



# RESERVE BANK OF INDIA SERVICES BOARD, MUMBAI

Advt. No. 4A/2009-10

Telegraphic Address : "SERVBOARD" Mumbai

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

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

Sr. No.	Post	Number of Vacancies				TOTAL
		Unreserved (UR) i.e. General (GEN)	Scheduled Castes (SC)	Scheduled Tribes (ST)	Other Backward Classes (OBC)	
1	Media Relations Director-	1	-	-	-	1
2	Media Manager (with editing skills)	1	-	-	-	1
3	Media Manager (with web skills)	1	-	-	-	1

The above mentioned posts are not identified as suitable for physically handicapped candidates.

### Definitions:

- (i) First Party shall mean the Reserve Bank of India  
(ii) Second Party shall mean the Media Relations Director /Media Managers on limited period of contract for the purpose of terms and conditions mentioned in the advertisement

### 1. Media Relations Director – Level 5

#### A. Job Requirement:

- Communicate with external public and to convert the Bank's publications into effective communications for wider coverage; properly and promptly articulating Bank's response to external public.
- The incumbent will be required to closely liaison with the media and assist in overall communication function of the First Party viz. arranging press conferences, interviews etc. The incumbent will also assist in financial education work.
- Reading, writing, editing, printing, publishing, maintaining website and such other duties as may be assigned by the First Party from time to time.
- Self starter who can make things happen
- Proven attention to detail, analysis and problem solving skills
- Work effectively across cross functional teams

#### B. Eligibility Criteria

- (a) **Educational Qualifications:** (as on 01-12-2009)  
Minimum Post Graduation with first class preferably in Economics, and a degree or diploma in journalism or mass communication or public relations of minimum one year duration conducted by reputed institutes, preferably affiliated to / recognized by a reputed university.
- (b) **Experience:** (as on 01-12-2009)  
Minimum 10 years' experience in journalism/media preferably in economic/ financial reporting OR in Public Relations with background of working with banks, financial institutions.
- (c) **Age:**  
Between 32 and 40 yrs (as on 01-12-2009). No relaxation to any category.

#### C. Compensation Package:

An all inclusive compensation package of Rs.21.50 lakh per annum (maximum) will be offered to the Second Party during the first year of contract, Rs. 22.50 lakh per annum (maximum) during the second year of contract and Rs. 23.50 lakh per annum (maximum) in the third year of contract by the First Party, which will consist of Rs. 3.00 lakh as variable pay (Maximum) and Rs. 18.50 lakh to Rs. 20.50 lakh as fixed pay and allowances over the 3-year period of contract.

##### i) Fixed pay:

(a) The monthly compensation, comprising basic pay, conveyance and house rent allowance, will be payable based on the annual package for these components as mentioned below:

Component	Total Amount (in Rs.) per annum		
	1st year	2nd year	3rd year
Basic Pay	5,00,000	6,00,000	7,00,000
Conveyance Allowance	1,00,000	1,00,000	1,00,000
House Rent Allowance (HRA)	12,00,000	12,00,000	12,00,000
<b>Annual Emoluments</b>	<b>18,00,000</b>	<b>19,00,000</b>	<b>20,00,000</b>

(b) Annual reimbursement / allowance:

Component	Amount (Rs.)
LFC	50,000
<b>Annual allowance</b>	<b>50,000</b>

(c) Fixed annual compensation [i(a) + i(b)]:

Fixed annual compensation	Amount (Rs.)		
	1st year	2nd year	3rd year
Annual emoluments	18,00,000	19,00,000	20,00,000
Annual allowance	50,000	50,000	50,000
<b>Total</b>	<b>18,50,000</b>	<b>19,50,000</b>	<b>20,50,000</b>

If the contract is decided to be extended beyond 3 years (up to a maximum of less than 5 years), the remuneration for the extended period will be pro rata of the remuneration fixed for the 3rd year, as given in the table above.

(d) Medical Benefits:

The Second Party will be eligible for all medical benefits available to an officer in Gr. 'E' in the Bank, i.e., Rs. 3,500 per annum on declaration basis towards private treatment and settlement of all bills towards medical treatment / hospitalisation of self and dependents as per the schedules applicable for officers in Gr. 'E' in the Bank.

