



RESERVE BANK OF INDIA SERVICES BOARD, MUMBAI

Advt.No. 2A /2009-10

Telegraphic Address : "SERVBOARD" Mumbai

(This advertisement and the format of the Application Form 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, subjects of Nepal and 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.

| Sr. No. | Post | Number of Vacancies | | | | TOTAL |
|---------|--|------------------------------------|-----------------------|-----------------------|------------------------------|-----------|
| | | Unreserved (UR) i.e. General (GEN) | Scheduled Castes (SC) | Scheduled Tribes (ST) | Other Backward Classes (OBC) | |
| 1 | Chief Librarian in Grade D | 01 | - | - | - | 01 |
| 2 | Assistant Manager (Security) in Grade A* | | | | | |
| | Backlog Vacancies | - | 04 | 01 | 06 | 11 |
| | Current Vacancies | 07 | - | 02 | 01 | 10 |
| | Total | 07 | 04 | 03 | 07 | 21 |
| 3 | Legal Officers in Grade B** | 02 | - | 01 | - | 03 |
| 4 | Research Officers in Grade B for Department of Economic Analysis and Policy (DEAP)** | 07 | 01 | 01 | 04 | 13 |
| 5 | Assistant Manager (Rajbhasha) in Grade A*** | 06 | 01 | 01 | 01 | 09 |

*These posts are not identified for physically handicapped candidates.

**No post is reserved for Persons with Disability (PWD). However, PWD may apply but they will not be eligible for any concession except age and application fee.

***1 post has been reserved for persons with disability for hearing impaired (HI). No posts are reserved for Visually Handicapped (VH) and Orthopaedically handicapped (OH) candidates. However, VH and OH candidates may also apply for the posts but they will not be eligible for any concession except age and fee relaxation. PWD may belong to any category UR (GEN)/SC/ST/OBC.

Note: (1) The degree of disability should be between 40% and 75% in the case of HI.

(2) PWD should possess a latest certificate to this effect issued by an authorized Government of India/State Government Department/Hospital.

1. CHIEF LIBRARIAN IN GRADE 'D'

a) Job Requirements:

The Chief Librarian will head the Library in the Bank, which is among the largest banking and finance library and information systems in India with a large collection of over one lakh documents including books, back volumes of journals, special collections of working and discussion papers and a substantial collection of electronic resources. He will be responsible for

the activities of the Library/e-library such as selection of books and electronic resources like online journals and databases, building up of reference services, abstracting, documentation, bibliographing, preparation of Library Manual, etc. He will be responsible for developing a state of art Digital Library Section. He should have the competence to keep the library upto date in respect of both print and electronic resources and the application of Information and Communication Technology to the various managerial and technical tasks and library services. He will be fully responsible for the smooth functioning of the Library and also staff management. Further, he will also be responsible for establishing library cooperation and coordination among the various libraries of the Bank as well as the Libraries in other institutions/abroad.

b) Eligibility Criteria

i) Educational Qualifications (as on 01-11-2009):

Essential:

Master's Degree in Economics/Commerce/Econometrics with a minimum of 55% marks and a Bachelor's Degree in Library Science with a minimum of 55% marks from a recognized University/institute of repute in India or abroad **OR** Master's Degree in Library Science with a minimum of 55% marks from a recognized University/Institute of repute in India or abroad.

Desirable:

Ph.D. Degree in Social Science or in Library Science or equivalent research work in the field of Library Science, Diploma in IT or Computer Science.

ii) Experience (as on 01-11-2009)

At least 10 years experience (after acquiring essential qualifications) as Librarian or in a responsible capacity in the Library of a University/recognized research institution preferably relating to Banking, Economics or other social sciences **AND** Experience in computerization of Library services and managing large automated and networked library and information systems.

iii) Age (as on 01-11-2009)

The age may not exceed 40 years.

Note: Candidates should enclose copies of certificates/documents in support of educational qualifications, experience and age as enclosures to the application.

c) Scheme of Selection: Selection will be through Interview only. The Board will make a preliminary screening of the applications for making, if necessary, a shortlist of eligible candidates to be called for interview. Thus, merely fulfilling the requirements laid down in the advertisement would not automatically entitle any candidate to be called for interview. The date of interview will be advised to the shortlisted candidates in due course.

