



RESERVE BANK OF INDIA SERVICES BOARD, MUMBAI

Advt.No. 3A /2008-09

Telegraphic Address : "SERVBOARD" Mumbai

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

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

Post	Number of Vacancies				TOTAL
	Unreserved	Scheduled Caste (SC)	Scheduled Tribe (ST)	Other Backward Class (OBC)	
Legal Officers in Grade 'B' (Direct Recruits - DR)	5	1	1	-	7*
Assistant Manager (Rajbhasha) in Gr.A	10	3	1	6	20**

*One Post is reserved for hearing impaired (HI) person. However, other Persons With Disability may apply, but they will not be eligible for any concession except age relaxation.

** No posts are reserved for Persons with Disability. However Persons With Disability may apply, but they will not be eligible for any concession except age relaxation.

Note : (1) In the case of Hearing Impaired persons, the degree of disability should be between 40% and 75%. These HI candidates should possess a latest Certificate to this effect issued by an authorized Government of India/State Government Department/Hospital.

1. LEGAL OFFICER IN GRADE B (DR)

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) Educational Qualification (as on 01/01/2009):

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

NOTE: For SC/ST/HI candidates, minimum required marks shall be 45% in Bachelor's Degree in Law.

Desirable : (i) Bachelor's Degree in Law with 60% marks or equivalent or Master's Degree in law (ii) Proficiency in computer applications.

c) Experience (as on 01-01-2009) :

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.

d) Age limits (as on 01-01-2009) :

Not exceeding 32 years (i.e. candidate must have been born not earlier than 02-01-1977). Upper age limit is relaxable by 3 years in the case of candidates possessing LL.M. degree and 5 years in the case of candidates possessing Ph. D in law. Refer item 4 below for relaxation in upper age limit for specified categories.

e) Scheme of Selection:

Selection will be through Written Examinations ('WE') and Interview. 'WE' will be held on Sunday, **the April 5, 2009** and shall consist of objective and descriptive type questions as detailed below.

<u>Details</u>	<u>Maximum marks</u>	<u>Duration</u>
<u>Paper I</u>		
Objective Type	30	Three Hours
Descriptive Type	120	
<u>Paper II</u>		
English (Descriptive)	100	Three hours
Total	250	

Question Paper I (Objective and Descriptive Type) 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.

Syllabus for Paper I (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.

Syllabus for Paper II (English): Essay, Précis writing, Comprehension, Business/Office Correspondence.

2. ASSISTANT MANAGER (RAJBHASHA) IN GR. 'A' :

a) Job requirements:

- i) Translation from English into Hindi and vice-versa of various references, documents, manuals and other publications of the Bank and arranging for printing thereof.
- ii) Implementation of Government instructions regarding use of Hindi.
- iii) Administration of Hindi Teaching Scheme for the Bank's staff.

b) Educational qualifications (as on 01/01/2009):

- i) Second Class Master's Degree in Hindi/Hindi Translation, with English as one of the subjects at Bachelor's Degree level **OR**
- ii) Second Class Master's Degree in English with Hindi as one of the subjects at Bachelor's Degree level **OR**
- iii) Second Class Master's Degree in Sanskrit / Economics / Commerce with English and Hindi as subjects at Bachelor's Degree level. (In lieu of a subject of Hindi at Bachelor's Degree level, one may have recognized Hindi qualification equivalent to a Bachelor's Degree) **OR**
- iv) Master's Degree in both English and Hindi/Hindi Translation, of which one must be Second Class.

Desirable: Knowledge of bi-lingual word processing.

c) Experience (as on 01/01/2009)

Essential: At least three years' experience in coining of Glossary or English to Hindi translation and vice-versa in any National or State Level Weekly/ Newspaper or any Government/Semi-Government Office or any autonomous body/undertaking etc.,

Desirable:

- i) Study of Sanskrit/any other modern Indian Language/Linguistics at Bachelor's Degree level,
- ii) Published literary work

d) Age (as on 01/01/2009)

Not above 30 years. For candidates with Ph. D qualification, the upper age limit will be 32 years. Refer item 4 below for relaxation in age for specified categories.

- ### **e) Scheme of Selection:** Selection will be through Written Examination ('WE') and interview. 'WE' will be held on **Sunday, March 29, 2009**. The WE will be of 3 hours duration and carrying 100 marks to assess the candidate's ability to undertake translation from Hindi to English and vice-versa and their knowledge of terminology in Hindi vis-à-vis English with greater emphasis on technical terms pertaining to Banking, Economics, Commerce and allied subjects and ability to express themselves in Hindi and English. Those candidates who qualify in WE will be interviewed for final selection.

GENERAL RULES/INSTRUCTIONS

3. EXAMINATION CENTRES :

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

Ahmedabad	(11)	Kanpur	(22)
Bangalore	(12)	Lucknow	(24)
Bhopal	(13)	Mumbai	(25)
Bhubaneswar	(14)	Nagpur	(26)
Kolkata	(15)	New Delhi	(27)
Chandigarh	(16)	Patna	(29)
Chennai	(17)	Thiruvananthapuram	(31)
Guwahati	(18)		
Hyderabad	(19)		
Jaipur	(20)		

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

4. RELAXATION IN THE UPPER AGE LIMIT :

Upper age is relaxable by

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

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

5. SERVICE CONDITIONS / CAREER PROSPECTS (For both the posts):

i) Pay Scale:

a) For Legal Officers: Rs.13700-700-20000-EB-700-21400-750-24400. Depending upon the place of posting, total initial emoluments will be Rs.23127/- approximately.

b) For Assistant Manager (Rajbhasha) : Rs.11250-700-18950-EB-700-21750-750-22500. Depending upon the place of posting, total initial emoluments will be Rs.19342/- approximately.

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 their sole discretion, will consider requests for higher emoluments on account of higher qualification/special experience of value to the Bank at the interview stage only. Such information may be furnished in the Bio-data form in the appropriate column. The number of maximum increments will be 4. The Board/Bank will not entertain any request received after the interview.

ii) The posts carry benefits of Provident Fund, Pension, Gratuity, Leave, Leave Fare Concession and Medical Facilities.

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

iv) Initial appointment will be on probation for a period of two years which may, at Bank's discretion, 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.

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

7. OTHER RULES / INSTRUCTIONS:

i) IF A CANDIDATE IS ELIGIBLE AND DESIRES TO APPLY FOR MORE THAN ONE POST, HE SHOULD MAKE A SEPARATE APPROPRIATE APPLICATION FOR EACH POST WITH REQUISITE FEE. A SINGLE APPLICATION FOR MORE THAN ONE POST SHALL BE TREATED AS INVALID.

ii) APP. NOT ACCOMPANIED BY PRESCRIBED FEES (UNLESS EXEMPTED) OR INCOMPLETE/NOT IN THE PRESCRIBED FORMAT/WITHOUT PHOTOGRAPH WILL BE REJECTED AND NO CORRESPONDENCE IN THIS REGARD WILL BE ENTERTAINED BY THE BOARD.

iii) CANDIDATES **SHOULD NOT ENCLOSE** ANY CERTIFICATES OR COPIES THEREOF WITH THE APP. THEIR CANDIDATURE WILL BE CONSIDERED ON THE STRENGTH OF THE INFORMATION DECLARED IN THE APP. IF AT ANY STAGE IT IS FOUND THAT ANY INFORMATION FURNISHED IN THE APP. IS FALSE/INCORRECT OR IF ACCORDING TO THE BOARD, THE CANDIDATE DOES NOT SATISFY THE ELIGIBILITY CRITERIA, HIS CANDIDATURE/APPOINTMENT IS LIABLE TO BE CANCELLED/TERMINATED.

iv) ALL EDUCATIONAL QUALIFICATIONS MUST HAVE BEEN OBTAINED FROM RECOGNISED UNIVERSITIES/INSTITUTIONS IN INDIA OR ABROAD. THE CLASS/GRADE AWARDED BY THE UNIVERSITY/INSTITUTION WILL BE CONCLUSIVE EVIDENCE TO THAT EFFECT. IF GRADES ARE AWARDED INSTEAD OF MARKS, CANDIDATES SHOULD CLEARLY INDICATE THEIR NUMERICAL EQUIVALENT.

v) CANDIDATES SHOULD SATISFY THEMSELVES ABOUT THEIR ELIGIBILITY FOR THE POSTS APPLIED FOR. THE BOARD WOULD ADMIT TO THE 'WE' ALL THE CANDIDATES APPLYING FOR THE POST WITH THE REQUISITE FEE (WHEREVER APPLICABLE) ON THE BASIS OF THE INFORMATION FURNISHED BY THEM IN THE APP. AND SHALL DETERMINE THEIR ELIGIBILITY ONLY AT THE FINAL STAGE I.E. WHILE CALLING THEM FOR INTERVIEW.

vi) 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, at the time of Interview. However, before appointment in RBI, a proper discharge certificate from the employer will have to be produced. If the App. is required to be routed through the employer and in the process it reaches the Board's Office after the due date, it will not be considered even though the applicant submitted the app. to the employer before the due date. In such cases, App. marked 'Advance Copy' should be sent to the Board's Office direct, together with fee and the regular copy (without fee) should be routed through the employer.

vii) Candidates will have to appear for the 'WE' at their own expense. However, candidates called for Interview, will be reimbursed to and fro actual First Class/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.

viii) In all correspondence with the Board, Roll No. indicated in the 'AL' must be quoted.

ix) The Board does not furnish the mark-sheet to candidates. However, the examination marks and Interview marks will be available in the Bank's website after the declaration of the final result.

x) Change of address, if any, should be informed to the Board immediately. Although every effort will be made to take on record such changes, the Board does not accept any responsibility in the matter, particularly when the time gap between receipt of intimation and date of examination is very short.

xi) If a candidate does not receive 'AL' for 'WE'/any other communication from the Board, he/she should contact the in-charge of the RBI office, during office hours, at the Examination Centre indicated in the App. along with a passport size signed photograph, two 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.

xii) The posts are also open to the employees of RBI (Staff Candidates), who satisfy the eligibility criteria separately stipulated by the Bank.

xiii) The Board shall not entertain requests from the candidates seeking advice about their eligibility to apply.

xiv) CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.

xv) IN ALL MATTERS REGARDING ELIGIBILITY, CONDUCT OF EXAMINATIONS, INTERVIEWS, ASSESSMENT, PRESCRIBING MINIMUM QUALIFYING STANDARDS IN 'WE' AND INTERVIEW, IN RELATION TO THE 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.

xvi) 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 disciplinary action including ban from future examinations.

8. SUBMISSION OF THE APPLICATION :

i) Candidates may send their applications to the General Manager, RBI Services Board, Post Bag No. **4618**, Mumbai Central Post Office, Mumbai-400008 by ordinary post. The cover should be superscribed for the post applied for e.g. "App. for the post of Legal Officers in Gr.'B'(DR)" OR "App. for the post of Assistant Manager (Rajbhasha) in Grade A" as the case may be.

OR

ii) App. in closed covers may be deposited in the box specially kept for the purpose at the Board's Office at Reserve Bank of India, Opp. Mumbai Central Railway Station, Mumbai Central, Mumbai-400008.

9. CLOSING DATE:

i) App. should reach the Board's Office on or before **6.00 P.M. on February 27, 2009**

ii) In the case of App. received only by post from candidates living abroad; in Assam, Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim, Tripura; Ladakh division of Jammu and Kashmir State; Lahaul and Spiti Districts and Pangi Sub-division of Chamba district of Himachal Pradesh; Andaman and Nicobar Islands and Lakshadweep, the last date for receipt of App. will be on or before **6.00 P.M. on March 6, 2009**. For App. received in any manner other than by post, the benefit of extended time will not be available. The Board takes no responsibility for any delay in receipt of App. or loss thereof in postal transit.

iii) Candidates applying for more than one post should send their apps. in separate covers.

10. CHECK-LIST FOR SUBMISSION OF THE APPLICATION FORM:

i) The formats of the Application Forms given below should not themselves be used as Application.

ii) The App. strictly in conformity with the Format must be typed or neatly hand-written in Hindi or English on a good quality white foolscap paper and duly affixed with a signed latest passport size photograph. App. not in the prescribed Format/incomplete/without signed photograph shall be rejected.

iii) Name and Address should be written in capital letters in English only, since processing is computerized.

iv) Candidates should write their names and addresses on the reverse of the Demand Draft and in the space provided for the purpose on the Postal Orders (if fee is payable) and enclose them to the application with a pin (should not be stapled).

v) **Candidates should ensure that all the entries have been correctly filled in and the App. as also the photograph are signed.** App. not signed shall be rejected.

vi) On the top of the cover containing the App., the post applied for should be superscribed.

vii) Candidates applying for different posts should send their application in separate covers.