Combined Advertisement No. 6A/2015-16 for the posts of Manager (Technical - Civil) in Grade 'B', Manager (Technical – Electrical) in Grade 'B', Assistant Manager (Rajbhasha) in Grade 'A', Assistant Manager (Security) in Grade 'A' and Assistant Librarian in Grade 'A'

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 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				
		Unreserved i.e., General (GEN)	Scheduled Castes (SC)	Scheduled Tribes (ST)	Other Backward Classes (OBC)#	TOTAL
	For Panel Year -2015					
1	Manager (Technical – Civil) in Grade 'B'	2	0	1	0	3
2	Manager (Technical – Electrical) in Grade 'B'	1	0	0	1	2
3	Assistant Manager (Rajbhasha) in Grade 'A'	4	0	2	1	7
4	Assistant Manager (Security) in Grade 'A'	4	1*	0	4	9
	For Panel year - 2016					
5	Assistant Librarian in Grade 'A'	4	0	0	2	6

Candidates belonging to OBC category but coming in the 'Creamy Layer' are not entitled to OBC reservation. They should indicate their category as 'General (GEN)'.

* Backlog vacancy

Note (I) - For SC/ST/OBC candidates:
    Wherever there is no vacancy reserved for SC/ST/OBC category candidates, they can also apply. However, they will not be eligible for any concession/ relaxation except exemption from payment of application fee for SC/ST candidates. However they have to pay the intimation charges.

Note (II) – For Persons With Disability (PWD) candidates:
    Only one vacancy of AM-Rajbhasha is reserved for Persons with Disability (PWD) under Orthopedically Handicapped (OH) category. However, PWD candidates may apply to clear the backlog for PWD vacancies, within the overall notified total vacancies. PWD candidates belonging to any of the three categories of the disability (subject to their suitability for the post as mentioned in following paragraphs) are allowed to apply for posts at Sr. No. 1, 2, 3 & 5 and they will be considered for selection, against the backlog for PWD vacancies, subject to their suitability.

    (1) For the post of Manager (Technical-Civil) in Grade 'B': Only following sub categories of PWD are eligible to apply:

i. Orthopedically Handicapped (OH) candidates: OA - One Arm affected; OL – One Leg affected; BL – Both Legs affected but not arms.
ii. Hearing Impaired (HI) candidates: PD - Partially Deaf;

Visually Handicapped (VH) candidates are **not** suitable for this post and thus not eligible to apply.

(2) For the post of Manager (Technical-Electrical) in Grade 'B': Only following sub categories of PWD are eligible to apply:

i. Orthopedically Handicapped (OH) candidates: OL – One Leg affected ,
ii. Hearing Impaired (HI) candidates: PD - Partially Deaf

Visually Handicapped (VH) candidates are **not** suitable for this post and thus not eligible to apply.

(3) For the post of AM (Rajbhasha) in Grade 'A': Only following sub categories of PWD are eligible to apply:

i. Orthopedically Handicapped (OH) candidates: OA - One Arm affected; OL – One Leg affected; BL – Both Legs affected but not arms.
ii. Hearing Impaired (HI) candidates: PD - Partially Deaf; D - Deaf
iii. Visually Handicapped (VH) candidates: B - Blind ; LV- Low Vision

(4) For the post of Assistant Manager (Security): This post is not identified for reservation under PWD category. Thus PWD candidates are not eligible to apply for this post.

(5) For the post of Assistant Librarian in Grade 'A': Only following categories of PWD are eligible to apply for this post:

i. OH candidates: OA - One arm affected (Right or Left); BL – Both legs affected but not arms; OL – One leg affected,
ii. HI candidates: PD - Partially Deaf; D - Deaf
iii. VH candidates: B - Blind; LV- Low Vision

(6) Only such persons would be eligible for reservation who suffer from following degree of disability (i) Minimum 40% in case of Orthopedically Handicapped persons, (ii) Minimum 40% in case of Hearing Impaired - sense of hearing is non-functional for ordinary purposes of life; do not hear, understand sounds at all even with amplified speech; hearing loss more than 60 decibels in the better ear (profound impairment) or total loss of hearing in both ears, and (iii) For Visually Handicapped candidates either of the following conditions should be fullfilled:
  (a) Total absence of sight.
  (b) With visual acuity not exceeding 6/60 or 20/200 (Snellen) in the better eye with correcting lenses.
  (c) With limitation of the field of vision subtending an angle of 20 degrees or worse.
(7) PWD candidates should possess a latest certificate to this effect issued by an authorized Government of India/ State Government Department/ Hospital.

(8) The PWD candidates may belong to any category (i.e. General/SC/ST/OBC). 'Current and Backlog reserved vacancies' for PWD are horizontal and within the overall vacancies for the post.

(9) At the time of written examination, only those PWD candidates, who have physical limitation in writing, including that of speed, would be allowed the facility

to use the service of a scribe/writer. In all such cases where a scribe/writer is used, the following rules will apply:

(i) The candidate will have to arrange his/her own scribe/writer.
(ii) The candidate will have to give a suitable undertaking, in the prescribed format at the time of written examination.
(iii) All VH candidates and only those candidates who use services of a scribe/writer shall be eligible for compensatory time of 20 minutes and/or part thereof for every hour of the examination.

(10) Detailed instructions for PWD candidates regarding availing services of scribe and allotment of extra/compensatory time will be made available on website (www.rbi.org.in) at the time of e-mailing of Admission Letters for examinations.

Note (III): Before applying, candidates should ensure that they fulfill the Eligibility Criteria for the post. The Reserve Bank of India Services Board, hereinafter referred to as 'Board' would admit to the Written Examination (WE), wherever applicable, all the candidates applying for the post with the requisite fee/intimation charges (wherever applicable) and meeting experience criteria, on the basis of the information furnished in the On-Line application and shall determine their eligibility only at the final stage i.e. interview stage. If at that stage it is found that any information furnished in the On-Line application is false/ incorrect or if according to the Board, the candidate does not satisfy the eligibility criteria for the post, his/ her candidature for interview will be cancelled and he/she will not be allowed to appear for interview.

Candidates are requested to apply only On-Line through Bank's website **www.rbi.org.in** No other mode for submission of application is available. [For AM-Security and Asst. Librarian please also see para 11 (iii) and (iv)].

Helpline: In case of any problem in filling up the form, payment of fee/intimation charges, queries may be made at http://cgrs.ibps.in Don't forget to mention 'RBI Officer-Combined Posts' in the subject of the email.

IMPORTANT DATES:

Website Link Open- For On-Line Registration of Applications and Payment of On-Line Fees/Intimation Charges	**11.04.2016 to 25.04.2016**
Only for the post of Assistant Manager (Security) in Grade 'A' and Assistant Librarian in Grade 'A': Closing Date for receipt of system generated print out (hard copy) of the valid On-Line Application along with copies of certificates/documents and Bio-data (as mentioned in para 11 (iii) and (iv) below) at RBI Services Board Office.	**02.05.2016 (5.00 PM)**

1. **MANAGER (TECHNICAL – CIVIL) IN GRADE 'B'**

   (A) Eligibility Criteria:

   (I) Educational Qualifications (as on 01-04-2016):
   Essential: A Bachelor's Degree in Civil Engineering or equivalent qualification with a minimum of 60% marks or equivalent grade in aggregate of all semesters/years. Aggregate Grade Point or percentage of marks where awarded would mean aggregate over the entire duration of the course.

Please also refer item 6 below on note on educational qualifications.

Desirable: Specialization in Structural Engineering, Public Health Engineering, Geotechnical Engineering, Construction Management, Project Management.

(II) Experience (**as on 01-04-2016**):

Essential: At least 3 years' experience after graduation (in a position of independent responsibility **equivalent to that of an Assistant Engineer**) in a public/private limited organization including Hospitals/ Banks/ Financial Institutions/ Planning/ Designing/ Construction /Large Office Buildings/ Multistoried Buildings/ Housing Companies/ residential campus based education institutions including preparation and evaluation of tender papers.

Desirable: (i) Experience of administering construction projects in all its aspects and knowledge of PERT/ CPM techniques (ii) Working knowledge of Computer in Structural Design in CAM/ CAD/ evaluation and analyzing of tenders with special references (iii) Working knowledge of Electro-mechanical services and electrical maintenance (iv) Working knowledge in structural rehabilitation works (v) Experience in Construction and Project Management (vi) Experience in Maintenance of Office and Residential Buildings (vii) Good drafting capacity.

(III) Age (as on 01-04-2016): Between 21 and 35 years (candidates must have been born not earlier than 02/04/1981 and not later than 01/04/1995).

Refer item 9 below for relaxation in upper age limit for specified categories.

(B) Scheme of Selection:
Selection will be through Written Examination ('WE') in the following two papers and Interview. 'WE' will be held in the month of May/June 2016**.**

Type of paper	Duration	Marks
Paper-I Objective Type Test Test of professional knowledge/ job knowledge	1 hr	100
Paper-II Descriptive Type Test Standard of the papers will be that of B.E. Degree	3 hrs	100
Total		200

(i) Paper-I of only such candidates, who appear in both the papers, would be assessed. Paper-II of only such candidates, who score sufficiently high marks in Paper-I, as decided by the Board, would be assessed. (ii) Question papers for 'WE' will be set in Hindi and in English. Answers may be written either in Hindi or English. Candidates may opt for interview in Hindi or English. (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' and interview taken together.

2. **MANAGER (TECHNICAL – ELECTRICAL) IN GRADE 'B':**

(A) Eligibility Criteria:

(i) Educational Qualifications (as on 01-04-2016):

Essential: A B.E./B. Tech Degree in Electrical Engineering or Electrical and Electronics Engineering with a minimum of 60% marks or equivalent grade in aggregate of all semesters/ years. Aggregate Grade Point or percentage of marks where awarded would mean aggregate over the entire duration of the course.

Please also refer item 6 below on note on educational qualifications.

Desirable: Elective/course papers in power electronics, Programmable logic controllers, electronic measurements, communication theory.

(ii) Experience (as on 01-04-2016):

Essential: At least 3 years' experience after graduation (in a position of independent responsibility **equivalent to that of an Assistant Engineer**) in a public/private limited organization including Hospitals/ Banks/ Financial Institutions/ residential campus based educational institutions in planning/ designing/ execution of internal and external electrical installation work, large central air-conditioning plant, lift, communication systems and other associated services involved in large, multi-storey building projects including preparation, scrutiny and evaluation of tenders.

Desirable: (i) Working knowledge of electronic systems like CCTV surveillance systems, Addressable Security Alarm and Fire Alarm systems, EPABX, UPS system, etc. (ii) Experience in maintenance of lifts, pumps, air-conditioning plants, etc. (iii) Experience of administering construction projects in all its aspects and knowledge of PERT/CPM techniques (iv) Good drafting capability in English, ability to work with computers as regards Microsoft Word, Excel and Power Point presentation.

(iii) Age (as on 01-04-2016): Between 21 and 35 years (candidates must have been born not earlier than 02/04/1981 and not later than 01/04/1995).

Refer item 9 below for relaxation in upper age limit for specified categories.

(B) Scheme of Selection: Selection will be through Written Examination ('WE') in the following two papers and Interview. 'WE' will be held in the month of May/June 2016.

Type of Paper	Duration	Marks
Paper-I Objective Type Test Test of professional knowledge/ job knowledge	1 hr	100
Paper-II Descriptive Type Test Standard of the papers will be that of B.E. Degree	3 hrs	100
Total		200

(i) Paper-I of only such candidates, who appears in both the papers, would be assessed. Paper-II of only such candidates, who score sufficiently high marks in Paper-I, as decided by the Board, would be assessed. (ii) Question papers for 'WE' will be set in Hindi and in English. Answers may be written either in Hindi or English. Candidates may opt for interview in Hindi or English. (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 overall performance in the 'WE' and interview taken together.

3. ASSISTANT MANAGER (RAJBHASHA) IN GRADE '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 and (iii) Administration of Hindi Teaching Scheme for the Bank's staff.

(B) Eligibility Criteria:

(I) Educational Qualifications (as on 01-04-2016):
Essential : (i) Second Class Master's Degree in Hindi/Hindi Translation, with English as Core/Elective/Major subject during all the years of Bachelor's Degree level; **OR** (ii) Second Class Master's Degree in English with Hindi as Core/Elective/Major subject during all the years of Bachelor's Degree level; **OR (**iii) Second Class Master's Degree in Sanskrit / Economics / Commerce with English and Hindi as Core/Elective/Major subject during all the years of 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.

Please also refer item 6 below on note on educational qualifications.

Desirable: Knowledge of bi-lingual word processing.

(II) Experience (as on 01-04-2016):
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 01-04-2016): Between 21 and 30 years (candidates must have been born not earlier than 02/04/1986 and not later than 01/04/1995). For candidates with Ph.D. qualification, the upper age limit will be 32 years. The maximum age relaxation applicable to ST, and OBC (as no vacancies are reserved for SC) category candidates, even having Ph.D., will be 5 years and 3 years respectively.

Refer item 9 below for relaxation in upper age limit for specified categories.

(C) Scheme of Selection: Selection will be through Written Examination ('WE') and interview. The 'WE' will be held in the month of May/June 2016. The WE will be of 3 hours duration and carrying 100 marks to assess the candidates' 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; ability to express themselves in Hindi and English and basic knowledge of Official Language Policy of Govt. of India. The number of candidates to be called for interview will be decided by the Board. Final selection will be on the basis of overall performance in the WE and interview taken together.

4. **ASSISTANT MANAGER (SECURITY) IN GRADE '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) Protocol duties (iii) Maintenance/Security of Bank's properties and (iv) Control over the staff deployed for the purpose.

(B) Eligibility Criteria:

(I) **Experience** (**as on 01.04.2016):**

(i) The candidate should be an Officer with a minimum of five years of Commissioned Service in the Army/Navy/Air Force

OR

(ii) The candidate should be of the rank equivalent to Assistant Commandant with minimum five years' service in Paramilitary Forces such as Border Security Force, Central Reserve Police Force, Assam Rifles, Indo-Tibetan Border Police, Central Industrial Security Force, Sashastra Seema Bal, Defence Security Corps, National Security Guard, Railway Protection Force, Rashtriya Rifles, Special Protection Force, Commando Battalion for Resolute Action, Special Frontier Force and Home Guards.

Note: Emergency Commissioned Officers/Short Service Commissioned Officers should 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. 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, may submit a copy of this certificate along with the printed copy of online application for the post.

(II) **Age (as on 01.04.2016):** Between 25 and 40 years (**no relaxation for any category**). The candidate must have been born not earlier than 02/04/1976 and not later than 01/04/1991 (both days inclusive).

(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 in each category to be called for Interview, commensurate with the number of vacancies.**

(D) CENTRES FOR INTERVIEW – only for AM (Security):
(to be opted by candidates in his/her On-Line Application):

Names of Centres (with Code Numbers) where interviews may be conducted depending on number of candidates at each centre, are given below:

Name of Centre	Code No.	Name of Centre	Code No.
Bangalore	(12)	Hyderabad	(19)
Kolkata	(15)	Mumbai	(25)
Chennai	(17)	New Delhi	(27)

Candidates can select only one centre and must indicate its name and Code No. in the on-line application. **The Board reserves the right to add or delete any centre**. The time, date and venue of interview will be advised to the shortlisted candidates in due course. Request for change of centre will not be entertained.

5. ASSISTANT LIBRARIAN IN GRADE 'A':

(A) Job requirements: (i) Working knowledge of standard Library Software for House Keeping activities in the library such as cataloguing, acquisition and circulation, Serial Control, Subject Indexing, etc. (ii) Experience in computerised search techniques of both on-line and off-line database including retrieval of desired information through various search engines/ processes. (iii) Digitisation (developing digital library and metadata) and content management. (iv) Preservation and conservation of library materials.

(B) Eligibility Criteria:

(I) Educational Qualifications (as on 01/04/2016):

> **Essential:** (i) Bachelor's Degree in Arts/Commerce/Science and (ii) Master's Degree in 'Library Science' or 'Library and Information Science' of a recognized University/ Institute.

> **Desirable**: (i) Diploma in 'Computer Applications' from a recognized University or Institute (ii) Qualified in the national level test (NET/SLET/SET) conducted by the UGC or any other agency approved by the UGC (iii) Short term/ crash course on content management viz., Joomla, Drupal, etc.

(II) Experience (as on 01/04/2016):

> Three years' professional experience in a library under Central/ State Government/ Autonomous or Statutory organization/ PSU/ University or Recognized Research or Educational Institution, or any major automated library.

(III) Age (as on 01/04/2016): Between 21 and 30 years (candidates must have been born not earlier than 02/04/1986 and not later than 01/04/1995).

> *Refer item **9** below for relaxation in upper age limit for specified categories.*

(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.

(D) Names of Centres (with Code Numbers) where interviews may be conducted depending on number of candidates at each centre, are given below:

Name of Centre	Code No.	Name of Centre	Code No.
Kolkata	(15)	Mumbai	(25)
Chennai	(17)	New Delhi	(27)

Candidates can select only one centre and must indicate its name and Code No. in the on-line application. **The Board reserves the right to add or delete any centre**. The time, date and venue of interview will be advised to the shortlisted candidates in due course. Request for change of centre will not be entertained.

6. **NOTE: FOR EDUCATIONAL QUALIFICATIONS (For all the above posts):**

   (1) Some Universities/Institutes do not award Class or percentage of marks and allot Aggregate Grade Points (e.g. CGPA/OGPA/CPI, etc.). In case University/Institute defines criteria for conversion of Aggregate Grade Point into Class and/or percentage of marks, the same will be accepted. However, where the University/ Institute does not define criteria for conversion of Aggregate Grade Point into Class and/or percentage of marks, or not stating class in the degree certificates, the undefined parameter(s) would be worked out as under:

Equivalent CGPA/OGPA/CPI or similar terminologies allotted on a 10 point scale	Class / Division	Aggregate Percentage of Marks
6.75	I (First)	60%
6.25	II (Second)	55%
5.75	II (Second)	50%

   (2) Aggregate Grade Point or percentage of marks where awarded would mean aggregate over the entire duration of the course.

   (3) Where the Aggregate Grade Point (CGPA/OGPA/CPI, etc.) is awarded out of a number other than 10, it will be normalized out of 10 and computed as per item (1) above.

7. **APPLICATION FEE AND INTIMATION CHARGES (NON-REFUNDABLE) (For all the above posts):**

Sr. No.	Category	Charges	Amount [*]
1.	**SC/ST/PWD**	**Intimation Charges only**	**Rs.100/-**
2.	**GEN / OBC**	**App. Fee including intimation charges**	**Rs.600/-**
3.	**STAFF[@]**	**Nil**	**Nil**

* Bank/Transaction charges are to be borne by the candidate.

@ Fee/ Intimation charges waiver is only for those employees of RBI (Staff Candidates) who satisfy the eligibility criteria separately stipulated by the Bank vide their circular CO. HRMD. No. G-75/ 5599/ 05.01.01/ 2013-2014 dated December 20, 2013. Their status as staff candidate will be verified at the time of interview. In case they are not eligible to be treated as staff candidates (in terms of above referred HRMD circular), they are advised to indicate themselves as non-staff candidates and pay fees/ intimation charges as applicable to non-staff candidates.

Fee/Intimation charges once paid will NOT be refunded on any account. Fees are required to be paid **only** in the manner prescribed in this advertisement [item 12 (C)] below).

8. **EXAMINATION CENTRES (For all the above posts, except for AM-Security and Asst. Librarian)**
    'Written Examination ' may be held at the following centres:

Name of the Centre	Code No.	Name of the Centre	Code No.
Ahmedabad	(11)	Jammu	(21)
Bangalore	(12)	Kanpur	(22)
Bhopal	(13)	Kochi	(23)
Bhubaneswar	(14)	Lucknow	(24)
Kolkata	(15)	Mumbai	(25)
Chandigarh	(16)	Nagpur	(26)
Chennai	(17)	New Delhi	(27)
Guwahati	(18)	Patna	(29)
Hyderabad	(19)	Pune	(30)
Jaipur	(20)	Thiruvananthapuram	(31)

Candidates can select only one centre and must indicate its name and code No. in the On-Line application. The Centre and date(s) of Written Examination ('WE') are liable to be changed at 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 (AL). **Request for change of centre will not be entertained.**

Note: Previous descriptive question papers are available on Bank's website (www.rbi.org.in)

9. **RELAXATION IN THE UPPER AGE LIMIT for the post of Manager – Technical (Civil); Manager- Technical (Electrical), AM (Rajbhasha), Asst. Librarian:**

    Upper age is relaxable by-

    (a) Three years in the case of OBC candidates **if the posts are reserved for them**.

    (b) Five 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 currently registered with Employment Exchange, 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 the State of Jammu and Kashmir between 1st January 1980 and 31st December 1989.

(c) 10 years for PWD (GEN) and PWD (OBC/SC/ST) candidates wherever vacancies are not reserved for OBC/SC/ST candidates; 13 years for PWD (OBC) candidates where vacancies are reserved for OBC candidates; and 15 years for PWD (SC/ST) candidates where vacancies are reserved for SC/ST candidates.

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

10. **SERVICE CONDITIONS / CAREER PROSPECTS**:

(i) **Pay Scale:**
(A) For Grade 'A' Officers: They will draw a starting basic pay of Rs.17,100/-p.m. in the scale of Rs.17,100-1000(11)-28100-EB-1000(4)-32100-1100(1)-33200 applicable to Officers in Grade 'A'. They will also be eligible for Dearness Allowance, Local Allowance, House Rent Allowance, Family Allowance and Grade Allowance as per rules in force from time to time. At present, initial monthly gross emoluments are approximately Rs. 44,996/-
(B) For Grade 'B' Officers: They will draw a starting basic pay of Rs.21,000/-p.m. in the scale of Rs.21000-1000-30000-EB-1000-32000-1100-36400 applicable to Officers in Grade 'B' and they will also be eligible for Dearness Allowance, Local allowance, House Rent Allowance, Family allowance and Grade Allowance as per rules in force from time to time. At present, initial monthly gross emoluments are approximately Rs.56,155/-

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 its 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 four. The Board/Bank will not entertain any request received after the interview. **Further, Pay Protection, as per Government of India instructions, will be provided to the candidates selected for the post of AM (Security).**

(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. Selected candidates will be governed by '**the defined contribution New Pension Scheme (NPS)'**, in addition to the benefit of Gratuity.

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

(iv) Initial appointment will be on probation for a period of two years. At Bank's discretion, the probationary period may be extended upto a maximum period of four years.

(v) There are reasonable prospects for promotion to higher grades.

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

11. <u>GENERAL RULES / INSTRUCTIONS:</u>

(i) Candidate who is eligible and desires to apply for the above posts should submit an On-Line application with requisite fee/intimation charges (wherever applicable). The candidates have to apply in On-Line mode only. Before applying On-Line, a candidate will be required to have a valid E-mail ID (which should remain active during the entire recruitment process)**,** scanned (digital) image of his/her photograph and signature as per the specifications given in item 13 below.

(ii) Candidates applying for the post of **Manager–Technical (Civil); Manager-Technical (Electrical) and AM (Rajbhasha) need <u>not</u> submit/send at any address, application printouts or any certificates or copies** thereof at the time of On-Line application (No Off-Line / hard copy of applications will be accepted).

(iii) **<u>Candidates applying for the post of AM (Security):</u>**

It is mandatory to apply On-Line and get valid registration for the application on the Bank's website i.e. www.rbi.org.in before closing date. Candidates should <u>submit</u> the system generated printout (hard copy) of the **valid On-Line application** to the Board's office along with certified photocopies of following documents in support of their age, qualification and experience:

a) Matriculation or SSC Examination certificate in support of age.

b) Degree certificate and Mark sheets in support of educational qualifications.

c) In case of Officers from Defence, the certificate indicating full details of your service as Commissioned Officer in Defence Force (i.e. Army/Navy/Air Force).

d) In case of personnel from Paramilitary Services, the certificate indicating full details of your service including as Assistant Commandant or its equivalent rank. In case the rank is other than Assistant Commandant, submit an additional certificate from employer duly indicating that the rank is equivalent to Assistant Commandant.

e) In case retired from the service, submit the Discharge Certificate/Service Record Book /Record of Service Book duly indicating the date of joining with rank/designation, date of relieving with rank/designation and reason for relieving, etc. issued by the Employer/Competent authority.

f) In case candidate belongs to SC/ST/OBC category, copy of the Latest Caste Certificate from the competent authority, in the format given on website. The OBC certificate should have been issued on or after January 1, 2015.

g) Six copies of the duly filled Bio-data form (recent passport size Photograph of candidate, in original, may be pasted) [Bio-data form is available on Bank's website].

Note: Emergency Commissioned Officers/Short Service Commissioned Officers should 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. 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, may submit a copy of this certificate along with the printed copy of online application for the post.

(iv) **Candidates applying for the post of Asst. Librarian:** It is mandatory to apply On-Line and get valid registration for the application on the Bank's website i.e. www.rbi.org.in before closing date. Candidates should submit the system generated printout (hard copy) of the valid Online application to the Board's office along with certified photocopies of following documents in support of their age, category, qualification and experience:

(a) Matriculation or SSC Examination certificate in support of age
(b) Degree (Bachelor's / Master's) / Diploma certificate and Mark sheets (of all semesters/years) in support of educational qualifications. In case the University/Institute awards grades, instead of marks and defines criteria for conversion of Aggregate Grade Point into Class and/or percentage of marks, a copy of certified conversion formulae should also be sent.
(c) Experience certificates from the Employer/s indicating the full details of your service such as your name, post held, nature of duties attached to the post and length of service indicating clearly the date of joining/ leaving the service, details of Probationary/training period (if any).
(d) In case candidate belongs to SC/ST/OBC category, copy of the latest Caste Certificate from the competent authority, in the format given on Bank's website. The OBC certificate should have been issued on or after January 1, 2015.
(e) In case of PWD Candidates latest certificate to this effect issued by an authorised Government of India/ State Government Department/ Hospital.
(f) Six copies of the duly filled Bio-data form (recent passport size Photograph of candidate, in original, may be pasted) and 5 copies of Attestation Form (all in original) [Bio-data / Attestation form are available on Bank's website].

(v) Candidates of AM (Security) and Asst. Librarian **need to** send the above documents to the Reserve Bank of India Services Board's Office (RBISB) by ordinary post at the address given below:

> **"The General Manager, Reserve Bank of India Services Board, Third Floor, RBI Building, Opp. Mumbai Central Railway Stn., Byculla, Mumbai - 400 008".**
>
> **The cover should be superscribed "APPLICATION FOR THE POST OF AM (SECURITY) or ASSISTANT LIBRARIAN IN GRADE - A".** In case the above documents (hard copy) are 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. The Board takes no responsibility for any delay in receipt of Application and documents or loss thereof in postal transit.