2 . ASSISTANT MANAGER (SECURITY) IN GR.'A'

a) Job Requirements : He/She will be responsible for (i) Watch and Ward arrangements as to internal security for guarding treasure vaults, passages, entry and exit points, surveillance through CCTV, monitoring, recording etc. in the Bank's Office Buildings, (ii) Maintenance/Security of Bank's properties and (iii) Control over the staff deployed for the purpose.

b) Eligibility Criteria:

i) Experience (as on 01-11-2009): He/She should be an Officer with a minimum of five years of Commissioned Service in the Army/Navy/Air Force.

ii) Age (as on 01-11-2009): Between 25 and 40 years (**no relaxation to any category**).

c) Scheme of Selection: Selection will be through Interview. The Board reserves the right to raise the minimum experience in order to restrict the number of candidates to be called for Interview, commensurate with the number of vacancies. The date of interview will be advised to the shortlisted candidates in due course.

3. LEGAL OFFICER IN GRADE 'B' (DR)

A Job Requirements: (i) Dealing with references on legal issues received from various departments of the Bank and its associate institutions, which are mainly related to the interpretation of various statutes such as Reserve Bank of India Act 1934, Banking Regulation Act, 1949, Foreign Exchange Management Act, 1999, Companies Act, 1956, etc. (ii) Preparing initial drafts of legislation administered/to be administered by the Bank (iii) Preparation of drafts of pleadings and comprehensive instructions/briefs to counsel in connection with litigation involving the Bank and its associate institutions (iv) Appearing before Conciliation Officers, Labour courts, Tribunals, etc. on behalf of the Bank.

B Eligibility Criteria

i) Educational Qualification (as on 01-11-2009):

Essential : Bachelor's Degree in Law recognized by the Bar Council of India for the purpose of enrolment as an Advocate with a minimum of 50% marks or equivalent.

NOTE: For ST candidates, minimum required marks shall be 45% in Bachelor's Degree in Law.

Desirable : (i) Bachelor's Degree in Law with 60% marks or equivalent or Master's Degree in law (ii) Proficiency in computer applications.

ii) Experience (as on 01-11-2009) :

Essential : At least two years' experience as an advocate or as a Law Officer in the Legal Department of a large bank/financial institution/statutory corporation/company and/or legal associate/legal consultant in an Advocate's or Solicitor's office or in the Legal Department of Central/State Government or as teacher in law in a Law College/University.

Note: In case of practising advocates, (i) copy of the Bar Council Registration Certificate and (ii) a certificate from Bar Association of which the candidate is a member or a certificate issued by the presiding officer of a Court before which the candidate has practised for the required period should be produced at the time of interview.

Desirable: Special knowledge of Banking Law, Company Law, Labour Law and Constitutional Law and experience in drafting of pleadings and documents.

iii) Age limits (as on 01-11-2009) :

Not exceeding 32 years (i.e. candidate must have been born not earlier than 02-11-1977). Upper age limit is relaxable by 3 years in the case of candidates possessing LL.M. degree and 5 years in

the case of candidates possessing Ph. D in law. Refer item 7 below for relaxation in upper age limit for specified categories.

C Scheme of Selection:

Selection will be through Written Examinations ('WE') and Interview. 'WE' will be held on Sunday, **the February 14, 2010** and shall consist of objective and descriptive type questions as detailed below.

| <u>Details</u> | <u>Maximum marks</u> | <u>Duration</u> |
|---|-----------------------------|------------------------|
| Paper I – General Knowledge of Law | | |
| Objective Type | 30 | Three Hours |
| Descriptive Type | <u>120</u> | |
| | <u>150</u> | |
| Paper II - English | | |
| Descriptive Type | 100 | Three hours |
| Grand Total | <u>250</u> | |

Question Paper I General Knowledge of Law will be set in Hindi and English. Answers may be written either in Hindi or in English. Candidates may answer the interview in Hindi or English at their option. The number of candidates to be called for interview will be decided by the Board based on the marks scored in WE. Final selection will be on the basis of the performance in the WE and interview taken together. The WE and Interview will be held at places as decided by the Board.

D SYLLABUS

Paper I – General Knowledge of Law (Objective and Descriptive Type) : (i) Constitutional Law (ii) Administrative Law (iii) Principles of Statutory Interpretation (iv) Law of Evidence (v) Contract Act, 1872 (vi) Transfer of Property Act, 1882 (vii) Negotiable Instruments Act, 1881 (viii) Registration Act, 1908, (ix) Code of Civil Procedure, 1908 (x) Legal Drafting, etc. The above syllabus is only indicative and not exhaustive.

Paper II (English): Essay, Précis writing, Comprehension, Business/Office Correspondence.

