



RESERVE BANK OF INDIA SERVICES BOARD, MUMBAI

Advt.No. 3A /2013-14

(This advertisement and the link to apply On-Line can be accessed on RBI Website 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 Reserve Bank of India Services Board, hereinafter referred to as '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 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.

IMPORTANT DATES:	
Website Link Open- For On-Line Registration of Applications	21.01.2014 to 17.02.2014
Payment of Fees - On Line	21.01.2014 to 17.02.2014
Payment of Fees at Bank Branches (Off-Line)	23.01.2014 to 21.02.2014

S. N.	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	Nil	03	10@
2	Research Officer in Grade 'B' for Department of Statistics and Information Management (DSIM)	03	01	Nil	01	05
3	Assistant Manager (Rajbhasha) in Grade 'A'	04	01	01	01	07
4	Manager (Technical - Civil) in Grade 'B'	01	Nil	Nil	01*	02

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)'.
@ One post has been reserved for Hearing Impaired (HI) person under the category of Persons with Disability (PWD).

* Backlog vacancy

Note (I) - For Persons with Disability (PWD) Candidates:

- The following sub-categories under the Persons with Disability (PWD) category are also eligible to apply for the posts mentioned at S. N. 1, 2 and 3 above:
 - 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) and (iii) Visually Handicapped (VH) candidates who are Blind (B) / Low Vision (LV).
- The following sub-categories under the Persons with Disability (PWD) category are also eligible to apply for the post mentioned at S. N. 4 above:
 - Orthopedically Handicapped (OH) candidates with One Arm Affected (OA)/ One Leg Affected (OL) / Both legs affected but not arms (BL) and (ii) Hearing Impaired (HI) candidates who are Partially Deaf (PD), Visually Handicapped (VH) candidates are not suitable for this post and thus not eligible to apply.
- 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.
- 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.
- PWD candidate 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.

Note (II) - For SC / ST Candidates:

Wherever there is no vacancy reserved for SC/ST category candidates, they can also apply. However, they will not be eligible for any concession/relaxation except exemption from payment of application fee.

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

- Job Requirements: To undertake research activities and participate in policy formation among others.
- Eligibility Criteria:

(I) Educational Qualifications (as on 01-01-2014):

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 and 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 5 below on note on educational qualifications.

- Age (as on 01-01-2014):** Between 21 and 30 years (candidates must have been born not earlier than 02/01/1984 and not later than 01/01/1993).

Refer item 8 below for relaxation in upper age limit for specified categories. Further,

- Candidates having M.Phil Degree and Doctorate Degree from a recognized Indian/Foreign University/Institute in the specified subjects will be eligible for relaxation in the upper age limit by 1 year and 3 years respectively.
- 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.
- The maximum age relaxation applicable to General and ST (as no posts are reserved for ST) category candidates having Qualification / Experience as at para (i) and (ii) above will be 3 years. In case of candidates belonging to SC and OBC categories, the maximum age relaxation applicable will be 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 March/April 2014.

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

- Paper-I of only such candidates, who appear in all the three papers, would be assessed. 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)

- 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 01-01-2014):

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 SC and 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 5 below on note on educational qualifications.

- Age (as on 01-01-2014):** Between 21 and 30 years (candidates must have been born not earlier than 02/01/1984 and not later than 01/01/1993).

Refer item 8 below for relaxation in upper age limit for specified categories. Further,

- Candidates possessing M.Phil. and Ph.D. qualification in the specified subjects will be eligible for relaxation in upper age limit by 1 year and 3 years respectively.
- 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.
- The maximum age relaxation applicable to General and ST (as no posts are reserved for ST) category candidates having Qualification / Experience as at para (i) and (ii) above will be 3 years. In case of candidates belonging to SC and OBC categories, the maximum age relaxation applicable will be 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 March/April 2014.

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

- Paper-I of only such candidates, who appear in all the three papers, would be assessed. 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 any three or more of the above six groups.

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

3. ASSISTANT MANAGER (RAJBHASHA) IN GRADE '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 01-01-2014):

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 5 below on note on educational qualifications.

(II) Experience (as on 01-01-2014):

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.

- Age (as on 01-01-2014):** Between 21 and 30 years (candidates must have been born not earlier than 02/01/1984 and not later than 01/01/1993). 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, 5 years and 3 years respectively.

Refer item 8 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 March/April 2014. 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 01-01-2014):

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 Engineering, Public Health Engineering, Geotechnical Engineering, Construction Management, Project Management.

Please also refer item 5 below on note on educational qualifications.

(II) Experience (as on 01-01-2014):

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 in Planning/ Designing/ Construction of 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.

- Age (as on 01-01-2014):** Between 21 and 35 years (candidates must have been born not earlier than 02/01/1979 and not later than 01/01/1993).

Refer item 8 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 March/April 2014.

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

- (i) 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. (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. 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.