(vi) Fees/Intimation Charges sent in any other manner not prescribed in this advertisement and/or the application submitted without depositing the fee/intimation charges (unless exempted) would be rejected and no correspondence shall be entertained in this regard.

(vii) 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.

(viii) Candidates should satisfy themselves about their eligibility for the post applied for. The Board would admit to the Written Examination, wherever applicable, all the candidates applying for the above posts with the requisite fee/ Intimation Charges (wherever applicable) and meeting experience criteria, on the basis of the information furnished in the On-Line application and shall determine their eligibility only at the final stage i.e. interview stage. If at any stage, it is found that any information furnished in the On-Line application is false/ incorrect or if according to the Board, the candidate does not satisfy the eligibility criteria for the post, his/ her candidature for interview will be cancelled and he/she will not be allowed to appear for interview.

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

(x) Board does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of any reason beyond the control of the Board.

(xi) Not more than one On-Line application should be submitted by a candidate. In case of multiple applications, only the last valid (completed) application will be retained and the application fee/ intimation charges paid for the other registrations will stand forfeited. Multiple attendance/ appearance by a candidate in examination and/ interview will be summarily rejected/ candidature cancelled.

(xii) Candidates are advised to keep their e-mail ID alive for receiving advices viz. Admission letters/Interview letters, etc.

(xiii) All candidates, whether already in Government Service, Government owned industrial undertakings, Public Sector Undertakings/Financial Institutions/Banks, Public Enterprises or other similar organisations should submit their applications

online only (i.e. direct to the Board). At the time of online application, candidates working in such organisations, whether in a permanent or temporary capacity or as work-charged employees other than casual or daily rated employees, are however, required to submit an undertaking that, they have informed in writing about applying for this recruitment to their Head of Office/Department. In case such candidates do not inform to their employers, their online application will not be registered. Candidates should note that in case a communication is received at Board from their employer, withholding permission to the candidate applying for this recruitment/ appearing at the examination/interview, their application/candidature will be liable to be rejected/ cancelled at any stage. However, before appointment in RBI, a proper discharge certificate from the employer will have to be produced.

(xiv) **Issue of Admission Letters (AL):** The AL for written examination, wherever applicable, shall be sent only by e-mail to all the admitted candidates at their registered e-mail address at the appropriate time but well before the WE date. **No hard copy of the AL will be sent by the Board**. All such candidates will have to download/take a print out of their AL through their e-mail and must bring the AL (hardcopy) on the day of examination(s) along with their recent passport size photograph (in original) which they have uploaded in their application form at the time of applying to the Board. **No candidate shall be allowed to appear in the WE without AL.** If the admitted candidate does not receive AL for WE through his/her e-mail, he/she should contact the in-charge of the RBI Office, during office hours, at the examination centre indicated in the application, along with a valid identity proof and a passport sized signed photograph, on any day starting from four 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) The list of admitted candidates for the WE along-with the time table (i.e. Date, Time and venue of WE) will be displayed on RBI website (www.rbi.org.in) at the appropriate time.

(xvi) Candidates for AM (Security) and Asst. Librarian will be advised about their inclusion for interview or otherwise in due course. The list of shortlisted candidates for interview along-with the time table (i.e. Date, Time and venue of interview) will be displayed on RBI website (www.rbi.org.in) at the appropriate time.

(xvii) In all correspondence with the Board, Registration number received on submission of application and Roll no. indicated in 'AL' must be quoted.

(xviii) Candidates will have to appear for the Examinations at their own expenses. However, candidates called for interview, will be reimbursed to and fro single II AC train fare as per Board norms.

(xix) **The posts are also open to the employees of RBI (Staff Candidates) who satisfy the eligibility criteria separately stipulated by the Bank vide their circular CO. HRMD. No. G-75/ 5599/ 05.01.01/ 2013-2014 dated December 20, 2013 and who apply On-line within the closing date. Their status as staff candidate will be verified at the time of interview.**

(xx) The Board does not furnish the mark-sheet to candidates. Marks obtained in exam will be made available on the website in an interactive mode, only after declaration of the final result.

(xxi) Canvassing in any form will be a disqualification.

(xxii) In all matters regarding eligibility, conduct of examinations, interviews, assessment, prescribing minimum qualifying standards in both the Examination 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.

(xxiii) Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Mumbai only.

(xxiv) Mobile phones, pagers, laptops, i-pads or any other communication devices are not allowed inside the premises, where the examination is being conducted. Any infringement of these instructions shall entail disqualification including ban from future examinations.

(xxv) Any information submitted by an applicant in his/ her application shall be binding on the candidate personally and he/she shall be liable for prosecution/ civil consequences in case the information/ details furnished by him/ her are found to be false at a later stage.

12. HOW TO APPLY ON-LINE:

Candidates have to apply only On-Line through the Bank's website i.e. *www.rbi.org.in* from 11.04.2016 to 25.04.2016. No other means/mode of applications will be accepted. Detailed instructions for applying On-line are available on the website.

(A) Pre-Requisites for applying online: Before applying on-line, candidates should-

(i) Scan their photograph and signature as detailed under guidelines for scanning the photograph and signature in item 13 of the advertisement.
(ii) Keep the necessary details/documents ready to make online payment of the requisite application fee/intimation charges. The candidate is required to keep details about bio-data/necessary details ready to enable him/her to fill up the application form correctly and to make online payment of fees/intimation charges. The name of the candidate or his/her father/mother/husband, etc. should be spelt correctly in the application as it appears in the certificates/mark sheets.
(iii) Candidates should have a valid E-mail ID which should be kept active till the declaration of final result. This is essential for him/her in getting communication/interview advice, etc. by E-mail. Candidates are also advised to keep checking their spam/junk mail box, in addition to inbox folder, for emails sent by the Board. No change in E-mail ID will be entertained during the entire process of the recruitment.

(B) Procedure for applying Online:

(i) Candidates satisfying the conditions of eligibility as on April 01, 2016 are first required to visit the URL "Combined Advertisement No. 6A/2015-16 for the posts of Manager (Technical - Civil) in Grade 'B', Manager (Technical – Electrical) in Grade 'B', Assistant Manager (Rajbhasha) in Grade 'A', Assistant Manager (Security) in Grade 'A'-, Assistant Librarian in Grade 'A'." on Bank's website i.e. www.rbi.org.in >Opportunities @RBI >Current Vacancies > Vacancies and click on the hyperlink "Applications (Apps)"

in the Advertisement page for filling the 'Online Application'. It redirects the candidates to the online registration page.

 (ii) Candidates will have to enter their basic details and upload the photograph and signature in the online application form as per the specifications given in item 13 of the advertisement.

(iii) To register application, choose the tab "Click here for New Registration" and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.

 (iv) In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required. Visually Impaired candidates should fill the application form carefully and verify/ get the details verified to ensure that the same are correct prior to final submission.

 (v) Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the FINAL SUBMIT BUTTON.

 (vi) The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets. Any change/alteration found may disqualify the candidature.

(vii) Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.

(viii) Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed as given in item 13 of the advertisement.

 (ix) Candidates can proceed to fill other details of the Application Form.

 (x) Click on the Preview Tab to preview and verify the entire application form before FINAL SUBMIT.

 (xi) Modify details, if required, and click on 'FINAL SUBMIT' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.

(xii) Click on 'Payment' Tab and proceed for payment.

(xiii) Click on 'Submit' button.

(xiv) Candidates shall be solely responsible for filling up the online applications correctly. In case of invalid applications due to errors committed by the applicant no claims for refund of application fees/intimation charges so collected shall be entertained by the Board.

(xv) To avoid last minute rush, candidates are advised to pay the application fees/ intimation charges and register online at the earliest.

(xvi) Board does not assume any responsibility for the candidates not being able to submit their applications within the last day on account of aforesaid reasons or any other reason.

(C) Mode of Payment for Application Fee/Intimation Charges: Candidates have to make the payment of requisite fee/intimation charges through the online mode only:

  (i) The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.

(ii) The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets

(iii) After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE.

(iv) On successful completion of the transaction, an e-Receipt will be generated.

(v) Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.

(vi) Candidates are required to take a printout of the e-Receipt and online Application Form. Please note that if the same cannot be generated, online transaction may not have been successful.

(vii) For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.

(viii) To ensure the security of your data, please close the browser window once your transaction is completed.

(ix) There is facility to print application form containing fee details after payment of fees up to 27/04/2016.

13. GUIDELINES FOR SCANNING & UPLODING THE PHOTOGRAPH & SIGNATURE:

Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph and signature as per the specifications given below:

• In case the face in the photograph or signature is unclear, the application may be rejected.

• Candidate may edit the application and re-upload the photograph/ signature in such case.

(I) Photograph Image:
- Photograph must be a recent passport size colour picture, against a light-coloured, (preferably white) background.
- Look straight at the camera with a relaxed face
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- If you have to use flash, ensure there is no "red-eye"
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious head wear is allowed but it must not cover your face.

(II) Signature Image:
- The applicant has to sign on white paper in Black colour (in a box of 2 cm X 5 cm.).
- The signature must be signed only by the applicant and not by any other person.
- The Applicant's signature obtained on the Admission Letter and attendance sheet at the time of the examination should match with the uploaded signature. In case of mismatch, the candidate may be disqualified.

(III) Scanning the Photograph & Signature:

(A) Photograph:
- Set the scanner resolution to a minimum of 200 dpi (dots per inch).
- Set Colour to True Colour.
- Resolution 200 x 230 pixels (preferred).

- Size of file for photograph should be between 20KB-50KB.

- Ensure that the size of the scanned image is not more than 50KB. If the size of the file is more than 50KB, then adjust the settings of the scanner such as the DPI resolution, no. of colours, etc., during the process of scanning.

(B) Signature:
- Resolution 140 x 60 pixels (preferred).
- Size of file for signature should be between 10KB - 20KB.
- Ensure that the size of the scanned image is not more than 20KB.
- Crop the image of the signature in the scanner to the edge of the signature, then use the upload editor to crop the image to the final size (as specified above).

NOTE:

(a) The images of photograph and signature files should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg. Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
(b) Candidates using MS Windows/MS Office can easily obtain photo and signature in .jpeg format not exceeding 50KB & 20KB respectively by using MS Paint or MS Office Picture Manager.
(c) Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50KB (photograph) & 20KB (signature) by using crop and then resize option. Similar options are available in other photo editor also.
(d) If the file size and format are not as prescribed, an error message will be displayed.
(e) While filling in the Online Application Form the candidate should fill in all his/ her details on Page 1. After verifying that the details filled in are correct and clicking on the 'Submit/ Next' button a link will be provided on Page 2 of the online application form to upload his/her photograph and signature.

(IV) Procedure for Uploading the Photograph and Signature:
  (i) There will be two separate links for uploading Photograph and Signature.
 (ii) Click on the respective link "Upload Photograph / Signature".
(iii) Browse and carefully select the location where the Scanned Photo/ Signature file has been saved.
(iv) Select the file by clicking on it.
 (v) Click the 'Upload' button.

Your Online Application will not be registered unless you upload your photo and signature as specified.

NOTE: IN CASE OF ANY CORRIGENDUM ISSUED ON THE ABOVE ADVERTISEMENT, AND FURTHER ANNOUNCEMENTS, IT WILL BE PUBLISHED ONLY ON BANK'S WEBSITE.

(Hindi version of this advertisement is available in Rozgar Samachar and Hindi website of Bank)

FORM OF SC / ST CASTE CERTIFICATE

Form of Certificate to be produced by a
Candidate belonging to Scheduled Caste
or Scheduled Tribe in support of his/her
claim_____

This is to certify that Shri / Shrimati / Kumari * --
-- Son / Daughter * of --
of village / Town * --- in District / Division * -----------------
--------------------------------------- of the State/Union Territory * ---------------------------------------
------------------------------ belongs to the -------------------------------------- Caste / Tribe* which
is recognized as a Scheduled Caste / Scheduled Tribe*
under :

_____

The Constitution (Scheduled Castes) Order, 1950.

_____

The Constitution (Scheduled Tribes) Order, 1950.

_____

The Constitution (Scheduled Castes) (Union Territories) Order, 1951.

_____

The Constitution (Scheduled Tribes) (Union Territories) Order, 1951.

_____

[As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification) Order, 1956,
the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of
Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisation) Act, 1971 and the
Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976.]

_____

The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956.

_____

The Constitution (Andaman & Nicobar Islands) Scheduled Castes Order, 1959, as amended by
Scheduled Castes and Scheduled Tribes Order (Amendement) Act, 1976.

_____

The Constitution (Dadra & Nagar Haveli) Scheduled Castes Order, 1962.

_____

The Constitution (Dadra & Nagar Haveli) Scheduled Tribes Order, 1962.

_____

The Constitution (Pondicherry) Scheduled Castes Order, 1964.

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The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967.

_____

The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968.

_____

The Constitution (Goa, Daman & Diu) Scheduled Tribes Order, 1968.

_____

The Constitution (Nagaland) Scheduled Tribes Order, 1970.

_____

The Constitution (Sikkim) Scheduled Castes Order, 1978.

_____

The Constitution (Sikkim) Scheduled Tribes Order, 1978.

_____

% 2.   Applicable in the case of Scheduled Castes / Scheduled Tribes persons who have migrated from one State / Union Territory Administration

This certificate is issued on the basis of the Scheduled Caste / Scheduled Tribe Certificate issued to Shri / Shrimati * _____

Father/Mother of Shri/Shrimati/Kumari * _____

of village / Town * _____in District/Division * _____ of State / Union

Territory * _____ who belongs to the _____

Caste/Tribe* which is recognized as a Scheduled Caste / Scheduled Tribe * in the State/Union

Territory * _____ issued by the _____

(name of prescribed authority) vide their No. _____dated _____

% 3.   Shri/Shrimati/Kumari* _____and/or *

his / her * family ordinarily reside(s) in village/ town * _____ of

_____ District/Division * of the State/Union

Territory * of _____.

Place _____ State/ _____ Signature _____
                            Union Territory

Date _____   * * Designation _____
                                                   (with Seal of Office)

* Please delete the words which are not applicable.

\# Please quote specific Presidential Order.

%   Delete the paragraph which is not applicable.

Note: The term "Ordinarily reside(s)" used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.

**   List of authorities empowered to issue Scheduled Caste/Scheduled Tribe Certificates :

1.   District Magistrate / Additional District Magistrate / Collector / Deputy Comissioner / Additional Deputy Commissioner / Deputy Collector / 1st Class Stipendary Magistrate / City Magistrate / * Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner.
   * (not below the rank of 1st class Stipendary Magistrate.)

2.   Chief Presidency Magistrate / Additional Chief Presidency Magistrate/Presidency Magistrate.

3.   Revenue Officers not below the rank of Tahesildar.

4.   Sub-Divisional Officer of the area where the candidate and/or his family normally resides.

5.   Administrator / Secretary to Administrator / Development Officer (Lakshadweep Islands).

भारत सरकार के पदों पर नियुक्ति के निमित्त आवेदन करने वाले अन्य पिछड़ा वर्गों के अभ्यर्थियों द्वारा दिए जाने वाला प्रमाण-पत्र का प्रपत्र

यह प्रमाणित किया जाता है कि श्री/ श्रीमती/ कुमारी …………………………… सुपुत्र/ सुपुत्री श्री……………………………, राज्य/ संघ राज्यक्षेत्र ………………………… जिला/ मंडल ……………… ग्राम/ शहर …………………के निवासी हैं जो ………………… समुदाय के हैं जिसे भारत सरकार, सामाजिक न्याय एवं सशक्तीकरण मंत्रालय के दिनांक ………………… के संकल्प संख्या …………………………… के अंतर्गत पिछड़े वर्ग के रूप में मान्यता प्राप्त है* । श्री/ श्रीमती/ कुमारी …………………… तथा उनका परिवार सामान्यतया ……………………… राज्य/ संघ राज्य क्षेत्र के ………………… जिला/ मंडल के निवासी हैं । यह भी प्रमाणित किया जाता है कि वे भारत सरकार, कार्मिक और प्रशिक्षण विभाग के दिनांक 8.9.1993** के कार्यालय ज्ञापन सं. 36012/ 22/ 93-स्था(एससीटी) की अनुसूची के कालम 3 में उल्लिखित व्यक्तियों/ वर्गों (नवोन्नत वर्ग) की श्रेणी से संबंधित नहीं हैं।**

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जिलाधिकारी
उपायुक्त इत्यादि
</div>

दिनांक   मोहर

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* प्रमाण-पत्र जारी करने वाले प्राधिकारी को भारत सरकार के संकल्प के ब्यौरों का उल्लेख करना है जिसमें उम्मीदवार की जाति का अन्य पिछड़ा वर्ग के रूप में उल्लेख किया गया है।

**समय-समय पर यथासंशोधित

टिप्पणी: यहां प्रयुक्त शब्द "सामान्यतया" का अर्थ वही होगा जो जनप्रतिनिधित्व अधिनियम, 1950 कि धारा 20 में है।

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Annexure
</div>

FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA

This is to certify that Shri/Smt./Kumari……………………………. son/daughter of Shri …………………………………of village/town……………………………………in District/Division …………………………… in the State/Union Territory ……………………………….. belongs to the ……………………………… community which is recognized as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No. ………………………. dated……………………..*. Shri/Smt./Kumari ……………………………………………. and/or his/her family ordinarily reside(s) in the ……………………….. District/Division of the ………………………. State/Union Territory. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt. (SCT) dated 8.9.1993**.

<div align="right">

District Magistrate
Deputy Commissioner, etc.
</div>

Dated: Seal

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*The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.
**As amended from time to time.

Note: The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

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The format has been revised Vide DOPT OM No. 36036/2/2013 –Estt.(Res.) dated May 30, 2014
</div>

घोषणा / DECLARATION

"मैं _____पुत्र/पुत्री श्री _____

निवासी ग्राम/कस्बा/शहर_____जिला_____राज्य_____

एतद्द्वारा यह घोषित करता/करती हूँ कि मैं _____ समुदाय का/की हूँ जो कि कार्मिक और प्रशिक्षण विभाग के दिनांक 08.09.1993 के कार्यालय - ज्ञापन सं.36012/22/93-स्था. (एस.सी.टी.) में निहित आदेश के अनुसार सेवाओं में आरक्षण के प्रयोजन से भारत सरकार व्दारा एक पिछडे वर्ग के रूप में मान्य है। मैं यह भी घोषित करता/करती हूँ कि मैं दिनांक 08.09.1993 के उपर्युक्त संदर्भित कार्यालय ज्ञापन की अनुसूची के कॉलम 3 में उल्लिखित व्यक्तियों /वर्गो (सम्पन्न वर्ग) से संबंधित नहीं हूँ ।"

I, _____ son/daughter of Shri _____ resident of

Village/Town/City _____ District _____ State _____ hereby declare that I

belong to the _____ community which is recognized as a backward class by the

Government of India for the purpose of reservation in services as per orders contained in

Department of Personnel and Training Office Memorandum No.36012/22/93-Estt.(SCT)

dated September 08, 1993. It is also declared that I do not belong to persons/sections

(Creamy Layer) mentioned in column 3 of the Schedule to the above referred Office

Memorandum dated September 08, 1993.

_____

  हस्ताक्षर /Signature

नाम/Name :

पता /Address :

भारतीय रिज़र्व बैंक सर्विसेज़ बोर्ड
RESERVE BANK OF INDIA SERVICES BOARD
मुंबई/ MUMBAI -400 008

पासपोर्ट आकार का नवीनतम हस्ताक्षरित फोटो चिपकाएं /
Affix a signed latest passport size photograph

जीवनवृत्त फार्म/BIO-DATA FORM

आवेदित पद/POST APPLIED FOR …………………………………	रोल नं./ ROLLNO………………………

साक्षात्कार का माध्यम/MEDIUM OF INTERVIEW:………………………………………………………..

1	पूरा नाम श्री/श्रीमती/कु. Name in full Shri/Smt./Kum…………………………………………………………………….. (जैसा मेट्रिकुलेशन अथवा समकक्ष प्रमाणपत्र में दिया गया है; यदि नाम बदला गया हो तो आवश्यक दस्तावेजी साक्ष्य प्रस्तुत करें) (As recorded in Matriculation or equivalent certificate; in case of change in name, please produce necessary documentary evidence)	
2	वर्तमान डाक पता/Present Postal address:	नजदीकी रेलवे स्टेशन/ Nearest Railway Station: ……………………………
3	पिता/पति का नाम तथा व्यवसाय: Father's /Husband's name and Occupation:……………………………………………………………………….. _____	

4	वर्ग/ Category:	अजा/SC ☐	अजजा/ST ☐	अपिव/OBC ☐	सामान्य GENERAL ☐

(उपर्युक्त बॉक्स रि रटक(√) करें/Tick (√)the appropriate box)

(क) अजा/अजजा/अपिव के मामले में जाति/उजिाति/जनजाति लिखें/

(a) in case of SC/ST/OBC, Indicate Caste/Sub-caste/Tribe) ……………………………………………………..

(ख) नि:शकतजन उम्मीदवार/ (b) Persons with Disability (PWD) Candidate	अ.वि. / Orthopedically Handicapped ☐	बधिर/ Hearing impaired ☐	दृ.वि./ Visually Handicapped ☐

4 क A	क्या आप अल्पसंख्यक समुदाय से संबंधित है? यदि हां तो समुदाय का नाम इंगित करें/Whether you belong to minority community? If so please indicate which community	हां/नहीं:बौद्ध/ईसाई/मुस्लिम/सिक्ख/जोराष्ट्रियन Yes/No: Buddhist/Christian/Muslim/Sikh/Zoroastrian
5	राष्ट्रीयता/Nationality: ………………………………………….	

6	भूतपूर्व सैनिक/ Ex-Serviceman:	हां/नहीं Yes/No	प्रवासी/ Migrant:	हां/नहीं Yes/No	स्टाफ / Staff:	हां/नहीं Yes/No

7	ईस्वी सन में जन्म तिथि/Date of Birth in Christian Era:	…………. /………… / ………………(DD / MM / YYYY)

8	अकादमिक/तकनीकी/व्यावसायिक अर्हता (मेट्रिकुलेशन/एस.एस.सी. परीक्षा से आगे)/ Academic/Technical/Professional qualification (Matriculation/S.S.C. Examination onwards)							
	उत्तीर्ण की गई परीक्षा/ Examinations Passed	महाविद्यालय/ विद्यालय/ College/ School	उत्तीर्ण करने का वर्ष/ Year of Passing	परीक्षा निकाय (बोर्ड/विश्वविद्यालय, आदि)/ Examination Body (Board/University etc.)	मुख्य विषय/ Main Subject	प्रयासों की संख्या/ No. of attempts made	अंशों सहित अंकों का शुद्ध % / Exact % of marks with fraction	श्रेणी ग्रेड* तथा रैंक/ Class Grade* and Rank
	1.							
	2.							
	3.							
	4.							
	5.							
	6.							

* ग्रेड के मामले में उचित प्राधिकारी से प्राप्त प्रमाणपत्र से समर्थित समकक्ष अंक/

* In case of Grade exact numerical equivalent to be supported by a certificate from appropriate authority.

9	(क) (a)	बैंक के लिए महत्वपूर्ण अति उच्च अकादमिक अथवा व्यावसायिक अर्हता/अनुभव के ब्यौरे Particulars of very high academic or professional qualifications/experience of value to the Bank. ………
	(ख) (b)	* पिछले/मौजूदा नियोक्ता से प्राप्त प्रति माह कुल वेतन (जैसा कॉलम 13 में दर्शाया गया है) Gross Salary per month drawn from previous/existing employer (As shown in column 13) ……………………………
	(ग) (c)	चुने जाने पर क्या उम्मीदवार (क) तथा (ख) के आधार पर प्रस्तुत वेतन मान में अग्रिम वेतनवृद्धि/ वेतनवृद्धियां लेने के इच्छुक हैं । यदि ऐसा है तो, कितनी तथा इस अनुरोध के लिए औचित्य Whether on the basis of (a) & (b) the candidate would desire to have advance increment/s in the pay scale offered, if selected. If so, how many and the justification for the request. ……..

10	प्राप्त पुरस्कारों/मैडलों/शिक्षावृत्तियों का ब्यौरा Particulars of Prizes/Medals/Scholarship obtained	
11	खेलों/अतिरिक्त पाठ्यक्रम गतिविधियों में प्रवीणता (श्रेय तथा सम्मान सहित, यदि कोई हो) Proficiency in sports/extra-curricular activities (including credits & distinctions obtained, if any)	

Registration/ Receipt No…………………..

12	अंग्रेजी के अलावा भाषा का ज्ञान ((√) के निशान द्वारा बताएं)/ Knowledge of Languages other than English (indicate by a tick (√) mark)				
	भाषा/Language	बोल सकते हैं/ Can Speak	पढ़ सकते हैं/ Can read	लिख सकते हैं/ Can write	परीक्षा उत्तीर्ण, यदि कोई/ Examination passed, if any

13	वर्तमान तथा पिछले नियोजन के ब्यौरे/Particulars of present and previous employment					
	नियोक्ता का नाम तथा पता/Name & Address of employer	अवधि/period		पदनाम तथा कार्य की प्रकृति/ Designation and nature of duties	प्रतिमाह कुल वेतन/ Gross Salary drawn p.m.	छोड़ने का कारण/ Reason for leaving
		से/From	तक/To			

14	भारतीय रिज़र्व बैंक सर्विसेज़ बोर्ड द्वारा विज्ञापित पद पर भर्ती के लिए पूर्व में किए गए प्रयास / Previous attempts for recruitments for post advertised by RBI Services Board		
	(क) (a)	पद का नाम Name of the Post	
	(ख) (b)	परीक्षा की तारीख Date of Examination	
	(ग) (c)	क्या साक्षात्कार के लिए बुलाया गया था तथा अंतिम परिणाम Whether called for interview and the final result	

15	क्या आपको किसी लोकसेवा आयोग/किसी अन्य भर्ती बोर्ड जिसमें **भारिबैं सर्विसेज़ बोर्ड** भी शामिल है ने उनकी किसी परीक्षा/चयन के लिए विवर्जित किया अथवा अयोग्य ठहराया गया है? यदि उक्त का उत्तर "हां" है तो इसका ब्यौरा दें Have you ever been debarred or disqualified by any Public Service Commission/any other Recruitment Board including **RBI Services Board** for any of their Examination/Selections? If answer to above is "Yes" give details	हां/नहीं Yes/No

16	(क)	क्या आप ऋण- मुक्त हैं?	हां/नहीं
	(a)	Are you free from debt?	Yes/No
	(ख)	यदि आपकी शिक्षा अथवा किसी अन्य उद्देश्य के लिए किसी संस्थान अथवा पार्टी द्वारा दिए गए धन की	हां/नहीं
	(b)	चुकौती की देयता आप पर है तो इसका ब्यौरा दें ।	
		If you are under any liability to repay money advanced by any institution of party for your	Yes/No
		education or for any other purpose, state the particulars.	
		यदि (क) का उत्तर "नहीं" है तो (ख) का उत्तर स्पष्ट रूप से दें /	…………………
		If answer to (a) is "No" answer question (b) clearly	…………………
17	अतिरिक्त ब्यौरा जो उम्मीदवार देना चाहे		
	Additional particulars which the candidate may like to furnish…………………………………………………………………		
	………		
18	संलग्न प्रमाणपत्रों की प्रतियों के ब्यौरे/Particulars of copies of certificates enclosed		
	1.		
	2.		
	3.		
	4.		
	5.		
	6.		

