



भारतीय रिजर्व बैंक

RESERVE BANK OF INDIA

HUMAN RESOURCE MANAGEMENT DEPARTMENT, PATNA RECRUITMENT SECTION

Staff – Class IV – Recruitment of Security Guards in the Bank

Reserve Bank of India, Patna Regional Office, invites applications from eligible candidates to fill up 11 (Eleven) posts of Security Guards (01 Scheduled Tribe, 03 Other Backward Caste, 07 Unreserved). **Only Ex-Servicemen residing in Bihar and Jharkhand Recruitment Zone with minimum qualification SSC and maximum undergraduate are eligible to apply.** Intending ex-servicemen candidates satisfying the eligibility norms such as educational qualification (SSC passed or under graduate), lower age limit of 18 years and normal upper age limit of 25 years as on January 01, 2014, subject to maximum upper age limit of 45 years for select categories of candidates and having experience of handling arms and ammunitions in the military, may send their applications in the prescribed format along with photocopies of certificates / testimonials to the Regional Director, Recruitment Section, Human Resource Management Department, Reserve Bank of India, Patna Office, so as to reach on or before April 30, 2014. For full details such as qualification, age limit, experience, description of duties, pay and allowances, General important instructions, Selection process, how to apply etc, candidates may refer to Bank's website – www.rbi.org.in or may contact Recruitment Section, Human Resource Management Department, Patna Regional Office, Patna – 800 001.

Regional Director, RBI, Patna



भारतीय रिजर्व बैंक, पटना
RESERVE BANK OF INDIA, PATNA
www.rbi.org.in

Advertisement No.1 / 2014

Staff – Class IV – Recruitment of Security Guards in the Bank

Applications are hereby invited from Indian Citizens (**Ex-Servicemen only**) who fulfill the eligibility criteria regarding age, qualification, reservation (where applicable) etc. as specified below for enlistment in the wait-list for the post of Security Guard (Temporary) in class IV cadre in Reserve Bank of India, Patna . The number of posts and eligibility criteria are as given hereunder:

1. Zone of Recruitment : State of Bihar & Jharkhand

2. Post & Eligibility.

Category-wise distribution of vacancies

Post	No. of Vacancies	Unreserved vacancies	Reserved vacancies			Educational qualification	
			SC	ST	OBC	Minimum	Maximum
Security Guard	11	07	0	01	03	Class X pass	Undergraduate

Although matriculate ex-servicemen with 15 years of Defence service are considered as 'Graduates', they are also eligible to apply.

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

3. Job Requirement

1. Guarding Bank's property (Office / Residential), other watch and ward duties at Patna office.
2. Operating X-Ray machines / DFMD for checking baggage at the entrance & other allied duties which may be assigned by the Bank.
3. The Security Guards will have to work in shifts including night shifts.

4. Educational Qualifications: Minimum Std. X pass Maximum Undergraduate (Relaxable to any lower limit than Std.X in case adequate number of candidates with prescribed educational qualifications are not available).

5. Age Limit: The lower and upper age limit for the post is 18 and 25 years respectively as on January 01, 2014 i.e. candidate born before 31.12.1988 and after 31.12.1995 are not eligible. However, the upper age limit will be relaxed for:

- i) ST candidates by 5 years and OBC candidates by 3 years, subject to production of certificate issued by Competent Authority in the format prescribed by the Government of India.
- ii) Further relaxation to the extent of number of years of service in Armed Forces + 3 years is applicable for all categories subject to a maximum upper age limit of 45 years.
- iii) Since there is no vacancy for SC category, they are not eligible for relaxation in age, however, they may apply under General category.
- iv) Displaced persons from Jammu and Kashmir between 01.01.1980 and 31.12.1989 by 5 years, subject to production of certificate from the concerned District Magistrate or any other Authority designated by the Government of Jammu and Kashmir.

- v) Ex-employees of banking institutions / Government offices who were retrenched after at least one year's service and who are applying through Employment Exchange, by 6 years, subject to production of certificate from concerned Establishment.

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

6. **Pay & Allowances:** Initial starting pay of Rs.6550/- + ASP Rs.170/- in the scale of 6350 – 220(4) – 7230 - 260(3) – 8010 – 300(3) – 8910 – 400(2) – 9710 - 500(4) – 11710 – 680(3) – 13750 (20 years). Total monthly emoluments at the current rate of allowances will be Rs.15545/- pm. (approximately) (Pay Scale is due for revision w.e.f. November 01, 2012)

7. **General Important Instructions:**

- a) **Experience: Only Ex-serviceman** with proper military background are eligible. The candidates should have experience of handling of arms and ammunition in the military.
- b) **Graduate Degree holders are not eligible and need not apply.**
- c) Date of Birth as recorded in School Leaving Certificate / Transfer Certificate / Certificate of Domicile / Birth Certificate issued by Municipal Corporation will only be accepted as a proof of age.
- d) Ex-servicemen who have passed the qualifying examination from outside the recruitment zone either before or after leaving military service are eligible.
- e) **Definition of Ex-serviceman:** "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 Reserve Engineering Force, the Lok Sahayak Sena and the Para Military forces and who has retired from such service after earning his pension or who has been released from such service on medical grounds attributable to military service or circumstances beyond his 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
- i) pension-holders for continuous embodied service:
 - ii) person with disability attributable to military service and
 - iii) gallantry award winners".

8. **Selection process:**

- i) Selection will be made through written test and / or interview of eligible candidates. Candidates found suitable will be placed in the waiting list to be prepared subject to vacancies and reservation requirements.
- ii) Mere fulfilling the eligibility criteria does not entitle the candidates to be called for written 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 written test / interview commensurate with the number of vacancies. The decision of the Bank in this regard will be final.**

9. **How to apply:**

- i) Candidates must apply in the prescribed format of application published herewith. Application in any other format is liable to be rejected.

(3)

- The format of the application published herewith should not itself be used as
- ii) Application. . A4 sheet (29.7 cm x 21 cm) should be used for Application. Application may be preferably typewritten or neatly handwritten in Hindi / English (Block/ Capital).
 - iii) Application should be supported by the following documents:
 - * Attested copies of all relevant documents/certificates regarding age and educational qualifications. (No originals should be sent with the application).
 - * Latest passport size signed photograph (3 cm x 2.5cm) should be affixed on the right hand top corner of the application.
 - * In case of candidates belonging to SC/ST/OBC, attested copy of the relative certificate from the Competent Authority.
 - * Attested copies of the discharge certificate / service book issued by the Armed forces.
 - iv) The application must be sent by **ordinary post** only or maybe deposited in the box kept at the Reception Center of RBI's Main Office Bldg, South Gandhi Maidan, Patna on any day between 10.15 am to 5.00 pm on week days except Saturdays, Sundays and Holidays in a cover superscribed "**Application for the post of Security Guard**". Application should be addressed to the **Regional Director, Reserve Bank of India, Human Resource Management Department, Recruitment Section, South Gandhi Maidan, Patna-800 001.**
 - v) One envelope should contain application of one candidate only.
 - vi) No application will be received in person or any acknowledgement given thereof.

10. Ineligibility:

- i) Women/Physically handicapped / Disabled ex-servicemen will not be eligible.
- ii) Before applying for the post of Security Guard, 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 not accompanied by relevant documents / certificates 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 without assigning any reasons/s.

11. Closing Date:

Applications complete in all respects must reach the Bank's office on the aforesaid address latest by April 30, 2014.

Warning:

- i) No correspondence will be entered into, with candidates not found eligible / not considered for Interview.
- ii) Canvassing in any form will be a disqualification. Any attempt on the part of the candidate to obtain support for his 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 the 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:-
Complaint Redressal Cell, Reserve Bank of India, HRMD, Patna-800 001
Central Vigilance Commission, Satarkata Bhavan, Block 'A', GPO Complex,
INA New Delhi-110 023.



भारतीय रिजर्व बैंक, पटना
RESERVE BANK OF INDIA, PATNA
www.rbi.org.in

APPLICATION FOR THE RECRUITMENT OF SECURITY GUARDS IN CLASS IV STAFF
 IN RESERVE BANK OF INDIA, PATNA.

(Advertisement No. 1/2014 Dated 28.03.2014

Affix recent
 photograph of
 size - 3 cm x
 2.5 cm with
 signature.

Application for the post of **Security Guards**

Original documents should not be attached with the application

1. Full name of SURNAME 1st NAME Middle NAME

A) Applicant:

B) Father:

2. Full address for communication (with pin-code)

3. Date of birth A) _____ B) Age: As on 01.01.2014 Years _____ Months _____
 (As recorded in School leaving certificate).

4. Educational Qualifications: As on 01.01.2014

(Standard passed)	Marks obtained	out of	Percentage

5. Name of Educational Institution : Name: _____ last
 attended and place/ State Place _____ State _____

6. Details of Service in Armed Forces.

- a. Name of the Force Served:
- b. Date of joining the Defence services:
- c. Date of discharge from the Defence services:
- d. Length of service:

From	To																								
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e. Mode of discharge from the Armed forces / other eligible forces (Tick as applicable)

i) Whether retired after earning service pension: Y/N/NA
OR

Has been released under medical ground and awarded medical/other disability pension Y/N/NA
OR

Has been released (otherwise than at his own request) as a result of reduction
 establishment:

OR

Has been released after completing specified period of engagement (otherwise than at
 his own request or by way of dismissal or discharge on account of misconduct or
 efficiency) and has been granted gratuity: Y/N/NA

OR

Has been released at own request before completion of service and earning service
 pension: Y/N/NA

- ii) Ex employees of Banking Institutions/Government offices retrenched after at least one year's service. Y/N/NA

7. Category: (Tick appropriate box) i)

SC	ST	OBC	GEN
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8. Proficiency in Sports / Extra Curricular Activities, if any.
(Give details)

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9. Language known:

DECLARATION

I declare that all information & particulars furnished here in above are true and correct. I understand that if any of the information is found incomplete / incorrect, false or 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: _____ 2014

Signature of applicant

Encl: