



# RESERVE BANK OF INDIA SERVICES BOARD, MUMBAI

Advt.No. 3A /2012-13

(This advertisement and the link to apply On-Line can be accessed on RBI Website [www.rbi.org.in](http://www.rbi.org.in))

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, Tibetan refugees (who came over to India before 1st January 1962) 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.

Before applying, candidates should ensure that they fulfill the eligibility criteria for the post. The Board would admit to the Written Examination 'WE' all the candidates applying for the post with the requisite fee (wherever applicable) 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.

Candidates are requested to apply only On-Line through Bank's website [www.rbi.org.in](http://www.rbi.org.in) No other mode for submission of application is available.

### IMPORTANT DATES:-

Website Link Open- For On-Line Registration of Applications	08.05.2013 to 07.06.2013
Payment of Fees - On-Line	08.05.2013 to 07.06.2013
Payment of Fees at Bank Branches - Off-Line	10.05.2013 to 11.06.2013

Sr. No.	Post	Number of Vacancies				TOTAL
		Unreserved i.e., General (GEN)	Scheduled Castes (SC)	Scheduled Tribes (ST)	Other Backward Classes (OBC)#	
1	Research Officer in Grade 'B' for Department of Economic and Policy Research (DEPR)*	05	02	01	02	10@
2	Research Officer in Grade 'B' for Department of Statistics and Information Management (DSIM)*	12	-	-	05	17
3	Rajbhasha Officer in Grade 'A' *	03	01	01	01	06
4	Manager (Technical - Civil) in Grade 'B' **	03	-	-	-	03
5	Manager (Technical - Electrical) in Grade 'B' ***	01	-	-	-	01

@ 1 Post has been reserved for Visually Handicapped (VH) persons under the category of Persons with Disability (PWD).

# 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)'.

\* These posts are identified for reservation in favour of the following sub categories under the Persons with Disability (PWD) category who are eligible to apply:

(i) Orthopedically Handicapped (OH) candidates with One Arm Affected (OA)/One Leg Affected (OL)/Both legs affected but not arms(BL).(ii) Hearing Impaired (HI) Candidates who are Partially Deaf (PD)/Deaf (D). (iii) Visually Handicapped (VH) candidates who are Blind (B)/Low Vision (LV).

\*\* These posts are identified for reservation in favour of the following sub categories under the Persons with Disability (PWD) category who are eligible to apply: (i) Orthopedically Handicapped (OH) candidates with One Arm Affected (OA)/ One Leg Affected ( OL)/Both legs affected but not arms(BL). (ii) Hearing Impaired (HI) candidates who are Partially Deaf (PD). Visually Handicapped (VH) candidates are not suitable for these posts and thus not eligible to apply.

\*\*\* The post is identified for reservation in favour of the following sub categories under the Persons with Disability (PWD) category who are eligible to apply: (i) Orthopedically Handicapped (OH) candidates with One Leg Affected ( OL) (ii) Hearing Impaired (HI) candidates who are Partially Deaf (PD). Visually Handicapped (VH) candidates are not suitable for the post and thus not eligible to apply.

### Note:

(i) Within the overall notified total vacancies, Persons with Disability (PWD) candidates belonging to any of the three categories of disability (who are eligible for the respective posts as explained above) 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.

(ii) Persons with Disability (PWD) candidates may belong to any category (i.e. General/SC/ST/OBC). Reservation for PWD is horizontal and within the overall vacancies for the post.

(iii) PWD means a person suffering from not less than forty per cent of any disability as certified by a medical authority. PWD candidates should possess a latest certificate to this effect issued by an authorized Government of India/ State Government Department/ Hospital.

(iv) Wherever there is no vacancy reserved for SC/ST/OBC candidates, they can also apply. However, they will not be eligible for any concession/relaxation except SC/ST candidates who are exempted from payment of application fee.

### 1. RESEARCH OFFICER IN GRADE 'B' FOR DEPARTMENT OF ECONOMIC AND POLICY RESEARCH (DEPR):

(A) Job Requirements: To undertake research activities and participate in policy formation among others.

(B) Eligibility Criteria:

(I) Educational Qualifications (as on 01-05-2013):

Essential: (i) A Master's Degree in Economics with a minimum of 55% marks or an equivalent grade in aggregate of all semesters / years from a recognized Indian or Foreign University/Institute; OR (ii) A Doctorate Degree in Economics with Master's Degree in any subject with a minimum of 55% marks or an equivalent grade in aggregate of all semesters/years from a recognized Indian or Foreign University / Institute.

Note: SC/ST/PWD candidates having second class with a minimum of 50% marks or equivalent grade in aggregate of all semesters/years in Master's Degree examination or equivalent recognized qualification, are eligible to apply.

Preferential/Desirable Qualification: Research or teaching experience in Economics or publications in standard journals would be considered as an additional qualification.

Please also refer item 6 below on note on educational qualifications.

(II) Age (as on 01-05-2013): Between 21 and 30 years (candidates must have been born not earlier than 02/05/1983 and not later than 01/05/1992). Refer item 9 below for relaxation in upper age limit for specified categories. Further, (i) Candidates having M.Phil Degree and Doctorate Degree from a recognized Indian/Foreign University/Institute will be eligible for relaxation in the upper age limit by 1 and 3 years respectively (ii) Candidates having Master's Degree with Research/ Teaching experience at a recognized Indian/Foreign University/Institute will be eligible for relaxation in upper age limit to the extent of number of years of such experience subject to a maximum of three years. For experience, probationary period will not be reckoned. (iii) The maximum age relaxation applicable to General category candidates having Qualification / Experience as in para (i) and (ii) above will be 3 years. In case of candidates belonging to SC, ST and OBC categories, the maximum age relaxation applicable will be 5 years, 5 years and 3 years respectively.

(C) Scheme of Selection:

Selection will be through Written Examination ('WE') and interview. There are 3 papers for Written Examination. 'WE' will be held in the month of July/August 2013.

Name of Paper	Duration	Maximum Marks
Paper - I Objective Type (on Economics)	3 hours	100
Paper - II Descriptive Type (on Economics)	3 hours	100
Paper - III English - Descriptive	3 hours	100
Total		300

(i) Paper II and Paper III of only such candidates, who score sufficiently high marks in Paper I, as decided by the Board, would be assessed. (ii) Question papers for 'WE' will be set in Hindi and in English (except Paper III on English). Answers for Paper I and Paper II may be written either in Hindi or English. Paper III will have to be answered in English only. Candidates may opt for interview in Hindi or English. (iii) The number of candidates to be called for interview will be decided by the Board. (iv) Final selection will be on the basis of performance in the 'WE' and interview taken together.

(D) Syllabus: (i) Standard of papers on Economics would be that of Master's Degree examination in Economics of any Central University in India. (ii) Syllabus for English: Essay, Précis writing, Comprehension and Business/Office Correspondence.

### 2. RESEARCH OFFICERS IN GRADE 'B' FOR DEPARTMENT OF STATISTICS AND INFORMATION MANAGEMENT(DSIM):

(A) Job Requirements: To undertake collection, compilation, analysis and interpretation of data from various sources, undertake statistical analysis involving modern statistical/econometric models, empirical testing of data etc., to undertake conceptual and methodological studies on various types of statistics relating to money and banking, prices, saving and investment, national accounts, index numbers, etc., designing and organizing of large scale sample surveys and to undertake systems analysis and computer programme development and processing on the Bank's Computer Systems.

(B) Eligibility Criteria:

(I) Educational Qualifications (As on 01-05-2013):

Essential: (i) A Master's Degree in Statistics/Mathematical Statistics/Mathematical Economics/Econometrics/Statistics & Informatics from IIT-Kharagpur/Applied Statistics & Informatics from IIT-Bombay with a minimum of 55% marks or equivalent grade in aggregate of all semesters / years; OR (ii) Master's Degree in Mathematics with a minimum of 55% marks or an equivalent grade in aggregate of all semesters/ years and one year post graduate diploma in Statistics or related subjects from an institute of repute; OR (iii) M.Stat. Degree of Indian Statistical Institute with a minimum of 55% marks in aggregate of all semesters/years.

NOTE: For PWD candidates, the minimum marks required in Master's Degree as in items (i), (ii) and (iii) above is 50% or an equivalent grade in aggregate of all semesters / years.

Desirable: (i) Candidates with a Doctorate in topics related to above subjects will be given preference. (ii) Research or teaching experience and publication in standard journals will be considered as an additional qualification.

Please also refer item 6 below on note on educational qualifications.

(II) Age (as on 01-05-2013): Between 21 and 30 years (candidates must have been born not earlier than 02/05/1983 and not later than 01/05/1992).

Refer item 9 below for relaxation in upper age limit for specified categories. Further,

(i) Candidates possessing M.Phil. and Ph.D. qualification in the specified subjects will be eligible for relaxation in upper age limit by 1 and 3 years respectively.

(ii) Candidates with research/teaching experience at a recognized Indian/Foreign University/Institute will be eligible for relaxation in upper age limit to the extent of number of years of such experience subject to a maximum of three years. For experience, probationary period will not be reckoned.

(iii) The maximum age relaxation applicable to General, SC and ST (as no posts are reserved for SC/ST) category candidates having Qualification/Experience as at para (i) and (ii) above will be 3 years. In case of candidates belonging to OBC category also the maximum age relaxation applicable will be 3 years.

(C) Scheme of Selection:

Selection will be through Written Examination ('WE') and Interview. There are 3 papers for Written Examination 'WE' will be held in the month of July/August 2013.

Name of Paper	Duration	Maximum Marks
Paper - I Objective Type (on Statistics)	3 hours	100
Paper - II Descriptive Type (on Statistics)	3 hours	100
Paper - III English-Descriptive	3 hours	100
Total		300

(i) Paper II and Paper III of only such candidates, who score sufficiently high marks in Paper I, as decided by the Board, would be assessed. (ii) Question papers for 'WE' will be set in Hindi and in English (except Paper III on English). Answers for Paper I and Paper II may be written either in Hindi or English. Paper III will have to be answered in English only. Candidates may opt for interview in Hindi or English. (iii) The number of candidates to be called for interview will be decided by the Board. (iv) Final selection will be on the basis of performance in the 'WE' and interview taken together.

(D) Syllabus: Standard of papers would be that of Master's Degree examination of any Central University in India.

Paper I: Questions would cover Probability: Definition of Probability, Standard distribution, Large and small sample theory, Analysis of Variance, Estimation, Testing of Hypotheses, Multivariate analysis and Stochastic Processes.

Paper II: Questions would cover (i) Probability and Sampling, (ii) Linear Models and Economic Statistics, (iii) Statistical Inference: Estimation, Testing of hypothesis and Non-parametric Test, (iv) Stochastic Processes, (v) Multivariate analysis and (vi) Numerical Analysis and Basic Computer Techniques. There will be sufficient choice for candidates to attempt the required number of questions from three or more of the above six groups.

Paper III - English: Essay, Précis writing, Comprehension and Business/Office Correspondence.

### 3. RAJBHASHA OFFICER 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 01-05-2013):

Essential: (i) Second Class Master's Degree in Hindi/Hindi Translation, with English as one of the subjects at Bachelor's Degree level; OR (ii) Second Class Master's Degree in English with Hindi as one of the subjects at Bachelor's Degree level; OR (iii) Second Class Master's Degree in Sanskrit/Economics/Commerce with English and Hindi as subjects at 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.

Desirable: Knowledge of bi-lingual word processing.

Please also refer item 6 below on note on educational qualifications.

(II) Experience (as on 01-05-2013):

Essential: At least three years' experience in coining of Glossary or English to Hindi translation and vice-versa in any National or State Level Weekly/Newspaper or any Government/Semi-Government Office or any autonomous body/undertaking etc.

Desirable: (i) Study of Sanskrit/any other modern Indian Language/Linguistics at Bachelor's Degree level (ii) Published literary work.

(III) Age (as on 01-05-2013): Not above 30 years. For candidates with Ph.D qualification, the upper age limit will be 32 years.

Refer item 9 below for relaxation in upper age limit for specified categories.

(C) Scheme of Selection:

Selection will be through Written Examination ('WE') and interview. 'WE' will be held in the month of July/August 2013. The 'WE' will be of 3 hours duration and carrying 100 marks to assess the candidates' ability to undertake translation from Hindi to English and vice-versa and their knowledge of terminology in Hindi vis-à-vis English with greater emphasis on technical terms pertaining to Banking, Economics, Commerce and allied subjects and ability to express themselves in Hindi and English. The number of candidates to be called for interview will be decided by the Board. Final selection will be on the basis of performance in the 'WE' and interview taken together.

### 4. MANAGER (TECHNICAL - CIVIL) IN GRADE 'B':

(A) Eligibility Criteria:

(I) Educational Qualifications (as on 01-05-2013):

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.

**Desirable:** Specialization in Structural Design, Public Health Engineering, Soil Mechanics & Foundation Engineering.

Please also refer item 6 below on note on educational qualifications.

**(II) Experience (as on 01-05-2013):**

**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) Good drafting capacity.

**(III) Age (as on 01-05-2013):** Not above 35 years (Candidates must not have been born earlier than 02/05/1978).

Refer item 9 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 July/August 2013.

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

(i) Paper II of only such candidates, who score sufficiently high marks in Paper I, as decided by the Board, would be assessed. (ii) 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. (iii) The number of candidates to be called for interview will be decided by the Board. (iv) Final selection will be on the basis of performance in the 'WE' and interview taken together.

**5. MANAGER (TECHNICAL – ELECTRICAL) IN GRADE 'B':**

**(A) Eligibility Criteria:**

**(I) Educational Qualifications (as on 01-05-2013):**

**Essential:** A B.E./B. Tech Degree in Electrical Engineering or Electrical and Electronics Engineering with a minimum of 60% marks or equivalent grade in aggregate of all semesters/ years.

**Desirable:** Elective/course papers in power electronics, Programmable logic controllers, electronic measurements, communication theory.

Please also refer item 6 below on note on educational qualifications.

**(II) Experience (as on 01-05-2013):**

**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/residential campus based educational institutions in planning/designing/execution of internal and external electrical installation work, large central air-conditioning plant, lift, communication systems and other associated services involved in large, multi storey building projects including preparation, scrutiny and evaluation of tenders.

**Desirable:** (i) Working knowledge of electronic systems like CCTV surveillance systems, Addressable Security Alarm and Fire Alarm systems, EPABX, UPS system etc. (ii) Experience in maintenance of lifts, pumps, air-conditioning plants, etc. (iii) Experience of administering construction projects in all its aspects and knowledge of PERT/CPM techniques (iv) Good drafting capability in English, ability to work with computers as regards Microsoft Word, Excel and Power Point presentation.

**(III) Age (as on 01-05-2013):** Not above 35 years (Candidates must not have been born earlier than 02/05/1978).

Refer item 9 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 July/August 2013

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

(i) Paper II of only such candidates, who score sufficiently high marks in Paper I, as decided by the Board, would be assessed. (ii) 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. (iii) The number of candidates to be called for interview will be decided by the Board. (iv) Final selection will be on the basis of performance in the 'WE' and interview taken together.

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

(i) 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, 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%

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

(iii) 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 (i) above.

**7. APPLICATION FEE (NON-REFUNDABLE) (For all the above posts):**

₹100/- (Rupees one hundred only) + Bank Charges as applicable. No fee is payable by SC/ST/PWD candidates. Fees are required to be paid **only** in the manner prescribed in this advertisement (item 12 below).

Fees once paid will not be refunded under any circumstances.

**8. EXAMINATION CENTRES (For all the above posts)**

'WE' may be held at the following centres (Code Numbers indicated in the brackets)

Name of the Centre	Code No.	Name of the Centre	Code No.
Ahmedabad	(11)	Jammu	(21)
Bangalore	(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 application. Centre and dates of '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). The candidates should download their AL from their registered E-mail ID. **No hard copy of the Admission Letter (AL) will be sent by post.** Candidates will **not** be admitted to the 'WE' without the AL. **Request for change of centre will not be entertained.**

**9. RELAXATION IN THE UPPER AGE LIMIT:**

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 Kashmir Division of the State of Jammu and Kashmir between 1st January, 1980 and 31st December, 1989.

(c) 10 years for PWD (GEN); 13 years for PWD (OBC) and 15 years for PWD (SC/ST) candidates.

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

**10. SERVICE CONDITIONS / CAREER PROSPECTS :**

**(i) Pay Scale:**

**(A) For Grade 'A' Officers:** They will draw a starting basic pay of ₹17,100/-p.m. in the scale of ₹17,100-1000(11)-28100-EB-1000(4)-32100-1100(1)-33200 applicable to Officers in Grade A. They will also be eligible for Dearness Allowance, Local Allowance, House Rent Allowance, Family Allowance and Grade Allowance as per rules in force from time to time. At present, initial monthly gross emoluments are approximately ₹37,631/-

**(B) For Grade 'B' Officers:** They will draw a starting basic pay of ₹21,000/- p.m. in the scale of ₹21000-1000-30000-EB-1000-32000-1100-36400 applicable to Officers in Grade B and they will also be eligible for Dearness Allowance, Local allowance, House Rent Allowance, Family allowance and Grade Allowance as per rules in force from time to time. At present, initial monthly gross emoluments are approximately ₹46,949/-.

**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.

**(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.

Total pay and allowances along with admissible perquisites attached to the Grade 'A' Officers post considering market value of housing in Mumbai work out to ₹ 8.81 lakhs p.a. (approx) on a cost to the Bank basis.

Total pay and allowances along with admissible perquisites attached to the Grade 'B' Officers post considering market value of housing in Mumbai work out to ₹ 12.43 lakhs p.a. (approx) on a cost to the Bank basis.

- (iii) Candidates selected for the post will be governed by 'the defined contribution New Pension Scheme (NPS)'.
  - (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. At Bank's discretion, the probationary period may 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.

**11. GENERAL RULES / INSTRUCTIONS:**

- (i) If a candidate is eligible and desires to apply for more than one post, he/she should submit a separate On-Line application for each post with requisite fee (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 item 14 below.
- (ii) Candidates **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). Their candidature will be considered on the strength of the information furnished in the On-Line application. 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, his/her candidature/appointment will be cancelled/ terminated.
- (iii) Fees sent in any other manner not prescribed in this advertisement and/or the application submitted without depositing the fee (unless exempted) would be rejected and no correspondence shall be entertained in this regard.
- (iv) 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.
- (v) Candidates should satisfy themselves about their eligibility for the post applied for. The Board would admit to the 'WE' all the candidates applying for the above posts with the requisite fee (wherever applicable) 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.
- (vi) The Board shall not entertain requests from the candidates seeking advice about their eligibility to apply.
- (vii) 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. Without 'NOC', no candidate shall be allowed to appear in the interview.** However, before appointment in RBI, a proper discharge certificate from the employer will have to be produced.
- (viii) The **Admission Letters (AL) shall be sent only by E-mail** to all the admitted candidates at their registered E-mail ID 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 Admission Letter (AL) through their E-mail** and must bring the AL (hard copy) on the day of examination(s) along with their recent pass-port 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.**
- (ix) **The list of admitted candidates for the 'WE' along with the time table (i.e. Date and Time of 'WE') will be displayed on RBI website (www.rbi.org.in) at the appropriate time.** If the candidate does not receive Admission Letter (AL) for 'WE' through his/her mail / any other communication from the Board, he/she should contact the In-charge of the RBI Office during office hours, at the examination centre indicated in the application, alongwith duly signed passport size photograph, on any day starting from four days before the date of examination for necessary guidance. Failure to comply with above instructions will deprive the candidate of any claim for consideration.
- (x) In all correspondence with the Board, if any, **Roll Number** indicated in (AL) must be quoted.
- (xi) Candidates will have to appear for the 'WE' at their own expenses. However, candidates called for interview, will be reimbursed to and fro actual First Class (Non-AC)/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.
- (xii) The posts are also open to the employees of RBI (Staff Candidates) who satisfy the eligibility criteria separately stipulated by the Bank and who apply On-line within the closing date.
- (xiii) The Board does not furnish the mark-sheet to candidates. However, the 'WE' and Interview marks of the candidates may be available on the Bank's web-site in an interactive mode after the declaration of the final result.
- (xiv) Canvassing in any form will be a disqualification.
- (xv) In all matters regarding eligibility, conduct of examinations, interviews, assessment, prescribing minimum qualifying standards in 'WE' 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.
- (xvi) 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.
- (xvii) Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Mumbai only.

## 12. HOW TO APPLY:

Candidates have to apply **only On-Line** through the Bank's website i.e. [www.rbi.org.in](http://www.rbi.org.in) from 08.05.2013 to 07.06.2013. Detailed instructions for applying On-line are available on the website. **Candidates need not submit the system generated print out (hard copy) of the On-Line application to the Board's office.**

### Pre-Requisites for Applying On-line :

Before applying on-line, candidates should-

- Scan their photograph and signature as detailed under guidelines for scanning the photograph and signature in item 14 of the advertisement.
- Keep the necessary details/documents ready if desired to make **on-line payment** of the requisite application fee (In case of **Offline Payment** i.e. **CBS**, candidates have to apply on-line, obtain a fee payment challan and then remit the necessary application fees).
- 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 Admission Letter (AL) / Interview advice, etc. by E-mail. No change in E-mail ID will be entertained during the entire process of recruitment.

**Application Fees are payable from 08.05.2013 to 07.06.2013 (On-line payment) and 10.05.2013 to 11.06.2013 (Off-line payment) both dates inclusive.**

- No fees for SC/ST/PWD candidates.

- ₹ 100/- for all others

Bank Transaction charges for Off-line / On-line Payment of application fees will have to be borne by the candidate

### Procedure for applying on-line

- Candidates are first required to visit Bank's website [www.rbi.org.in](http://www.rbi.org.in) for filling the On-line Application.
- Candidates will have to enter their basic details and upload the photograph and signature in the on-line application form as per the specifications given in item 14 of the advertisement.

### Mode of Payment

Candidates have the option of making the payment of requisite fees either through the On-Line mode or the Off-Line mode:

#### OPTION-I: PAYMENT OF FEE (OFF-LINE PAYMENT):

- Candidates should fill in the details in the On-Line Application at the appropriate places very carefully and click on the "SUBMIT" button at the end of the On-Line Application form. Before pressing the "SUBMIT" button, candidates are advised to verify every field filled in the application. A Provisional Registration/Receipt Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.
- In the event of the candidate not being able to fill the data in one go, he/she can save the data already entered. When the data is saved, Registration number and Password will be generated by the system and displayed on the screen. Candidates should note down the Registration number and Password. Email & SMS indicating the Registration number and Password will be sent. Candidates can reopen the saved data using Registration number and Password and edit the particulars, if needed. This facility will be available for three times only. Once the application is completely filled, candidate should submit the data. Candidates should take a printout of the system generated fee payment challan immediately. No change/edit will be allowed thereafter. The registration at this stage is provisional.
- Fee payment will be accepted from 2nd working day after registration and can be made within three working days at any branch of any one of the banks, viz. Bank of Baroda / Bank of India / Bank of Maharashtra/ Indian Overseas Bank / Central Bank of India / Punjab National Bank / United Bank of India. System generated fee payment challan will be used for depositing fee. (For example: If one has registered on **16.05.2013**, then he/she will be able to deposit the fee from **18th to 21st** May, 2013, considering 19th is a non- working day). However, candidates who will be registering on the last day (i.e. June 07, 2013) can deposit the fees only on 10th and 11th June, 2013 (9th June 2013 being a non-working day). Once fee paid, the registration process is completed.
- Candidate will receive registration confirmation by SMS/E-Mail after two working days from the date of payment of fees. Please ensure to furnish correct Mobile number / E-mail address to receive the registration confirmation.

Note-There is also a provision to reprint the submitted application containing fee details, after three days from the date of fee payment.

#### OPTION-II: PAYMENT OF FEES: (ON-LINE PAYMENT):

- Candidates should carefully fill in the details in the On-Line Application at the appropriate places very carefully and click on the "SUBMIT" button at the end of the On-Line Application format. Before pressing the "SUBMIT" button, candidates are advised to verify every field filled in the application.
- In the event of the candidate not being able to fill the data in one go, he/she can save the data already entered. When the data is saved, Registration number and Password will be generated by the system and displayed on the screen. Candidates should note down the Registration number and Password. Email & SMS indicating the Registration number and Password will be sent. Candidates can reopen the saved data using Registration number and Password and edit the particulars, if needed. This facility will be available for three times only. Once the application is completely filled, candidate should submit the data. No change/edit will be allowed thereafter.
- After ensuring the correctness of the particulars of the application form, candidates are required to pay fees through the payment gateway integrated with the application, following the instructions available on the screen. No change/edit will be allowed thereafter.
- The payment can be made by using MASTER/VISA debit/ credit cards or Internet Banking by providing information as asked on the screen. Transaction charges for on-line payment will be borne by the candidates.
- On successful completion of the transaction, e-receipt and application form will be generated. Candidates can take a printout for their record.
- If the on-line transaction has not been successfully completed, candidates may register again. Candidates may then revisit On-Line Application link and fill in their application details again and make payment online.
- Amount of fees debited for unsuccessful transaction will be refunded to the candidate's account in due course.

Note-There is also a provision to reprint the e-Receipt and Application form containing fee details, at later stage.

**Important** – In case of any difficulty experienced in submission of On-Line application and/or payment of fees, candidates may contact the helpline telephone No. 022-29687111.

## 13. CLOSING DATES:

Commencement of On-Line application	May 08, 2013
Payment of Fees - On-Line	07.06.2013
Payment of Fees - Off-Line	11.06.2013
Closure of On-Line application	07.06.2013

Note : (i) **However**, candidates who will be registering on the last day (i.e. June 07, 2013) can deposit the fees only on 10th and 11th June, 2013 (**9th June 2013 being a non-working day**).

(ii) Candidates are advised in their own interest to apply ON-LINE much before the closing date and not to wait till the last date for depositing the fee to avoid the possibility of inability/failure to log on to the website on account of heavy load on the internet or website jam.

(iii) 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.

### 14. GUIDELINES FOR SCANNING THE PHOTOGRAPH & SIGNATURE

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

#### (i) PHOTOGRAPH IMAGE :

- Photograph must be a recent passport style colour picture.
- The picture should be in colour, 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's 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.
- Resolution 200 x 230 pixels (preferred)
- Size of file 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 50 KB, then adjust the settings of the scanner such as the DPI resolution, number of colours etc., during the process of scanning.

#### (ii) SIGNATURE IMAGE:

- The applicant has to sign on white paper in Black colour.
- The signature must be signed only by the applicant and not by any other person.
- The signature may be used to put on the Admission Letter and wherever necessary.
- Resolution 140 x 60 pixels (preferred)
- Size of file should be between 10KB – 20KB
- Ensure that the size of the scanned image is not more than 20KB

#### SCANNING THE PHOTOGRAPH & SIGNATURE:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Color to True Color
- File Size as specified above
- Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).
- The image file 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.

Candidates using MS Windows/MOOffice can easily obtain photo and signature in .jpeg format not exceeding 50KB & 20KB respectively by using MS Paint or MSOffice Picture Manager. 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 [Please see points (i) & (ii) above for the pixel size] in the 'Image' menu. Similar options are available in other photo editor also.

If the file size and format are not as prescribed, an error message will be displayed.

While filling in the On-line 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 on-line application form to upload his/her photograph and signature.

#### Procedure for Uploading the Photograph and Signature

- There will be two separate links for uploading Photograph and Signature
  - Click on the respective link "Upload Photograph / Signature"
  - Browse & Select the location where the Scanned Photo / Signature file has been saved.
  - Select the file by clicking on it
  - Click the 'Upload' button
- Your On-line Application will not be registered unless you upload your photo and signature as specified.

#### Note :

- In case the face in the photograph or signature is unclear the candidate's application will be rejected.
- In case the photograph or signature is unclear, the candidate may edit his/her application and re-upload his/her photograph or signature.
- Candidates are advised to take a printout of their system generated on-line application forms after registering. **But the print out of the application should not be sent to the Board.**
- Please note that **no hard copy of the Admission Letter (AL) will be sent by post. Admission Letters shall be sent through E-Mail** at the registered E-mail IDs to all the admitted candidates. **Candidates are advised to take a printout of their AL and must bring the same [along with their recent passport size photograph (in original) which they have uploaded in their On-Line Application at the time of applying to the Board]** on the day of examination(s), without which no candidate shall be admitted for written examination.
- In case of any difficulty experienced in submission of On-Line application and/or payment of fees, candidates may contact the helpline telephone No. 022-29687111.