



## RESERVE BANK OF INDIA SERVICES BOARD, MUMBAI

Advt. No. 2A/2016-17

1. **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, 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                     |  |                             |                          |       |
|--|---|--|-----------------------------|--------------------------|-------|
|  | Unreserved i.e.,<br>General<br>(GEN/UR) | Other<br>Backward<br>Classes<br>(OBC)# | Scheduled<br>Castes<br>(SC) | Scheduled<br>Tribes (ST) | TOTAL |
| Officer in Grade 'B' for<br>Department of Economic and<br>Policy Research (DEPR)             | 6                                       | 4                                      | 0                           | 1                        | 11    |
| Officer in Grade 'B' for<br>Department of Statistics and<br>Information Management<br>(DSIM) | 4                                       | 0                                      | 2                           | 2                        | 8     |

# 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)'.

No post has been reserved for Persons with Disability (PWD) category. However, 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 both the posts and they will be considered for selection, against the backlog for PWD vacancies, subject to their suitability.

### **Note for PWD candidates:**

- (1) The degree of disability should be (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 candidate either of the following conditions should be fulfilled:
- Total absence of sight.
  - With visual acuity not exceeding 6/60 or 20/200 (Snellen) in the better eye with correcting lenses.
  - With limitation of the field of vision subtending an angle of 20 degrees or worse.

- (2) PWD candidates should possess a latest certificate to this effect issued by an authorized Government of India/ State Government Department/ Hospital.
- (3) Within the overall notified total vacancies, PWD candidates belonging to any of the three categories of disability 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.
- (4) Backlog vacancies reserved for PWD would be filled by a person with disability in the respective category. If no suitable person from that category is available such backlog vacancies would be filled up by interchange among other eligible PWD categories.
- (5) PWD candidates may belong to any category (i.e. General/SC/ST/OBC). Reservation for PWD is horizontal and within the overall vacancies for the post.
- (6) Only following categories of PWD are eligible to apply for these posts:
  - (i) OH candidates: OA - One arm affected (Right or Left); BL – Both legs affected but not arms; OL – One leg affected (Right or Left),
  - (ii) HI candidates: PD - Partially Deaf; D - Deaf
  - (iii) VH candidates: B - Blind; LV- Low Vision
- (7) At the time of 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. In all such cases where a scribe 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.
- (8) Detailed instructions for PWD candidates regarding availing services of scribe and allotment of extra/compensatory time will be made available on Bank's website ([www.rbi.org.in](http://www.rbi.org.in)) at the time of uploading of list of candidates admitted in written examination.

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 Examinations all the candidates applying for this post with the requisite fee/intimation charges (wherever applicable) 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 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](http://www.rbi.org.in) No other mode for submission of application is available.**

**Help Facility: In case of any problem in filling up the form, payment of fee/intimation charges, queries may be made through the link <http://cgrs.ibps.in>  
Do not forget to mention 'RBI Officer-in Grade 'B'- for DEPR/DSIM' in the subject of the email.**

**IMPORTANT DATES:\***

| <b>Event</b>  | <b>Important Dates</b>              |
|---|-------------------------------------|
| Website Link Open : For On-Line Registration of Applications and Payment of Fees/Intimation Charges   | 19 July, 2016 to<br>09 August, 2016 |
| Paper-I : Objective Type (on Economics) for DEPR<br>Paper-I : Objective Type (on Statistics) for DSIM   | August 27, 2016                     |
| Paper-II : Descriptive Type (on Economics) for DEPR<br>Paper-II : Descriptive Type (on Statistics) for DSIM<br><br>Paper-III : Descriptive Type (English) for DEPR<br>Paper-III : Descriptive Type (English) for DSIM | August 28, 2016                     |

\* The Board reserves the right to make any change in these dates.

**2. OFFICER IN GRADE 'B' FOR DEPARTMENT OF ECONOMIC AND POLICY RESEARCH (DEPR)**

(A) **Job Requirements:** To undertake research activities and participate in policy formation among others.

(B) **Eligibility Criteria:**

(I) **Educational Qualifications (as on 01-07-2016):**

**Essential:** (i) A Master's Degree in Economics with a minimum of 55% marks or an equivalent grade in aggregate of all semesters / years from a recognized Indian or Foreign University / Institute; OR (ii) A Doctorate Degree in Economics with Master's Degree in any subject with a minimum of 55% marks or an equivalent grade in aggregate of all semesters / years from a recognized Indian or Foreign University / Institute.

**Note:** ST and PWD candidates having second class with a minimum of 50% marks or equivalent grade in aggregate of all semesters / years in Master's Degree examination or equivalent recognized qualifications are eligible to apply.

**Desirable:** Research or teaching experience in Economics or publications in standard journals would be considered as an additional qualification.

Please also refer to note under Para 3(D) below on educational qualifications.

(II) **Age (as on 01-07-2016):** Between 21 and 30 years (candidates must have been born not earlier than 02/07/1986 and not later than 01/07/1995). Refer item 6 below for relaxation in upper age limit for specified categories. Further,

(i) Candidates having M.Phil Degree and Doctorate Degree from a recognized Indian/Foreign University/Institute in the specified subjects will be eligible for relaxation in the upper age limit by 2 year and 4 years respectively.

(ii) Candidates having Master's Degree with Research/Teaching experience at a recognized Indian/Foreign University/Institute will be eligible for relaxation in upper age limit to the extent of number of years of such experience subject to a maximum of three years. For experience, probationary period will not be reckoned.

(iii) The above age relaxations will not be cumulatively available with age relaxations available to

various categories as mentioned in Para 6 below.

(C) **Scheme of Selection:**

Selection will be through Written Examination ('WE') and interview. There are 3 papers for Written Examination. 'WE' will be held on **27 & 28 August 2016**.

| <b>Name of Paper</b>                     | <b>Duration</b> | <b>Maximum Marks</b> |
|--|-----------------|----------------------|
| Paper-I Objective Type (on Economics)    | 3 hours         | 100                  |
| Paper-II Descriptive Type (on Economics) | 3 hours         | 100                  |
| Paper-III English - Descriptive          | 3 hours         | 100                  |
| <b>Total</b>                             |                 | <b>300</b>           |

Paper-I of only such candidates, who appear in all the three papers, would be assessed. Paper-II and Paper-III 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 (except Paper-III on English). Answers for Paper-I and Paper-II may be written either in Hindi or English. Paper-III will have to be answered in English only. 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.

- (D) **Syllabus:** (i) Standard of papers on Economics would be that of Master's Degree examination in Economics of any Central University in India. (ii) Syllabus for English: Essay, Précis writing, Comprehension and Business/Office Correspondence.

3. **OFFICER IN GRADE 'B' FOR DEPARTMENT OF STATISTICS AND INFORMATION MANAGEMENT (DSIM)**

- (A) **Job Requirements:** To undertake collection, compilation, analysis and interpretation of data from various sources, undertake statistical analysis involving modern statistical/econometric models, empirical testing of data etc., to undertake conceptual and methodological studies on various types of statistics relating to money and banking, prices, saving and investment, national accounts, index numbers, etc., designing and organizing of large scale sample surveys and to undertake systems analysis and computer programme development and processing on the Bank's Computer Systems.

(B) **Eligibility Criteria:**

(I) **Educational Qualifications (As on 01-07-2016):**

**Essential:** (i) A Master's Degree in Statistics/ Mathematical Statistics/ Mathematical Economics/ Econometrics/ Statistics & Informatics from IIT-Kharagpur/ Applied Statistics & Informatics from IIT-Bombay with a minimum of 55% marks or equivalent grade in aggregate of all semesters / years; OR (ii) Master's Degree in Mathematics with a minimum of 55% marks or an equivalent grade in aggregate of all semesters / years and one year post graduate diploma in Statistics or related subjects from an institute of repute; OR (iii) M.Stat. Degree of Indian Statistical Institute with a minimum of 55% marks in aggregate of all semesters / years.

**NOTE:** For SC, ST and PWD candidates, the minimum marks required in Master's Degree as in items (i), (ii) and (iii) above is 50% or an equivalent grade in aggregate of all semesters/ years.

**Desirable:** (i) Candidates with a Doctorate in topics related to above subjects will be given preference. (ii) Research or teaching experience and publication in standard journals will be considered as an additional qualification.

Please also refer to note under Para 3(D) below on educational qualifications.

(II) **Age (as on 01-07-2016):** Between 21 and 30 years (candidates must have been born not earlier than 02/07/1986 and not later than 01/07/1995). Refer item 6 below for relaxation in upper age limit for specified categories. Further,

- (i) Candidates possessing M.Phil. and Ph.D. qualification in the specified subjects will be eligible for relaxation in upper age limit by 2 year and 4 years respectively.
- (ii) Candidates with research/teaching experience at a recognized Indian/Foreign University/Institute will be eligible for relaxation in upper age limit to the extent of number of years of such experience subject to a maximum of three years. For experience, probationary period will not be reckoned.
- (iii) The above age relaxations will not be cumulatively available with age relaxations available to various categories as mentioned in Para 6 below.

(C) **Scheme of Selection:**

Selection will be through Written Examination ('WE') and interview. There are 3 papers for Written Examination. 'WE' will be held on **27 & 28 August, 2016**.

| Name of Paper                             | Duration | Maximum Marks |
|---|----------|---------------|
| Paper-I Objective Type (on Statistics)    | 3 hours  | 100           |
| Paper-II Descriptive Type (on Statistics) | 3 hours  | 100           |
| Paper-III English - Descriptive           | 3 hours  | 100           |
| <b>Total</b>                              |          | <b>300</b>    |

Paper-I of only such candidates, who appear in all the three papers, would be assessed. Paper-II and Paper-III 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 (except Paper-III on English). Answers for Paper-I and Paper-II may be written either in Hindi or English. Paper-III will have to be answered in English only. 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.

(D) **Syllabus:** Standard of papers would be that of Master's Degree examination of any Central University in India.

Paper-I: Questions would cover Probability: Definition of Probability, Standard distribution, Large and small sample theory, Analysis of Variance, Estimation, Testing of Hypotheses, Multivariate analysis and Stochastic Processes.

Paper-II: Questions would cover (i) Probability and Sampling, (ii) Linear Models and Economic Statistics, (iii) Statistical Inference: Estimation, Testing of hypothesis and Non-parametric Test, (iv) Stochastic Processes, (v) Multivariate analysis and (vi) Numerical Analysis and Basic Computer

Techniques. There will be sufficient choice for candidates to attempt the required number of questions from any three or more of the above six groups.

Paper-III: English: Essay, Précis writing, Comprehension and Business/Office Correspondence.

**NOTE:** For Educational Qualification (for both the above posts):

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

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

- (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.

4. **Examination Centres:** The Written Examination will be held at the following Centres:

| <b>Name of the Centre</b> | <b>Code No.</b> | <b>Name of the Centre</b> | <b>Code No.</b> |
|---------------------------|-----------------|---------------------------|-----------------|
| 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 for written examination and must indicate the choice of centre in the online application. Centre and dates of Examinations are liable to be changed at the Board's discretion. In the event of cancellation of Examinations 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). The candidates should download their AL from their registered E-mail ID. **No hard copy of the Admission Letter (AL) will be sent by post.** Candidates will not be admitted to the 'WE' without the AL.

The Interviews will be held at some of the above Centres which will be communicated in the interview call letter at the appropriate time.

**Note:**

- (i) Board, however, reserves the right to cancel any of the Examination Centres and/or add some other Centres, depending upon the response, administrative feasibility, etc.
- (ii) As far as possible candidates will be allotted to a centre of his/her choice. However, Board also reserves the right to allot any centre to the candidate other than the one he/she has opted for.
- (iii) Candidate will appear for the examination at an Examination Centre at his/her own risks and expenses. The Board does not make any arrangements for boarding/lodging of candidates. Board will not be responsible for any injury or losses etc. of any nature during the course of Examination.
- (iv) No request for change of centre for Examination shall be entertained.
- (v) Previous descriptive question papers are available on Bank's website ([www.rbi.org.in](http://www.rbi.org.in)).

**5. APPLICATION FEE AND INTIMATION CHARGES :( Non Refundable)**

| 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 its 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 9(c) below].

**6. RELAXATION IN THE UPPER AGE LIMIT:**

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 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) - if seats are reserved for OBC and 15 years for PWD(SC/ST) candidates- if seats are reserved for SC/ST.
- (d) For eligible staff candidates the relaxation in age limit is according to RBI circular CO. HRMD. No. G-75/ 5599/ 05.01.01/ 2013-2014 dated December 20, 2013.

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

#### **7. SERVICE CONDITIONS / CAREER PROSPECTS:**

- (i) **Pay Scale:** Selected Candidates will draw a starting basic pay of Rs.35,150/ -p.m. in the scale of Rs.35150-1750(9)-50900-EB-1750(2)-54400-2000(4)-62400 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. 65,789/-**.

**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.

- (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 and extant norms. 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 number 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.



## 8. **GENERAL RULES / INSTRUCTIONS:**

- (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 10 below
- (ii) **Candidates need not submit /send at any address, application printouts or any certificates or copies** thereof at the time of online application (No offline / hard copy of applications will be accepted). Their candidature will be considered on the strength of the information furnished in the online application. If at any stage, it is found that any information furnished in the online application is false/ incorrect or if according to the Board, the candidate does not satisfy the eligibility criteria, his/ her candidature/ appointment will be cancelled/ terminated.
- (iii) 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.
- (iv) All educational qualifications must have been obtained from recognized universities/institutions/ Boards in India or abroad. If grades are awarded instead of marks, candidates should clearly indicate their numerical equivalent.
- (v) Candidates should satisfy themselves about their eligibility for the post applied for. The Board would admit to the Examination all the candidates applying for the above posts with the requisite fee/ Intimation Charges (wherever applicable) on the basis of the information furnished in the online Application and **shall determine their eligibility only at the final stage i.e. interview stage.**
- (vi) The Board shall not entertain requests from the candidates seeking advice about their eligibility to apply.
- (vii) Board does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of or for any other reason beyond the control of the Board.
- (viii) Not more than one online 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.
- (ix) Candidates are advised to keep their e-mail ID/mobile number alive for receiving advices viz. Admission letters/Interview letters, etc. Candidates may check e-mails/SMSes regularly. Candidates may also check their junk/spam folders.
- (x) **Candidates employed in Government/Public Sector:** All candidates working in Government Sector, Government owned industrial undertakings, Public Sector Undertakings/Financial Institutions/Banks, Public Enterprises or other similar organisations, whether in a permanent or temporary capacity or as work-charged employees other than casual or daily rated employees, are required to inform their employer (Head of Office/Department) in writing, about applying for this recruitment, prior to the submission of their application online to the Board. At the time of applying online, candidates working in such organisations, are required to submit an undertaking that they have informed in writing about applying for this recruitment to their Head of Office/Department.

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 the time of joining, the recommended candidates will have to bring proper discharge certificates from their PSU/Government/Quasi-Government employer.

- (xi) **Issue of Admission Letters (AL):** The AL for written examination, 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) alongwith 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, alongwith 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.

**Note:** Instructions regarding Written Examinations with be conveyed through Admission Letter.

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](http://www.rbi.org.in)) at the appropriate time.

- (xii) In all correspondence with the Board, Registration number received on submission of application and Roll no. indicated in 'AL' must be quoted.
- (xiii) Candidates will have to appear for Written 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.
- (xiv) **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.**
- (xv) The Board does not furnish the mark-sheet to candidates. Marks obtained in Examination and Interview will be made available on the Bank's web-site in an interactive mode only after declaration of the final result.
- (xvi) Any canvassing by or on behalf of the candidates or to bring political or other outside influence with regard to their selection/recruitment shall be considered as disqualification.
- (xvii) 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.
- (xviii) **Action against candidates found guilty of misconduct/ use of unfair means:** Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application. At the time of examination, interview or in a subsequent selection procedure, if a candidate is (or has been) found guilty of –
- using unfair means or
  - impersonating or procuring impersonation by any person or
  - misbehaving in the examination/ interview hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein

in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or

- d. resorting to any irregular or improper means in connection with his/ her candidature or
- e. obtaining support for his/ her candidature by unfair means, or
- f. carrying mobile phones, pagers, laptops, i-pads or any other similar electronic communication devices in the examination/ interview hall, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable:
  - to be disqualified from the examination for which he/ she is a candidate
  - to be debarred either permanently or for a specified period from any examination conducted by the Board
  - for termination of service, if he/ she has already joined the Bank

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

#### 9. **HOW TO APPLY ON-LINE:**

Candidates have to apply only online through the Bank's website i.e. [www.rbi.org.in](http://www.rbi.org.in) from 19/07/2016 to 09/08/2016. No other means/mode of applications will be accepted. Detailed instructions for applying online 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 10 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. 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 July 1, 2016 are first required to visit the URL "Recruitment for the post of "Officers in Grade 'B' for DEPR and DSIM" on Bank's website i.e. [www.rbi.org.in](http://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 10 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 10 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 upto 12/8/2016.

## 10. GUIDELINES FOR SCANNING & UPLOADING 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 on Hindi website of Bank)*

**Corrigendum to the notification for Recruitment of Officer in Grade - B for DEPR and DSIM – Panel  
Year – 2016**

**Corrigendum 1:** Para 6 (b) (v) of the Advt.( No. 2A/2016-17) is modified as given below:

“Candidates who had ordinarily been domiciled in the State of Jammu and Kashmir between 1st January, 1980 and 31st December, 1989.”