



RESERVE BANK OF INDIA SERVICES BOARD, MUMBAI

Advt. No. 1A /2011-12

(This advertisement and the format of the Application 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.

Sr. No.	Post	Number of vacancies				Total
		Unreserved i.e. General (GEN)	Scheduled Castes (SC)	Scheduled Tribes (ST)	Other Backward Classes (OBC)	
1	Chief Librarian in Grade 'D' for Department of Economic and Policy Research (DEPR)	01	-	-	-	01
2	Deputy General Manager (Gr. D) for management of mainframe resources at Data Centres for Department of Information Technology (DIT)	01	-	-	-	01
3	Deputy General Manager (Gr.D) for management of networks for Department of Information Technology (DIT)	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, PWD candidates 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. CHIEF LIBRARIAN IN GRADE 'D' FOR DEPR

(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 co-operation 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 01.08.2011)

(i) **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 **OR** Ph.D. Degree in Library Science.

(ii) **Desirable:** Ph.D Degree in Social Science or equivalent research work in the field of Library Science, Diploma in IT or Computer Science.

(iii) **Experience (as on 01.08.2011):** At least 10 years experience (after acquiring essential qualification) 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.

(iv) **Age (as on 01.08.2011):** The age may not exceed 45 years. (i.e., candidates must have been born not earlier than 02/08/1966). Refer item 4 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 shortlist of eligible candidates to be called for an interview. Thus, merely fulfilling the requirements laid down in the advertisement would not automatically entitle any candidate to be called for an interview. The date of interview will be advised to the shortlisted candidates in due course.

2. DEPUTY GENERAL MANAGER IN GRADE 'D' FOR MANAGEMENT OF MAINFRAME RESOURCES AT DATA CENTRES FOR DIT

(A) Job Requirements:

- Overall Management of data centres, with specific focus on mainframes.
- Supervision of activities relating to maintenance of the systems, performance monitoring, tuning, allocation of resources to applications, updates/upgrades, patches, backup and recovery, disaster recovery drills, performance monitoring and tuning.
- MQ series management.

(B) Eligibility Criteria:

(i) **Educational Qualification (as on 01.08.2011):** M.E./M.Tech (or its equivalent) in Computer Science or Information Technology with a First Class (60% and above) from a recognized university, Indian Institute of Technology or Indian Institutes of Information Technology

(ii) **Experience: (as on 01.08.2011):** At least 10 years experience of working in data centres, especially on IBM mainframes and MQ-Series; of which at least 3 years at a project head level. If a candidate has the above experience in banking industry, the academic qualification is relaxed to B.E./B.Tech in Computer Science or Information Technology with First Class (60% and above)

(iii) **Age: (as on 01.08.2011):** Not exceeding 40 years (i.e., candidates must have been born not earlier than 02/08/1971). Refer item 4 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 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.

3. DEPUTY GENERAL MANAGER IN GRADE 'D' FOR MANAGEMENT OF NETWORKS FOR DIT

(A) Job Requirements:

- Overall management of LAN and WAN connectivity for the Bank as a whole as also connectivity to banks participating in payment and settlement systems.
- Supervision of activities relating to designing, deploying and implementing all LAN related equipments in all the locations of the Bank, network traffic monitoring, analysis and resolution.
- Design and Implementation of WAN solutions for the Bank, interaction with service providers, network monitoring.
- Management of videoconference arrangements in the Bank.

(B) Eligibility Criteria:

(i) **Educational Qualification (as on 01.08.2011):** M.E./M.Tech (or its equivalent) in Electronics and Communication with a First Class (60% and above) from a recognized university, Indian Institute of Technology or Indian Institutes of Information Technology

(ii) **Experience (as on 01.08.2011):** At least 10 years experience on Networks, both LAN and WAN, of which at least 3 years at project head level. If a candidate has the above experience in banking industry, the academic qualification is relaxed to B.E./B.Tech in Electronics and Communication with First Class (60% and above)

(iii) **Age: (as on 01.08.2011):** Not exceeding 40 years (i.e. candidates must have been born not earlier than 02/08/1971). Refer item 4 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 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.

4. RELAXATION IN THE UPPER AGE LIMIT:

Upper age is relaxable by:

- 3 years in the case of OBC candidates if the posts are reserved for them.
- 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.
- 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.

5. 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 for Chief Librarian's post for DEPR. 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 as indicated above. The Board/Bank will not entertain any request received after the interview. In case of the two posts of Deputy General Manager in Gr 'D' for DIT in Data centre for mainframe resources Management & Network Management, the Bank may grant two additional increments to those candidates with required experience in banking industry having M.E/MTech or higher qualification.

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' at the minimum of the scale works out to Rs. 23,70,000/- p.a. which is inclusive of market value of housing provided at Mumbai at Rs. 8,50,000/- 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:** For Chief Librarian's post, 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. In the case of the two posts of Deputy General Manager in Gr. 'D' for DIT for Data centre Management and Networks Management, the initial appointment will be on probation for a period of six months which may, at Bank's discretion, be extended for a further period of six months.

vi) Selected candidates will be governed by Reserve Bank of India Pension Regulation 1990.

6. 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.**

7. GENERAL RULES / INSTRUCTIONS:

- 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.
- 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.
- 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 fare 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.
- xiii) Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Mumbai only.
- xiv) 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.

8. SUBMISSION OF THE APPLICATION: Candidates can apply for the above posts 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 printout (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 printout (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 SEPTEMBER 19, 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 A4 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, along with 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-400 008"**.
- 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 Librarian in Grade 'D' FOR DEPR" OR "APPLICATION FOR THE POST OF DEPUTY GENERAL MANAGER IN GRADE 'D' FOR MANAGEMENT OF MAINFRAME RESOURCES AT DATA CENTRES FOR DIT" OR "APPLICATION FOR THE POST OF DEPUTY GENERAL MANAGER IN GRADE 'D' FOR MANAGEMENT OF NETWORKS FOR DIT"**
- vi) **Candidates should apply either by ON-LINE mode (followed up by sending a printout of the ON-LINE application) or OFF-LINE mode. They should not submit application by both the modes. Duplicate applications will be rejected.**

9. CLOSING DATE:

- i) The ON-LINE Applications can be submitted through the system till **11.59 P.M. on September 19, 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 September 26, 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 on October 3, 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.

10. 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 (i) CHIEF LIBRARIAN IN GR.'D' IN DEPARTMENT OF ECONOMIC AND POLICY RESEARCH (DEPR) (ii) DEPUTY GENERAL MANAGER IN GR.D FOR MANAGEMENT OF MAINFRAME RESOURCES AT DATA CENTRES FOR DEPARTMENT OF INFORMATION TECHNOLOGY (DIT) AND (iii) DEPUTY GENERAL MANAGER IN GR.D FOR MANAGEMENT OF NETWORKS FOR DEPARTMENT OF INFORMATION TECHNOLOGY (DIT)

Advt. No. 1 A/2011-12

RECEIPT NO.

ONLY FOR OFFICE USE

POST APPLIED FOR: _____

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

Paste a Signed Latest Passport size Photograph

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

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:

____ Date ____ Month ____ Year

5. AGE (AS ON 01.08.2011):

____ Years ____ Months

6. A. ACADEMIC QUALIFICATIONS (AS ON 01.08.2011)

(Starting with minimum qualification stipulated for the post)

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

B. HIGHER QUALIFICATIONS (AS ON 01.08.2011)

(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 01.08.2011)

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 D D / Indian Postal Order/s	Date of D D / Indian Postal Order/s	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.

Telephone 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.