##### ii) Variable pay:

In addition, the Second party will also be entitled to variable pay ranging from Nil to a maximum of Rs. 3.00 lakh per annum. Payment of variable pay will depend on evaluation of Second party's performance at the end of the year and the quantum will vary depending upon the performance level achieved by the Second party. The variable pay will not be payable if either Party terminates the contract before completion of the relevant year. In case, the Bank decides to extend the contract beyond 3 years, the payment of variable pay of Rs. 3.00 lakh would be made on pro rata basis for the extended period. The other details shall be as fixed by the Bank from time to time and shall be made known to the Second party in due course.

### 2. Media Manager - With Editing Skills:- Level 3

#### A. Job Requirement:

- To assist in overall work of communication with primary responsibility of writing, editing, printing and publishing the First Party's publications especially those aimed at creating financial awareness; using publications as a communication tool.
- Arranging press conferences, interviews etc
- Flair for writing and editing
- Reading, writing, editing, printing, publishing, maintaining website and such other duties as may be assigned by the Bank from time to time.
- Self starter who can make things happen
- Proven attention to detail, analysis and problem solving skills
- Work effectively across cross functional teams

#### B. Eligibility Criteria

(a) **Educational Qualifications:** (as on 01-12-2009)

Minimum Post Graduation preferably in Economics or in English

(b) **Experience:** (as on 01-12-2009)

Experience of at least 5 years in writing and/or editing technical - preferably economics/ banking/finance related material

(c) **Age:**

Between 26 and 35 yrs (as on 01-12-2009). No relaxation to any category.

### 3. Media Manager-With Web Skills: Level 3

#### A. Job Requirement:

- In-depth understanding of the internet, mobile and other platforms.
- Interacting with the RBI's technology partner in managing complete website content Monitoring the progress of content updating and website up-gradation development projects
- Interacting with internal teams and understanding the website content requirements and transferring them to the webmaster
- Will be responsible for the successful and timely content updates
- Conducting appropriate analysis to identify areas of improvement and development and to monitor the competitive landscape
- Reading, writing, editing, printing, publishing, maintaining website and such other duties as may be assigned by the Bank from time to time.
- Self starter who can make things happen
- Proven attention to detail, analysis and problem solving skills
- Work effectively across cross functional teams.
- To assist in overall work of communication with primary responsibility of using website as a communication tool
- Arranging press conferences, interviews etc

#### B. Eligibility Criteria

(a) **Educational Qualifications:** (as on 01-12-2009)

Graduation in any discipline and Certification / Diploma in web designing and Dot Net of minimum one year duration conducted by reputed institutes, preferably affiliated to/ recognized by a reputed university.

(b) **Experience:** (as on 01-12-2009)

Minimum 2 years' work experience in website management and use of skills on Dot Net and related technologies

(c) **Age:**

Between 26 and 35 yrs (as on 01-12-2009). No relaxation to any category.

#### C. Compensation Package common for posts at Sr. No. 2 and Sr. No 3

An all inclusive compensation package of Rs.5.50 lakh per annum (maximum) will be offered to the Second Party during the first year of contract, Rs. 6.00 lakh per annum (maximum) during the second year of contract and Rs. 6.50 lakh per annum (maximum) in the third year of contract by the First Party, which will consist of Rs. 1.00 lakh as variable pay (Maximum) and Rs. 4.50 lakh to Rs. 5.50 lakh as fixed pay and allowances over the 3-year period of contract.

##### i) Fixed pay:

(a) The monthly compensation, comprising basic pay, conveyance and house rent allowance, will be payable based on the annual package for these components as mentioned below:

Component	Total Amount (in Rs.) per annum		
	1st year	2nd year	3rd year
Basic Pay	3,00,000	3,50,000	4,00,000
Conveyance Allowance	45,000	45,000	45,000
House Rent Allowance (HRA)	75,000	75,000	75,000
<b>Annual Emoluments</b>	<b>4,20,000</b>	<b>4,70,000</b>	<b>5,20,000</b>

(b) Annual reimbursement / allowance:

Component	Amount (Rs.)
LFC	30,000
<b>Annual allowance</b>	<b>30,000</b>

(c) Fixed annual compensation [i(a) + i(b)]:

Fixed annual compensation	Amount (Rs.)		
	1st year	2nd year	3rd year
Annual emoluments	4,20,000	4,70,000	5,20,000
Annual allowance	30,000	30,000	30,000
<b>Total</b>	<b>4,50,000</b>	<b>5,00,000</b>	<b>5,50,000</b>

If the contract is decided to be extended beyond 3 years (up to a maximum of less than 5 years), the remuneration for the extended period will be pro rata of the remuneration fixed for the 3rd year, as given in the table above.

(d) Medical Benefits:

The Second Party will be eligible for all medical benefits available to an officer in Gr. 'C' in the Bank, i.e., Rs. 2,500 per annum on declaration basis towards private treatment and settlement of all bills towards medical treatment / hospitalisation of self and dependents as per the schedules applicable for officers in Gr. 'C' in the Bank.

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**ii) Variable pay:**

In addition, the Second party will also be entitled to variable pay ranging from Nil to a maximum of Rs. 1.00 lakh per annum. Payment of variable pay will depend on evaluation of Second party's performance at the end of the year and the quantum will vary depending upon the performance level achieved by the Second party. The variable pay will not be payable if either Party terminates the contract before completion of the relevant year. In case, the Bank decides to extend the contract beyond 3 years, the payment of variable pay of Rs. 1.00 lakh would be made on pro rata basis for the extended period. The other details shall be as fixed by the Bank from time to time and shall be made known to the Second party in due course.

**Common for all the posts**

**4. Scheme of Selection-**

Selection will be through Written Examination (WE) and Interview. The WE will be of one paper of 2 hours duration carrying 300 marks. WE will be followed by interview. Date, Time and Venue of WE and interview will be intimated to the candidate/s in due course. Final Selection will be on the basis of the performance in WE and interview taken together.

**5. Syllabus for Written Examination**

Precis Writing, Drafting Press Release, Short Notes etc.

**6. Common Terms and Conditions of Contract Appointment for the above three Posts**

**(i) Period:**

The Second Party's term of contract with the First party will be for a period of 3 years from the date of reporting.

**(ii) Job responsibility**

The Second Party shall execute and perform all such duties that may be assigned to him/her by First Party from time to time and First Party reserves its right to change these at its discretion. Selected candidates are liable to be posted and transferred anywhere in India.

**(iii) Leave:**

The Second Party will be entitled to leave at the rate of 15 days per calendar year (leave to be calculated on pro rata basis for any fractional period beyond one year). Any absence beyond the above period will be treated as leave without pay.

**(iv) Accommodation:**

The Second Party will be required to make own arrangements for his/her stay and it shall not be incumbent on the First Party to provide any residential accommodation. In case the Second Party accepts the accommodation offered by the First Party, the Second Party will have to forego the HRA mentioned at **Compensation package** applicable to the respective posts.

**(v) Superannuation benefits:**

The Second Party will not be entitled to any superannuation / terminal benefits in respect of the services performed during the period of contract.

**(vi) Other facilities:**

The Second Party will be eligible for use of First Party's Lounge facilities and dispensary facility for his/her medical treatment, during the period of contract. No other facilities will be provided.

**(vii) Seniority:**

The Second Party will not have any seniority among the individuals appointed on contract basis.

**(viii) Conduct and Discipline:**

The Second Party must agree to be governed by the Code of Conduct and Discipline contained in the Appendix to the Memorandum dated January 09, 2009 submitted to the Committee of the Central Board of Directors at its Meeting held on January 21, 2009.

**(ix) Termination of Contract:**

- During the period of contract, either Party shall have the right to terminate the contract for a reasonable cause with prior notice of at least one month, or pay of one month in lieu of notice provided that such notice or pay in lieu thereof shall not be necessary on the part of First Party where the termination is for misconduct specified under the Code of Conduct and Discipline agreed to by the Second Party, which is supported by satisfactory evidence recorded in an enquiry held for the purpose in the manner as prescribed under the Code of Conduct and Discipline mentioned in para (viii) above.
- Notwithstanding the terms agreed to as in clause (a) above, the contractual appointment with the First Party will come to an end automatically on the expiry of the period of contract. There shall be no obligation on the part of the First Party to issue a formal order of termination or to give any prior notice in this behalf. The Second Party shall agree that no compensation shall be payable on the termination or expiry of the contract.

**(x) Renewal of contract:**

The contract may be renewed on completion of the contract period of 3 years for a further period of up to a maximum of less than 2 years (i.e. the total period of initial appointment on contract basis together with the extended period should be less than 5 years) depending upon Second Party's performance, suitability and need of the First Party.

**(xi) Appointment with the First Party:**

The Second Party will have no right for consideration for regular appointment with the First Party. He/She may however appear and compete for such appointment along with other outside candidates in accordance with and subject to the prescribed terms and conditions as may be applicable to other candidates.

**(xii) Secrecy:**

The Second Party shall sign a declaration of secrecy on the usual lines.

**(xiii) Undertaking to protect Bank's interest:**

The Second Party shall sign an undertaking to protect First Party's interest.

- APPLICATION FEE (Non-Refundable):** Rs.100/- (Rupees one hundred only) for each application. No fee is payable by SC/ST 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: (FOR ALL THE POSTS)**

- 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 REJECTED.
- APPLICATION FORMAT IS GIVEN AT THE END. CANDIDATES SHOULD APPLY STRICTLY IN CONFORMITY WITH THE FORMAT AS APPLICABLE.
- APP. NOT ACCOMPANIED BY PRESCRIBED FEES (UNLESS EXEMPTED) OR INCOMPLETE/ NOT IN THE PRESCRIBED FORMAT/WITHOUT PHOTOGRAPH/WITHOUT SIGNATURE WILL BE REJECTED AND NO CORRESPONDENCE IN THIS REGARD WILL BE ENTERTAINED BY THE BOARD.

iv) CANDIDATES **SHOULD ENCLOSE** COPIES OF ALL CERTIFICATES REGARDING EDUCATIONAL QUALIFICATION, EXPERIENCE, AGE, ETC. WITH THE APP. IF AT ANY STAGE, IT IS FOUND THAT ANY INFORMATION FURNISHED IN THE APP. IS FALSE/INCORRECT OR IF ACCORDING TO THE BOARD, THE CANDIDATE DOES NOT SATISFY THE ELIGIBILITY CRITERIA, HIS CANDIDATURE/APPOINTMENT IS LIABLE TO BE CANCELLED/TERMINATED.

v) ALL EDUCATIONAL QUALIFICATIONS MUST HAVE BEEN OBTAINED FROM RECOGNISED UNIVERSITIES/INSTITUTIONS IN INDIA OR ABROAD. IF GRADES ARE AWARDED INSTEAD OF MARKS, CANDIDATES SHOULD CLEARLY INDICATE THEIR NUMERICAL EQUIVALENT.

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

vii) Application/s must be completed in all respects. Incomplete Applications will not be considered.

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

ix) Candidates called for Interview, will be reimbursed to and fro actual First Class/II AC railway fare by the shortest route from the place of their residence/place of work to the place of Interview whichever is nearer.

x) In all correspondence with the Board, Roll No. indicated in the 'Admission Letter' (AL) must be quoted.

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

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

xiii) All candidates who have applied will be advised about their inclusion for WE/Interview or otherwise in due course.

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

xv) CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.

xvi) IN ALL MATTERS REGARDING ELIGIBILITY, CONDUCT OF EXAMINATION, INTERVIEWS, ASSESSMENT, PRESCRIBING MINIMUM QUALIFYING STANDARDS IN 'WE' AND 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.

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 disciplinary action including ban from future examinations.

**9. SUBMISSION OF THE APPLICATION :**

i) Candidates applying for the post of Media Relations Director/Media Manager may send their applications **by ordinary post** in the format prescribed for the respective post. The cover should be superscribed for the post applied for e. g. "App. for the post of Media Relations Director" as the case may be and should be addressed to the **General Manager, RBI Services Board, Post Box No.4618, Mumbai Central Post Office, Mumbai-400008.**

ii) Candidates applying for more than one post should send their applications in separate covers. A single application for both the posts shall be treated as invalid.

iii) App. in closed covers can also be deposited in the drop box specially kept for the purpose at Reserve Bank of India, Opp. Mumbai Central Railway Station, Mumbai Central, Mumbai - 400008.

**10. CLOSING DATE:**

i) The closing date for all these posts is 6.00P.M. on **February 11, 2010.**

ii) The Application and DD/IPO should have been dated/obtained on or before the closing date mentioned above.

iii) However the Board shall receive the application upto **February 15, 2010** by ordinary post from those candidates from normal areas.

iv) In the case of App. 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, Application will be received up to **February 18, 2010 by ordinary post.**

For App. received in any manner **other than by post, the benefit of extended time will not be available. The Board takes no responsibility for any delay in receipt of App. or loss thereof in postal transit.**

**11. CHECK-LIST FOR SUBMISSION OF THE APPLICATION FORM:**

i) The Format of the Application Form given below should not itself be used as Application.

ii) The App. strictly in conformity with the Format as applicable must be typed or neatly hand-written in Hindi or English on a good quality white **A4** size paper and duly affixed 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. Application without signature, not in the prescribed Format/incomplete, without photograph shall be rejected.

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

iv) Candidates should write their 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).

v) Candidates applying for more than one post should send their applications in separate covers.

vi) The post applied for should be superscribed on the top of the cover containing the App.

vii) Application should be forwarded by ordinary post to the **General Manager, RBI Services Board, Post Box No.4618, Mumbai Central Post Office, Mumbai-400008.** App. in closed covers can also be deposited in the drop box specially kept for the purpose at Reserve Bank of India, Opp. Mumbai Central Railway Station, Mumbai Central, Mumbai-400008.

RESERVE BANK OF INDIA SERVICES BOARD, MUMBAI						
APPLICATION FOR THE POST OF						
Media Relations Director level 5 / Media Manager level 3 on contract basis						
Advt. No. 4A/2009-10			RECEIPT NO. <input style="width: 100%;" type="text"/>			
Post applied for _____			FEE PAID <input style="width: 100%;" type="text"/>			
			(For Office use only)			
1. NAME IN FULL (IN ENGLISH WITH CAPITAL LETTERS) :			<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;">           PASTE A SIGNED LATEST PASSPORT SIZE PHOTOGRAPH         </div>			
2. CATEGORY:						
WRITE [UR or 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 [UR or GEN])						
3. SEX: WRITE [M] FOR MALE AND [F] FOR FEMALE:						
4. DATE OF BIRTH:						
5. AGE (AS ON 01-12-2009):			<input type="checkbox"/> <input type="checkbox"/> Date      Month      Year <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> _____ Years _____ Months			
6. A. ACADEMIC QUALIFICATIONS ( AS ON 01-12-2009) (Starting with minimum qualification stipulated for the post)						
Name of the Exam. (Please specify)	Main subjects	Date of Result	University/ Institute	Overall % of marks (up to two dec. points)	Class / Division	
Graduation						
Post Graduation						
Degree/Diploma in Journalism etc						
Certificate/Diploma in Web Designing						
B. HIGHER QUALIFICATIONS (AS ON 01/12/2009) : (Write in the box whether M.Phil./Ph.D./C.A./ICWA/ACS/PG Dip. in Management from IIM only))						
C. Qualification in Computer Applications (write Name of Course)						
7. EXPERIENCE WITH REFERENCE TO THE ADVERTISEMENT (AS ON 01/12/2009):						
Name and address of the employer	Designation	Job profile	Period		Duration	
			From	To	Yrs	Mths
8. PARTICULARS OF EXAMINATION FEE:						
Name of the Drawee Bank/Post Office	No. and date of D D/ Indian Postal Order/s			Amount Rs.		
9. POSTAL ADDRESS (IN ENGLISH AND IN CAPITAL LETTERS - DO NOT WRITE NAME)						
STATE: _____ PIN: _____						
E-mail address: _____						
Telephone No. (with STD code): _____ Mobile: _____						
I hereby declare that 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.						
PLACE : _____						
DATE : _____						
(Signature of the Applicant)						
Name : _____						
<b>Very important points to be noted by the candidates : (i) Candidates must complete the application in all respects including Pasting of photograph. (ii) Applications, incomplete 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.</b>						