

Combined Advertisement No. 7A/2015-16 for the posts of Legal Officer in Grade 'B' and Assistant Archivist 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
1	Legal Officer in Grade 'B'	2	0	1	0	3
2	Assistant Archivist in Grade 'A'	1	0	0	0	1

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:

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

(a) 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:

- 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.

(b) PWD candidates should possess a latest certificate to this effect issued by an authorized Government of India/ State Government Department/ Hospital.

(c) PWD candidates may belong to any category (i.e. General/SC/ST/OBC).

(d) Only following categories of PWD are eligible to apply for the post of **Assistant Archivist in Grade 'A'**:

- 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
- (e)** Only following categories of PWD are eligible to apply for the post **Legal Officer in Grade 'B'**:
- 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;
 - iii. VH candidates: B - Blind; LV- Low Vision

(f) 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.

(g) 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 Assistant Archivist in Grade 'A' please also see para 8(iii) below.

<p>Helpline: In case of any problem in filling up the form, payment of fee/intimation charges, queries may be made at registration_helpdesk@ibpsorg.org Don't forget to mention 'RBI Officer-Combined Posts' in the subject of the email.</p>

IMPORTANT DATES:

Age, qualification, experience etc., as on (Cut-Off date)	01.05.2016
Website Link Open- For On-Line Registration of Applications and Payment of On-Line Fees/Intimation Charges	23.05.2016 to 03.06.2016
Only for the post of Assistant Archivist 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 8(iii) below) at RBI Services Board Office.	10.06.2016 (5.00 PM)

1. Legal Officer in Grade 'B'

(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 01-05-2016)

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

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

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 01-05-2016)

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 01-05-2016)

Not exceeding 32 years (i.e. candidates must have been born not earlier than **02-05-1984**).

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 6 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 in **June/July 2016** 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, Précis writing, Comprehension and Business/Office Correspondence.

2. Assistant Archivist in Grade 'A'

(A) Job requirements: He/she would assist the Chief Archivist and Archivist in executing record management and archives administration policies, shifting and arrangement of records of permanent value, preparation of reference media to records retrieval services, organizing exhibitions on records and documents, selection of records for repair, preservation and microfilming review and appraisal of records. He/ She would be actively involved in production, processing and classification of microfilms and digital data.

(B) Eligibility Criteria:

(I) Educational Qualifications (as on 01/05/2016):

Essential: Degree or Diploma in Archives keeping or Archives Administration or Archival Science or Archives and Records Management from a recognized University or Institution.

(II) Experience (as on 01/05/2016):

Desirable: The candidates should possess working experience in an Archives Office or Archives Project or teaching or research experience from a recognized University or Institution.

(III) Age (as on 01/05/2016): Not exceeding 35 years. (i.e. candidates must have been born not earlier than **02-05-1981**). Refer item 6 below for relaxation in upper age limit for specified categories.

(C) Scheme of Selection: Selection will be through Interview of the short listed candidates.

(D) Advance increment: As per latest policy of RBI

3. NOTE: FOR EDUCATIONAL QUALIFICATIONS (For both the above posts):

- I. 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	Aggregate Percentage of Marks
6.75	60%
6.25	55%
5.75	50%
5.25	45%

- II. Aggregate Grade Point or percentage of marks where awarded would mean aggregate over the entire duration of the course.
- III. 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. APPLICATION FEE AND INTIMATION CHARGES (NON-REFUNDABLE) (For both 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 9 (C)] below).

5. EXAMINATION CENTRES (For the post of Legal Officer in Grade 'B')

'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).

6. RELAXATION IN THE UPPER AGE LIMIT for the post of Legal Officer in Grade 'B' and Assistant Archivist in Grade 'A':

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.

7. SERVICE CONDITIONS / CAREER PROSPECTS:

(i) Pay Scale:

(A) For Grade 'A' Officers: They will draw a starting basic pay of Rs.28150/- p.m. in the scale of Rs.28150-1550(4)-34350-1750(7)-46600-EB-1750(4)-53600-2000(1)-55600 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. 54,049/-.

(B) For Grade 'B' Officers: They 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. 66,052/-.

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. 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.

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 applying for the post of **Legal Officer in Grade 'B'** need **Not 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) **Candidates applying for the post of Assistant Archivist in Grade 'A'**: 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, along with OBC Declaration form.
 - (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].

Candidates need to send the above documents to the Board by ordinary post / Courier at the address given below:

"The General Manager, Reserve Bank of India Services Board, Third Floor, RBI Building, Opp. Mumbai Central Railway Station., Byculla, Mumbai - 400 008".

The cover should be super-scribed "APPLICATION FOR THE POST OF **Assistant Archivist 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 online 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 or due to any reason beyond the control of the Board.

- (iv) 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 in India or abroad. If grades are awarded instead of marks, candidates should clearly indicate their numerical equivalent.
- (vi) 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.
- (vii) The Board shall not entertain requests from the candidates seeking advice about their eligibility to apply.
- (viii) 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.
- (ix) 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.
- (x) Candidates are advised to keep their e-mail ID alive for receiving advices viz. Admission letters/Interview letters, etc.
- (xi) 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.
- (xii) **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) 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.

- (xiii) 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.
- (xiv) Candidates for Assistant Archivist in Grade 'A' 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.
- (xv) In all correspondence with the Board, Registration number received on submission of application and Roll no. indicated in 'AL' must be quoted.
- (xvi) 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 extant Board norms.
- (xvii) **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.**
- (xviii) 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.
- (xix) Canvassing in any form will be a disqualification.
- (xx) 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.
- (xxi) Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Mumbai only.
- (xxii) 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.
- (xxiii) 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.

9. HOW TO APPLY ON-LINE:

Candidates have to apply only On-Line through the Bank's website i.e. www.rbi.org.in from 23.05.2016 to 03.06.2016. 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 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. 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 May 01, 2016 are first required to visit the URL "Combined Advertisement No. 7A/2015-16 for the posts of Legal Officer in Grade 'B' and Assistant Archivist 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 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 up to 05.06.2016

10. 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 (Amendment) 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.

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 Commissioner / 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/ शहरके 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।**

जिलाधिकारी
उपायुक्त इत्यादि

दिनांक

मोहर

* प्रमाण-पत्र जारी करने वाले प्राधिकारी को भारत सरकार के संकल्प के ब्योरों 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।

Annexure

**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 Shriof 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**.

District Magistrate
Deputy Commissioner, etc.

Dated:

Seal

*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.

घोषणा / DECLARATION

“मैं _____ पुत्र/पुत्री श्री _____

निवासी ग्राम/कस्बा/शहर _____ जिला _____ राज्य _____

एतद्वद्वारा यह घोषित करता/करती हूँ कि मैं _____ समुदाय का/की हूँ जो कि कार्मिक और प्रशिक्षण विभाग के दिनांक 08.09.1993 के कार्यालय - जापन सं.36012/22/93-स्था. (एस.सी.टी.) में निहित आदेश के अनुसार सेवाओं में आरक्षण के प्रयोजन से भारत सरकार वद्वारा 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 जापन की अनुसूची के कॉलम 3 में उल्लिखित व्यक्तियों /वर्गों (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 <input type="checkbox"/> अजजा/ST <input type="checkbox"/> अपिव/OBC <input type="checkbox"/> सामान्य GENERAL <input type="checkbox"/> (उपरोक्त बॉक्स रि रटक(✓) करें/Tick (✓)the appropriate box) (क) अजा/अजजा/अपिव के मामले में जाति/उजाति/जनजाति लिखें/ (a) in case of SC/ST/OBC, Indicate Caste/Sub-caste/Tribe)					
	(ख) निःशक्तजन उम्मीदवार/ (b) Persons with Disability (PWD) Candidate	अ.वि. / Orthopedically Handicapped <input type="checkbox"/>	बधिर/ Hearing impaired <input type="checkbox"/>	दृ.वि./ Visually Handicapped <input type="checkbox"/>		
4 क A	क्या आप अल्पसंख्यक समुदाय से संबंधित हैं? 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)							

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) (a)	क्या आप ऋण- मुक्त हैं? Are you free from debt?	हां/नहीं Yes/No
	(ख) (b)	यदि आपकी शिक्षा अथवा किसी अन्य उद्देश्य के लिए किसी संस्थान अथवा पार्टी द्वारा दिए गए धन की 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 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	हां/नहीं Yes/No
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 हूँ कि प्रस्तुत किए गए उक्त ब्यौरे मेरी अधिकतम जानकारी एवं विश्वास के अनुसार सत्य , सही तथा पूर्ण हैं। मैं यह भी प्रमाणित करता/करती हूँ कि मैं पद के लिए संबंधित विज्ञापन में निर्धारित पात्रता मानदंडों को सभी रूपों में पूरा करता/करती हूँ। बैंक में नियोजन की मेरी उपयुक्तता को दुर्बल करने वाली किसी भी परिस्थिति से मैं अनभिज्ञ हूँ।

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

पासपोर्ट आकार का
हस्ताक्षरित फोटो चिपकाएं
(3.5 सेमी. X 4.5 सेमी.)

Affix signed
passport size
(3.5 cm. x 4.5 cm.
approx) photograph

साक्ष्यांकन फार्म/ ATTESTATION FORM

चेतावनी/ Warning

टेली/मोबाईल नं./ Tel./Mob. No.....

- 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.
- 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.
- 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)								
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).								
(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.								

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

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 अपिब 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 अपिब 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 15 th 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)	यदि किसी भी समय आप नियोजित थे तो ब्यौरे दें			
	(a)	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 से/From तक/To		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
(ख)	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;				
(b)	<p>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 ?</p> <p><u>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:</u></p> <p>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?</p>				

12	(क)	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 ?	
	(a)	<p>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?</p>	
	(ख)	यह साक्ष्यांकन फार्म भरते समय क्या आपके विरुद्ध कोई मामला न्यायालय, विश्वविद्यालय अथवा किसी अन्य शिक्षा प्राधिकरण/संस्थान में लंबित है?	
	(b)	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?	

<p>(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)</p>
<p align="center">(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)</p>

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 हूँ 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 हूँ।
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 सामान्यतः 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 मैजिस्ट्रीरीअल 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 पढाई 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: