RESERVE BANK OF INDIA

CENTRAL RECRUITMENT SECTION
HUMAN RESOURCE MANAGEMENT DEPARTMENT
ADVERTISEMENT NO. 1 /Asst./2011-12
RECRUITMENT OF ASSISTANTS IN RESERVE BANK OF INDIA

Applications (App.) are invited for the post of Assistant 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 Pakistan, Myanmar, Sri Lanka and East African countries or Kenya, Uganda and United Republic of Tanzania with the intention of permanently settling in India and in whose favour Eligibility Certificates have been issued by Government of India. **Before applying, Candidates should ensure that they fulfill the eligibility criteria for the post. Candidates are requested to apply online through Bank's website www.rbi.org.in**

IMPORTANT DATES:-

Website Link Open	**01.03.2012 to 25.03.2012**
Date of Written Test	**29.04.2012**
Payment of fees at Bank Branches	**01.03.2012 to 27.03.2012**

Sr. No	Office	Vacancies					PWD *			EXS *	
		SC	ST	OBC	GEN	Total	VH	HI	OH	EX-1	EX-2
1	Ahmedabad	0	4	17	24	45	1	1	1	2	4
2	Bangalore	7	3	12	23	45	0	1	0	2	4
3	Bhopal	3	10	2	15	30	1	1	0	1	3
4	Bhubaneswar	3	0	5	32	40	1	1	0	1	4
5	Chandigarh	0	0	11	14	25	1	1	0	1	2
6	Chennai	23	0	22	45	90	2	2	1	4	9
7	Guwahati	0	12	8	20	40	1	1	0	1	4
8	Hyderabad	7	3	12	23	45	1	1	1	2	4
9	Jaipur	6	4	7	18	35	0	1	0	1	4
10	Jammu	0	3	9	13	25	1	1	0	1	2
11	Kanpur & Lucknow	10	0	12	23	45	1	1	1	2	4
12	Kolkata	38	0	34	73	145	3	2	1	7	14
13	Mumbai	0	26	86	113	225	1	4	0	10	22
14	Nagpur	7	0	8	15	30	1	1	0	1	3
15	New Delhi	13	0	19	33	65	2	1	1	3	6
16	Patna	7	0	13	20	40	1	1	1	1	4
17	Thiruvananthapuram & Kochi	3	0	11	16	30	1	1	0	1	3

SC – Scheduled Caste, ST – Scheduled Tribe, OBC – Other Backward Classes, GEN – General, i.e. Unreserved, PWD – Persons with Disabilities, VH – Visually Handicapped, HI – Hearing Impaired, OH – Orthopedically Handicapped, EXS – Ex-Servicemen, EX-1 - Disabled Ex-servicemen/ Dependants of Ex-servicemen killed in action, Ex-2 - Ex-servicemen (normal)

* Persons selected against the above quota (PWD & Ex-servicemen) will be placed in the appropriate categories, i.e. SC/ST/OBC/GEN as applicable and the total percentage of reservation would not exceed the reservation provided for SC/ST/OBC taken together.

The reservation under various categories will be as per prevailing Government Guidelines at the time of finalisation of result.

Note:

A:Persons with Disabilities:

(i) Orthopedically Handicapped are those who have a physical defect or deformity which causes an interference with the normal functioning of the bones, muscles and joints. The degree of disability should be minimum 40% in

1

these cases.

(ii) Hearing Impaired are those in whom the sense of hearing is non-functional for ordinary purposes of life. They do not hear, understand sounds at all, even with amplified speech. The cases included in this category will be those having hearing loss more than 60 decibels in the better ear (profound impairment) or total loss of hearing in both ears. The degree of disability should not be less than 40% and (iii) For being considered as a Visually Handicapped candidate, the candidate should fulfill either of the following conditions:

(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.

(iii) The Persons with Disability (PWD) candidates should possess a latest Certificate to this effect issued by an authorized Government of India/State Government Department/ Hospital.

