



RESERVE BANK OF INDIA

Advertisement No. 1 /JE/2013-14

Recruitment for the post of Junior Engineer (Civil/ Electrical) in Reserve Bank of India

Applications are invited from eligible Indian Citizens for the post of Junior Engineer (Civil) and for the post of Junior Engineer (Electrical) in Reserve Bank of India (RBI/Bank).

Candidates may click on the link below for filling in the online application form.

[Application form](#)

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

Helpline: In case of any problem in filling up the form, payment of fee or receipt of Admission Letter, queries may be made at 022 – 22610399 or recruitment@rbi.org.in

Don't forget to mention 'Recruitment of Junior Engineers' in the subject box of the email.

IMPORTANT DATES:-

Website Link Open		30.01.2014 to 20.02.2014
Payment of Examination Fees	Online	30.01.2014 to 20.02.2014
	At Bank Branches	01.02.2014 to 25.02.2014
* Date of Online Test		30.03.2014

* The Bank reserves the right to make the selection only by interview depending on the number of applications received.

1. Provision of Reservations:

Junior Engineer (Civil)						
Sr. No	Recruitment Zone	Vacancies				
		SC	ST	OBC	GEN	Total
1	East	0	0	0	1	1
2	West	0	0	0	1	1
3	North	0	1	0	3	4
4	South	0	0	1	2	3
5	Central	0	0	0	0	0
Total		0	1	1	7	9

Junior Engineer (Electrical)						
Sr. No	Recruitment Zone	SC	ST	OBC	GEN	Total
1	East	0	0	0	1	1
2	West	1	0	0	1	2
3	North	0	0	2	5	7
4	South	0	0	2	2	4
5	Central	0	0	0	0	0
Total		1	0	4	9	14

No vacancy is reserved for **Persons with Disabilities (PWD)**. However, PWD candidates in respect of whom the post is identified suitable, may be considered for the post to fill up the backlog.

Abbreviations stand for: **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, **SPE** – Specified Period of Engagement
SC/ST/PWD candidates will be eligible for fee relaxation.

SC/ST/OBC candidates will not be eligible for age relaxation in the zones where no vacancies are reserved for them.

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

Zone	Regional jurisdiction
East Zone	West Bengal, Bihar, Jharkhand, Orissa, Assam, Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland, Tripura, Sikkim, Andaman and Nicobar Islands
West Zone	Maharashtra (excluding Vidarbha region), Goa, Union Territories of Dadra and Nagar Haveli, Gujarat, Union Territories of Daman and Diu
North Zone	Delhi, Haryana, Himachal Pradesh, Punjab, Rajasthan, Jammu and Kashmir, Uttar Pradesh, Uttarakhand, Union Territory of Chandigarh
South Zone	Karnataka, Tamilnadu, Pondicherry, Kerala, Lakshadweep Islands
Central Zone	Andhra Pradesh, Vidarbha region of Maharashtra State, Madhya Pradesh, Chhatisgarh

2. Definition:

i) Ex-Servicemen:

Only those candidates shall be treated as Ex-Servicemen who fulfil the revised definition as laid down in Government of India, Ministry of Home Affairs, Department of Personnel and Administrative Reforms Notification No.36034/5/85/Estt(SCT) dated 27th October, 1986 as amended from time to time.

Disabled Ex-Servicemen: Ex-Servicemen, who while serving in Armed Forces of the Union, disabled in operation against the enemy or in disturbed areas shall be treated as Disabled Ex-Servicemen.

Dependents of Serviceman killed in Action: Servicemen killed in the following operations would be deemed to have been killed in action attributable to Military Service (a) war (b) warlike operations or border skirmishes either with Pakistan on cease fire line or any other country (c) Fighting against armed hostiles in a counter insurgency environment viz. Nagaland, Mizoram, etc. (d) Serving with peace-keeping mission abroad (e) Laying or clearance of mines including enemy mines as also mine sweeping operation between one month before and three months after conclusion of an operation (f) Frost-bite during actual operations or during the period specified by the Government (g) Dealing with agitating Para-Military forces personnel (h) IPKF personnel killed during the operations in Sri Lanka.

