



**RESERVE BANK OF INDIA, KOLKATA  
HUMAN RESOURCE MANAGEMENT DEPARTMENT  
RECRUITMENT SECTION**

**Staff – Class IV – Recruitment of Security Guards in the Bank**

Reserve Bank of India, Kolkata Regional Office, invites applications from eligible candidates to fill up 8 (Eight) posts of Security Guards (05 Unreserved, 02 OBC and 01 ST). Only Ex-servicemen with minimum qualification Class X (pass) and maximum undergraduate are eligible to apply. Intending ex-servicemen candidates satisfying the eligibility norms such as educational qualification (Class X passed or undergraduate), lower age limit of 18 years and normal upper age limit of 25 years as on June 01, 2013 subject to maximum upper age limit of 45 years for select categories of candidates and having experience of handling arms and ammunicions in the military, may send their applications in the prescribed format along with photocopies of their certificates/ testimonials to the Regional Director, Recruitment Section, Human Resource Management Department, Reserve Bank of India, Kolkata Office, so as to reach on or before **July 22 , 2013**. For full details such as qualification, age limit, experience, description of duties, pay and allowances, General important instructions, selection process, how to apply, etc. candidates may refer to Bank's Website – [www.rbi.org.in](http://www.rbi.org.in) or may contact Recruitment Section, Human Resource Management Department, Kolkata Regional Office.



**RESERVE BANK OF INDIA, KOLKATA**  
**RECRUITMENT SECTION**  
**HUMAN RESOURCE MANAGEMENT DEPARTMENT**  
**ADVERTISEMENT NO: 2/2012-13**  
**RECRUITMENT OF SECURITY GUARDS IN RBI, KOLKATA**

(This advertisement and the format of the Application can be accessed on  
RBI's website [www.rbi.org.in](http://www.rbi.org.in) )

Applications are hereby invited from Indian Citizens (Ex-servicemen only) who fulfil the eligibility criteria regarding age, qualification, reservation (where applicable) etc. as specified below for enlistment in the wait-list for the post of Security Guard (Temporary) in Class IV cadre in Reserve Bank of India, Kolkata – 700001. The number of posts and eligibility criteria are given hereunder:

| Post           | Zone of Recruitment                               | Approximate No. of vacancies |    |    |     |
|----------------|---|------------------------------|----|----|-----|
|                |   | GEN                          | SC | ST | OBC |
| Security Guard | West Bengal, Sikkim and Andaman & Nicobar Islands | 08                           |    |    |     |
|                |   | 05                           | -  | 01 | 02  |

**1. Eligibility Criteria:**

- (a) **Educational Qualification:** Minimum 10<sup>th</sup> Std. Pass. Maximum Undergraduate. Although matriculate ex-servicemen with 15 years of defence service are considered as 'Graduates', they are also eligible to apply.
- (b) **Age Limit:** Normal upper age limit is 25 years as on June 1, 2013. The upper age limit will be relaxed, **subject to a maximum age limit of 45 years**, for the following categories of candidate:-
- i) ST candidates by 5 years i.e. upto 30 years subject to production of certificate issued by the Competent Authority in the format as prescribed by the Government of India, at the interview stage, if called for interview.
  - ii) Other Backward Class (OBC) candidates by 3 years, i.e. upto 28 years.
  - iii) Ex-servicemen candidates further to the extent of period of service rendered by them in the Armed Forces plus an additional period of 3 years subject to a maximum of 45 years.
  - iv) Displaced persons from Jammu and Kashmir between 01.01.1980 and 31.12.1989 by 5 years, subject to production of certificate from the concerned District Magistrate or any other Authority designated by the Government of Jammu and Kashmir.
  - v) Ex-employees of Banking Institutions/Government Offices who were retrenched after at least one year's service provided they apply through Employment Exchange, by 6 years, subject to production of certificate from concerned Establishment.

**The upper age limit of 45 years is uniformly applicable to candidates belonging to all categories inclusive of reserved candidates.**

- (c) The selection is confined to Ex-servicemen with proper military background and having experience of handling arms and ammunition in the military.
- (d) Description of duties: Selected candidates would be required to guard Bank's property (residential/offices) and attend to other watch and ward duties at Kolkata Office/Bank's residential quarters. Selected Security Guards have to work in shifts.

## 2. General Instructions:

- a. Candidates fulfilling eligibility criteria regarding educational qualification, age, etc. only need apply.
- b. Date of Birth as recorded in the school leaving certificate/transfer certificate will only be accepted as the proof of age.
- c. **'Definition of Ex-Servicemen'** –“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 pension; or who has been released from such service on medical ground attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or who has been released, otherwise than on his 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 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.
  - I. pension holders for continuous embodied service;
  - II. person with disability attributable to military service, and gallantry award winners.

**3. Scale of Pay and Emoluments:** Initial starting pay of ₹6350/- per month, in the scale of ₹6350-220-7230-260-8010-300-8910-400-9710-500-11710-680-13750(20 years) + allowances as admissible from time-to-time. The total emoluments at the starting scale at the time of issue of advertisement works out to be ₹ 15,545/- per month (approximately).