4. RESEARCH OFFICERS IN GR.B FOR DEAP

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

B. Eligibility Criteria

i) Essential Educational Qualifications (as on 01/11/2009): i) A Master's Degree in Economics (with any area of specialization) with a minimum of 55% marks or an equivalent grade 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 from a recognized Indian or Foreign University/Institute.

NOTE: SC/ST candidates having second class with a minimum of 50% marks or equivalent grade 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.

ii) Age (as on 01-11-2009): Between 21 and 30 years (candidates must have been born not earlier than 02/11/1979 and not later than 01/11/1988). Refer item 7 below for relaxation in upper age limit for specified categories. Further

- (i) Candidates having M.Phil Degree/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 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.
- (iii) Cumulative age relaxation will however, not be available to the candidates who are eligible under both the above categories as also under any specified category i.e. relaxation in upper age limit upto 3 years for OBC candidates and 5 years for SC/ST candidates.

C. Scheme of Selection :

Selection will be through Written Examination ('WE') and interview. There are 3 papers for Written Examinations. 'WE' will be held on **February 6 (Saturday) and 7 (Sunday), 2010.**

| Type 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 Descriptive Type on English | 3 hours | 100 |
| Total | | 300 |

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, Business/Office Correspondence.

E. Examination and Interview : (i) Paper II and III of only such candidates, who scored sufficiently high marks, as decided by the Board in order of merit in Paper I, would be assessed. (ii) Question papers for 'WE' will be set in Hindi and in English (except Paper III on English). Answers may be written either in Hindi or English. Candidates may answer the interview in Hindi or English at their option. (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' (Paper I, II and Paper III) and interview taken together.

5. ASSISTANT MANAGER (RAJBHASHA) IN GR. '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.
- iii) Administration of Hindi Teaching Scheme for the Bank's staff.

B – Eligibility criteria

i) Educational qualifications (as on 01-11-2009):

- 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.

ii) Experience (as on 01-11-2009)

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 01-11-2009)

Not above 30 years. For candidates with Ph. D qualification, the upper age limit will be 32 years. Refer item 7 below for relaxation in age for specified categories.

C) SCHEME OF SELECTION:

Selection will be through Written Examination ('WE') and interview. 'WE' will be held on **Sunday, February 21, 2010**. The WE will be of 3 hours duration and carrying 100 marks to assess the candidate's 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. Those candidates who qualify in WE will be interviewed for final selection.

6. APPLICATION FEE (Non-Refundable): Rs.100/- (Rupees one hundred only) for each application. No fee is payable by SC/ST/PH candidates. Fee is payable by Demand Draft favouring **Reserve Bank of India** and payable at **Mumbai** only. However, candidates from un-banked areas may pay fee by crossed Indian Postal Orders in favour of **Reserve Bank of India** payable at **GPO, Mumbai**. Candidates should write their name and address on the reverse of the Demand Draft and in the space provided for the purpose on the Postal Orders (if fee is payable) and enclose them to the application with a pin (should not be stapled). Fees sent separately not accompanied with proper application or payment in any other manner will not be accepted. Fees once paid will not be refunded under any circumstances.

7. UPPER AGE LIMIT IS RELAXABLE BY :

- (a) 3 years in the case of OBC candidates, if the posts are reserved for them.
- (b) 5 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 the bank going into liquidation and personnel retrenched from Government Offices after at least one year's service and applying through Employment Exchanges, iii) Ex-servicemen (including Emergency Commissioned Officers/Short Service Commissioned Officers) provided the 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 PH (Gen.); 13 years for PH (OBC) and 15 years for PH (SC/ST) candidates.

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

8. EXAMINATION CENTRES :

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

| | | | |
|-------------|------|--------------------|------|
| Ahmedabad | (11) | Jammu | (21) |
| Bangalore | (12) | Kanpur | (22) |
| Bhopal | (13) | Lucknow | (24) |
| Bhubaneswar | (14) | Mumbai | (25) |
| Kolkata | (15) | Nagpur | (26) |
| Chandigarh | (16) | New Delhi | (27) |
| Chennai | (17) | Patna | (29) |
| Guwahati | (18) | Thiruvananthapuram | (31) |
| Hyderabad | (19) | | |
| Jaipur | (20) | | |

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 the 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 (ALs). Candidates will not be admitted to the 'WE' without the AL. **Request for change of centre will not be entertained.**

9. SERVICE CONDITIONS / CAREER PROSPECTS :

I) PAY SCALE:

(a) For Grade 'D' Officers:

He will draw a starting basic pay of Rs.24875/- p.m. in the scale of Rs.24875-800(5)-28,875-(6 years) applicable to Officers in Grade 'D' and he will also be eligible for Dearness Allowance, Local

Allowance, House Allowance, Family Allowance as per rules in force from time to time. At present, initial monthly gross emoluments to direct recruits in Gr.'D' Officers are approximately Rs.42,215/- per mensem.

