



RESERVE BANK OF INDIA, HYDERABAD

www.rbi.org.in

Advertisement No. 2/2009-10

Recruitment in Class IV Cadre

Applications are hereby invited from Indian Citizens who fulfill the eligibility criteria for enlistment in the wait-list to the post of Assistant Cook in Class IV cadre at Hyderabad and within its Recruitment Zone, ie., State of Andhra Pradesh.

S.No.	Post	Number of Vacancies				Total
		General	SC	ST	OBC	
1	Assistant Cook	02	-	-	-	02

Note: The Bank reserves its right to increase / decrease the number of vacancies or not to fill up the vacancies as per its requirement.

2. Eligibility

- a) Educational Qualification: Minimum--- Xth Standard Pass
Maximum--- Undergraduate (relaxable below Std. Xth in respect of Ex-Servicemen with 3 years in Armed Forces)
- b) Age limit : As on 01.06.2010 between 18 years and 25 years. The upper age limit will be relaxed as under:
 - i) Scheduled Caste/Scheduled Tribe candidates by 5 years and Other Backward Class candidates by 3 years.
 - ii) Physically handicapped candidates by 10 years – subject to production of Medical Certificate from the Authorised Board, indicating the nature and extent of handicap.
Note: 1) Candidates, who have low vision, deaf and partially deaf only are eligible to apply.
2) **Orthopaedically Handicapped candidates are not eligible to apply.**
 - iii) Widows/divorced women/ women judicially separated, who are not married – upto 35 years, subject to production of :
 - i. Death Certificate of husband and affidavit that the candidate has not married, in case of widows
 - ii. Certified copy of the Court Order conveying divorce or judicial separation and affidavit that the candidate has not remarried, in case of legally divorced women.
 - iv) Ex-servicemen by number of years of service in Armed Forces plus 3 years, subject to maximum of 50 years- and also the production of discharge certificate at the stage of interview, if called for interview.

Ex-serviceman means a person, who has served in any rank (whether as a combatant or as a non-combatant) in the regular Army, Navy and Air Force of the Indian Union but does not include a person who has served in the Defence Security Corps, the General Reserved Engineering Force, the Lok Sahayak Sena and the para Military forces and who has retired from such service after earning his/her pension: or who has been released from such service on medical grounds attributable to military service or circumstances beyond his/her control and awarded medical or other disability pension; or who has been released, otherwise than on his own request, from such service as a result of reduction in establishment; or who has been released from such service after completing the specific period of engagement,

otherwise than at his own request or by way of dismissal or discharge on account of misconduct or inefficiency, and has been given a gratuity and includes personnel of the Territorial army of the following categories, namely pension holders for continuous embodied service; person with disability attributable to military service, and gallantry award winners".

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- v) Displaced persons from Jammu and Kashmir between 01.01.1980 and 31.12.1989 – by 5(five) years, subject to production of certificate from the concerned District Magistrate or any other Authority designated by the Government of Jammu and Kashmir.
- vi) Ex-employees of Banking Institutions / Govt. Offices, who were retrenched after at least one year's service and who are applying through Employment Exchange by 6 (six) years subject to production of certificate from Establishment concerned.

NOTE: Except for candidates belonging to the category (vi) above, the relaxation in upper age limit will be cumulative, if the candidate belongs to more than one category.

c) Experience: Candidate should have sufficient experience (at least two years) of cooking Indian as well as Western Style meals in reputed hotels / restaurant.

d) Candidate should be able to converse in Hindi, English and Telugu.

3. Description of Duties: Preparation of vegetarian and non-vegetarian dishes in Bank's Officers' Lounge and Dining Rooms and any other ancillary duties.

4. Pay and Allowances : Initial starting pay Rs. 4550/- p.m. in the scale of
4550-110-4660-150-5110-190-5680-240-6400-300-7000-360-8080-480-10000
(20 years)

Total monthly emoluments at the current rate of allowances will be Rs.9,164/- (Pay Scale is due for revision)

5. Selection Process:

Subject to the eligibility criteria and conditions laid down above, selection will be made through skill test/interview of eligible candidates. Candidate selected for recruitment will be placed on **Wait List** to be prepared for the post of Asst. Cook for being appointed.

