



RESERVE BANK OF INDIA SERVICES BOARD, MUMBAI

Advt. No. 8A /2010-11

(This detailed advertisement and the format of the Application can be accessed on RBI Website www.rbi.org.in)

Applications (App.) are invited for the post mentioned below in the Department of Economic and Policy Research (DEPR) – for **RBI Archives, Pune** 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.

| Post | Total Number of Vacancies | | | | Total |
|---|-------------------------------|-----------------------|-----------------------|------------------------------|-------|
| | Unreserved i.e. General (GEN) | Scheduled Castes (SC) | Scheduled Tribes (ST) | Other Backward Classes (OBC) | |
| Chief Archivist in Grade 'D' (Deputy General Manager) | 01 | - | - | - | 01 |

- No post is reserved for SC/ST categories. However, they can also apply but they will not be eligible for any concession/relaxation except application fee.
- No post is reserved for OBC category. However, they can also apply but they will not be eligible for any concession/relaxation.
- No post is reserved for Persons with Disability (PWD) candidates. However, candidates who are One Leg affected(OL) or One Arm affected(OA) under Orthopedically Handicapped(OH) category and Partially Deaf(PD) or Deaf (D) under Hearing Impaired (HI) category are eligible to apply as a general candidate but they will not be eligible for any concession/relaxation except application fee and age relaxation.

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

1. A. Job Requirements : The Chief Archivist would head the Bank's Reserve Bank of India Archives (RBI Archives) at Pune. He will, however, be liable for transfer to any centre in India as the Bank may decide from time to time. He will be required to implement the latest technology in record and information management for preservation of records of the Bank in the RBI Archives and making the records available as and when required. For this purpose he will be required to possess the latest knowledge in respect of archives management, record keeping, records and information management (micro-filming, electronic and digital multimedia records systems, storage formats and their management including records appraisal, disposition, conservation, migration, description and metadata management). He will also provide requisite guidance and direction to the staff at the RBI Archives for a proper and systematic maintenance and preservation of records. The specialized knowledge of the Chief Archivist will also be utilized in streamlining the existing systems and procedures in the matter of maintenance and preservation of records in the Bank in general.

B. Eligibility Criteria:

(I) Educational Qualification (as on 01.06.2011)

- (i) Post-Graduate in Modern Indian History with minimum 50% marks from a recognized University or equivalent **AND**
- (ii) Diploma or Certificate Course in Archival Studies or Records Management.

(II) Experience (as on 01.06.2011) : Minimum 10 years as archival professional in Central/State Government/Corporate/Industrial Houses/Banks and Financial Institutional Archives, of which 5 years should be in supervisory level.

(III) Age (as on 01.06.2011): Not exceeding 45 years. (i.e. candidates must have been born not earlier than 02.06.1966). Refer item 2 below for relaxation in upper age limit for specified categories.

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 short-list of eligible candidates to be called for interview. Hence, merely fulfilling the requirements laid down for the post, would not automatically entitle any candidate for interview. The place and date of interview will be advised to the short listed candidates in due course.

2. RELAXATION IN THE UPPER AGE LIMIT :

Upper age 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 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 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.

3. SERVICE CONDITIONS / CAREER PROSPECTS :

i) Pay Scale:

The selected candidate will draw a starting basic pay of Rs. 39,850/-p.m. in the

scale of Rs. 39850-1200(2)-42250-1300(3)-46150 (6 years) applicable to Officers in Grade 'D' and they will also be eligible for Dearness Allowance, Local Allowance, House Allowance, Family Allowance, Grade Allowance as per rules in force from time to time. At present, initial monthly gross emoluments for Grade 'D' officer are Rs.-77,990/- (approx) at the minimum of the scale.

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.

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 post also carries benefits of Provident Fund, Pension and Gratuity.

iii) **Cost to the Company :** The Cost to the Company (CTC) for Grade 'D' Officer at the minimum of the scale works out to Rs. 17,60,000/- p.a. which is inclusive of market value of housing provided at Pune at Rs. 2,40,000/- p.a.

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

v) **Probation period :** Initial appointment will be on probation for a period of one year which may be extended upto four years at the discretion of the Bank. The selected candidate will draw the first annual increment during the probationary period. If the probationary period is extended, further increments (beyond the first annual increment) will be stopped from the date on which the confirmation was due and he will recommence to draw increments from the date on which he completes the extended probationary period and is found suitable for confirmation in the Bank's service.

vi) Selected candidates are liable to be posted and transferred anywhere in India.

vii) The Chief Archivist will be governed by the Reserve Bank of India Pension Regulation, 1990.

4. APPLICATION FEE (Non-Refundable) : Rs.100/- (Rupees one hundred only). No fee is payable by SC/ST/PWD 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.

5. GENERAL RULES / INSTRUCTIONS

i) Application format (for OFF-LINE mode) is given at the end. Candidates applying by Off-line mode should apply strictly in conformity with the format as prescribed.

ii) App. not accompanied by prescribed fees (unless exempted) or incomplete / illegible /not in the prescribed format/without photograph/without signature will be rejected and no correspondence in this regard will be entertained by the Board. Incomplete applications will not be considered.

iii) Candidates **should enclose copies of the relevant certificate/s (in support of age, caste, educational qualification and experience) thereof with the application.** Their candidature will be considered on the strength of the information declared in the application and the copies of certificates submitted therewith. If at any stage it is found that any information furnished in the application 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.

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.

vi) 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. However, 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 closing date, it will not be considered even though the applicant submitted the application to the employer before the closing date. In such cases, App. marked 'Advance Copy' should be sent to the Board's Office direct together with the fee (wherever applicable) and the regular copy without fee should be routed through the employer.

vii) 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.

- viii) The Board shall not entertain requests from the candidates seeking advice about their eligibility to apply.
- ix) Candidates called for interview, will be reimbursed to and fro actual first class or 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.
- x) The posts are also open to the employees of RBI (Staff Candidates) who satisfy the eligibility criteria relating to educational qualifications and experience stipulated in this advertisement. However, staff candidates are exempted from the age limit.
- xi) Canvassing in any form will be a disqualification.
- xii) In all matters regarding eligibility, conduct of interviews, assessment, prescribing minimum qualifying standards in 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.

6. SUBMISSION OF THE APPLICATION :

Candidates can apply for the above post either on the prescribed Application (OFF-LINE) or **submit the application ON-LINE followed up by sending a printout (hardcopy) of the online application to the Board's office.**

(i) **ON-LINE:** The candidate can apply ON-LINE using the link/URL <http://onlinedr.rbi.org.in> Detailed 'Instructions for Applying ON-LINE' are available on this link. Candidates should read the instructions carefully and then click on "Apply" link. Salient features of the system of ON-LINE Application are given hereunder:

- a) Before starting filling up of ON-LINE application, a candidate must purchase the DD or IPO for Rs. 100/- (except SC/ST/PWD candidates who are exempted from payment of fees).
- b) Fee exempted category candidates can straight away fill the ON-LINE application.
- c) **Candidates NEED to take a PRINTOUT (hard copy) of their ON-LINE Application after submission of the data through the system. A signed photograph must be pasted (not to be stapled) at the specified place on the printout and the candidate must sign on the printout of the application and attach DD or IPO of Rs.100/- (if required to pay fee).**
- d) Candidates **need to** send the system generated print out (hard copy) of the ON-LINE Application alongwith copies of relevant certificates to the Reserve Bank of India Services Board's Office (RBISB) by ordinary post. In case the print out (hard copy) is not received by the Board by the CLOSING DATE mentioned in this advertisement, the ON-LINE application will not be entertained and will be rejected.
- e) Applications should not be submitted more than once. Duplicate applications will not be entertained and will be rejected.
- f) The ON-LINE applications can be submitted through the system till **11.59 P.M. on July 18, 2011** after which the link will be disabled.

(ii) **OFF-LINE:** The candidates must apply in the Application format published in this advertisement. It should be typed or neatly handwritten in Hindi or English on a good quality "White A- 4 size" paper. All the relevant columns in the application must be filled legibly or typed. Incomplete and illegible applications will be rejected.

(iii) OFF-LINE Application or printout of the ON-LINE Application, as the case may be, alongwith copies of relevant certificates have to be sent by **ordinary post** to

"The General Manager, Reserve Bank of India Services Board, Post Bag No. 4618, Mumbai Central Post Office, Mumbai-400008"

(iv) OFF-LINE Application or printout of the ON-LINE Application, as the case may be, in closed cover, may also be deposited in the box specially kept for the purpose at Reserve Bank of India, Opposite Mumbai Central Railway Station, Mumbai Central, Mumbai 400 008.

(v) The cover containing the OFF-LINE application or printout of the ON-LINE application, as the case may be, should be superscribed with the name of the post applied for i.e. **"APPLICATION FOR THE POST OF CHIEF ARCHIVIST IN GRADED"**

(vi) **Candidates should apply either by ON-LINE mode (followed up by sending a printout of the online application) or OFF-LINE mode. They should not submit application by both the modes. Duplicate applications will be rejected.**

7. CLOSING DATE:

(i) The ON-LINE applications can be submitted through the system till **11.59 P.M. on July 18, 2011.**

(ii) OFF-LINE Application or the printout of the ON-LINE Application (hard copy), as the case may be, should reach the Board's Office on or before **6.00 P.M. on July 25, 2011.**

(iii) In the case of App. received **only by post** 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 last date of receipt of Applications will be on or before 6.00 P.M. August 01, 2011. For Applications received in any manner other than by post, the benefit of extended time will not be available.

(iv) The Board takes no responsibility for any delay in receipt of Application/s or loss thereof in postal transit.

8. CHECK-LIST FOR SUBMISSION OF THE APPLICATION :

- (i) The Format of the application given below should not itself be used as application.
- (ii) The App. **strictly in conformity with the Format as prescribed** must be typed or neatly hand-written in Hindi or English on a good quality "White A4 size" paper and duly affixed (not stapled) 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.
- (iii) Name and Address in the application must be written **IN CAPITAL LETTERS in English only**, since processing is computerized.
- (iv) The post applied for should be superscribed on top of the cover containing the Application.
- (v) **Candidates must ensure that the Application [either OFF-LINE or printout of the ON-LINE] should reach the Board's office on or before the CLOSING DATE. Even after the successful submission of ON-LINE application through**

the system, unless the system generated print-out of the ON-LINE application together with photograph, signature and copies of the relevant certificates is received by post at the Board's office within the closing date, the ON-LINE application is not valid and will be rejected.

(vi) **Copies of the relevant certificate/s in support of age, caste, educational qualification and experience must be enclosed with the application.**

RESERVE BANK OF INDIA SERVICES BOARD, MUMBAI

APPLICATION FOR THE POST OF CHIEF ARCHIVIST IN GR.'D' (DEPUTY GENERAL MANAGER)
in DEPARTMENT OF ECONOMIC AND POLICY RESEARCH (DEPR) – for RBI ARCHIVES, PUNE

Advt. No. 8 A/2010-11

RECEIPT NO.

(Only for office use)

1. NAME IN FULL (IN ENGLISH WITH CAPITAL LETTERS) :

2. CATEGORY:

A. WRITE **GEN** for General/SC for Scheduled Caste/ST for Scheduled Tribe /OBC for Other Backward Class. (OBC candidates coming under 'Creamy Layer' should Indicate their category as **GEN**). This column should not be kept blank

Paste a Signed Latest Passport Size Photograph

B. PWD Category WRITE OH for Orthopaedically Handicapped, HI for Hearing Impaired and VH for Visually Handicapped in addition to the main Category in A above (Others leave it Blank)

3. SEX: WRITE [M] FOR MALE AND [F] FOR FEMALE:

4. DATE OF BIRTH:

| | | | | | |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Date | Month | Year | | | |

5. AGE (AS ON 01.06.2011) :

_____ Years _____ Months

6. A. ACADEMIC QUALIFICATIONS (AS ON 01.06.2011)

(Starting with minimum qualification stipulated for the post)

| Name of the Exam. (Please specify) | Main Subject | Date of Result | University /Institute | Overall%marks (up to two dec. points) | Class / Division |
|------------------------------------|--------------|----------------|-----------------------|---------------------------------------|------------------|
| Post Graduation | | | | | |
| Diploma/Certificate | | | | | |

B. HIGHER QUALIFICATIONS (AS ON 01.06.2011)

(Write in the box whether M.Phil./Ph.D.)

7. DO YOU FALL UNDER EX-SERVICEMAN/DOMICILED IN J. & K./RETRENCHED FROM GOVT. OFFICE/BANKING INSTITUTION ?

WRITE [Y] FOR YES [N] FOR NO

8. EXPERIENCE WITH REFERENCE TO THE ADVERTISEMENT (AS ON 01.06.2011)

| Name and address of the employer | Designation | Job profile | Period | | Duration | |
|----------------------------------|-------------|-------------|--------|----|----------|------|
| | | | From | To | Yrs | Mths |
| | | | | | | |

9. PARTICULARS OF EXAMINATION FEE:

| Name of the Drawee Bank/ Post Office | No. of DD/ Indian Postal Order/s | Date of DD/Indian Postal Orders | Amount (Rs.) |
|--------------------------------------|----------------------------------|---------------------------------|--------------|
| | | | |

10. POSTAL ADDRESS : (IN ENGLISH AND IN CAPITAL LETTERS WITH PIN CODE NO. DO NOT WRITE YOUR NAME)

E-mail address, if any
Tele No (With STD code) / Mobile No.

I hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that if at any stage, it is found that any information given in this application is false/incorrect or that I do not satisfy the eligibility criteria according to the Board, my candidature /appointment is liable to be cancelled/terminated. I have read and understood the stipulations given in the advertisement and hereby undertake to abide by them.

PLACE : _____ (Signature of the Applicant)

DATE : _____ Name :

Very important points to be noted by the candidates : (i) Candidates must complete the application in all respects including Pasting of photograph and enclose copies of relevant certificates. (ii) Incomplete applications in any respect will be rejected and no correspondence will be entertained by the Board in this matter.