



# RESERVE BANK OF INDIA SERVICES BOARD, MUMBAI

Advt. No. 1A/ 2023-24

(This advertisement and the link to apply Online can be accessed on RBI Website [www.rbi.org.in](http://www.rbi.org.in))

## RESERVE BANK OF INDIA – RECRUITMENT FOR THE POST OF PROGRAMME COORDINATOR (COLLEGE OF SUPERVISORS)-ON FULL TIME CONTRACT

“[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 Section (EWS)	PwBD	
Programme Coordinator (College of Supervisors) on full time contract	02	-	-	-	-	-	02

**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, subject to their suitability to the post, as indicated in the table below. The Bank has identified the following categories suitable for the post along with the functional requirements. Only following categories of PwBD candidates are, therefore, eligible to apply for the posts.

Sr. No	Name of Post	Functional Requirements*	Suitable category of Benchmark Disabilities**
1	Programme Coordinator (College of Supervisors) on full time contract	S, W, MF, RW, SE, C	a) B, LV
			b) HH
			c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, SD/SI
			d) ASD(M), MI
			e) MD involving (a) to (d) above

\* Functional Requirements Abbreviations Used: S=Sitting, W=Walking, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, C=Communication.

\*\* Category Abbreviations Used: B=Blindness, LV=Low Vision, HH=Hard of Hearing, OA=One Arm, BA=Both Arms, OL=One Leg, BL=Both Legs, OAL=One Arm and 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, ASD (M) = Autism Spectrum Disorder (Mild), MI = Mental Illness, MD = Multiple Disabilities.

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. Programme Coordinator (College of Supervisors) on full time contract

### I. Eligibility Criteria (as on May 01, 2023)

**(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:** Not more than 62 years (candidates must have been born not earlier than 02/05/1961). As the maximum age limit is more than 56 for the post, no further age relaxation is permitted for PwBD candidates.

**(c) Educational qualifications**

- (i) Essential: Post Graduate in areas of Economics and Finance from a reputed university / Institute
- (ii) Desirable: Degrees / Certifications viz. CA, CFA, FRM, CISA and those of this genre. PhD in areas of Economics and Finance.

**NOTE:** The candidate must hold a degree of any of 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.

**(d) Experience:** Minimum 10 years' experience in teaching courses on various financial risks in academic institutions or 5 years' experience as a member of faculty in training institutions meeting the learning needs of the personnel in the financial sector

Shall have domain knowledge in the area of Business Risk and Assurance functions as also one or more areas such as financial regulation, financial sector supervision and resilience in financial system.

**II. Job Profile/ Requirements:**

1. An academic/research/creative bent of mind with good conceptual understanding and broad - based practical experience and knowledge on global practices on financial supervision, regulation and stability policies as also various risks relating to the areas of banking & finance.
2. Should be able to ideate, conceive and design learning programs for experienced career personnel in the space of supervision, regulation, financial resilience at Central Banks and Risk Assurance functions at financial entities.
3. Should be able to network and organize visiting faculty, experts of eminence in India and abroad to share their experience and expertise with the experienced Learners.
4. Should have excellent communication skills, writing and oral.
5. Should have hands-on knowledge in IT, related softwares, MS Office and Excel.
6. Should have a pleasing personality with excellent inter-personal relationship skills.

To ideate, conceive and design learning programs for experienced career personnel in the space of supervision, regulation, financial resilience at Central Banks and Risk Assurance functions at financial entities. To network and organize visiting faculty, experts of eminence in India and abroad to share their experience and expertise with the experienced learners. Designing training courses, coordinating training programmes, rigorous follow up with stakeholders for nomination of participants, arranging external faculty of eminence for success of programmes, other logistical issues, etc., facilitating non-academic activities relating to running of College of Supervisors and associated duties

**III. Terms and Conditions:**

- (a) **Nature and period of appointment:** Appointment will be on full-time contract basis initially for a period of three years, extendable further, subject to a maximum tenure of five years. The contract will be terminable with a notice period of one month from either side. The performance of the contract appointees would be reviewed annually to decide on the continuance of the contract.
- (b) **Emoluments:** - The annual compensation including the cost of housing payable will be as follows: -

Post	Equivalent Grade	Annual Compensation Range*
Programme Coordinator at College of Supervisors on full time contract	E	₹58.32 lakh to ₹67.44 lakh p.a

\* - Higher Annual Compensation offered for candidates with higher academic or professional qualification / experience (subject to the Bank's discretion)

Annual compensation as stated above are subject to applicable taxes.

- (c) **Leave:** Contract appointees will be allowed leave at the rate of 30 days per calendar year (Leave to be calculated on pro-rata basis for any fractional period).
- a) Contract appointees will be permitted to avail leave subject to administrative convenience of the Bank.
  - b) Un-availed leave at the end of a year will not be permitted to be carried forward.
  - c) Intervening holidays during the period of absence will be reckoned as leave.
  - d) Any absence beyond the above period may be treated as leave without pay.

- (d) Travelling & Halting Allowances:** The contract appointees will be entitled to TA / HA as admissible to the officers in the Bank of equivalent grade for official tour undertaken by them outside the headquarters.
- (e) Residential Accommodation:** During the period of contract appointment, Bank will not provide any residential accommodation to the contract appointees.
- (f) Conduct, Discipline and Appeal:** During the period of contract appointment, the contract appointees will be governed by the provision contained in the 'Code of Conduct' for contract employees in the Bank.
- (g) Sodexo Coupons:** During the period of contract appointment, the contract appointees, subject to their willingness, may be provided Sodexo Coupons for availing the Lounge facilities, at full cost.
- (h) Mobile Phone facility:** During the period of their contract appointment, Mobile Phone facility may be provided to the contract appointees depending on the tenure and nature of their assignment, subject to the discretion of the Bank. However, they will be provided with a handset only once during the entire period of their contract of minimum one year including extensions, if any. The cost of mobile handset and reimbursement of call charges would be corresponding to the grade in which they are appointed.
- (i) Superannuation Benefits:** The contract appointees will not be eligible for superannuation benefits.
- (j) Dispensary:** The contract appointees will be eligible for facility of the Dispensary at the office
- (k) Selection Process:** Selection for the aforementioned posts will be through preliminary screening / shortlisting followed by interview.
- (l) Placement:** The Bank reserves the right to post the candidates at any centre within India.
- (m)** The contract appointees would require upgrading their knowledge and skills periodically.
- (n)** The contract appointment will be governed by the other terms and conditions as applicable to contract appointees.

**2. Selection Procedure:** Selection will be through preliminary screening / shortlisting by a Screening Committee followed by documents verification and interview. RBI Services Board reserves the right to limit the number of candidates commensurate with the number of vacancies called for Interview 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 be issued Interview Call letter through email and their candidature will be subject to submission and verification of documents submitted in support of their claim 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 Programme Coordinator- #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. 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 Mark sheets 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 PROGRAMME COORDINATOR**’
- V. Please note the following points carefully while sending 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 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 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. **Candidates should enclose self-attested copies of the relevant certificate/s (in support of age, educational qualification) and appropriate documents in support of the experience, with the application.** 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.
- III. Candidates are advised to keep their e-mail ID/mobile number alive for receiving Interview letters, etc. Candidates may check e-mails/SMS regularly. The Board does not send any communication through any other mode.
- IV. 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.
- V. 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.
- VI. 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.

- VII. 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 P.M. on May 24, 2023**. The Board takes no responsibility for any delay in receipt of Application/s or loss thereof in postal transit.

**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)*