**4. Selection Process:** The candidates shortlisted for the posts of Security Guard may have to undergo written test and/or interview and their selection will be made on the basis of their performance in the written test and/or interview. Accordingly, candidates found suitable will be placed on **waitlist** to be prepared subject to vacancy and reservation requirements. Mere fulfilling of eligibility criteria does not entitle a candidate to be called for interview. **The Bank reserves the right to raise the minimum eligibility standards etc. in order to limit the number of candidates to be called for interview commensurate with the number of vacancies. The decision of the Bank in this regard will be final.**

## 5. How to apply:

- a) Candidates must apply in the prescribed format of application as in Annex. Application in any other format will be rejected.
- b) The format of the application form published herewith **should not itself** be used as Application. A4 sheet (29.7cm x 21cm) should be used for the application. Application may be preferably typewritten or neatly handwritten in English (Block/Capital) or Hindi.
- c) Application should be supported by the following documents:

- ☞ Attested copies of certificates regarding age and educational qualifications.
  - ☞ Latest passport size self attested photograph (3cm x 2.5cm) should be affixed on the right hand top corner of the application.
  - ☞ In case of candidates belonging to SC/ST/OBC, attested copy of the relative cast certificate from the competent authority.
  - ☞ Attested copies of the discharge certificate/service book issued by the Armed Forces.
- d) The envelope containing the application must be superscribed “**Application for the post of Security Guard.**”
- e) One envelope should contain application of one candidate only.
- f) Application may be sent by **Ordinary Post** or deposited in the box kept at the CRD, Section of Reserve Bank of India’s Kolkata Office on Week Days except Saturdays, Sundays and holidays between 10.30 a.m. and 3.30 p.m. Applications should be addressed to the **REGIONAL DIRECTOR, RESERVE BANK OF INDIA, HUMAN RESOURCE MANAGEMENT DEPARTMENT, 15 NETAJI SUBHASH ROAD, KOLKATA – 700001.**

#### 6. Ineligibility:

- i) Orthopedically Handicapped/Hearing Impaired or Visually Handicapped ex-servicemen will not be eligible.
- ii) Before applying for the post, the candidates should ensure that they satisfy the eligibility norms in all respects as mentioned in the advertisement as on the date specified. Applications, incomplete in any respect, not accompanied by relevant documents/certificates and/or received late shall be rejected. Bank’s decision in this regard shall be final. The Bank reserves the right to reject any application/candidature at any stage of the recruitment process, without assigning any reasons.

7. **New Pension Scheme:** Employees appointed in the Bank on or after January 01, 2012 will be governed by the defined contribution “**New Pension Scheme**”.

8. **Closing Date:** Applications, complete in all respects, must reach Bank’s Office at the aforesaid address latest by **July 22, 2013.**

#### 9. Warning:

- ✓ No correspondence will be entered into with candidates not found eligible/not considered for interview.
- ✓ Canvassing in any form will be a disqualification. Any attempt on the part of a candidate to obtain support for his candidature by any means such as submitting fabricated documents, making statements which are incorrect/false, suppressing material information, resorting to irregular or improper means in connection with his candidature using unfair means etc. shall also be disqualification. If any unscrupulous person/s pretends to provide assistance by resorting to unfair means, a complaint may be lodged with any of the following:
  - a) **Complaint Redressal Cell, Human Resource Management Department, Reserve Bank of India, Kolkata – 700001**
  - b) **Central Vigilance Commission, Satarkata Bhavan, Block “A”, G.P.O. Complex, I.N.A., New Delhi – 110023**

**The Regional Director (West Bengal and Sikkim), Reserve Bank of India, Kolkata-700001.**

**Application for the Recruitment of Class-IV Staff in Reserve Bank of India in Kolkata Centre.**

(Advertisement Dated \_\_\_\_\_)

APPLICATION FOR THE POST OF \_\_\_\_\_

**1. Full Name of**

**a. Applicant:**

\_\_\_\_\_

**b. Father:**

\_\_\_\_\_ (Surname) \_\_\_\_\_ (Name)

**Whether Male/Female**

(Tick appropriate box)

Male

Female

**2. Full Residential Address:**

\_\_\_\_\_ (Indicate District

\_\_\_\_\_ with PIN Code)

\_\_\_\_\_ Tel. No.(if any)

**3. Date of Birth:**

(As recorded in School Leaving certificate)

A) \_\_\_\_\_ Date \_\_\_\_\_ Month \_\_\_\_\_ Days

B) Age as on \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_ Days

**4. Educational Qualification:**

|       |             |                |        |            |
|-------|-------------|----------------|--------|------------|
| _____ | _____       | _____          | _____  | _____      |
| As on | Std. passed | Marks obtained | Out of | Percentage |

**5. Name of Educational Institution last attended:**

\_\_\_\_\_

|        |           |        |
|--------|-----------|--------|
| Place: | District: | State: |
|--------|-----------|--------|

**6. Details of Experience:**

**1. Category:**

(Tick appropriate box)

i)

|                             |                             |                              |                              |
|-----------------------------|-----------------------------|------------------------------|------------------------------|
| <input type="checkbox"/> SC | <input type="checkbox"/> ST | <input type="checkbox"/> OBC | <input type="checkbox"/> Gen |
|-----------------------------|-----------------------------|------------------------------|------------------------------|

ii)

Ex-Serviceman

a) Date of joining the Army: \_\_\_\_\_

b) Date of Discharge from the Army: \_\_\_\_\_

iii) Displaced person from Jammu & Kashmir between 1-1-1980 and 31-12-1989

|                              |                             |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|-----------------------------|

iv) Ex-employee of Banking Institutions/Govt. Office retrenched after at least one year's service

|                              |                             |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|-----------------------------|

**2. Proficiency in Sports/Extra  
Curricular Activities,  
if any:**

---

**Languages known:**

---

**DECLARATION**

I declare that all information and particulars furnished herein above are true and correct. I understand that if any of the information is found incomplete/incorrect, false or misleading, my candidature is liable to be cancelled at any stage before appointment and if appointed, my appointment is liable to be terminated without notice or compensation in lieu thereof. I also understand that my candidature will be considered subject to criteria / conditions stipulated in the advertisement.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Enclosures: