



RESERVE BANK OF INDIA SERVICES BOARD, MUMBAI

Advt. No.2A/2012-13

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

Applications (App.) are invited for the post mentioned below in Reserve Bank of India (RBI/Bank) from Indian citizens, citizens of Nepal and subjects of Bhutan, Tibetan refugees (who came over to India before 1st January, 1962) and persons of Indian origin who have migrated from Myanmar and Sri Lanka with the intention of permanently settling in India and in whose favour Eligibility Certificates have been issued by Government of India.

Post	Number of Vacancies				Total
	Unreserved i.e. General (GEN)	Scheduled Castes (SC)	Scheduled Tribes (ST)	Other Backward Classes (OBC)	
Legal Officer in Grade 'B'	04	-	-	02	06

Note: (i) Within the overall notified total vacancies, Persons with Disability (PWD) candidates belonging to any of the three categories of disability (except 'Deaf' persons under Hearing Impaired category, as they are not eligible for this post) will be considered for selection, subject to their suitability, over and above the vacancies, notified for PWD in this advertisement, in order to clear the backlog of PWD vacancies.

(ii) PWD means a person suffering from not less than forty per cent of any disability as certified by a medical authority. PWD should possess a latest certificate to this effect issued by an authorized Government of India/State Government Department/Hospital.

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

(B) Eligibility Criteria:

(I) Educational Qualifications (as on 01-01-2013)

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

Note: (i) For PWD candidates, minimum required marks shall be 45% in Bachelor's Degree in Law in the aggregate of all semesters/years.

(ii) Some Universities/Institutes do not award 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 percentage of marks, the same will be accepted. However, where the University/ Institute does not define criteria for conversion of Aggregate Grade Point into percentage of marks, the same would be worked out as under :

Equivalent CGPA/OGPA/CPI or similar terminologies allotted on a 10-point scale	Aggregate Percentage of Marks
6.75	60%
5.75	50%
5.25	45%

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

(iv) 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 note (ii) above.

Desirable: (a) Bachelor's Degree in Law with 60% marks or equivalent in the aggregate of all semesters/years or Master's Degree in Law. (b) Proficiency in computer applications.

(II) Experience (as on 01-01-2013)

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

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

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

(III) Age (as on 01-01-2013)

Not exceeding 32 years (i.e. candidates must have been born not earlier than 02-01-1981).

Upper age limit is relaxable by 3 years in the case of candidates possessing LL.M. degree and 5 years in the case of candidates possessing Ph.D in Law. Refer item 4 below for relaxation in upper age limit for specified categories.

(C) Scheme of Selection:

Selection will be through Written Examination ('WE') and interview. 'WE' will be held on **Sunday, the March 31, 2013** and shall consist of objective and descriptive type questions as detailed below:

Details	Maximum Marks	Duration
Paper I – General Knowledge of Law		
Objective Type	30	Three Hours
Descriptive Type	120	
Total	150	
Paper II – English		
Descriptive Type	100	Three Hours
Grand Total	250	

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

(D) Syllabus:

Paper I - General Knowledge of Law (Objective and Descriptive Type): (i) Constitutional

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

Paper II - (English): Essay, Precis writing, Comprehension and Business/Office Correspondence.

3. EXAMINATION CENTRES:

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

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

Candidates can select only one centre and must indicate its Name and Code No. in the application. Centre and date of Written Examination ('WE') are liable to be changed at the Board's discretion. In the event of cancellation of 'WE' at any centre, the Board may at its discretion allot an alternative centre to the candidates concerned. Candidates admitted to the 'WE' will be intimated date, time table and venue of 'WE' through Admission Letters (AL). Candidates will not be admitted to the 'WE' without the AL. **Request for change of centre will not be entertained.**

4. RELAXATION IN THE UPPER AGE LIMIT:

Upper age is relaxable by:

- (a) 3 years in the case of OBC candidates **if the posts are reserved for them.**
- (b) 5 years in the case of: i) SC/ST candidates **if the posts are reserved for them** ii) Ex-employees of banking institutions whose services had to be terminated for reasons of economy or as a result of bank going into liquidation and personnel retrenched from Government Offices after at least one year's service and applying through Employment Exchanges, iii) Ex-servicemen (including Emergency Commissioned Officers/Short Service Commissioned Officers) provided the applicants have rendered at least five years continuous Military Service and have been released on completion of assignment (including those whose assignment is due to be completed within one year) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or on account of physical disability or have been released on account of physical disability attributable to Military Service or on invalidment, iv) Emergency Commissioned Officers/Short Service Commissioned Officers who have completed their initial period of assignment of five years of Military Service but whose assignment has been extended beyond five years and in whose case the Ministry of Defence issues certificates that they would be released on selection within three months from the date of receipt of offer of appointment, v) Candidates who had ordinarily been domiciled in Kashmir Division of the State of Jammu and Kashmir between 1st January, 1980 and 31st December, 1989.
- (c) 10 years for PWD (GEN); 13 years for PWD (OBC) and 15 years for PWD (SC/ST) candidates.

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

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

6. SERVICE CONDITIONS / CAREER PROSPECTS :

(i) Pay Scale:

Selected Candidates will draw a starting basic pay of ₹ 21,000/- p.m. in the scale of ₹ 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 to direct recruit Grade B Officers are approximately ₹ 43,216/- (including House Rent Allowance).

NOTE: For candidates possessing very high academic or professional qualification/ experience of significant value to the Bank, the Bank may, at its sole discretion, consider granting up to four advance increments. The Board, at the sole discretion, may consider requests for higher emoluments on account of higher qualification/special experience of value to the Bank at the interview stage only. Such information may be furnished in the Bio-data form in the appropriate column. The number of maximum increments will be 4. The Board/Bank will not entertain any request received after the interview.

(ii) Perquisites:

Bank's accommodation subject to availability, reimbursement of expenses for maintenance of vehicle for official purpose, newspaper, telephone charges, book grant, allowance for furnishing of residence, etc. as per eligibility. Free dispensary facility besides reimbursement of medical expenses for OPD treatment/hospitalization as per eligibility. Interest free festival advance, Leave Fare Concession (once in two years for self, spouse and eligible dependents), Loans and Advances at concessional rates of interest for Housing, Car, Education, Consumer Articles, Personal Computer, etc. The post also carries benefits of Provident Fund, Pension and Gratuity. Total pay and allowances along with admissible perquisites attached to the post considering market value of housing in Mumbai work out as ₹ 11.58 lakhs p.a. (approx) on a cost to the Bank basis.

(iii) Candidates selected for the post will be governed by 'the defined contribution **New Pension Scheme (NPS)**'.

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

(v) Initial appointment will be on probation for a period of two years which may be extended up to four years at the discretion of the Bank.

Continued on next page..

...continued from previous page

- (vi) There are reasonable prospects for promotion to higher grades.
(vii) Selected candidates are liable to be posted and transferred anywhere in India.

7. GENERAL RULES / INSTRUCTIONS:

- (i) Application format for Off-line mode is given at the end of this advertisement. Candidates applying by off-line mode should apply strictly in conformity with the format as prescribed.
(ii) App. not accompanied by prescribed fees (unless exempted) or incomplete/illegible/not in the prescribed format/without photograph/without signature will be rejected and no correspondence in this regard will be entertained by the Board.
(iii) Candidates **should not enclose any certificate/s or copies thereof with the application.** Their candidature will be considered on the strength of the information declared in the application. If at any stage, it is found that any information furnished in the application is false/incorrect or if according to the Board, the candidate does not satisfy the eligibility criteria, his/her candidature/appointment is liable to be cancelled/terminated.
(iv) All educational qualifications must have been obtained from recognized universities/institutions in India or abroad. If grades are awarded instead of marks, candidates should clearly indicate their numerical equivalent.
(v) Candidates should satisfy themselves about their eligibility for the post. The Board would admit to the 'WE' all the candidates applying for this post with the requisite fee (wherever applicable) on the basis of the information furnished in the application and shall determine their eligibility only at the final stage i.e. Interview stage.
(vi) Candidates already in service of Govt./Quasi-Govt. Organisations and Public Sector Banks /Undertakings will have to produce a "No Objection Certificate(NOC)" from their employer, at the time of Interview. Without 'NOC' no candidate shall be allowed to appear in the interview. However, before appointment in RBI, a proper discharge certificate from the employer will have to be produced. If the App. is required to be routed through the employer and in the process it reaches the Board's Office after the closing date, it will not be considered even though the applicant submitted the application to the employer before the closing date. In such cases, App. marked 'Advance Copy' should be sent to the Board's Office direct together with the fee (wherever applicable) and the regular copy without fee should be routed through the employer.
(vii) Change of address, if any, should be informed to the Board immediately. Although every effort will be made to take on record such changes, the Board does not accept any responsibility in the matter particularly when the time gap between receipt of intimation and date of WE/ Interview is very short.
(viii) The Board shall not entertain requests from the candidates seeking advice about their eligibility to apply.
(ix) The list of admitted candidates for the 'WE' will be displayed on RBI website at the appropriate time. If an applicant does not receive Admission Letter (AL) for 'WE' / any other communication from the Board, he/she should contact the In-charge of the RBI Office during office hours, at the examination centre indicated in the application, along with duly signed passport size photograph, on any day starting from four days before the date of examination for necessary guidance. Failure to comply with above instructions will deprive the candidate of any claim for consideration.
(x) **Candidates will have to appear for the 'WE' at their own expense.** However, candidates called for interview, will be reimbursed to and fro actual First Class(Non-AC) or II AC railway fare by the shortest route from the place of their residence /place of work to the place of interview whichever is nearer.
(xi) Mobile phones, pagers or any other communication devices are not allowed inside the premises, where the examination is being conducted. Any infringement of these instructions shall entail disqualification including ban from future examinations.
(xii) In all correspondence with the Board, Roll No. indicated in 'AL' must be quoted.
(xiii) The Board does not furnish the mark-sheet to candidates. However, WE and interview marks may be available on the Bank's website after the declaration of the final result.
(xiv) The posts are also open to the employees of RBI (Staff Candidates) who satisfy the eligibility criteria relating to educational qualifications, experience etc., stipulated in this advertisement. However, staff candidates are exempted from the age limit.
(xv) Canvassing in any form will be a disqualification.
(xvi) In all matters regarding eligibility, conduct of examination, interviews, assessment, prescribing minimum qualifying standards in 'WE' and interview, in relation to number of vacancies and communication of result, the Board's decision shall be final and binding on the candidates and no correspondence shall be entertained in this regard.
(xvii) Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Mumbai only.