(b) For Grade B Officers :

They will draw a starting basic pay of Rs.13700/- p.m. in the scale of Rs.13700-700-20000-EB-700-21400-750-24400 applicable to Officers in Grade B and they will also be eligible for Dearness Allowance, Local allowance, House Allowance, Family allowance as per rules in force from time to time. At present, initial monthly Gross emoluments to direct recruit Grade B Officers are approximately Rs.22755/-.

(c) For Grade 'A' Officers:

They will draw a starting basic pay of Rs.11250/- p.m. in the scale of Rs.11250 – 700 – 18950 – EB – 700 – 21750 – 750 – 22500 applicable to Officers in Grade 'A' and they will also be eligible for Dearness Allowance, Local Allowance, House Allowance, Family Allowance as per rules in force from time to time. At present, initial monthly gross emoluments to direct recruits in Gr.'A' Officers are approximately Rs.18,727/- per mensem.

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 post work out to a minimum of Rs.5.45 lakhs p.a (approximately) for officers in Gr.'A' and Rs.6.00 lakhs p.a. (approx.) for Officers in Grade B and Rs.17.61 lakh p.a. (approx.) for Officers in Grade D on a cost to the Bank basis joining RBI at Mumbai. The package, perks are subject to change.

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 the 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 4. The Board/Bank will not entertain any request received after the interview.

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

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

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: (FOR ALL THE POSTS)

i) IF A CANDIDATE IS ELIGIBLE AND DESIRES TO APPLY FOR MORE THAN ONE POST, HE SHOULD MAKE A SEPARATE APPROPRIATE APPLICATION FOR EACH POST WITH REQUISITE FEE. A SINGLE APPLICATION FOR MORE THAN ONE POST SHALL BE TREATED AS INVALID AND REJECTED.

ii) APPLICATION FORMAT IS GIVEN AT THE END. CANDIDATES SHOULD APPLY STRICTLY IN CONFORMITY WITH THE FORMAT AS APPLICABLE.

iii) APP. NOT ACCOMPANIED BY PRESCRIBED FEES (UNLESS EXEMPTED) OR INCOMPLETE/NOT IN THE PRESCRIBED FORMAT/WITHOUT PHOTOGRAPH/WITHOUT SIGNATURE WILL BE REJECTED AND NO CORRESPONDENCE IN THIS REGARD WILL BE ENTERTAINED BY THE BOARD.

iv) CANDIDATES **SHOULD NOT ENCLOSE ANY CERTIFICATES (EXCEPT FOR THE POST OF CHIEF LIBRARIAN)** OR COPIES THEREOF WITH THE APP. THEIR CANDIDATURE WILL BE CONSIDERED ON THE STRENGTH OF THE INFORMATION DECLARED IN THE APP. IF AT ANY STAGE, IT IS FOUND THAT ANY INFORMATION FURNISHED IN THE APP. IS FALSE/INCORRECT OR IF ACCORDING TO THE BOARD, THE CANDIDATE DOES NOT SATISFY THE ELIGIBILITY CRITERIA, HIS CANDIDATURE/APPOINTMENT IS LIABLE TO BE CANCELLED/TERMINATED.

v) ALL APPLICANTS APPLYING FOR THE POST OF CHIEF LIBRARIAN SHOULD SUBMIT THE COPIES OF CERTIFICATES / TESTIMONIALS.

vi) ALL EDUCATIONAL QUALIFICATIONS MUST HAVE BEEN OBTAINED FROM RECOGNISED UNIVERSITIES/INSTITUTIONS IN INDIA OR ABROAD. IF GRADES ARE AWARDED INSTEAD OF MARKS, CANDIDATES SHOULD CLEARLY INDICATE THEIR NUMERICAL EQUIVALENT.

vii) CANDIDATES SHOULD SATISFY THEMSELVES ABOUT THEIR ELIGIBILITY FOR THE POST APPLIED FOR. THE BOARD WOULD ADMIT TO THE 'WE' ALL THE CANDIDATES APPLYING FOR THIS POST WITH THE REQUISITE FEE (WHEREVER APPLICABLE) ON THE BASIS OF THEIR INFORMATION FURNISHED IN THE APP. AND SHALL DETERMINE THEIR ELIGIBILITY ONLY AT THE FINAL STAGE I.E. WHILE CALLING THEM FOR INTERVIEW.

viii) Application/s must be completed in all respects. Incomplete Applications will not be considered.

ix) 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. Before appointment in RBI, a proper discharge certificate from the employer will have to be produced. If the App. is required to be routed through the employer and in the process it reaches the Board's Office after the due date, it will not be considered even though the applicant submitted the application to the employer before the due date. In such cases, App. marked 'Advance Copy' should be sent to the Board's Office direct, together with fee and the regular copy (without fee) should be routed through the employer.

x) Candidates will have to appear for the 'WE' at their own expense. However, candidates called for Interview, will be reimbursed to and fro actual First Class/II AC railway fare by the shortest route from the place of their residence/place of work to the place of Interview whichever is nearer.

xi) In all correspondence with the Board, Roll No. indicated in the 'AL' must be quoted.

xii) The Board does not furnish the mark-sheet to candidates. However, the examination marks and Interview marks will be available in the Bank's website after the declaration of the final result

xiii) Change of address, if any, should be informed to the Board immediately. Although every effort will be made to take on record such changes, the Board does not accept any responsibility

in the matter, particularly when the time gap between receipt of intimation and date of interview is very short.

xiv) If a candidate does not receive 'AL' for 'WE'/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 App. along with a passport size signed photograph, **two days** before the date of examination for necessary guidance. Failure to comply with the above instructions will deprive the candidate of any claim for consideration.

xv) All candidates who have applied will be advised about their inclusion for WE/interview or otherwise in due course.

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

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

xviii) CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.

xix) IN ALL MATTERS REGARDING ELIGIBILITY, INTERVIEWS, CONDUCT OF EXAMINATION, 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.

xx) Mobile phones, pagers or any other communication devices are not allowed inside the premises where the examination is being conducted. Any infringement of these instructions shall entail disciplinary action including ban from future examinations.

11. SUBMISSION OF THE APPLICATION :

i) Candidates applying for the above posts may send their applications **by ordinary post** in the format prescribed for the respective post. The cover should be superscribed for the post applied for e. g. "App. for the post of Assistant Manager (Security) in Gr.'A' " as the case may be and should be addressed to the **General Manager, RBI Services Board, Post Box No.4618, Mumbai Central Post Office, Mumbai-400008.**

ii) Candidates applying for more than one post should send their applications in separate covers.

iii) App. in closed covers may also be deposited in the DROP box specially kept for the purpose at Reserve Bank of India, Opp. Mumbai Central Railway Station, Mumbai Central, Mumbai - 400008.

12. CLOSING DATE:

a) The closing date for all these posts is 6.00 P.M. on **December 24, 2009**

i) The App. and DD/IPO should have been dated/obtained on or before the closing date mentioned above.

ii) However, the Board shall receive the applications upto **December 28, 2009** by ordinary post from those candidates from normal areas.

iii) In the case of App. from candidates living abroad; in Assam, Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim, Tripura; Ladakh division of Jammu and Kashmir State; Lahaul and Spiti Districts and Pangi Sub-division of Chamba district of Himachal Pradesh; Andaman and Nicobar Islands and Lakshadweep, the App. will be received upto **December 31, 2009** by ordinary post.

b) For App. received in any manner **other than by post, the benefit of extended time will not be available**. The Board takes no responsibility for any delay in receipt of App. or loss thereof in postal transit.

13. CHECK-LIST FOR SUBMISSION OF THE APPLICATION FORM:

i) The Format of the Application Form given below should not itself be used as Application.

ii) The App. strictly in conformity with the Format as applicable must be typed or neatly hand-written in Hindi or English on a good quality white A4 size paper and duly affixed with a signed latest passport size photograph. Candidates should ensure that all the entries have been correctly filled in and the application as also the photograph are signed. Application without signature, not in the prescribed Format/incomplete, without photograph shall be rejected.

iii) Name and Address should be written in capital letters in English only, since processing is computerized.

iv) Candidates should write their name and address on the reverse of the Demand Draft and in the space provided for the purpose on the Postal Orders (if fee is payable) and enclose them to the application with a pin (should not be stapled).

v) Candidates applying for more than one post should send their applications in separate covers.

vi) The post applied for should be superscribed on the top of the cover containing the App.

vii) Application should be forwarded by ordinary post to the **General Manager, RBI Services Board, Post Box No.4618, Mumbai Central Post Office, Mumbai-400008**. App. in closed covers may also be deposited in the drop box specially kept for the purpose at Reserve Bank of India, Opp. Mumbai Central Railway Station, Mumbai Central, Mumbai-400008.