



RESERVE BANK OF INDIA SERVICES BOARD, MUMBAI

Advt.No. 4 A /2010-11

(This advertisement and the format of the Application Form can be accessed on RBI Website www.rbi.org.in)

SPECIAL RECRUITMENT DRIVE FOR FILLING UP BACKLOG VACANCIES RESERVED FOR SCHEDULED CASTES /SCHEDULED TRIBES/OTHER BACKWARD CLASSES IN RESERVE BANK OF INDIA

1. Applications (App.) are invited from the candidates belonging to Scheduled Caste (SC) Scheduled Tribe (ST) and Other Backward Class (OBC) categories for the post mentioned below in Reserve Bank of India (RBI/Bank).

Post	Total number of vacancies	SC	ST	OBC
Assistant Manager (Security) in Gr.'A' *	13	04	03	06

*These posts are not identified for Persons with Disability (PWD).

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, 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 01.02.2011):** (i) He/She should be an Officer with a minimum of five years' of Commissioned Service in the Army/Navy/Air Force

ii) **Age (as on 01.02.2011):** Between 25 and 45 years.

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 to be called for Interview, commensurate with the number of vacancies. The date of interview will be advised to the short listed candidates in due course.

2. SERVICE CONDITIONS / CAREER PROSPECTS :

i) Pay Scale:

They will draw a starting basic pay of Rs. 17,100/-p.m. in the scale of Rs. 17,100-1000(11)-28100-EB-1000(4)-32100-1100(1)-33200 applicable to Officers in Gr.A. They will also be eligible for Dearness Allowance, Local Allowance, House Allowance, Family Allowance, Grade Allowance as per rules in force from time to time. At present, initial monthly gross emoluments are approx. Rs.30,442/-per mensem. Further, **Pay Protection will be given for the Defence Officers.**

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, Consumer Articles, Personal Computer, etc. The posts also carry benefits of Provident Fund, Pension and Gratuity.

iii) 'Cost to Company' at the minimum of the scale excluding housing accommodation works out to Rs. 5,75,000/-p.a. and Market value of housing accommodation would be maximum of Rs. 1,75,000/-p.a.

iv) At certain centres, limited number of residential quarters are available. Facility for securing residential accommodation on lease, however, exists at all centres.

v) Initial appointment will be on probation for a period of two years which may, at Bank's discretion, be extended upto a maximum period of four years.

vi) There are reasonable prospects for promotion to higher grades.

vii) Selected candidates are liable to be posted and transferred anywhere in India.

3. Candidates are exempted from payment of fee for the above post.

4. GENERAL RULES / INSTRUCTIONS:

i) Application format (for off-line mode) is given at the end of this advertisement. Candidates should apply strictly in conformity with the format.

ii) App. must be completed in all respects. Incomplete App. will not be considered.

iii) Candidates should not enclose any certificate/s or copies thereof with the application. Their candidature will be considered on the strength of the information declared in the application. If at any stage it is found that any information furnished in the application is false/incorrect or if according to the Board, the candidate does not satisfy the eligibility criteria, his candidature appointment is liable to be cancelled/terminated.

iv) Candidates already in service of Govt./Quasi-Govt. Organisations and Public Sector Banks /Undertakings will have to produce a "No Objection Certificate" from their employer, at the time of Interview. However, before appointment in RBI, a proper discharge certificate from the employer will have to be produced. If the App. is required to be routed through the employer and in the process it reaches the Board's Office after the closing date, it will not be considered even though the applicant submitted the application to the employer before the closing date. In such cases, App. marked 'Advance Copy' should be sent to the Board's Office direct and the regular copy should be routed through the employer.

v) Candidates called for Interview will be reimbursed to and fro actual First Class/II AC railway fare by the shortest route from the place of their residence/place of work to the place of Interview whichever is nearer.

vi) Change of address, if any, should be informed to the Board immediately.

vii) Candidates will be advised about their inclusion for interview or otherwise in due course.

viii) The posts are also open to the employees of RBI (Staff Candidates) who satisfy the eligibility criteria separately stipulated by the Bank.

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

x) Canvassing in any form will be a disqualification.

xi) In all matters regarding eligibility, interviews, assessment, prescribing minimum qualifying standards in 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.

5. SUBMISSION OF THE APPLICATION :

Candidates can apply for the post either on the prescribed Application (OFF-LINE) or **submit the application ON-LINE followed up by sending a printout (hardcopy) of the online application to the Board's office.**

i) **ON-LINE:** The candidate can apply ON-LINE using the link/URL

<http://onlinedrrbi.org.in> Detailed 'Instructions for Applying ON-LINE' are available on this link. Candidates should read the instructions carefully and then click on "Apply" link.

Salient features of the system of ON-LINE Application are given hereunder:

a) **Candidates NEED to take a PRINTOUT (hard copy) of their ON-LINE Application after submission of the data through the system. A signed photograph must be pasted (not to be stapled) at the specified place on the printout and the candidate must sign on the printout of the application.**

b) Candidates **need to** send the system generated print out (hard copy) of the ON LINE Application to the Reserve Bank of India Services Board's Office (RBISB) by ordinary post. In case the print out (hard copy) is 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.

c) Applications should not be submitted more than once. Duplicate applications will not be entertained and will be rejected.

d) The ON-LINE applications can be submitted till **11.59 P.M. on March 14, 2011** after which the link will be disabled.

ii. **OFF-LINE:** The candidates must apply in the Application format published in this advertisement. It should be typed or neatly handwritten in Hindi or English on a good quality "White A- 4 size" paper. All the columns in the application must be filled legibly or typed. Incomplete and illegible applications will be rejected.

iii. OFF-LINE Application or printout of the ON-LINE Application, as the case may be, have to be sent by **ordinary post** to

"The General Manager, Reserve Bank of India Services Board, Post Bag No. 4618, Mumbai Central Post Office, Mumbai-400008".

The cover should be superscribed "SPECIAL RECRUITMENT DRIVE-APPLICATION FOR THE POST OF AM (SECURITY)"

iv. OFF-LINE Application or printout of the ON-LINE Application, as the case may be, in closed cover, may also be deposited in the box specially kept for the purpose at Reserve Bank of India, Opposite Mumbai Central Railway Station, Mumbai Central, Mumbai 400 008.

v. **Candidates should apply either by ON-LINE mode (followed up by sending a printout of the online application) or OFF-LINE mode. They should not submit**

application by both the modes. Duplicate applications will be rejected.

6. CLOSING DATE:

(i) OFF-LINE Application or the printout of the ON-LINE Application (hard copy), as the case may be, should reach the Board's Office on or before **6.00 P.M. on March 21, 2011.**

(ii) In the case of App. received **only by post** from candidates living abroad, in Assam, Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim, Tripura; Ladakh division of Jammu and Kashmir State; Lahaul and Spiti Districts and Pangi Sub-division of Chamba district of Himachal Pradesh; Andaman and Nicobar Islands and Lakshadweep, the last date of receipt of Applications will be on or before 6.00 P.M. on March, 28, 2011. For Applications received in any manner other than by post, the benefit of extended time will not be available.

(iii) The Board takes no responsibility for any delay in receipt of Application/s or loss thereof in postal transit.

7. CHECK-LIST FOR SUBMISSION OF THE APPLICATION :

(i) The Format of the application given below should not itself be used as application.

(ii) The App. **strictly in conformity with the Format as prescribed** must be typed or neatly hand-written in Hindi or English on a good quality "White A4 size" paper and duly affixed (not stapled) with a signed latest passport size photograph. Candidates should ensure that all the entries have been correctly filled in and the Application, as also the photograph are signed.

(iii) Name and Address of the applicant must be written **IN CAPITAL LETTERS in English only**, since processing is computerized.

(iv) The post applied for should be superscribed on top of the cover containing the Application.

(v) **Candidates must ensure that the Application [either OFF-LINE or printout of the ON-LINE] should reach the Board's office on or before the CLOSING DATE. Even after the successful submission of ON-LINE application through the system, unless the system generated print-out of the ON-LINE application together with photograph and signature is received by post at the Board's office within the closing date, the ON-LINE application is not valid and will be rejected.**

RESERVE BANK OF INDIA SERVICES BOARD, MUMBAI

SPECIAL RECRUITMENT DRIVE FOR FILLING UP BACKLOG VACANCIES RESERVED FOR SCHEDULED CASTES /SCHEDULED TRIBES/ OTHER BACKWARD CLASSES - APPLICATION FOR THE POST OF ASSISTANT MANAGER (SECURITY) - GR.A

Advt. No. 4 A/2010-11

1. NAME IN FULL (IN ENGLISH WITH CAPITAL LETTERS) :

RECEIPT NO.

(ONLY FOR OFFICE USE)

2. CATEGORY:

Write SC for Scheduled Caste/ST for Scheduled Tribe /OBC for Other Backward Class. This column should not be kept blank

3. SEX: WRITE [M] FOR MALE AND [F] FOR FEMALE :

4. DATE OF BIRTH:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date		Month		Year	

5. AGE (AS ON 01-02-2011):

_____ Years _____ Months

6. ACADEMIC QUALIFICATIONS (AS ON 01-02-2011)

Name of the Exam. (Please specify)	Main subjects	Date of Result	University/Institute	Overall % of marks (up to two dec. points)	Class/ Division
Graduation					
Post Graduation					

7. DO YOU HAVE THE PRESCRIBED MINIMUM FIVE YEARS' OF COMMISSIONED SERVICE IN THE ARMY/NAVY/AIR FORCE? WRITE [Y] FOR YES [N] FOR NO

8. DETAILS OF EXPERIENCE IN THE ARMY/NAVY/AIR FORCE (AS ON 01-02-2011)

Name and address of the employer	Designation	Job profile	Period		Duration	
			From	To	Yrs	Mths

9. POSTAL ADDRESS : (IN ENGLISH AND IN CAPITAL LETTERS WITH PIN CODE NO. - DO NOT WRITE YOUR NAME)

I hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that if at any stage, it is found that any

information given in this application is false/incorrect or that I do not satisfy the eligibility criteria according to the Board, my candidature /appointment is liable to be cancelled/terminated. I have read and understood the stipulations given in the advertisement and hereby undertake to abide by them.

PLACE :

(Signature of the Applicant)

DATE :

Name :

Very important points to be noted by the candidates : (i) Candidates must complete the application in all respects including Pasting of photograph. (ii) Incomplete applications in any respect will be rejected and no correspondence will be entertained by the Board in this matter.