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

₹100/- (Rupees one hundred only). No fee is payable by SC/ST/PWD/RBI Staff candidates. Fees are required to be paid only in the manner prescribed in this advertisement (item 11 below).

Bank Transaction charges for Offline/ Online Payment of application fees (if any) will have to be borne by the candidate. Fees once paid will not be refunded under any circumstances.

7. EXAMINATION CENTRES (For all the above posts):

'WE' may be held at the following centres-

Ahmedabad	Chandigarh	Jaipur	Kolkata	New Delhi
Bangalore	Chennai	Jammu	Lucknow	Patna
Bhopal	Guwahati	Kanpur	Mumbai	Pune
Bhubaneswar	Hyderabad	Kochi	Nagpur	Thiruvananthapuram

Candidates can select only one centre and must indicate its name in the 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). 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.**

8. 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.

9. 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 ₹40,588/-

(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 ₹50,645/-.

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. Selected candidates will be governed by 'the defined contribution New Pension Scheme (NPS)', in addition to the benefit of Gratuity.

Total pay and allowances along with admissible perquisites attached to the Grade 'A' Officers post including market value of housing in Mumbai (₹1.75 lakh) work out to ₹9 lakh 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 including market value of housing in Mumbai (₹2.35 lakh) work out to ₹13 lakh p.a. (approx) on a cost to the Bank basis.

(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.

10. 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 13 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 Written Examination ('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' (NOC) 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' alongwith 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 admitted candidate does not receive Admission Letter (AL) for 'WE' through his/her Email / 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 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.

(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.

11. HOW TO APPLY:

Candidates have to apply **only ON-LINE** through the Bank's website i.e. **www.rbi.org.in** 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 Online:

Before applying online, candidates should--

(i) Scan their photograph and signature as detailed under guidelines for scanning the photograph and signature in item 13 of this advertisement.

(ii) Keep the necessary details/documents ready if desired to make **online payment** of the requisite application fee (In case of **Offline Payment i.e. CBS**, candidates have to apply online, obtain a fee payment challan and then remit the necessary application fees).

(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 Admission Letter (AL) / Interview advice, etc. by E-mail. No change in E-mail ID will be entertained during the entire process of recruitment.

Procedure for Applying On-Line

(i) Candidates are first required to visit Bank's website **www.rbi.org.in** for filling the Online Application.

(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 item 13 of this advertisement.

(iii) 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. Board will not entertain any request for change of any information furnished in On-line 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/ Receipt Number and Password. An Email & SMS indicating the Provisional Registration/ Receipt Number and Password will also be sent.

(iv) 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/Receipt number and Password will be generated by the system and displayed on the screen. Candidates should note down this Registration/Receipt number and Password. Email & SMS indicating the Registration/ Receipt 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.

(v) Mode of Payment for Application Fee

Candidates have the option of making the payment of requisite fee either through the ON-LINE mode or the OFF-LINE mode:

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

(I) After filling the ON-LINE application, 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.

(II) 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 / Central Bank of India / Indian Overseas Bank / Punjab National Bank / United Bank of India.** System generated fee payment challan should only be used for depositing fee. (For example: If one has registered on **05.02.2014**, then he/she will be able to deposit the fee from 7th to 10th February, 2014, considering 9th is a non-working day). Once fee paid, the registration process is completed. Bank charges for Offline payment, if any, will be borne by the candidates.

(III) 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 (up to March 03, 2014 only).

OPTION-II: PAYMENT OF FEES: (ONLINE PAYMENT):

(I) 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.

(II) 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 Online payment will be borne by the candidates.

(III) On successful completion of the transaction, e-receipt and application form will be generated; Candidates can take a printout for their record. The generation of registration id, password, SMS and E-Mail is not the final confirmation of the successful submission of the fees against the On-line application form unless the e-receipt is generated.

(IV) 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.

(V) 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, up to March 03, 2014.

Important - In case of any difficulty experienced in submission of On-Line application and/or payment of fees, candidates may contact **toll-free helpline telephone 1800 22 23 66.**

12. CLOSING DATES:

Closure of On-Line Application	February 17, 2014
Closure of Payment of Fees - On Line	February 17, 2014
Closure of Payment of Fees - Off Line	February 21, 2014

Note:

(i) 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.

(ii) 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.

13. GUIDELINES FOR SCANNING 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:

(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.

(III) SCANNING THE PHOTOGRAPH & SIGNATURE:

(A) PHOTOGRAPH:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch).

- Set Color to True Color.

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

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 :

- (a) In case the face in the photograph or signature is unclear the candidate's application will be rejected.
- (b) In case the photograph and/or signature is unclear, the candidate may edit his/her application and re upload his/her photograph and/or signature.
- (c) Candidates are advised to take a printout of their system generated online application form after registering. The **print out of the application should not be sent to the Board.**
- (d) 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 pass-port 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.**
- (e) In case of any difficulty experienced in submission of On-Line application and/or payment of fees, candidates may contact the **toll free helpline telephone no. 1800 22 23 66.**