8. SUBMISSION OF THE APPLICATION :

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

- i. **ON-LINE:** The candidate can apply ON-LINE using the link/URL <http://onlinedr.rbi.org.in> Detailed 'Instructions for Applying ON-LINE' are available on this link. Candidates should read the instructions carefully and then click on "Apply" link. Salient features of the system of On Line Application are given hereunder:
- Before starting filling up of ON-LINE application, a candidate must purchase the DD or IPO for ₹ 100/- (except SC/ST/PWD candidates who are exempted from payment of fees).
 - Fee exempted category candidates can straightway fill the ON-LINE application.
 - Candidates NEED to take a PRINTOUT (hard copy) of their ON-LINE Application after submission of the data through the system. A signed photograph must be pasted (not to be stapled) at the specified place on the printout and the candidate must sign on the printout of the application and attach DD or IPO of ₹ 100/- (if required to pay fee).**
 - Candidates **need to** send the system generated printout (hard copy) of the ON-LINE Application to the address given in item iii below by ordinary post. In case the printout (hard copy) is not received by the Board by the CLOSING DATE mentioned in this advertisement, the ON-LINE application will not be entertained and will be rejected.
 - Applications should not be submitted more than once. Duplicate applications will not be entertained and will be rejected.
 - The ON-LINE applications can be submitted till **11.59 P.M. on January 29, 2013** after which the link will be disabled.
- ii. **OFF-LINE :** The candidates must apply in the Application format published in this advertisement. It should be typed or neatly handwritten in Hindi or English on a good quality "White A- 4 size" paper. All the columns in the application (except PWD category and Fee, if not applicable) must be filled legibly or typed. Incomplete and illegible applications will be rejected.
- iii. OFF-LINE Application or printout of the ON-LINE Application (hard copy), as the case may be, have to be sent by **ordinary post** to
"The General Manager, Reserve Bank of India Services Board, Post Bag No. 4618, Mumbai Central Post Office, Mumbai-400 008".
The cover should be superscribed "**APPLICATION FOR THE POST OF LEGAL OFFICER IN GRADE B**".
- iv. OFF-LINE Application or printout of the ON-LINE Application (hard copy), as the case may be, in closed cover, may also be deposited in the box specially kept for the purpose at Reserve Bank of India, Opposite Mumbai Central Railway Station, Mumbai Central, Mumbai-400 008.

- v **Candidates should apply either by ON-LINE mode or OFF-LINE mode. They should not submit application by both the modes. Duplicate applications will be rejected.**

9. CLOSING DATE:

- (i) ON-LINE applications can be submitted till **11.59 P.M. on January 29, 2013.**
(ii) OFF-LINE Application or the printout of the ON-LINE Application (hard copy), as the case may be, should reach the Board's Office on or before **6.00 P.M. on February 05, 2013.**
(iii) In the case of App. received **only by post** from candidates living abroad, in Assam, Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim, Tripura; Ladakh division of Jammu and Kashmir State; Lahaul and Spiti Districts and Pangi Sub-division of Chamba district of Himachal Pradesh; Andaman and Nicobar Islands and Lakshadweep, the last date of receipt of Applications will be February 12, 2013 (before 6.00 P.M.) For Applications received in any manner other than by post, the benefit of extended time will not be available.
(iv) The Board takes no responsibility for any delay in receipt of Applications or loss thereof in postal transit.