6. How to apply

i) Candidates must apply in the prescribed format of application published herewith. Application in any other format will be rejected.

ii) The format of the Application Form published herewith **should not itself** be used as Application. A4 sheet (29.7 cm x 21 cm) should be used for the Application. Application may be preferably typewritten or neatly handwritten in English (Block Capital)/Hindi/Telugu.

iii) Application should be supported by the following documents:

- a) Attested copies of certificates regarding age and educational qualifications.
- b) In case of candidates belonging to SC/ST/OBC, attested copy of the relative certificate from the competent authority.
- c) In case of candidates belonging to Ex-serviceman attested copies of the discharge certificate/service book issued by the Armed Forces.
- d) Attested copy of certificate of work experience in reputed hotels/restaurant for more than two years.

iv) Cover containing Application must be superscribed "**Application for the post of Assistant Cook in Class –IV**".

v) Applications must be sent by **ordinary post only**, or may be deposited in the box kept at the entrance to the Reserve Bank's Main Office Building from Monday to Friday, between 10.30 am and 4.30 p.m., except on Saturdays, Sundays and Holidays. All applications should be addressed to the Regional Director for Andhra Pradesh, Reserve Bank of India, 6-

1-56, Secretariat Road, Saifabad, HYDERABAD-500 004. No application will be received in person or any acknowledgment given thereto.

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7. Ineligibility

Before applying for the post, the candidates should ensure that they satisfy the eligibility norms in all respects as mentioned in the advertisement as on the date specified. Applications incomplete in any respect and/or received late shall be rejected. Bank's decision in this regard shall be final. The Bank reserves the right to reject any application/candidature at any stage of the recruitment process.

8. Closing date

Applications complete in all respects must reach the Bank's Office on the aforesaid address, latest by **July 07, 2010**.

9. General Important Instructions

A) Graduates / Degree holders are not eligible and need not apply.

B) Date of Birth as recorded in the School Leaving Certificate / Transfer Certificate / Certificate of domicile / Birth Certificate issued by Municipal authorities will be accepted as a proof of age.

C) Candidates should have studied in an educational institution situated in the State of Andhra Pradesh.

D) The ex-servicemen, who have passed the qualifying examination from outside State of Andhra Pradesh either before or after leaving Military Service, are eligible.

E) Mere fulfilling eligibility criteria does not entitle candidate to be called for skill test/interview. **The Bank reserves the right to raise the minimum eligibility standards etc., in order to restrict the number of candidates to be called for skill test/interview commensurate with the number of vacancies. The decision of the Bank in this regard will be final.**

10. Warning

i) No correspondence will be entered into with candidates not found eligible/not considered for skill test/interviews.

ii) Canvassing in any form will be a disqualification. Any attempt on the part of a candidate to obtain support for his/her candidature by any means such as submitting fabricated documents, making statements which are incorrect/ false, suppressing material information, resorting to irregular or improper means in connection with his candidature using unfair means etc., shall be disqualifying factor. If any unscrupulous person pretends to provide assistance by resorting to unfair means, a complaint may be lodged with any of the following:

- a) Complaint Redressal Cell, Reserve Bank of India, Hyderabad-500004
- b) Central Vigilance Commission, Satarkata Bhavan, Block 'A', G.P.O. Complex, I.N.A. New Delhi-110023

APPLICATION FOR THE RECRUITMENT TO
THE POST OF ASSISTANT COOK IN CLASS IV
IN RESERVE BANK OF INDIA, HYDERABAD

Affix recent
Photograph of
size 3.5 cm. x
3.5 cm. with
signature

Instructions for filling up the application:

Application may be filled up either in English (in capital) or Telugu or Hindi.
One envelope should contain application of one candidate only. The envelope containing the application must be superscribed in bold letters as "APPLICATION FOR THE POST OF ASSISTANT COOK"
Application shall be rejected if it is not in the prescribed format, contains incomplete information, without self-attested photograph pasted at the appropriate place and application received late.
Original certificates should not be attached with the application.

Full name of SURNAME NAME

a) Applicant :

b) Father :

Whether Male/Female : Male Female
Tick appropriate box

Full Address for

Communication

(with Pin-Code)

PIN :

Date of birth: A) DD MM YYYY B) Age: As on Yrs Mths

(as recorded in School leaving certificate)

Educational qualifications: As on (Standard passed) Marks obtained Out of Percentage

Name of Educational Institution last attended and place/State: NAME :
Place : State:

Experience in cooking in a Hotel / Restaurant as on 01.06.2010

Category: Tick appropriate box

i) SC ST OBC Gen

ii) Ex-Servicemen Disabled Ex-servicemen

iii) Physically Handicapped Please indicate nature and extent of handicap

iv) Widow/Divorced Woman judicially separated but not remarried

v) Displaced persons from Jammu & Kashmir between 1.1.1980 and 31.12.1989

vi) Ex-employee of Banking Institutions/Govt. Office retrenched after at least one year's service

Proficiency in Sports/ Extra Curricular Activities, if any:

DECLARATION

I declare that all information & particulars furnished hereinabove are true and correct. I understand that if any of the information is found incomplete/incorrect, false, misleading, my candidature is liable to be cancelled at any stage before appointment; if appointed, my appointment is liable to be terminated without notice or compensation in lieu thereof. I also understand that my candidature will be considered subject to criteria/conditions stipulated in the advertisement.

Place : _____
Date : _____
Encls: _____

Signature of Applicant: _____