished by him/ her are found to be false at a later stage.

10. HOW TO APPLY ON-LINE:

Candidates have to apply only On-Line through the Bank's website i.e. www.rbi.org.in from 01-03-2017 to 16-03-2017. No other means/mode of applications will be accepted. Detailed instructions for applying On-line are available on the website.

(A) Pre-Requisites for applying online: Before applying on-line, candidates should-

- (i) Scan their photograph and signature as detailed under guidelines for scanning the photograph and signature in para 11 of the advertisement.
- (ii) Keep the necessary details/documents ready to make online payment of the requisite application fee/intimation charges. The candidate is required to keep details about bio-data/necessary details ready to enable him/her to fill up the application form correctly and to make online payment of fees/intimation charges. The name of the candidate or his/her father/mother/husband, etc. should be spelt correctly in the application as it appears in the certificates/mark sheets.
- (iii) Candidates should have a valid E-mail ID which should be kept active till the declaration of final result. This is essential for him/her in getting communication/interview advice, etc. by E-mail. Candidates are also advised to keep checking their spam/junk mail box, in addition to inbox folder, for emails sent by the Board. No change in E-mail ID will be entertained during the entire process of the recruitment.

(B) Procedure for applying Online:

- (i) Candidates satisfying the conditions of eligibility as on **March 1, 2017** are first required to visit the URL "Combined Advertisement No.4A/2016-17 for the posts of Manager (Technical - Civil) in Grade 'B', Assistant Manager (Rajbhasha) in Grade 'A' and Assistant Manager (Security) in Grade 'A' on Bank's website i.e. www.rbi.org.in >Opportunities @RBI >Current Vacancies > Vacancies and click on the hyperlink "[Applications \(Apps\)](#)" in the Advertisement page for filling the 'Online Application'. It redirects the candidates to the online registration page.
- (ii) Candidates will have to enter their basic details and upload the photograph and signature in the online application form as per the specifications given in para 11 of the advertisement.
- (iii) To register application, choose the tab "Click here for New Registration" and enter Name, Contact details and Email-id. A Provisional Registration Number and Password

will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.

- (iv) In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required. Visually Impaired candidates should fill the application form carefully and verify/ get the details verified to ensure that the same are correct prior to final submission.
- (v) Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the FINAL SUBMIT BUTTON.
- (vi) The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets. Any change/alteration found may disqualify the candidature.
- (vii) Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
- (viii) Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed as given in para 11 of the advertisement.
- (ix) Candidates can proceed to fill other details of the Application Form.
- (x) Click on the Preview Tab to preview and verify the entire application form before FINAL SUBMIT.
- (xi) Modify details, if required, and click on 'FINAL SUBMIT' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
- (xii) Click on 'Payment' Tab and proceed for payment.
- (xiii) Click on 'Submit' button.
- (xiv) Candidates shall be solely responsible for filling up the online applications correctly. In case of invalid applications due to errors committed by the applicant no claims for refund of application fees/intimation charges so collected shall be entertained by the Board.
- (xv) To avoid last minute rush, candidates are advised to pay the application fees/ intimation charges and register online at the earliest.
- (xvi) Board does not assume any responsibility for the candidates not being able to submit their applications within the last day on account of aforesaid reasons or any other reason.

(C) Mode of Payment for Application Fee/Intimation Charges: Candidates have to make the payment of requisite fee/intimation charges through the online mode only:

- (i) The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
- (ii) The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets
- (iii) After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE.
- (iv) On successful completion of the transaction, an e-Receipt will be generated.

- (v) Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
- (vi) Candidates are required to take a printout of the e-Receipt and online Application Form. Please note that if the same cannot be generated, online transaction may not have been successful.
- (vii) For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
- (viii) To ensure the security of your data, please close the browser window once your transaction is completed.
- (ix) There is facility to print application form containing fee details after payment of fees up to **22.03.2017**.

11. GUIDELINES FOR SCANNING & UPLODING THE PHOTOGRAPH & SIGNATURE:

Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph and signature as per the specifications given below:

- In case the face in the photograph or signature is unclear, the application may be rejected.
- Candidate may edit the application and re-upload the photograph/ signature in such case.

(I) Photograph Image:

- Photograph must be a recent passport size colour picture, against a light-coloured, (preferably white) background.
- Look straight at the camera with a relaxed face
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- If you have to use flash, ensure there is no "red-eye"
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious head wear is allowed but it must not cover your face.

(II) Signature Image:

- The applicant has to sign on white paper in Black colour (in a box of 2 cm X 5 cm.).
- The signature must be signed only by the applicant and not by any other person.
- The Applicant's signature obtained on the Admission Letter and attendance sheet at the time of the examination should match with the uploaded signature. In case of mismatch, the candidate may be disqualified.

(III) Scanning the Photograph & Signature:

(A) Photograph:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch).
- Set Colour to True Colour.
- Resolution 200 x 230 pixels (preferred).
- Size of file for photograph should be between 20KB-50KB.
- Ensure that the size of the scanned image is not more than 50KB. If the size of the file is more than 50KB, then adjust the settings of the scanner such as the DPI resolution, no. of colours, etc., during the process of scanning.

(B) Signature:

- Resolution 140 x 60 pixels (preferred).
- Size of file for signature should be between 10KB - 20KB.
- Ensure that the size of the scanned image is not more than 20KB.
- Crop the image of the signature in the scanner to the edge of the signature, then use the upload editor to crop the image to the final size (as specified above).

NOTE:

- (a) The images of photograph and signature files should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg. Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- (b) Candidates using MS Windows/MS Office can easily obtain photo and signature in .jpeg format not exceeding 50KB & 20KB respectively by using MS Paint or MS Office Picture Manager.
- (c) Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50KB (photograph) & 20KB (signature) by using crop and then resize option. Similar options are available in other photo editor also.
- (d) If the file size and format are not as prescribed, an error message will be displayed.
- (e) While filling in the Online Application Form the candidate should fill in all his/ her details on Page 1. After verifying that the details filled in are correct and clicking on the 'Submit/ Next' button a link will be provided on Page 2 of the online application form to upload his/her photograph and signature.

(IV) Procedure for Uploading the Photograph and Signature:

- (i) There will be two separate links for uploading Photograph and Signature.
- (ii) Click on the respective link "Upload Photograph / Signature".
- (iii) Browse and carefully select the location where the Scanned Photo/ Signature file has been saved.
- (iv) Select the file by clicking on it.
- (v) Click the 'Upload' button.

Your Online Application will not be registered unless you upload your photo and signature as specified.

NOTE: IN CASE OF ANY CORRIGENDUM ISSUED ON THE ABOVE ADVERTISEMENT, AND FURTHER ANNOUNCEMENTS, IT WILL BE PUBLISHED ONLY ON BANK'S WEBSITE.

(Hindi version of this advertisement is available in Rozgar Samachar and Hindi website of Bank)