10. CHECK-LIST FOR SUBMISSION OF THE APPLICATION :

- (i) The Format of the application given below should not itself be used as application.
(ii) The App. **strictly in conformity with the Format as prescribed** must be typed or neatly hand-written in Hindi or English on a good quality "White A4 size" paper and duly affixed (not stapled) with a signed latest passport size photograph. Candidates should ensure that all the entries have been correctly filled in and the Application, as also the photograph are signed. **Application without signature, photo, fee (if applicable), not in prescribed Format, incomplete or illegible shall be rejected.**
(iii) Name and Address in the application must be written **IN CAPITAL LETTERS in English only**, since processing is computerized.
(iv) Candidates should write their name and address on the reverse of the Demand Draft and in the space provided for the purpose on the Postal Orders (if fee is payable) and enclose them to the application with a pin (**should not be stapled**).
(v) The post applied for should be superscribed on top of the cover containing the Application.
(vi) Candidates must ensure that the Application [either OFF-LINE or printout of the ON-LINE] along with DD/IPO (if applicable) should reach the Board's office on or before the CLOSING DATE. **Even after the successful submission of ON-LINE application through the system, unless the system generated printout of the ONLINE application together with fee (if applicable), photograph and signature is received by post at the Board's office within the closing date, the ONLINE application is not valid and will be rejected.**

RESERVE BANK OF INDIA SERVICES BOARD, MUMBAI					
APPLICATION FOR THE POST OF LEGAL OFFICER IN GRADE 'B'					
Advt. No.2A/2012-13			RECEIPT NO. <input type="text"/>		
1. NAME IN FULL (IN ENGLISH WITH CAPITAL LETTERS) :			(ONLY FOR OFFICE USE)		
2. CATEGORY:			PASTE A SIGNED LATEST PASSPORT SIZE PHOTOGRAPH		
A. WRITE GEN for General/SC for Scheduled Caste/ST for Scheduled Tribe /OBC for Other Backward Class. (OBC candidates coming under 'Creamy Layer' should indicate their category as GEN). This column should not be kept blank.					
B. PWD Category WRITE OH for Orthopaedically Handicapped, HI for Hearing Impaired and VH for Visually Handicapped in addition to the main Category in A above (Others leave it Blank).					
3. EXAMINATION CENTRE		CODE NO.			
4. SEX: WRITE [M] FOR MALE AND [F] FOR FEMALE:			<input type="checkbox"/>		
5. DATE OF BIRTH:			<input type="text"/> <input type="text"/> <input type="text"/>		
6. AGE (AS ON 01-01-2013):			____ Years ____ Months		
7. A. ACADEMIC QUALIFICATIONS (AS ON 01-01-2013) (Starting with minimum qualification stipulated for the post)					
Name of the Exam. (Please specify)	Main subjects	Date of Result	University/Institute	Overall % of marks (up to two dec. points)	Class / Division
Graduation					
Post Graduation					
B. HIGHER QUALIFICATIONS (AS ON 01-01-2013) (Write in the box whether Ph.D. in Law)			<input type="checkbox"/>		
8. DO YOU FALL UNDER EX-SERVICEMAN/DOMICILED IN J. & K./ RETRENCHED FROM GOVT. OFFICE/BANKING INSTITUTION ? WRITE [Y] FOR YES [N] FOR NO			<input type="checkbox"/>		
9. DO YOU HAVE THE PRESCRIBED MINIMUM TWO YEARS' EXPERIENCE STIPULATED AT ITEM NO. 2 OF THE ADVERTISEMENT? WRITE [Y] FOR YES [N] FOR NO			<input type="checkbox"/>		
10. EXPERIENCE WITH REFERENCE TO THE ADVERTISEMENT (AS ON 01-01-2013)					
Name and address of the employer	Designation	Job profile	Period	Duration	
			From	To	Yrs Mths
11. PARTICULARS OF EXAMINATION FEE:					
Name of the Drawee Bank/Post Office	No. of DD/Indian Postal Order/s	Date of DD/Indian Postal Order/s	Amount (₹)		
12. POSTAL ADDRESS : (IN ENGLISH AND IN CAPITAL LETTERS WITH PIN CODE NO. – DO NOT WRITE YOUR NAME)					
E-mail address if any					
Tel No (with STD code)/Mob., if any					
I hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that if at any stage, it is found that any information given in this application is false/incorrect or that I do not satisfy the eligibility criteria according to the Board, my candidature /appointment is liable to be cancelled/terminated. I have read and understood the stipulations given in the advertisement and hereby undertake to abide by them.					
PLACE :					
DATE :					
(Signature of the Applicant)					
Name : _____					
Very important points to be noted by the candidates : (i) Candidates must complete the application in all respects including Pasting of photograph. (ii) Incomplete applications in any respect will be rejected and no correspondence will be entertained by the Board in this matter.					