



## RESERVE BANK OF INDIA SERVICES BOARD, MUMBAI

Advt. No. 1A /2024-25

(This advertisement can be accessed on RBI website [www.rbi.org.in](http://www.rbi.org.in))

**Lateral recruitment for the post of chief archivist in grade 'D' on regular basis in Reserve Bank of India archives**

**“Applications”** are invited for the following post in Reserve Bank of India (RBI/Bank).

Post	No. of Vacancies						TOTAL
	Unreserved i.e., General (GEN/UR)	Scheduled Castes (SC)	Scheduled Tribes (ST)	Other Backward Classes (OBC)	Economically Weaker Sections (EWS)	PwBD	
Chief Archivist in Grade 'D' on Regular Basis	01	-	-	-	-	-	01

**Reservation for SC/ST/OBC/EWS:** There is no reservation for SC, ST, OBC and EWS categories. However, they can apply as General candidates without being eligible for any concessions/relaxations.

**Reservation for PwBD:** There is no reservation for Persons with Benchmark Disabilities (PwBD). However, PwBD candidates may apply without any concession except for relaxation in age, subject to their suitability to the post. The Bank has identified such categories as given in the table below, suitable for the post along with the functional requirements, and only candidates from these specified PwBD categories are eligible to apply for the post:

Sr. No	Name of Post	Suitable category of Benchmark Disabilities*	Functional Requirements**
1	Chief Archivist in Grade 'D' on Regular Basis	a) D, HH b) OA, OL, CP, LC, Dw, AAV, SD/SI c) MI d) MD involving (a) to (c) above	S, ST, W, BN, MF, RW, SE

\* Category Abbreviations Used: D=Deaf, HH=Hard of Hearing, OA=One Arm, OL=One Leg, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, AAV=Acid Attack Victim, SD / SI = Spinal Deformity and Spinal Injury with / without any associated neurological / limb dysfunction, MI = Mental Illness, MD = Multiple Disabilities.

\*\* Functional Requirements Abbreviations used S=Sitting, ST=Standing, W=Walking, BN=Bending, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing.

Note: SD/SI= Spinal Deformity and Spinal injury with/ without any associated neurological/ limb dysfunction- has been incorporated in line with DEPwD OM No. 30-12/2020-DD-III dated September 07, 2022.

PwBD candidates should possess a latest disability certificate issued by a Competent Authority as prescribed vide The Rights of Persons with Disabilities Act, 2016 (RPwD Act, 2016). Such certificate shall be subject to verification/re-verification as may be decided by the Board/ competent authority.

## 1. Chief Archivist in Grade 'D' on Regular Basis

### I. Eligibility Criteria (as on July 01, 2024)

**(a) Nationality:** a candidate must be either:

- i. A citizen of India, or
- ii. A subject of Nepal, or
- iii. A subject of Bhutan, or
- iv. A Tibetan refugee who came over to India before 1st January, 1962 with the intention of permanently settling in India, or
- v. A person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania, Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India

Provided that a candidate belonging to categories (ii), (iii), (iv) and (v) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

A candidate in whose case a certificate of eligibility is necessary, may be admitted to the examination, but the offer of appointment may be given only after the necessary eligibility certificate is issued to him/her by the Government of India

**(b) Age:** A candidate must not have attained the age of 45 years as on July 01, 2024 i.e., he/she must have been born not earlier than July 02, 1979. For PwBD candidates the upper age limit is relaxable up to 10 years.

**(c) Educational Qualifications (as on July 01, 2024)**

i) Post-Graduate Degree in Modern Indian History/Social Science or equivalent with minimum 50% marks from a recognized University or equivalent: and

ii) PG Diploma/ Diploma/ Bachelor in Archival Studies or Records Management or Archives Management or equivalent.

**Note I:** The duration of the course for Post-Graduate Degree shall be of two (02) years. The duration of the course for PG Diploma/ Diploma shall be of minimum one (01) year. For Bachelor's Degree, the duration of the course shall be minimum of three (03) years.

**Note II:** The candidate must hold a degree of any of the Universities incorporated by an Act of the Central or State Legislature in India or other educational institutions established by an Act of Parliament or declared to be Deemed as a University under Section (3) of the University Grants Commission Act, 1956, or possess an equivalent qualification from a foreign university recognized by the Association of Indian Universities.

**Note III:** 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 application 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.

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

Equivalent CGPA/OGPA/CPI or similar terminologies allotted on a 10-point scale	Aggregate Percentage of Marks
5.75	50%

#### (d) Work Experience

**Essential:** Minimum 15 years as an Archival Professional in Central / State Governments / Corporates/ Industrial Houses/ Banks and Financial Institutional Archives.

**Desirable:** Experience of teaching records management, undertaking archival appraisal/ supervising digitization of records and supervisory experience over officers/ professionals in Archives.