Note:

- 1) Candidates, who are released / retired from Armed Forces, or whose SPE is likely to be completed on or before **20.02.2015** only are eligible to apply under this recruitment. They will also be required to submit the release letter along with a self-declaration at the time of joining RBI that they are entitled to the benefits admissible to Ex-Serviceman in terms of Govt. of India rules. Those candidates, who have already completed their initial period of engagement and are on extended assignment, are required to submit certificates to that effect. If selected, all such candidates mentioned above, should get released and join RBI on or before **20.03.2015**. Forms of the certificates to be submitted by all these candidates are provided in Annex III and these are submitted at the time of interview invariably.
- 2) The Territorial Army Personnel will be treated as Ex-Serviceman w.e.f. 15.11.1986.
- 3) For an Ex-Serviceman who has once joined a Government job on the civil side after availing of the benefits given to him as an Ex-Serviceman for his re-employment, his Ex-Serviceman status for the purpose of re-employment in Government ceases.
- 4) Dependents of Servicemen killed in action are eligible for reservation. 4.5% of the total vacancies are reserved for Disabled Ex-Serviceman and dependents of Servicemen killed in action, clubbed together. First priority in the matter of appointment will be given to the Disabled Ex-Serviceman and second priority will be given to two dependents of Defence personnel killed in action or severely disabled (with over 50% disability attributable to defence services). For the purpose of this concession, the member of the family would include his widow, son, daughter or his near relations who agree to support his family. The relaxation in upper age and educational qualifications available to Ex-Serviceman/Disabled Ex-Serviceman will not be available to Dependents of Servicemen killed in action.

3. Reservation for Persons with Disability (PWD):

(i) Candidates falling in the following categories of the disabled may apply:

Name of the Post	Categories of disabled suitable for job		
	OH	HI	VH
Jr. Engineer (Civil)	(For Office job) OA - One arm affected (Right or Left) OL – One leg affected (Right or Left), BL – Both legs affected but not arms (For Field Job) OA - One arm affected (Right or Left)	PD – Partially deaf	Not Identified
Jr. Engineer (Electrical)	OA - One arm affected (Right or Left) OL – One leg affected (Right or Left), BL – Both legs affected but not arms	PD – Partially deaf	Not Identified

(ii) 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 these cases.

(iii) Hearing Impaired are those in whom the sense of hearing is non-functional for ordinary purposes of life. They do not hear or understand sounds at all, even with amplified speech. The cases included in this category will be those having hearing loss of 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%

(iv) The post is not identified for Visually Handicapped candidate.

(v) 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.

4. Eligibility Criteria :

(a) Age (as on 01-02-2014):

Between 20 and 30 years. Candidates born not earlier than 02/02/1984 and not later than 01/02/1994 (both days inclusive) are only eligible to apply.

Relaxation in The Upper Age Limit:

Upper age limit will be relaxed as under :

Sr. No	Category	Relaxation in Age
(i)	Scheduled Caste / Scheduled Tribe (SC / ST)	By 5 years, i.e. up to 35 years
(ii)	Other Backward Classes (OBC)	By 3 years, i.e. up to 33 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)	Candidates who had ordinarily been domiciled in Kashmir Division of the State of Jammu and Kashmir between 1st January, 1980 and 31st December, 1989.	By 5 years

NOTE: Cumulative Age Relaxation will not be available either under the above items or in combination with any other items.

Candidates seeking age relaxation are required to submit copies of necessary certificate(s) at the time of interview.

(b) Educational Qualifications (as on 01-02-2014):

Junior Engineer (Civil): Minimum three years Diploma in Civil Engineering from a recognised Institute or University or Board with minimum 65% of marks (55% for SC/ST/PWD) or Degree in Civil Engineering from a recognised University with 55% marks (45% for SC/ST/PWD).

Junior Engineer (Electrical): Minimum three years Diploma in Electrical or Electrical and Electronic Engineering from a recognised Institute or University or Board with minimum 65% of marks (55% for SC/ST/PWD) or Degree in Electrical or Electrical and Electronic Engineering from a recognised University with 55% marks (45% for SC/ST/PWD).

(c) Experience:

Junior Engineer (Civil): At least 2 years experience for Diploma holder or at least 1 year experience for Degree holders in execution and supervision of civil construction work and/ or civil maintenance of office buildings/ commercial buildings/ residential complexes with basic knowledge of RCC design and other civil works, working knowledge of computers, experience in preparation of tenders for civil works, etc.

Junior Engineer (Electrical): At least 2 years experience for Diploma holder or at least 1 year experience for Degree holders in execution and supervision of electrical installations in large buildings/ commercial buildings having HT/ LT substations, central AC plants, lifts, UPS, DG sets, CCTV, Fire alarm system, etc.

(d) Job Description:

Junior Engineer (Civil): Handling and supervision of civil construction/ maintenance/ interior works, etc. of building related infrastructural system and other related jobs in office buildings and residential colonies.

Junior Engineer (Electrical): Handling and supervision of electrical/ electro-mechanical/ electrical and electronics installations/ systems and other related jobs in office building and residential colonies.

(e) Candidate should know how to read/ write and speak one of the Official Languages of the State/ UT in the Zone. Some questions may be put in the local language at the time of interview, to ascertain the level of familiarity of the candidates with the one of the Official Language of the State/ UT in the zone. Candidate should also be able to write and speak English fluently.

5. Scheme of Selection:

The Bank reserves the right to make the selection only by interview depending on the number of applications received.

If required the Online Examination for 200 marks will be held on **30.03.2014**

Sr. No.	Name of Tests (Objective)	No. of Questions	Maximum Marks (Total Weighted Score)	Total Time
1	English Language	50	50	2 Hours (composite)
2	Engineering Discipline	50	100	
3	General Awareness	50	50	
	Total	150	200	

i) The above tests except the Test of English Language will be available bilingually, i.e. in English and Hindi.

ii) **A candidate has to qualify in each part of the Objective test separately. There will be negative marks for wrong answers in the Objective tests. 1/4 mark will be deducted for each wrong answer.**

iii) **Other detailed information regarding the examination will be given in an Information Handout, which will be made available for the candidates to download along with the Admission Letter for examination from the RBI's website.**

iv) Roll No. of the candidates successful in Online Examination will be available on the Bank's website and a brief notice thereof will be published in leading newspapers in mid **April 2014**.

v) **STANDARDIZED SCORES:** If the exam is conducted in more than one session, the scores obtained by each of the candidates in different sessions will be equated using equipercentile method.

vi) **CUTOFF SCORE:** Each candidate will have to secure a minimum score in each of the tests as well as on the Total Weighted Score to be called for interview. Mere passing in individual tests may not be sufficient as candidates should also score sufficiently high on Total in order of merit to be called for interview. A candidate should qualify both in the Online Exam and interview for being considered for appointment.

6. Examination Centers:

- (i) The examination will be conducted online in venues across many centres in India. The list of Examination centres is available in **Annex II**.
- (ii) The Bank, however, reserves the right to cancel any of the Examination Centres and/ or add some other Centres, depending upon the response, administrative feasibility, etc.
- (iii) As far as possible candidates will be allotted to a centre of his/her choice. However, the Bank also reserves the right to allot the candidate to any centre other than the one he/she has opted for and a **candidate may be allocated a centre of exam outside the State/UT/ Zone for which vacancies he/she is applying**.
- (iv) Candidate will appear for the examination at an Examination Centre at his/ her own risks and expenses and the Bank will not be responsible for any injury or losses etc. of any nature.
- (v) No request for change of centre for Examination shall be entertained.

7. Service Conditions / Career Prospects:

(i) Pay Scale:

Selected Candidates will draw a starting basic pay of ₹ 12,370/- per month (i.e. ₹ 8,040/- plus nine advance increments admissible to Junior Engineers) in the scale of ₹ 8,040 – 410 – 9270 – 500 – 11270 – 550 – 13470 – 650 – 15420 – 720 – 16140 – 990 – 20100 (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 Junior Engineer (Civil/ Electrical) is approximately ₹ 30,929/-. Graduate candidates are eligible for two more advance increments.

(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.

(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 East, West, North, South and Central Zone offices as under:

- (i) East Zone: Kolkata, Bhubaneswar, Guwahati, Patna, Shilong, Agartala, Gangtok
- (ii) West Zone: Ahmedabad, Mumbai (including Belapur, Byculla), Pune, Panaji
- (iii) North Zone: Chandigarh, Simla, Jaipur, Jammu / Srinagar, Kanpur, Lucknow, Dehradun, New Delhi, Ranchi
- (iv) South Zone: Bangalore, Chennai, Kochi, Thiruvananthapuram
- (v) Central Zone: Bhopal, Raipur, Nagpur, Hyderabad

8. How to Apply

Candidates can apply online only from 30.01.2014 to 20.02.2014 and no other mode of application will be accepted.

Pre-Requisites for Applying Online (i) Before applying online, candidates should scan their photograph and signature ensuring that both the photograph and signature adhere to the required specifications as given in Annex I to this Advertisement. (ii) The candidates should keep the necessary credit/debit card/net banking details ready to make **online payment** of the requisite application fee. (iii) In case of **Offline Payment i.e. CBS (specified bank branches)**, candidates have to apply online, obtain a fee payment challan and then remit the necessary application fees. (iv) The candidates should have a valid personal email ID, which should be kept active till the declaration of results of this recruitment process. RBI may send intimation about downloading Admission Letters through e mail and SMS. Under no circumstances, a candidate should share with/mention e-

mail ID to / of any other person. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID before applying on-line and must maintain that email account.

Application Fees/ Intimation Charges (NON-REFUNDABLE):

For SC/ST/PWD/Ex Serviceman category (₹)			For General/ OBC category (₹)		
Exam Fee	Intimation charges	Total	Exam Fee	Intimation charges	Total
NIL	50.00	50.00	550.00	50.00	600.00

Fees once paid will neither be refunded nor be adjusted against any future recruitment projects. Bank Transaction charges for Offline/ Online Payment of application fees/ intimation charges will have to be borne by the candidate

Procedure for applying online (1) Candidates are first required to go to Home Page of the RBI website www.rbi.org.in and click on the link "Recruitment for the post of Junior Engineer (Civil/ Electrical)" to open the [On-Line Application Form](#). (2) Candidates will have to enter their basic details and upload the photograph and signature in the online application form. Candidates are required to upload their photograph and signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature (Annex I).

Mode of Payment Candidates have the option of making the payment of requisite fees either through the **ONLINE** mode or the **OFFLINE** mode:

(1) Payment of fees via the ONLINE MODE

(i) Candidates should carefully fill in the details in the On-Line Application at the appropriate places very carefully and click on the "SUBMIT" button at the end of the On-Line Application format. Before pressing the "SUBMIT" button, candidates are advised to verify every field filled in the application. The name of the candidate or his /her father/husband etc. should be spelt correctly in the application as it appears in the certificates/mark sheets. Any change/alteration found may disqualify the candidature.

(ii) The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.

(iii) The payment can be made by using only Master/ Visa Debit or Credit cards or Internet Banking by providing information as asked on the screen.

(iv) In case candidates wish to pay fees through the online payment gateway after the upload of photograph and signature an additional page of the application form is displayed wherein candidates may follow the instructions and fill in the requisite details.

(v) If the online transaction has been successfully completed a Registration Number and Password will be generated. Candidates should note their Registration Number and Password for future reference.

(vi) If the online transaction has not been successfully completed then the following message is displayed 'Your online transaction was unsuccessful. Please register again' Candidates may then **revisit the 'Apply Online'** link and fill in their application details again.

(vii) On successful completion of the transaction, **an e-receipt** will be generated.

(viii) Candidates are required **to take a printout of the e-receipt**.

(ix) Amount of fees debited for unsuccessful transaction will be refunded to the candidate's account in due course

Note:

- After submitting your payment information in the online application form, please wait for the intimation from the server, DO NOT press Back or Refresh button in order to avoid double charge.
- For Credit Card users: All prices are listed in Indian Rupees. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
- To ensure the security of your data, please close the browser window once your transaction is completed.
- In case the candidate is unable to fill in the application form in one go, he/ she can save the data already entered. When the data is saved, a provisional registration number and password will be generated by the system and displayed on the screen. Candidate should note down the Provisional registration number and password. An Email & SMS indicating the Provisional Registration number and Password will also be sent. They can reopen the saved data using Provisional registration number and password and edit the particulars, if needed. This facility will be available three times only. Once the application is filled in completely, candidate should submit the data.
- The generation of registration id, password, SMS & e-mail is not the final confirmation of the successful submission of fees against the on-line application form unless the e-receipt is generated.

(2) Payment of fees via OFFLINE MODE (at counters of specified Bank branches): Payment of fee through the offline mode can be made through the **CBS branches of any one of the following**

7 Public Sector Banks-

Bank of Baroda, Bank of India, Bank of Maharashtra, Central Bank of India, Indian Overseas Bank, Punjab National Bank, United Bank of India

Candidates should carefully fill in the details in the On-Line Application at the appropriate places very carefully and click on the "SUBMIT" button at the end of the On-Line Application format. Before pressing the "SUBMIT" button, candidates are advised to verify every field filled in the application. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent. The name of the candidate or his /her father/husband etc. should be spelt correctly in the application as it appears in the certificates/mark sheets. Any change/alteration found may disqualify the candidature.

In case the candidate is unable to fill in the application form in one go, he/ she can save the data already entered. When the data is saved, a provisional registration number and password will be generated by the system and displayed on the screen. Candidate should note down the Provisional registration number and password. An Email & SMS indicating the Provisional Registration number and Password will also be sent. They can reopen the saved data using Provisional registration number and password and edit the particulars, if needed. This facility will be available three times only. Once the application is filled in completely, candidate should submit the data. Candidates should take a printout of the system generated fee payment challan immediately. No change/edit will be allowed after submission.

The registration at this stage is provisional.

Fee Payment: Fee payment will be accepted at the CBS branches of the banks listed above from 2nd working day after registration and can be made within three working days. System generated fee payment challan will be used for depositing fee. (For example: If one has registered on 08.02.2014, then he/she will be able to deposit the fee from 11.02.2014 to 15.02.2014, considering 9.02.2014 is a non- working day). Once fee has been paid, the registration process is completed. The Bank charges, if any, will be borne by the candidate. 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, three days after fee payment.

After completing the procedure of applying on-line including payment of fees, the candidate should take a printout of the system generated on-line application form **three days after fee payment**, ensure the particulars filled in are accurate and retain it along with Registration Number and Password for future reference. The print out of application form and/or fee details may be retained by the candidate and need not be sent to any address.

Please note that all the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Address, Mobile Number, Email ID, Centre of Examination etc. will be considered as final and no modifications will be allowed after submission of the online application form. Candidates are hence requested to fill in the online application form with the utmost care as no correspondence regarding change of details will be entertained. RBI will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the application or omission to provide the required details in the application form.

An email/ SMS intimation with the Registration Number and Password generated on successful registration of the application will be sent to the candidate's email ID/ Mobile Number specified in the online application form as a system generated acknowledgement. **If candidates do not receive the Email and SMS intimations at the email ID/ Mobile number specified by them, they may consider that their online application has not been successfully registered.**

An online application which is incomplete in any respect such as without photograph and signature uploaded in the online application form will not be considered as valid.

Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till the last date for depositing the fee to avoid the possibility of disconnection/inability/failure to log on the RBI's website on account of heavy load on internet/website jam.

RBI does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of RBI. Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.

Any information submitted by an applicant in his/ her application shall be binding on the candidate personally and he/she shall be liable for prosecution/ civil consequences in case the information/ details furnished by him/ her are found to be false at a later stage.

9. General Rules/ Instructions:

(i) Candidates can apply only for one post and also for one Zone. If there are multiple registrations, the last registration will be retained.

(ii) 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 RBI, the candidate does not satisfy the eligibility criteria, his/ her candidature/ appointment is liable to be cancelled/ terminated.

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

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

(v) All registered candidates will be required to download the Admission Letters from RBI's website which will be made available at appropriate time but well before the online test date. Intimation about the same will be sent by Email / SMS. RBI will not be responsible for non-delivery of sms/e-mail.

(vi) The candidates will have to appear for the exam at their own cost. However, candidates called for interview are entitled to 2nd AC to & fro railway fare/ bus fare by shortest route from the place of their residence/ work to the place of interview, whichever is nearer, on production of evidence of travel (Rail / bus ticket/receipt etc).

(vii) The candidates' name as appearing in the Admission Letter (as provided during the process of registration) and the name as appearing on the currently valid photo identity proof (brought for identity verification at the venue for examination) must match exactly. Female candidates who may/ have changed first/ last/ middle name post marriage must take special note of this aspect. In case of mismatch of name (on Admission Letter and currently valid photo identity proof) the candidates will not be allowed to appear for the examination. It is the responsibility of the candidate to ensure that they have proper identification.

(viii) Documents relating to Age/Qualification/Category etc. will have to be submitted at the time of interview by the candidates called for interview. Caste certificate by candidate seeking reservation as SC/ST/OBC should be in the

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prescribed proforma from the competent authority indicating clearly the candidate's caste, the Act/Order under which the caste is recognised as SC/ST/OBC and the village/town the candidate is originally a resident of.

(ix) Candidates seeking age relaxation are required to submit copies of necessary certificate(s) at the time of interview.

(x) A declaration is required to be submitted in the prescribed format by candidate seeking reservation as OBC, that he/she does not belong to the creamy layer as on date of interview. The OBC certificate containing the non-creamy clause should have been issued after 01.02.2014.

(xi) Candidates serving in Government/Quasi Government offices, Public Sector Undertaking including Nationalised Banks and financial Institutions will be required to submit 'No Objection Certificate' from their employer at the time of interview, failing which their candidature may not be considered and travelling expenses, if any, otherwise admissible, will not be paid. Before appointment in RBI, a proper discharge certificate from the employer will have to be produced.

(xii) At the time of online examination/interview, if a candidate is (or has been) found guilty of: (i) using unfair means during the examination or (ii) impersonating or procuring impersonation by any person or (iii) misbehaving in the examination hall or taking away the question booklet (or any part thereof)/answer sheet from the examination hall or (iv) resorting to any irregular or improper means in connection with his/her candidature for selection or (v) obtaining support for his/her candidature by any unfair means, such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, be liable:

a) to be disqualified from the examination for which he/she is a candidate

b) to be debarred, either permanently or for a specified period, from any examination or recruitment conducted by RBI.

(xiii) RBI would be analysing the responses of a candidate with other appeared candidates to detect patterns of similarity. On the basis of such an analysis, if it is found that the responses have been shared and scores obtained are not genuine/valid, RBI reserves the right to cancel his/her candidature.

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

(xv) In all correspondence with RBI, **Registration number received on submission of application and Roll no.** indicated in 'Admission Letter' must be quoted.

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

(xvii) 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. Arrangement for safekeeping of these articles cannot be assured

(xviii) Candidates are not permitted to use or have in possession of calculators in examination premises.

(xxi) RBI will not furnish the mark-sheet to candidates. However, the online examination and interview marks may be available on RBI's website after the declaration of the final result.

(xxii) The post is also open to the employees of RBI (staff candidates) who satisfy the eligibility criteria.

(xxiii) Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and / or an application in response thereto can be instituted only in Mumbai and courts/ tribunals/ forums at Mumbai only shall have sole and exclusive jurisdiction to try any cause / dispute.

(xxiv) Candidate's admission to the test / interview is strictly provisional. The mere fact that the Admission Letter has been issued to the candidate does not imply that his candidature has been finally cleared by RBI.

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

(iii) SCANNING THE PHOTOGRAPH & SIGNATURE:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Colour to True Colour
- 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/Microsoft Office can easily obtain photo and signature in .jpeg format not exceeding 50KB & 20KB respectively by using MS Paint or Microsoft Office 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.

(iv) Procedure for Uploading the Photograph and Signature

- There will be two separate links for uploading Photograph and Signature
- Click on the respective link "Upload Photograph / Signature"
- Browse & Select the location where the Scanned Photo / Signature file has been saved.
- Select the file by clicking on it
- Click the 'Upload' button
- Your Online Application will not be registered unless you upload your photo and signature as specified.

Note :

- In case the face in the photograph or signature is unclear the candidate's application will be rejected.
- Candidates are advised to take a printout of their system generated online application forms after registering.
- In case the photograph or signature is unclear, the candidate may edit his/her application and re upload his/her photograph or signature.

Annex II

The list of Examination centres

1.	Agartala	9.	Gangtok	17.	Lucknow	25.	Ranchi
2.	Ahmedabad	10.	Guwahati	18.	Mumbai	26.	Shillong
3.	Bangalore	11.	Hyderabad	19.	Nagpur	27.	Shimla
4.	Bhopal	12.	Jaipur	20.	New Delhi	28.	Srinagar
5.	Bhubaneswar	13.	Jammu	21.	Panaji	29.	Thiruvananthapuram
6.	Chandigarh	14.	Kanpur	22.	Patna		
7.	Chennai	15.	Kochi	23.	Pune		
8.	Dehradun	16.	Kolkata	24.	Raipur		

FORM - A

Form of Certificate applicable for Released/Retired Personnel

It is certified that No. Rank..... Name.....whose date of birth is..... has rendered service from..... to..... in Army/ Navy/Air Force.

2. He has been released from military services:

a) on completion of assignment otherwise than

(i) by way of dismissal, or

(ii) by way of discharge on account of misconduct or inefficiency, or

(iii) on his own request, but without earning his pension, or

(iv) he has not been transferred to the reserve pending such release

b) on account of physical disability attributable to Military Service.

c) on invalidment after putting in at least five years of Military service

3. He is covered under the definition of Ex-Serviceman (Re-employment in Central Civil Services and Posts) Rules, 1979 as amended from time to time

Place:

Date:

SEAL

Delete the paragraph which is not applicable.

Signature, Name and Designation of the
Competent Authority**

FORM - B

Form of Certificate for Serving Personnel

(Applicable for serving personnel who are due to be released within one year)

It is certified that No.Rank.....Name..... is serving in the Army/Navy/Air Force from.....

2. He is due for release/retirement on completion of his specific period of assignment on.....

3. No disciplinary case is pending against him.

Place:

Date:

SEAL

Signature, Name and Designation of the
Competent Authority**

FORM - C

Undertaking to be given by serving Armed Force personnel who are due to be released within one year

(1) I understand that if selected on the basis of the recruitment/Examination to which this application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the appointing authority that I have been duly released/ retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to Ex-Serviceman in terms of the Ex-Serviceman (Re-employment in Central Civil Service and Posts) Rules, 1979, as amended from time to time.

(2) I also understand that I shall not be eligible to be appointed to a vacancy reserved for Ex-serviceman in regard to the recruitment covered by this examination, if I have at any time prior to such appointment, secured any employment on the civil side (including Public Sector Undertaking, Autonomous Bodies/Statutory Bodies, Nationalised Banks, etc.), by availing of the concession of reservation of vacancies admissible to Ex-serviceman.

Place:

Date:

Signature and Name of Candidate

FORM - D

Form of Certificate applicable for Serving Armed Force Personnel who have already completed their initial assignment and are on extended assignment

It is certified that No..... Rank..... Name..... whose date of birth is.....is serving in the Army/Navy/Air Force from.....

2. He has already completed his initial assignment of five years on.....and is on extended assignment till.....

3. There is no objection to his applying for civil employment and he will be released on three months notice on selection from the date of receipt of offer of appointment.

Place:

Date:

SEAL

Signature, Name and Designation of the
Competent Authority**

** Authorities who are competent to issue certificate to Armed Forces Personnel for availing Age concessions are as follows:

(a) in case of Commissioned Officers including ECOs/SSCOs: Army: Military Secretary Branch, Army Hqrs., New Delhi; Navy: Directorate of Personnel, Naval Hqrs., New Delhi; Air Force: Directorate of Personnel Officers, Air Hqrs., New Delhi.

(b) in case of JCOs/ORs and equivalent of the Navy and Air Force: Army: By various Regimental Record Offices; Navy: BABS, Mumbai; Air Force: Air Force Records, New Delhi.