



RESERVE BANK OF INDIA SERVICES BOARD, MUMBAI

Advt.No. 3A/2011-12

(This advertisement and the format of the Application 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, citizens of Nepal and subjects of 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.

Sr. No.	Post	Number of vacancies				Total
		Unreserved i.e. General (GEN)	Scheduled Castes (SC)	Scheduled Tribes (ST)	Other Backward Classes (OBC)	
1.	General Manager (Grade E) for heading IS Audit Function in the Department of Banking Supervision (DBS)	01	-	-	-	01 @
2.	Chief Archivist in Grade D in the Department of Economic and Policy Research (DEPR) – for RBI Archives Pune	01	-	-	-	01@@

No posts are reserved for SC/ST categories for the above two posts. However, they can also apply but they will not be eligible for any concession/relaxation except application fee.

No posts are reserved for OBC category for the above two posts. However, they can also apply but they will not be eligible for any concession/relaxation.

@ No posts are reserved for Persons with Disability (PWD) candidates for Post at Sr. No. 1. above. However, PWD candidates are eligible to apply as a general candidate but they will not be eligible for any concession/relaxation except application fee and age relaxation.

@@ No posts are reserved for Persons with Disability (PWD) candidates for the Post at Sr. No. 2. above. However, candidates who are One Leg affected (OL) or One Arm affected (OA) under Orthopedically Handicapped (OH) category and Partially Deaf (PD) or Deaf (D) under Hearing Impaired (HI) category are eligible to apply as a general candidate but they will not be eligible for any concession/relaxation except application fee and age relaxation.

Note: PWD should possess a latest certificate to this effect issued by an authorized Government of India/State Government Department/Hospital.

2. General Manager (Grade 'E') for heading IS Audit Function in the Department of Banking Supervision (DBS)

(A) Job Profile :

- Establishing an effective process of examining IT systems and processes as part of inspections of commercial banks.
- Identifying required competencies and critical success factors for information systems related examination/inspection of commercial banks & suggesting ways to enhance the capability of concerned officials in this regard.
- Evaluating or guiding the evaluation of information systems in a bank when warranted.
- Suggesting enhancements to relevant RBI guidelines or inspection processes based on new developments.
- Assisting in formulating a framework for assessing IT risk profile as part of Basel II framework.
- Providing suitable assistance in respect of technology related forensic audit processes.
- Periodical monitoring and reporting of critical performance indicators in respect of the function.

(B) Eligibility Criteria:

(I) Educational/Professional Qualifications (as on 01.12.2011)

Essential:

- Graduation in Computer Science Engineering or Information Technology / Masters in Computer Applications and
- Certified Information System Auditor (CISA) certification of ISACA

OR

- Graduation in Engineering with Post Graduate Diploma in Computer Applications and
- Certified Information System Auditor (CISA) Certification of ISACA

Desirable:

Any one of CISSP / CISM / SANS / FRM and / or security certifications in various technologies

(II) Experience (as on 01.12.2011):

At least five years of experience in commercial banks or consultancy firms in auditing information systems in commercial banks/RBI

OR

At least five years of experience in handling IT related functions in a bank with at least three years in audit of information systems in a commercial bank.

(III) Age: (as on 01.12.2011)

35 years and above upto maximum of 45 years

Refer item 5 below for relaxation in upper age limit for specified categories.

Other criteria: The candidate should have good strategizing and conceptualizing ability, critical thinking & analytical skills, identify potential red flags and impact of any weaknesses in IT related controls, decision making ability, be a good team player, self motivated and capable of meeting deadlines for implementing specific tasks or projects under demanding or challenging situations.

Should have good communication and writing skills alongwith inclination to be up-to-date with new developments in the area of expertise and be proactive to suggest measures to enhance relevant processes in RBI or commercial banks.

Track Record: The candidate should have an impeccable professional track record.

Area of Specialisation: Information System Audit including areas relating to information security and IT governance processes.

3. Chief Archivist in Grade 'D' in the Department of Economic and Policy Research (DEPR) – for RBI Archives Pune

A. Job Requirements : The Chief Archivist would head the Bank's Reserve Bank of India Archives (RBI Archives) at Pune. He will, however, be liable for transfer to any centre in India as the Bank may decide from time to time. He will be required to implement the latest technology in record 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 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 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.

B. Eligibility Criteria :

(I) Educational Qualification (as on 01.12.2011)

- Post-Graduate in Modern Indian History with minimum 50% marks from a recognized University or equivalent **AND**
- Diploma or Certificate Course in Archival Studies or Records Management.

(II) Experience (as on 01.12.2011): Minimum 15 years as an Archival Professional in Central / State Governments / Corporates / Industrial Houses / Banks and Financial Institutional Archives, of which 5 years should be supervisory experience over officers/professionals in Archives.

(III) Age (as on 01.12.2011): Not exceeding 45 years. (i.e. candidates must have been born not earlier than 02/12/1966). Refer item 5 below for relaxation in upper age limit for specified categories.

4. Scheme of Selection (for both the posts): Selection will be through Interview only. The Board will make a preliminary screening of the applications for making, if necessary, a short-list of eligible candidates to be called for interview. Hence, merely fulfilling the requirements laid down for the post, would not automatically entitle any candidate for interview. The place and date of interview will be advised to the short listed candidates in due course.

5. RELAXATION IN THE UPPER AGE LIMIT :

Upper age is relaxable by:

- 3 years in the case of OBC candidates if the posts are reserved for them.
- 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 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 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.
- 10 years for PWD (GEN); 13 years for PWD (OBC) and 15 years for PWD (SC/ST) candidates.

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

6. SERVICE CONDITIONS / CAREER PROSPECTS :

(i) Pay Scale:

(a) For post at Sr. No. 1 - General Manager (Grade 'E' for heading IS Audit function in the Department of Banking Supervision)

The selected candidate will draw a starting basic pay of Rs.42,300/- p.m. in the scale of Rs.42,300-1300(3)-46,200 1400(3)-50,400-1600(1)-52,000(8 years) applicable to Officers in Grade 'E' and they will also be eligible for Dearness Allowance, Local Allowance, House Allowance, Family Allowance, Grade Allowance as per rules in force from time to time. At present, initial monthly gross emoluments for Grade 'E' officer are Rs.89,187/- (approx) at the minimum of the scale.

(Note: The interview committee, at its discretion, can recommend granting one/two additional increments to deserving candidates)

(b) For post at Sr. No. 2 - Chief Archivist in Gr. 'D' in DEPR for RBI Archives at Pune

The selected candidate will draw a starting basic pay of Rs. 39,850/-p.m. in the scale of Rs. 39850-1200(2)-42250 1300(3)-46150 (6 years) applicable to Officers in Grade 'D' and they will also be eligible for Dearness Allowance, Local

Allowance, House Allowance, Family Allowance, Grade Allowance as per rules in force from time to time. At present, initial monthly gross emoluments for Grade 'D' officer are Rs. 82,919/- (approx) at the minimum of the scale.

(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 the 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 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) Perquisites (for both the posts):

Bank's accommodation subject to availability, reimbursement of expenses for maintenance of vehicle for official purpose, newspaper, telephone charges, book grant, 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 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 post also carries benefits of Provident Fund, Pension and Gratuity.

iii) Cost to the Company:

(a) Cost to the Company (CTC) for Grade 'E' Officer at the minimum of the scale works out to Rs. 28,41,741/- p.a. which is inclusive of market value of housing provided at Mumbai at Rs.10,50,000/- p.a.

(b) Cost to the Company (CTC) for Grade 'D' Officer at the minimum of the scale works out to Rs.17,60,000/- p.a which is inclusive of market value of housing provided at Pune at Rs. 2,40,000/- p.a.

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

v) Probation period :

(a) For General Manager (Grade 'E' for heading IS Audit function in the Department of Banking Supervision)

The initial appointment will be on probation for a period of one year.

(b) For Chief Archivist in Grade 'D' in DEPR for RBI Archives at Pune:

Initial appointment will be on probation for a period of one year which may be extended upto four years at the discretion of the Bank. The selected candidate will draw the first annual increment during the probationary period. If the probationary period is extended, further increments (beyond the first annual increment) will be stopped from the date on which the confirmation was due and he will recommence to draw increments from the date on which he completes the extended probationary period and is found suitable for confirmation in the Bank's service.

vi) Selected candidates are liable to be posted and transferred anywhere in India.

vii) Pension (for both the posts): The candidate selected will be governed by the defined contribution 'New Pension Scheme'.

7. APPLICATION FEE (Non-Refundable) : 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 fee by crossed Indian Postal Orders in favour of Reserve Bank of India payable at GPO, Mumbai. Candidates should write their Name and Address 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.

8. GENERAL RULES / INSTRUCTIONS:

i) Application format is given at the end. Candidates should apply strictly in conformity with the format as prescribed.

ii) App. not accompanied by prescribed fees (unless exempted) or incomplete/illegible/not in the prescribed format/without photograph without signature/without copies of certificates will be rejected and no correspondence in this regard will be entertained by the Board. Incomplete applications will not be considered.

iii) Candidates should enclose copies of the relevant certificate/s (in support of age, caste, educational qualification and experience) thereof with the application. Their candidature will be considered on the strength of the information declared in the application and the copies of certificates 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 candidature/appointment is liable to be cancelled/terminated.

iv) All educational qualifications must have been obtained from recognized universities/institutions in India or abroad. If grades are awarded instead of marks, candidates should clearly indicate their numerical equivalent.

v) Candidates should satisfy themselves about their eligibility for the post applied for.

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 closing date, it will not be considered even though the applicant submitted the application to the employer before the closing date. In such cases, App. marked 'Advance Copy' should be sent to the Board's Office direct together with the

RESERVE BANK OF INDIA SERVICES BOARD, MUMBAI

APPLICATION FOR THE POST OF (1) GENERAL MANAGER (GRADE 'E') FOR HEADING IS AUDIT FUNCTION IN THE DEPARTMENT OF BANKING SUPERVISION IN RESERVE BANK OF INDIA AND (2) CHIEF ARCHIVIST IN GRADE 'D' IN THE DEPARTMENT OF ECONOMIC AND POLICY RESEARCH (DEPR) FOR RBI ARCHIVES, PUNE

Advt. No. 3A/2011-12

RECEIPT NO.

POST APPLIED FOR: _____

(ONLY FOR OFFICE USE)

1. NAME IN FULL (IN ENGLISH WITH CAPITAL LETTERS) :

2. CATEGORY:

A. WRITE GEN for General/SC for Scheduled Caste/ST for Scheduled Tribe /OBC for Other Backward Class. (OBC candidates coming under 'Creamy Layer' should indicate their category as GEN). This column should not be kept blank

B. PWD Category WRITE OH for Orthopaedically Handicapped, HI for Hearing Impaired and VH for Visually Handicapped in addition to the main Category in A above (Others leave it blank)

3. SEX: WRITE [M] FOR MALE AND [F] FOR FEMALE:

4. DATE OF BIRTH:

Date

Month

Year

5. AGE (AS ON 01.12.2011): _____ Years _____ Months

6. A. ACADEMIC QUALIFICATIONS (AS ON 01-12-2011)

(Starting with minimum qualification stipulated for the post)

Name of the Exam. (Please specify)	Main Subject	Date of Result	University/Institute	Overall % of marks (up to two dec. points)	Class / Division
Graduation					
Post Graduation					
Diploma / Certificate					
CISA*					
Others					

* only for the post of General Manager (Grade E)

B. HIGHER QUALIFICATIONS (AS ON 01.12.2011) (Write in the box whether M.Phil./Ph.D)

7. DO YOU FALL UNDER EX-SERVICEMAN/DOMICILED IN J. & K./RETRENCHED FROM GOVT. OFFICE/BANKING INSTITUTION ? WRITE [Y] FOR YES [N] FOR NO

8. EXPERIENCE WITH REFERENCE TO THE ADVERTISEMENT (AS ON 01.12.2011)

Name and address of the employer	Designation	Job Profile	Period		Duration	
			From	To	Yrs	Mths

9. PARTICULARS OF EXAMINATION FEE:

Name of the Drawee Bank / Post Office	No. of D D / Indian Postal Order/s	Date of D D / Indian Postal Order/s	Amount (Rs.)

10. POSTAL ADDRESS : (IN ENGLISH AND IN CAPITAL LETTERS WITH PIN CODE NO. – DO NOT WRITE YOUR NAME)

I hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief.

E-mail address, if any

Telephone No (with STD code)/ Mobile No.

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.

PLACE :

(Signature of the Applicant)

DATE :

Name :

Very important points to be noted by the candidates : (i) Candidates must complete the application in all respects including Pasting of photograph and enclose copies of relevant certificates. (ii) Incomplete applications in any respect will be rejected and no correspondence will be entertained by the Board in this matter. (iii) Post applied for must be invariably mentioned at the top of the application

fee (wherever applicable) and copies of certificates and the regular copy without fee should be routed through the employer.

vii) 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 Interview is very short.

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

ix) Candidates called for interview, will be reimbursed to and fro actual first class or 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.

x) The posts are also open to the employees of RBI (Staff Candidates) who satisfy the eligibility criteria relating to educational qualifications, experience etc., stipulated in this advertisement. However, staff candidates are exempted from the age limit.

xi) Canvassing in any form will be a disqualification.

xii) 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.

xiii) Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Mumbai only.

xiv) 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 and shall be rejected.

9. SUBMISSION OF THE APPLICATION :

i) The candidates must apply in the Application format published in this advertisement **only through Off-line mode**. It should be typed or neatly handwritten in Hindi or English on a good quality "White A- 4 size" paper. All the relevant columns in the application must be filled legibly or typed. Incomplete and illegible applications will be rejected.

ii) Application alongwith copies of relevant certificates have to be sent by **ordinary post** to "The General Manager, Reserve Bank of India Services Board, Post Bag No. 4618, Mumbai Central Post Office, Mumbai-400008".

iii) Application, in closed cover, may also be deposited in the box specially kept for the purpose at Reserve Bank of India, Opposite Mumbai Central Railway Station, Mumbai Central, Mumbai 400 008.

iv) The cover containing the application should be superscribed with the name of the post applied for i.e. "APPLICATION FOR THE POST OF GENERAL MANAGER (GRADE E) FOR IS AUDIT FUNCTION IN DBS IN RBI" OR "APPLICATION FOR THE POST OF CHIEF ARCHIVIST IN GRADE 'D' (DEPUTY GENERAL MANAGER)" AS APPLICABLE.

10. CLOSING DATE:

i) The application should reach the Board's Office on or before **6.00 P.M. on January 23, 2012**.

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 of receipt of Applications will be on or before 6.00 P.M on January 30, 2012. For Applications received in any manner other than by post, the benefit of extended time will not be available.

iii) The Board takes no responsibility for any delay in receipt of Application/s or loss thereof in postal transit.

11. CHECK-LIST FOR SUBMISSION OF THE APPLICATION :

i) Applications for the above two posts should be submitted in physical form i.e. **through the Off-line mode only**

ii) The Format of the application given below should not itself be used as application.

iii) The App. strictly in conformity with the Format as prescribed must be typed or neatly hand-written in Hindi or English on a good quality "White A4 size" paper and duly affixed (not stapled) with a signed latest passport size photograph. Candidates should ensure that all the entries have been correctly filled in and the Application, as also the photograph are signed.

iv) Name and Address in the application must be written **IN CAPITAL LETTERS in English only**, since processing is computerized.

v) The post applied for should be superscribed on top of the cover containing the Application.

vi) **Candidates must ensure that the Application along with copies of the relevant certificates reaches the Board's office on or before the CLOSING DATE.**

vii) **Copies of the relevant certificate/s in support of age, caste, educational qualification and experience must be enclosed with the application.**