#### II. Job Profile

The Chief Archivist would head the Reserve Bank of India Archives (RBI Archives) at Pune. He/She will, however, be liable for transfer to any centre in India as the Bank may decide from time to time. He/She will be required to implement the latest technology in Records and Information Management for preservation of records of the Bank in the RBI Archives and making the records available as and when required. For this purpose, he/she will be required to possess the latest knowledge in respect of archives management, record keeping, records and information management (micro-filming, electronic and digital multi-media records systems, storage formats and their management including records appraisal, disposition, conservation, migration, description and metadata management).

He/She will also provide requisite guidance and direction to the staff at the RBI Archives for a proper and systematic maintenance and preservation of records. The specialized knowledge of the Chief Archivist will also be utilized in streamlining the existing systems and procedures in the matter of maintenance and preservation of records in the Bank in general.

#### III. Pay Scale

Selected candidate will draw a starting basic pay of Rs. 1, 10, 050/- p.m. in the pay scale of 110050-3550(2)-117150-3700(5)-135650-3900(1)-139550 (9 years) applicable to Officers in Grade 'D' and they will also be eligible for Special Allowance, Grade Allowance, Dearness Allowance, Local Compensatory Allowance, Learning Allowance, House Rent Allowance as per rules in force from time to time. At present, initial monthly gross emoluments (without HRA) are Rs. 2,39,807/- (approximately). The House Rent Allowance of 15% of Pay will be paid, if accommodation is not provided by the Bank.

#### IV. Perquisites

Bank's accommodation, subject to availability, telephone charges, knowledge updation allowance, 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 Travel Allowance (once in two years for self, spouse and eligible dependents). Loans and Advances at concessional rates of interest for Housing, Vehicle, Education of dependent children, Consumer Articles, Personal Computer, etc.

## V. Pension

Selected candidate will be governed by the 'Defined Contribution New Pension Scheme (NPS)' which is mandatory for all employees joining the services of the Bank on or after January 01, 2012.

## VI. Probation

Selected candidate shall be required to be on probation for a period of one year which may be extended up to four years at the discretion of the Bank.

## 2. Scheme of Selection

Selection will be through preliminary screening / shortlisting by a Screening Committee followed by documents verification and an interview. RBI Services Board reserves the right to limit the number of candidates called for Interview, commensurate with the number of vacancies, by enhancing the minimum educational qualifications/minimum work experience requirement as indicated above or through any other appropriate method. Hence, merely fulfilling the minimum requirements laid down for the post would not automatically entitle any candidate for interview. Candidates shortlisted for interview will receive an invitation by e-mail and their candidature will be subject to submission and verification of documents supporting their claims with regard to eligibility for age, category, qualification, experience, etc.

## 3. How to Apply

- I. The candidates applying for the post must submit their application ([Application Form](#)) by post/courier/hand delivery to **"The General Manager, Reserve Bank of India Services Board, 3<sup>rd</sup> Floor, RBI Building, Opp. Mumbai Central Railway Station, Byculla, Mumbai - 400008"** in the prescribed format. Also, a copy of the application along with supporting documents has to be mailed to [documentsrbisb@rbi.org.in](mailto:documentsrbisb@rbi.org.in) with subject as **"Application for the Post of CHIEF ARCHIVIST IN GRADE 'D' IN RESERVE BANK OF INDIA ARCHIVES - #Name of the candidate#"**
- II. A recent photograph is to be pasted at the appropriate place and application should be signed by the candidate. Incomplete and illegible applications will be rejected.
- III. Self-attested copies of the following documents should be submitted along with the application:
  - (a) Proof of age (copy of passing Secondary/High School/10th standard Certificate or Higher Secondary School /12th Standard Certificate mentioning the DoB).
  - (b) Copy of Certificates and Marksheets in respect of qualifications acquired.
  - (c) Appropriate document(s) in support of experience.
  - (d) PwBD candidates should submit a latest disability certificate issued by a Competent Authority as prescribed vide The Rights of Persons with Disabilities Act, 2016 (RPwD Act, 2016).
- IV. The cover containing the application should be super scribed with the name of the post applied for i.e. **'APPLICATION FOR THE POST OF CHIEF ARCHIVIST IN GRADE 'D' IN RESERVE BANK OF INDIA ARCHIVES'**
- V. Please note the following points carefully while e-mailing the documents:
  - (a) All documents must be in PDF format and self-certified.
  - (b) The size of the documents/email should not exceed 10 MB.

- (c) The application form should be scanned in one separate PDF file and all other documents should be scanned in another single PDF file (total two PDF files only - one for application and another for the other documents) in the same order as mentioned at para III above.
- (d) Please ensure that the documents attached are clear and readable.

#### 4. General Rules/ Instructions

- I. Candidate should apply strictly in conformity with the format as prescribed in the [Application Form](#).
- II. The post is 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. Their status as staff candidate will be verified at the time of interview.
- III. Candidates should enclose self-attested copies of the relevant certificate/s in support of age, educational qualification, and experience with the application. PwBD candidates should submit the latest disability certificate issued by a Competent Authority as prescribed vide the Rights of Persons with Disabilities Act, 2016 (RPwD Act, 2016). Their candidature will be considered on the strength of the information declared in the application and the copies of certificates/ documents submitted therewith. If at any stage it is found that any information furnished in the application is false/incorrect or if according to the Board, the candidate does not satisfy the eligibility criteria, his/her candidature/appointment is liable to be cancelled/terminated.
- IV. Candidates are advised to keep their e-mail ID/mobile number active for receiving Interview letters, etc. Candidates may check e-mails/SMS regularly. Further, the candidates may visit 'Opportunities' page on our website [www.rbi.org.in](http://www.rbi.org.in) regularly for any updates on the recruitment. The Board does not send any communication through any other mode.
- V. Any canvassing by or on behalf of the candidates or to bring political or other outside influence with regard to their selection/recruitment shall be considered as disqualification.
- VI. In all matters regarding eligibility, conduct of interviews, assessment, prescribing minimum qualifying standards in 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.
- VII. Candidates already in service of Govt./Quasi-Govt. organizations, Public Sector Banks/Undertakings, Government owned industrial undertakings or other similar organizations, whether in a permanent or temporary capacity are required to submit an undertaking in the Application Form that they have informed in writing to their Head of Office/Department that they have applied for the Post. Candidates should note that in case a communication is received from their employer by the Board withholding permission to the candidates applying for/appearing for the interview, their application will be liable to be rejected/candidature will be liable to be cancelled. The recommended candidate has to produce discharge certificate from the employer at the time of appointment in RBI.
- VIII. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Mumbai only.

#### 5. Closing Date

The Application, enclosing all prescribed documents should reach the Board's Office on or before **6:00 PM on August 12, 2024**. The Board takes no responsibility for any delay in receipt of Application or loss thereof.

#### 6. Corrigendum

Please note that Corrigendum, if any, issued on the above advertisement, will be published only on the Bank's website [www.rbi.org.in](http://www.rbi.org.in).

*(Hindi version of this advertisement is available on Hindi website of Bank)*



**RESERVE BANK OF INDIA SERVICES BOARD, MUMBAI**

**Application for the Post of Chief Archivist in Grade 'D' in Reserve Bank of India Archives  
(Advt. No. 1A / 2024-25)**

(Receipt No.)

1. Name in full (in English with capital letters) :

(only for office use)

2. Category: \_\_\_\_\_  
(General, Economically Weaker Sections, Scheduled Castes, Scheduled Tribes, Other Backward Classes, Persons with Benchmark Disabilities)

3. Gender: \_\_\_\_\_ (Female / Male / Transgender)

4. Nationality \_\_\_\_\_

5. Date of birth: \_\_\_\_\_ (DD/MM/YYYY)

6. Age (as on July 01, 2024): \_\_\_\_\_ (Years) \_\_\_\_\_ (Months) \_\_\_\_\_ (Days)  
(Please attach documentary evidence)

7. Father's Name: \_\_\_\_\_

8. Mother's Name: \_\_\_\_\_

9. Educational Qualifications (as on July 01, 2024):

**Please affix a recent passport size colour photograph**

**(A) Essential**

Name of the Exam(s) passed.	University/Institute	Subject(s)	Marks in percentage	Class / Division

**(B) Others**

Name of the Exam(s) passed.	University/Institute	Subject(s)	Marks in percentage	Class / Division

**10. Experience with reference to the advertisement (as on July 01, 2024):**  
(Please furnish in reverse chronological order i.e. latest experience first)

**(A) Essential Experience** (use separate sheet, if required)

Sr. No.	Name and Address of the Employer/Institution	Designation	Nature of Responsibilities	Period		Duration	
				From	To	Years	Months

**(B) Desirable Experience** (use separate sheet, if required)

Sr. No.	Name and Address of the Employer/Institution	Designation	Nature of Responsibilities	Period		Duration	
				From	To	Years	Months

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11. Whether the candidate would desire to have advance increment/s in the Pay Scale offered, if selected. If yes, how many increments and the justification for the same:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**12. Contact Details:**

a. **Permanent Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Pin Code \_\_\_\_\_

b. **Communication Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Pin Code \_\_\_\_\_

c. **E-mail id:** \_\_\_\_\_

d. **Alternate E-mail id, if any:** \_\_\_\_\_

e. **Mobile (Cell Phone) No.:** \_\_\_\_\_

f. **Alternate Mobile No. if any:** \_\_\_\_\_

**13. List of Enclosed Documents:**

(i)



- (ii)
- (iii)
- (iv)

I hereby declare that:

- (i) All the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that if at any stage, it is found that any information given in this application is false / incorrect or that I do not satisfy the eligibility criteria according to the Board, my candidature / appointment is liable to be cancelled / terminated. I have read and understood the stipulations given in the advertisement and hereby undertake to abide by them.
- (ii) **For candidates employed in Government/Public Sector in India:** I have informed in writing about applying for this recruitment to my Head of Office/Department

Place:  
Date :

\_\_\_\_\_  
(Signature of the Applicant)

Name: \_\_\_\_\_