B. Ex-servicemen :

(I) Definition

Ex-serviceman means a person, who has served in any rank (whether as a combatant or as a non-combatant) in the regular Army, Navy and Air Force of the Indian Union but does not include a person who has served in the Defence Security Corps, the General Reserve Engineering Force, the Lok Sahayak Sena and the para military forces and who has retired from such service after earning his/her pension; or who has been released from such service on medical grounds attributable to military service or circumstances beyond his/her control and awarded medical or other disability pension; or who has been released, otherwise than on his/her own request, from such service as a result of reduction in establishment; or who has been released from such service after completing the specific period of engagement, otherwise than at his/her own request or by way of dismissal or discharge on account of misconduct or inefficiency, and has been given a gratuity and includes personnel of the Territorial army of the following categories, viz.

a) pension holders for continuous embodied service;

b) person with disability attributable to military service, and

c) gallantry award winners

The quota for reservation to Ex-servicemen is interchangeable between two categories of Ex-servicemen i.e. (i) Disabled Ex-servicemen/ Dependants of Ex-servicemen killed in action and (ii) Ex-servicemen (normal) inasmuch as, if the applications received under one category are less, the residual vacancy will be utilised for filling up by the other category. First priority in the matter of appointment will be given to disabled ex-servicemen and second priority will be given to two dependants of each of the families of defence service personnel killed in action or severely disabled (with over 50% disability attributable to defence service). For the purpose of reservation, "disabled ex-serviceman‟ who, while serving in the Armed Forces of the Union of India, was disabled in operations against the enemy or in disturbed areas or disabled in peace time and boarded out on account of invalidism in medical category "EEE", provided the disability has been accepted as attributable to the military service by the concerned authorities. The reservation of vacancies for ex-servicemen and for the dependants of those killed in action does not cover the dependants of the ex-servicemen disabled in action. Further, the dependants of ex-servicemen killed in action are not entitled to any relaxation in upper age limit, educational qualification or in payment of application fees.

2   ELIGIBILITY CRITERIA :

(a) Age (as on 01-03-2012):

Between 18 and 28 years candidates must have been born not earlier than 02/03/1984 and not later than 01/03/1994.

RELAXATION IN THE UPPER AGE LIMIT:

Upper age is relaxable in the case of candidates belonging to certain categories as under :

	Category	Relaxation in Age
(i)	Scheduled Caste / Scheduled Tribe (SC / ST)	By 5 years, i.e. up to 33 years
(ii)	Other Backward Classes (OBC)	By 3 years, i.e. up to 31 years
(iii)	Persons with Disabilities (PWD)	By 10 years (GEN) 13 years (OBC) & 15 years (SC/ST)
(iv)	Ex-Servicemen	To the extent of service rendered by them in Armed Forces plus an additional period of 3 years subject to maximum of 50 years.
(v)	Widows/divorced women/ women judicially separated who are not re-married	By 10 years
(vi)	Ex-employees of banking institutions / Govt. offices, who were retrenched after at least one year's service and who are applying through employment exchanges	By 6 years

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

(b) Educational Qualifications (as on 01-03 -2012): At least a Bachelor's Degree **in any discipline** with a minimum of 50% marks (pass class for SC/ST/PWD candidates) in the aggregate and the knowledge of word processing on PC. A candidate belonging to Ex-servicemen category should either be a graduate from a recognized University or should have passed the matriculation or its equivalent examination of the Armed Forces and rendered at least 15 years of defence service. The Bachelor's degree should be from the University within the Recruitment Zone as per Note below :

NOTE :
> The candidate should have passed the qualifying examination from the University/Board within the Recruitment Zone of the concerned Office to which he/she is applying.

	Name of office	Recruitment Zone
1.	Ahmedabad	Gujarat and Union Territories of Daman and Diu
2.	Bangalore	Karnataka
3.	Bhopal	Chhattisgarh and Madhya Pradesh
4.	Bhubaneswar	Orissa
5.	Chandigarh	Haryana , Himachal Pradesh, Punjab and Union Territory of Chandigarh
6.	Chennai	Tamil Nadu and Pondicherry
7.	Guwahati	Assam, Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland, and Tripura
8.	Hyderabad	Andhra Pradesh
9.	Jaipur	Rajasthan
10.	Jammu	Jammu and Kashmir
11.	Kanpur/ Lucknow	Uttar Pradesh and Uttarakhand
12.	Kolkata	West Bengal, Andaman and Nicobar Islands and Sikkim
13.	Mumbai	Maharashtra (excluding Vidarbha Region) Goa and Union Territories of Dadra and Nagar Haveli. Scheduled Tribe candidates residing in Vidarbha Region of Maharashtra are eligible to apply for vacancies in Mumbai Office.
14.	Nagpur	Vidarbha Region of Maharashtra State, Madhya Pradesh and Chhatisgarh
15.	New Delhi	Delhi and Haryana.
16.	Patna	Bihar and Jharkhand
17.	Thiruvananthapuram	Kerala and the Lakshadweep Islands

