



**RESERVE BANK OF INDIA
SERVICES BOARD,
MUMBAI**

NON-CSG POSTS - (i) LEGAL OFFICER IN GRADE 'B', (ii) MANAGER (TECHNICAL-CIVIL), (iii) ASSISTANT MANAGER (RAJBHASHA) AND (iv) ASSISTANT MANAGER (PROTOCOL AND SECURITY) - SHORTLISTING OF CANDIDATES FOR INTERVIEW

(Advt.No.2A/2020-21 dated February 23, 2021)

In terms of Detailed Notice of Advt.No.2A/2020-21 dated February 23, 2021 the under mentioned candidates have qualified in the written examination held on April 10, 2021 and shortlisted for the interviews. The interviews schedule will be intimated to candidates in due course.

(i) ROLL NO. OF CANDIDATES SHORTLISTED FOR INTERVIEW FOR LEGAL OFFICER IN GRADE 'B'

(ii) ROLL NO. OF CANDIDATES SHORTLISTED FOR INTERVIEW FOR MANAGER (TECHNICAL-CIVIL)

(iii) ROLL NO. OF CANDIDATES SHORTLISTED FOR INTERVIEW FOR ASSISTANT MANAGER (RAJBHASHA)

(iv) ROLL NO. OF CANDIDATES SHORTLISTED FOR INTERVIEW FOR ASSISTANT MANAGER (PROTOCOL & SECURITY)

The interview call letters indicating date, time and venue of the interview will be sent to above shortlisted candidates (in due course) on their registered email address. Candidates are requested to check their mailbox regularly, including spam and junk box for the same.

All the shortlisted candidates are advised to take print out of the interview call letter through their E-mail ID and bring its hard copy on the day of interview along with ORIGINAL documents in support of their eligibility for verification.

2. IMPORTANT NOTICE

Note I: The shortlisted candidates are advised to check regularly the Bank's website <https://www.rbi.org.in> for Interview schedule and other updates.

Note II: Candidates may also refer to Para 1(i) of the important instructions and Para 13(m) under Detailed Notice of Advertisement Number 2A/2020-21 (reproduced below) wherein it is stated that:

Para 1 (i) – "Before applying, candidates should ensure that they fulfil the eligibility criteria for the advertised posts. The Reserve Bank of India Services Board, hereinafter referred to as 'Board', would admit to the examination all the candidates applying for the post with the requisite fee/intimation charges (as applicable) based on the information furnished in the

ONLINE 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 ONLINE application is false/incorrect or if according to the Board, the candidate does not satisfy the eligibility criteria for the post, his/her candidature will be cancelled and he/she will not be allowed to appear for interview and can be removed from service without notice, if he/she has already joined the Bank.”

Para 13(m) – “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.”

(3) All shortlisted candidates should submit following documents latest by **June 15, 2021** to RBISB on e-mail ID documentsrbisb@rbi.org.in (It may also be noted that all future correspondence and queries regarding submission of bio-data and documents should be made on the above e-mail ID only).

Please note following points carefully while sending documents:

- Documents should be sent from registered e-mail ID only.
- All Documents must be in PDF format and self-certified.
- Page size of the document to be A4.
- The Bio-data should be scanned in **one separate PDF file** and all other documents should be scanned in **another single PDF file** (total two PDF files only - one for Bio-data and another for the remaining all other documents) in the same serial as mentioned below.
- The size of the e-mail should not exceed 20 MB.
- Please ensure that Documents uploaded are clear and readable.
- While sending above documents, e-mail subject should be Registration Number-Name of the Candidate-Post name (Legal Officer / Manager-Tech Civil / AM - Rajbhasha / AM (P&S) and Bio-data / Documents (as the case may be)

All Candidates may please note that:

a. BIO-DATA (filled in original and scanned): Please note that the Bio-data Form should be attached in a separate PDF file.

b. Proof of Date of Birth: Matriculation Passing Certificate or Secondary School leaving certificate or Birth Certificate issued by Competent Authority. No other documents shall be considered for verification of Date of Birth. Name mentioned in Matriculation Passing Certificate shall be considered for verification of name with online application form and below mentioned documents. Candidates claiming change in name after Matriculation should ensure that in case of any discrepancy between name recorded in the Matriculation with other certificates/documents an affidavit in ORIGINAL is required to be produced at the time of interview that both the name/names in the certificates belong to one and same person.

c. Certificate of Educational Qualification: Mark-sheets of Graduation/post-Graduation /Equivalent professional qualification of all Semesters/Years and Degree certificate awarded by the university.

Note: As regards academic qualification, if instead of percentage of marks, Aggregate Grade Points (i.e. CGPA/OGPA/CPI, etc.) are allotted, then the candidate must forward the criteria for conversion as defined by the Board/University/Institute. The conversion criterion must be printed on the mark-sheet or the candidate must obtain a certified copy from Competent Authority of the Board/University/Institute and forward the same to us. If they fail

to do so, then the conversion criteria as mentioned at Note I to para 6 of the [recruitment advertisement no. 2A/2020-21 dated February 23, 2021](#) will be applied.

d. Experience Certificate: The Experience Certificate, if applicable, should be on the Letter-head with proper seal and signature of the issuer/employer containing all the required details and confirmed service duration.

e. OBC candidates: In addition to a, b, c, d above, a copy of [OBC CASTE CERTIFICATE](#) (issued on or after **1st of February 2020**) and [OBC DECLARATION](#) in original as per the prescribed format. Please check that the OBC caste certificate is in the proper format, as per the format prescribed herewith.

(In case the Caste Certificate is issue after the closing date of online application, the previous Caste Certificate is also required to be furnished in terms of Para 13 (P) of the Advertisement)

f. SC/ST candidates: In addition to a, b, c, d above, latest [SC/ST CASTE CERTIFICATE](#) as per the prescribed format.

(In case the Caste Certificate issue after the closing date of online application, the previous Caste Certificate is also required to be furnished in terms of Para 13 (P) of the Advertisement)

g. EWS Candidates: In addition to a, b, c, d above, a copy of "[Income and Asset Certificate](#)" issued by a Competent Authority in the format prescribed in DoPT Office Memorandum No.36039/1/2019-Estt(Res) dated January 31, 2019. The candidate may please note that they should be in possession of **valid** "Income and Assets Certificate" as per extant DoPT guidelines on or before the closure of online application.

h. PwBD candidates – In addition to a, b, c, d [and e, f, g -if applicable] above, disability certificate/s in the prescribed format issued by the Competent Authority. The Candidates who have availed the facility of a scribe (other than the Visually Impaired candidates) will have to produce a medical certificate from an authorised Govt. of India/State Govt. Department/Hospital, to the effect that the candidate has physical limitation to write including that of speed. This certificate will be required in addition to his/her disability certificate. The medical certificate about physical limitation to write, including that of speed, should be dated prior to the date of on-line/written exam/test.

i. Staff candidates should forward the documents along with a letter from their respective Administration Section (HRMD) of Regional Office/ CoD/ Training Establishment that they are eligible to apply as staff candidate (in terms of eligibility criteria mentioned in the said Advertisement for staff candidates) and the position of pending Vigilance and Discipline cases against them, if any.

j. If the shortlisted candidate has taken any benefit of age relaxation, he/she should submit the relevant certificate.

Note III: The cut off marks in the written examinations and the mark-sheet for the said recruitment examination along with interview marks will be uploaded only after declaration of the final results. RTI queries pertaining to the said recruitment will also be entertained only after declaration of the final results for the said post.

Disclaimer: Though utmost care has been taken while preparing the list of shortlisted candidates, the Board reserves the right to rectify inadvertent errors, if any.