मैं प्रमाणित करता/करती हूं कि प्रस्तुत किए गए उक्त ब्यौरे मेरी अधिकतम जानकारी एवं विश्वाsस के अनुसार सत्य , सही तथा पूर्ण हैं । मैं यह भी प्रमाणित करता/करती हूं कि मैं पद के लिए संबंधित विज्ञापन में निर्धारित पात्रता मानदंडों को सभी रूपों में पूरा करता/करती हूं । बैंक में नियोजन की मेरी उपयुक्तता को दुर्बल करने वाली किसी भी परिस्थिति से मैं अनभिज्ञ हूं ।

I certify that the particulars furnished above are true, correct and complete to the best of my knowledge and belief. I also certify that I fulfil the eligibility criteria laid down for the post in the relative advertisement in all respects. I am not aware of any circumstances which might impair my fitness for employment in the Bank.

_____
उम्मीदवार के हस्ताक्षर/Signature of the candidate.

स्थान/Place:

दिनांक/Date:

भारतीय रिज़र्व बैंक/ RESERVE BANK OF INDIA

केंद्रीय कार्यालय/ CENTRAL OFFICE

मानव संसाधन प्रबंध विभाग/ HUMAN RESOURCE MANAGEMENT DEPARTMENT

मुंबई/ Mumbai – 400 001

साक्ष्यांकन फार्म/ ATTESTATION FORM

चेतावनी/ Warning

टेली/मोबाईल नं./ Tel./Mob. No........................

1. साक्ष्यांकन फार्म में गलत जानकारी देना अथवा किसी तथ्यात्मक जानकारी को छिपाना अयोग्यता माना जाएगा तथा यह उम्मीदवार को बैंक में नियोजन के लिए अनुपयुक्त बना देगा ।
The furnishing of false information or suppression of any factual information in the Attestation Form would be a disqualification and is likely to render the candidate unfit for employment in the Bank.

2. यदि यह फार्म जमा करने के बाद उम्मीदवार को हवालात में रखा गया है, अभिशस्त किया गया है तथा वंचित आदि किया गया है तो इसका ब्यौरे अविलंब बैंक अथवा उस प्राधिकारी जिसे पहले साक्ष्यांकन फार्म भेजा गया है, जो भी हो, को दें । ऐसा न होने पर इसे तथ्यात्मक जानकारी को छिपाना माना जाएगा ।
If detained, convicted, debarred, etc. subsequent to the completion and submission of this form, the details should be communicated immediately to the Bank or the authority to whom the attestation form has been sent earlier, as the case may be, failing which it will be deemed to be a suppression of actual information.

3. यदि व्यक्ति के सेवाकाल के दौरान किसी भी समय यह पाया गया कि साक्ष्यांकन फार्म में गलत जानकारी दी गई अथवा किसी तथ्यात्मक जानकारी को छिपाया गया है तो उसकी सेवाएं किसी भी नोटिस अथवा इसके बदले में क्षतिपूर्ति के बिना समाप्त की जा सकती हैं ।
If the fact that false information has been furnished or that there has been suppression of any factual information in the attestation form, comes to notice at any time during the service of the person, his/her services would be liable to be terminated without any notice or compensation in lieu thereof.

1.		पूरा नाम उपनाम सहित, यदि कोई हो। (यदि किसी भी चरण पर आपने अपने नाम अथवा उपनाम में कुछ जोड़ा या घटाया है तो बताएं) Name in full (in block capitals) with aliases, if any. (Please indicate if you have added or dropped at any stage any part of your name or surname)	उपनाम/Surname नाम/Name
2.		वर्तमान में पूरा पता (अर्थात गांव, थाना तथा जिला अथवा घर नंबर, लेन/गली/रोड तथा शहर) Present address in full (i.e. Village, Thana and District or House Number, Lane/Street/Road and Town)	 पिन/PIN ⬚⬚⬚⬚⬚⬚
3.	(क) (a)	घर का पूरा पता (अर्थात गांव, थाना तथा जिला अथवा घर नंबर, लेन/गली/रोड तथा शहर तथा जिला मुख्यालय का नाम) Home address in full (i.e. Village, Thana and District or House Number, Lane/Street/Road and Town and name of the District Headquarters).	 पिन/PIN ⬚⬚⬚⬚⬚⬚
	(ख) (b)	यदि मूल रूप से पाकिस्तान के निवासी हैं तो वहां का पता तथा भारतीय संघ में प्रवास की तारीख। If originally a resident of Pakistan, the address in that country and the date of migration to Indian Union.	 पिन/PIN ⬚⬚⬚⬚⬚⬚

1

4.	उन स्थानों का ब्यौरा (आवास की अवधि सहित) जहां आप पिछले 5 वर्षों के दौरान एक बार में एक वर्ष से अधिक अवधि के लिए रहे हों। विदेश (पाकिस्तान सहित) में रहने के मामले में जहां आप 21 वर्ष की आयु प्राप्त करने के बाद एक वर्ष से अधिक समय के लिए रहे हों, उन स्थानों का ब्यौरा दिया जाना चाहिए । Particulars of places (with period of residence) where you have resided for more than one year at a time during the preceding five years. In case of stay abroad (including Pakistan), particulars of all places where you have resided for more than one year after attaining the age of 21 years, should be given.					

से/From		तक/To		आवास का पूरा पता (अर्थात गांव, थाना एवं जिला अथवा घर नं., लेन/गली/रोड तथा शहर।) Residential addresses in full (i.e. Village, Thana &District or House No., Lane/Street Road and Town).	पिछले कॉलम में लिखे गए स्थान का जिला मुख्यालय। Name of the District Headquarters of the place mentioned in the preceding column.
माह/ Mth.	वर्ष/ Yr.	माह/ Mth.	वर्ष/ Yr.		

5.		नाम Name	राष्ट्रीयता (जन्म से अथवा आवास स्थान से) Nationality (by birth and/or by domicile)	जन्म स्थान Place of birth	व्यवसाय (यदि नियोजित हों तो पदनाम तथा कार्यालय का पूरा पता दें) Occupation (if employed, give designation & full office address)	वर्तमान डाक पता (यदि मृत हों तो अंतिम पता दें) Present postal address (if dead, give last address)	घर का स्थायी पता Permanent Home address
i)	पिता (पूरा नाम उपनाम, यदि कोई हो, सहित) Father (Name in full with aliases, if any)						
ii)	माता/Mother						
iii)	पत्नी/पति/ Wife/Husband						

6.		राष्ट्रीयता/Nationality	
7.	(क) (a)	जन्म की तारीख (ईस्वी सन में) Date of birth (in Christian era)	
	(ख) (b)	वर्तमान आयु/Present Age	
	(ग) (c)	मैट्रिकुलेशन के समय आयु/ Age at Matriculation	
8	(क) (a)	जन्म स्थान, जिला तथा राज्य जिसमें यह स्थित है Place of birth, District and State in which situated	
	(ख) (b)	जिला तथा राज्य जिससे आप संबंधित हैं District and State to which you belong	
	(ग) (c)	जिला तथा राज्य जिससे आपके पिता मूल रूप से संबंधित हैं District and state to which your father originally belongs	
9.	(क) (a)	आपका धर्म Your Religion	
	(ख) (b)	क्या आप अनुसूचित जाति/अनुसूचित जनजाति अथवा अपिव के सदस्य हैं? 'हां' या 'नहीं' में उत्तर दें यदि उत्तर 'हां' है तो उसका नाम बताएं	Are you a member of a Scheduled Caste/Scheduled Tribe or OBC? Answer 'Yes' or 'No' and if the answer is "Yes" state the name thereof.	
	(ग) (c)	यदि अपिव हैं तो क्या क्रीमी लेयर से संबंधित हैं? If OBC whether you belong to creamy layer?	