This condition, however, is not applicable to the Candidates belonging to Ex-servicemen / children of Ex-employees of RBI.

(c) Scheme of Selection: Selection will be through Written Examinations ('WE') and Interview. The 'WE' will be for 200 marks and is scheduled to be held on **Sunday, April 29, 2012**

i) *Written examination will be Objective type and consist of five Objective Type tests, viz. (i) Test of Reasoning (ii) Test of English Language (iii) Test of Numerical Ability (iv) Test of General Awareness and (v) Test of Computer Knowledge, each part carrying 40 marks. A candidate has to qualify in each part of the Objective test separately.*

ii) *Roll No. of the candidates successful in 'WE' will be available on the Bank's website and a brief notice thereof will be published in leading newspapers in mid June 2012.*

iii) *Only such number of candidates will be called for interview who stand sufficiently high in merit on the aggregate marks of the Objective Tests, such merit being decided by the Bank in relation to the number of vacancies to be filled in.*

iv) *Final selection will be on the basis of candidate's performance in the written examination and interview taken together in order of merit.*

3. EXAMINATION CENTRES: ''WE'' will be held at the following centres (Code Numbers indicated in the brackets):

Name of the Centre	Code No.	Name of the Centre	Code No.	Name of the Centre	Code No.	Name of the Centre	Code No.
Ahmedabad	(11)	Jaipur	(20)	New Delhi	(29)	Imphal	(38)
Bangalore	(12)	Madurai	(21)	Panaji	(30)	Itanagar	(39)
Bhopal	(13)	Aurangabad	(22)	Patna	(31)	Kohima	(40)
Bhubaneswar	(14)	Jammu	(23)	Pune	(32)	Port Blair	(41)
Kolkata	(15)	Kanpur	(24)	Shimla	(33)	Shillong	(42)
Chandigarh	(16)	Kochi	(25)	Siligudi	(34)	Allahabad	(43)
Chennai	(17)	Lucknow	(26)	Thiruvananthapuram	(35)	Raipur	(44)
Guwahati	(18)	Mumbai	(27)	Agartala	(36)	Dehradun	(45)
Hyderabad	(19)	Nagpur	(28)	Aizawl	(37)	Coimbatore	(46)

Candidates can select only one centre and must indicate its Name and Code No. in the online application. Centre and dates of written examination ('WE') are liable to be changed at the Banks' discretion. In the event of cancellation of 'WE'' at any centre, the Bank may at its discretion allot an alternative centre to the candidates concerned. Admission Letters (AL) for the 'WE' should be downloaded by the candidates from the link provided in the Bank's website i.e. www.rbi.org.in. Candidates will not be admitted to the 'WE'' without the 'AL'. **Request for change of centre will not be entertained.**

4. SERVICE CONDITIONS / CAREER PROSPECTS:

(i) **Pay Scale:** Selected Candidates will draw a starting basic pay of ₹ 8,860/- per month (i.e. ₹ 8,040/- plus two advance increments admissible to graduates only) in the scale of ₹ 8,040 – 410 – 9270 – 500 – 11,270 – 550 – 13,470 – 650 – 15,420 – 720 – 16,140 – 990 – 20,100 (20 years) and other allowances, viz. Dearness Allowance, House Rent Allowance, City Compensatory Allowance, Transport Allowance etc., as admissible from time to time. At present, initial monthly Gross emoluments for Assistants is approximately ₹ 19,340/-

(ii) Perquisites:

Bank's accommodation subject to availability, reimbursement of expenses for maintenance of vehicle for official purpose, Newspaper, Brief case, Book Grant, Allowance for furnishing of residence, etc. as per eligibility. Dispensary facility besides reimbursement of medical expenses for OPD treatment/hospitalization as per eligibility; Interest free Festival Advance, Leave Fare Concession (once in two years for self, spouse and eligible dependents). Loans and Advances at concessional rates of interest for Housing, Car, Education, Consumer Articles, Personal Computer, etc. The recruits will be governed by the Defined Contribution New Pension Scheme, in addition to the benefit of Gratuity. Total pay and allowances along with admissible perquisites attached to the post (excluding value of housing) works out at the minimum to ₹ 2,63,500 p.a. (approx.) on a cost to the Bank basis.

4

(iii) There are reasonable prospects for promotion to higher grades.
(iv) Selected candidates will be initially posted in the Bank's office within the Recruitment Zone for which they had applied. However, they are liable to be transferred in administrative exigencies to centres grouped and classified into West, South, North and East Zone offices as under:

  (i) Ahmedabad, Bhopal (including Raipur), Mumbai (including Belapur), Nagpur, Pune and Panaji.
  (ii) Bangalore, Chennai, Hyderabad, Kochi and Thiruvananthapuram.
  (iii) Chandigarh (including Simla), Jaipur, Jammu / Srinagar, Kanpur, Lucknow (including Dehradun) and New Delhi.
  (iv) Bhubaneswar, Guwahati (including all North Eastern states), Kolkata and Patna (including Ranchi).

5. APPLICATION FEE (NON-REFUNDABLE):

Rs.385/- (Rupees three hundred eighty five only). No fee is payable by SC/ST/PWD candidates. Fees once paid will not be refunded under any circumstances.

6. HOW TO APPLY

GUIDELINES FOR FILLING ONLINE APPLICATION :

(Note- Candidates should have valid email ID. This will help him/her in getting call letter/ interview advices, etc. by e-mail)

 OPTION-I: PAYMENT OF FEE (OFFLINE PAYMENT):

(i)   Candidates should first scan their photograph and signature as detailed under guidelines for scanning the photograph and signature.

(ii)   Candidates to visit Bank's website **www.rbi.org.in** for filling the Online Application Form.

(iii)   Fill the application carefully. In the event of the candidate not able to fill the data in one go, he/she can save the data already entered. When the data is saved, registration number and password will be generated by the system and displayed on the screen. Candidates should note down the registration number and password. Email & SMS indicating the Registration number and Password will be sent. Candidates can reopen the saved data using Registration number and password and edit the particulars, if needed. This facility will be available for three times only. Once the application is filled complete, candidate should submit the data. Candidates should take a printout of the system generated fee payment challan immediately. No change/edit will be allowed thereafter. The registration at this stage is provisional.

(iv)   **Fee Payment:** Fee payment will be accepted from 2nd working day after registration and can be made within three working days at any branch of any one of the banks, viz. Bank of Baroda / Bank of India / Indian Overseas Bank / Central Bank of India / Punjab National Bank / United Bank of India. System generated fee payment challan will be used for depositing fee. (For example: If one has registered on 23.02.2012, then he/she will be able to deposit the fee from 25th to 28th February, 2012, considering 26th is a non- working day). Once fee paid, the registration process is completed.

(v)   Candidate will receive registration confirmation by SMS/e-mail after two working days from the date of payment of fees. Please ensure to furnish correct Mobile number / e-mail address to receive the registration confirmation.

Note- - There is also a provision to reprint the submitted application containing fee details, after three days from the date of fee payment.

5

OPTION-II: PAYMENT OF FEES: [ONLINE PAYMENT] :

(I)　　FOLLOW STEPS (i) to (iii) GIVEN UNDER OPTION-I ABOVE. However, fee payment challan will not be generated and fee payment will have to made online through payment gateway available thereat.

(II)　　After ensuring the correctness of the particulars of the application form candidates are required to pay fees through the payment gateway integrated with the application, following the instructions available on the screen. No change/edit will be allowed thereafter.

(III)　　The payment can be made by using MASTER/VISA debit/ credit cards or Internet Banking by providing information as asked on the screen. Transaction charges for online payment will be borne by the candidates.

(IV)　　On successful completion of the transaction, e-receipt and application form will be generated; Candidates can take a printout for their record.

(V)　　If the online transaction has not been successfully completed, Candidates may register again. Candidates may then revisit Online Application link and fill in their application details again and make payment online.

　　　Note- - There is also a provision to reprint the eReceipt and Application form containing fee details, at later stage.

7. GENERAL RULES/ INSTRUCTIONS :

(I) Candidates **need not submit /send at any address, application printouts** or any certificates or copies thereof at the time of online application. Their candidature will be considered on the strength of the information declared in the application. If at any stage, it is found that any information furnished in the online application is false/ incorrect or if according to the Bank, the candidate does not satisfy the eligibility criteria, his/ her candidature/ appointment is liable to be cancelled/ terminated.

(ii) All educational qualifications should have been obtained from recognised universities/ institutions in India or abroad. If grades are awarded instead of marks, candidates should clearly indicate its numerical equivalent.

(iii) Candidates should satisfy themselves about their eligibility for the post applied for. The Bank would admit to the 'WE'' all the candidates applying for this post with the requisite fee (wherever applicable) on the basis of the information furnished in the online application and shall determine their eligibility only at the final stage, i.e. Interview stage.

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

(v) **All registered candidates will be required to download the call letters from Bank's website** which will be made available at appropriate time but well before the 'WE' date. **An intimation about the same will be sent by Email / SMS.**

(vi) **Candidates will have to appear for the "WE" at their own expense.** However, those called for interview, will be reimbursed to and fro actual II AC railway fare by the shortest route from the place of their residence/place of work to the place of interview, whichever is nearer.

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

(viii) Candidates already in service of Govt./quasi-Govt. organisations and public sector banks /undertakings will have to produce a "no objection certificate" from their employer, <u>at the time of interview.</u> However, before appointment in RBI, a proper discharge certificate from the employer will have to be produced.

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

(x) In all matters regarding eligibility, conduct of examinations, interview, assessment, prescribing minimum qualifying standards in ''WE'' and interview, in relation to number of vacancies and communication of result, the Bank's decision shall be final and binding on the candidates and no correspondence shall be entertained in this regard.

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

(xii) The Bank will not furnish the mark-sheet to candidates. However, the ''WE'' and interview marks may be available on the Banks 'website after the declaration of the final result.

(xiii) The post is also open to the employees of RBI (staff candidates) who satisfy the eligibility criteria separately stipulated by the Bank.

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

GUIDELINES FOR SCANNING 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 .

(i) PHOTOGRAPH IMAGE :

_ Photograph must be a recent passport style colour picture.

_ The picture should be in colour, 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's 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.

_ Dimensions 200 x 230 pixels (preferred)

_ Size of file should be between 20kb–50 kb

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

(ii) SIGNATURE IMAGE:

_ The applicant has to sign on white paper with Black Ink pen.

_ The signature must be signed only by the applicant and not by any other person.

_ The signature will be used to put on the Hall Ticket and wherever necessary.

_ If the Applicant's signature on the answer script, at the time of the examination, does not match the signature on the Hall Ticket, the applicant will be disqualified.

_ Dimensions 140 x 60 pixels (preferred)

_ Size of file should be between 10kb – 20kb

_ Ensure that the size of the scanned image is not more than 20KB

SCANNING THE PHOTOGRAPH & SIGNATURE:

_ Set the scanner resolution to a minimum of 200 dpi (dots per inch)

_ Set Color to True Color

_ File Size as specified above

_ Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).

_ The image file 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.

Candidates using MS Windows/MSOffice can easily obtain photo and signature in .jpeg format not exceeding 50KB & 20KB respectively by using MS Paint or MSOffice Picture Manager. 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 (Please see point (i) & (ii) above for the pixel size) in the 'Image' menu. Similar options are available in other photo editor also.

If the file size and format are not as prescribed, an error message will be displayed.

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.

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 & 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 :

a. In case the face in the photograph or signature is unclear the candidate's application will be rejected.

b. Candidates are advised to take a printout of their system generated online application forms after registering.

c. In case the photograph or signature is unclear, the candidate may edit his/her application and re upload his/her photograph or signature.