10.	15 वर्ष की आयु से शिक्षा का स्थान तथा स्कूल व कॉलेज में वर्ष दिखाते हुए शैक्षिक अर्हता: Educational qualification showing places of education with years in Schools and Colleges since 15th year of age:			
	स्कूल/कॉलेज का नाम पूरे पते सहित/ Name of school/College with full address	प्रवेश की तारीख/ Date of entering	छोड़ने की तारीख/ Date of Leaving	परीक्षा उत्तीर्ण/ Examination passed

11.	(क) (a)	यदि किसी भी समय आप नियोजित थे तो ब्यौरे दें If you have, at any time, been employed give details:				
		धारित पदों के पदनाम अथवा कार्य का प्रकार Designations of posts held or description of work	अवधि / Period		कार्यालय, फर्म अथवा संस्थान का पूरा पता Full address of the office, firm or institutions	पिछली सेवा छोड़ने के पूरे कारण Full reasons for leaving previous service
			से/From	तक/To		
	(ख) (b)	यदि पिछला नियोजन भारत सरकार/राज्य सरकार/भारत सरकार अथवा राज्य सरकार के स्वामित्व अथवा नियंत्रण वाले उपक्रम/ स्वायत्त निकाय/विश्वविद्यालय/स्थानीय निकाय में था: क्या आपने केंद्रीय लोकसेवा (अस्थायी सेवाएं) नियम, 1949 के नियम 5 अथवा इसी तरह के किसी अन्य नियम के अंतर्गत एक माह का नोटिस देकर सेवा छोड़ी थी, क्या आपके विरुद्ध अनुशासनिक कार्यवाही शुरू की गई थी अथवा जब आपने सेवा समाप्त करने का नोटिस दिया अथवा बाद में, आपकी सेवाएं समाप्त होने से पहले, आपसे आपके किसी मामले में आचरण के संबंध में स्पष्टीकरण मांगा गया ? If the previous employment was under the Government of India/a state Government/an Undertaking owned or controlled by the Govt. of India or a State Government/an Autonomous Body/a University/a local body: If you had left service on giving a month's notice under rule 5 of the Central Civil Services (Temporary Services) Rules, 1949, or any similar corresponding rules, were any disciplinary proceedings framed against you, or had you been called upon to explain your conduct in any matter at the time you gave notice of termination of services, or at a subsequent date, before your services were actually terminated?				

12	(क) (a)	क्या आपको कभी गिरफ्तार किया गया, अभियोग चलाया गया, नजरबंद किया गया अथवा रोका गया / दंडित किया गया, किसी अपराध के लिए न्यायालय द्वारा अभिशस्त किया गया अथवा किसी लोक सेवा आयोग अथवा किसी अन्य संस्थान द्वारा परीक्षा/ चयन के लिए उपस्थित होने से वंचित किया गया हो/ अयोग्य ठहराया गया हो अथवा विश्वविद्यालय अथवा किसी अन्य शिक्षा प्राधिकरण/संस्थान द्वारा इसकी परीक्षा से वंचित, निष्कासित किया गया हो ? Have you ever been arrested, prosecuted, kept under detention or bound down/fined, convicted by a court of law for any offence, or debarred/disqualified by any Public Service Commission or any institution from appearing at its examination/selection or debarred from any examination, rusticated by any University or any other educational authority/institution?	
	(ख) (b)	यह साक्ष्यांकन फार्म भरते समय क्या आपके विरुद्ध कोई मामला न्यायालय, विश्वविद्यालय अथवा किसी अन्य शिक्षा प्राधिकरण/संस्थान में लंबित है? Is any case pending against you in any court of law, University or any other educational authority/institution at the time of filling up this attestation form?	

	(यदि (क) अथवा (ख) का उत्तर 'हां' है तो यह फार्म भरने के समय मामले, गिरफ्तारी, नज़रबंदी, दंड, दोषी ठहराने, सज़ा आदि तथा न्यायालय/विश्वविद्यालय/शिक्षा प्राधिकरण आदि में लंबित मामले की प्रकृति के बारे में पूरा ब्यौरा दिया जाना चाहिए)
	(If the answer to (a) or (b) is 'Yes' full particulars of the case, arrest, detention, fine, conviction, sentence, etc. and the nature of the case pending in the Court/University/Education authority etc. at the time of filling up of this form should be given)
	(टिप्पणी: कृपया साक्ष्यांकन फार्म के शीर्ष पर दी गई चेतावनी भी पढ़ें)
	(Note Please also see the 'Warning' at the top of this attestation form**)**

13	संदर्भ/References		
	नाम तथा पते/Names and addresses of:		
	(क) (a)	आपके मोहल्ले/इलाके के दो जिम्मेदार व्यक्तियों के two responsible persons of your locality (अथवा/OR)	(1)
			पिन/Pin
	(ख) (b)	आपको पहचानने वाले दो व्यक्तियों के two persons to whom you are known	(2)
			पिन/Pin
	संदर्भ रिश्तेदारों से इतर होने चाहिए तथा आपको तीन से अधिक वर्षों से जानते हों। The references should be other than relatives and should be known to you for more than three years.		

मैं प्रमाणित करता/करती हूं कि पूर्ववर्ती सूचना मेरी अधिकतम जानकारी तथा विश्वास के अनुसार सही तथा पूर्ण है । सरकार/बैंक में नियोजन के लिए मेरी उपयुक्तता को दुर्बल करने वाली किसी भी स्थिति से मैं अनभिज्ञ हूं ।

I certify that the foregoing information is correct and complete to the best of my knowledge and belief. I am not aware of any circumstances which might impair my fitness for employment under Government/Bank.

स्थान/Place:

दिनांक/Date: _____

उम्मीदवार के हस्ताक्षर/Signature of candidate

(टिप्पणी/:कृपया किसी भी कॉलम तथा उप कॉलम को रिक्त/ बिना भरे न छोड़ें ।

आप 'हां' अथवा 'नहीं' अवश्य लिखें । 'लागू नहीं' नहीं लिखें)

(NOTE: PLEASE DO NOT LEAVE ANY COLUMN AND SUBCOLUMN BLANK/UNFILLED.

YOU MUST WRITE EITHER 'YES' OR 'NO'. DO NOT WRITE NOT APPLICABLE)

पहचान प्रमाणपत्र
IDENTITY CERTIFICATE

प्रमाणपत्र निम्नलिखित में से किसी एक द्वारा हस्ताक्षरित हो/ Certificate to be signed by any one of the following:

(i) केंद्रीय अथवा राज्य सरकार के राजपत्रित अधिकारी/Gazetted Officers of Central or State Government;

(ii) उस निर्वाचन क्षेत्र जहां उम्मीदवार अथवा उसके माता-पिता/अभिभावक सामान्यत: रहते हैं से संबंधित राज्य विधानसभा अथवा संसद का सदस्य;/Member of Parliament or State Legislature belonging to the Constituency where the candidate or his/her parent/guardian is ordinarily resident;

(iii) उपमंडलीय मजिस्ट्रेट/अधिकारी/Sub-Divisional Magistrates/Officers;

(iv) तहसीलदार अथवा नायब/उप तहसीलदार जो मैजिस्टीरीअल शक्तियों का प्रयोग करने के लिए प्राधिकृत हैं;/Tehsildars or Naib/Deputy Tehsildars authorized to exercise magisterial powers;

(v) मान्यता प्राप्त स्कूल/कॉलेज/संस्थान जहां उम्मीदवार ने पढ़ाई की है के प्रधानाचार्य तथा प्रधानाध्यापक/Principals and Head Masters of the recognized School/College/Institution where the candidate studied last;

(vi) खंड विकास अधिकारी/Block Development Officers;

(vii) पोस्ट मास्टर; तथा/Post Masters; and

(viii) पंचायत निरीक्षक/Panchayat Inspector

प्रमाणित किया जाता है कि मैं श्री/श्रीमती/कुमारी... पुत्र/पुत्री श्री ....   को पिछले..................वर्षों...............माह से जानता हूं तथा मेरी अधिकतम जानकारी तथा विश्वास के अनुसार उनके द्वारा दिए गए विवरण सही हैं ।

Certified that I have known Shri/Shrimati/Kumari…………………………………………………………….. son/daughter of Shri…………………………………………………………… for the last ……………… Years ……………… months and that to the best of my knowledge and belief the particulars furnished by him/her are correct

.

हस्ताक्षर/Signature   _____

पदनाम अथवा स्थिति/Designation or status   _____

तथा पता/& address   _____

स्थान/Place:_____

दिनांक/Date:_____   (कार्यालय की रबड़ स्टैम्प/Rubber stamp of office)

कार्यालय द्वारा भरा जाए/TO BE FILLED BY THE OFFICE

नियुक्तिकर्ता प्राधिकारी का नाम, पदनाम तथा पता:
Name, designation and address of the appointing authority:

भारतीय रिज़र्व बैंक/Reserve Bank of India

पद जिसके लिए उम्मीदवार पर विचार किया जा रहा है:
Post for which the candidate is being considered: