



RESERVE BANK OF INDIA

ADVERTISEMENT NO. 1 /Asst./2012-13

RECRUITMENT OF ASSISTANTS

Applications are invited from eligible Indian Citizens for the post of Assistant in Reserve Bank of India (RBI). Candidates may click on the link below for filling in the online application form.

["Recruitment for the post of Assistant"](#)

1. **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 call letter, queries may be made at 022 – 29687111 or ibps@ibps.in

Don't forget to mention 'RBI Assistant Examination' in the subject box of the email.

IMPORTANT DATES:-

Website Link Open	30.05.2013 to 20.06.2013
Payment of Online Examination Fees	30.05.2013 to 20.06.2013
At Bank Branches	03.06.2013 to 24.06.2013
Date of Online Test	20.07.2013, 21.07.2013, 27.07.2013, 28.07.2013

Sr. No	Office	Vacancies					PWD #			EXS #	
		SC	ST	OBC	GEN	Total	VH	HI	OH	EX-1	EX-2
1	Ahmedabad	2	0	6	17	25	0	0	0	1	2
2	Bengaluru	5	2	8	16	31	0	0	1	1	3
3	Bhopal	5	2	5	13	25	1	0	0	1	2
4	Bhubaneswar	3	5	2	10	20	0	0	1	1	2
5	Chandigarh	0	0	5	15	20	0	0	1	1	2
6	Chennai	9	0	8	18	35	0	0	1	2	3
7	Guwahati	2	5	5	13	25	0	0	1	1	2
8	Hyderabad	3 (1)	0	8	12	23	0	0	0	1	2
9	Jaipur	3	2	3	9	17	0	0	0	1	2
10	Jammu	3	2 (1)	1	10	16	0	0	0	1	2
11	Kanpur & Lucknow	8 (3)	0	6	11	25	0	0	0	1	2
12	Kolkata	9	14	8	19	50	1	0	0	2	5
13	Mumbai	22	7	0	102	131	1	1	2	6	13
14	Nagpur	7	0	0	8	15	0	0	0	1	1
15	New Delhi	7 (3)	0	8	13	28	0	1	0	1	3
16	Patna	6	1	5	12	24	0	0	0	1	2
17	Thiruvananthapuram & Kochi	0	0	1	14	15	0	0	1	1	1
	Total	94	40	79	312	525	3	2	8	24	49

The vacancies in brackets () indicate 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, EXS – Ex-Servicemen, EX-1 - Disabled Ex-servicemen/ Dependants of Ex-servicemen killed in action, EX-2 - Ex-servicemen (normal)

Reservation for PWD/ EXS is horizontal reservation and included in the vacancies of various categories. PWD candidates applying for Offices where vacancies are not reserved for them will be eligible for upper age limit as available to PWD candidates. Similarly EXS candidates applying in states

where vacancies are not reserved for them will be eligible for age relaxation applicable to their parent categories (SC/ST/OBC) only.

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

2. Definition:

i) Ex-Serviceman:

Only those candidates shall be treated as Ex-Serviceman 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-Serviceman: Ex-Serviceman 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-Serviceman.

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 **30.05.2014** 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 he/she is 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 **30.06.2014**. Forms of the certificates to be submitted by all these candidates are provided in Annex II 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) 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):

A. Persons with Disabilities:

(i) 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.

(ii) Hearing Impaired are those in whom the sense of hearing is non-functional for ordinary purposes of life. They do not hear, understand sounds at all, even with amplified speech. The cases included in this category will be those having hearing loss more than 60 decibels in the better ear (profound impairment) or total loss of hearing in both ears.

(iii) For being considered as a Visually Handicapped candidate, the candidate should fulfill either of the following conditions:

- (a) Total absence of sight.
 (b) With visual acuity not exceeding 6/60 or 20/200 (Snellen) in the better eye with correcting lenses.
 (c) With limitation of the field of vision subtending an angle of 20 degrees or worse.
- (iv) 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.
- (v) Candidates falling in the following categories of the disabled may apply:
OA - One arm affected (Right or Left) –**BL** – Both legs affected but not arms, **OL** – One leg affected (Right or Left), **PD** – Partially deaf, **D** – Deaf, **B** – Blind, **LV** – Low Vision

Note: Within the overall notified total vacancies, Persons With Disability (PWD) candidates belonging to any of the three categories of disability (who are eligible for the post as explained above) will be considered for selection, subject to their suitability, over and above the vacancies, notified/not notified for PWD in this advertisement, in order to clear the backlog of PWD vacancies.

B. Guidelines for PWD Using of scribe:

The blind candidates/low vision candidates and candidates who are locomotor impaired in both hands and both arms and candidates whose writing speed is affected by cerebral palsy can use own scribe at their cost during the online examination. In all such cases where a scribe is used, the following rules will apply:

- i) The candidate will have to arrange his/her own scribe at his/her own cost.
 ii) The scribe can be from any academic discipline.
 iii) Both the candidate as well as the scribe will have to give a suitable undertaking in the prescribed format with passport size photograph of scribe. Further, in case it later transpires that he/she did not fulfil any of the laid-down criteria or suppressed material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the online test. **Proforma of the undertaking is available on the RBI website**
 iv) Such candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination.

The scribe will be allowed to be used as per the guidelines issued vide Office Memorandum F.No.16-110/2003-DDIII dated February 26, 2013 of Government of India, Ministry of Social Justice and Empowerment, Department of Disability Affairs, New Delhi.

4. Eligibility Criteria :

(a) Age (as on 01-05-2013):

Between 18 and 28 years. Candidates must have been born not earlier than 02/05/1985 and not later than 01/05/1995 (both days including) 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 33 years
(ii)	Other Backward Classes (OBC)	By 3 years, i.e. up to 31 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 1 st January, 1980 and 31 st 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 01-05-2013):

- i) At least a Bachelor's Degree **in any discipline** with a minimum of 50% marks (pass class for SC/ST/PWD candidates) in the aggregate and the knowledge of word processing on PC.
- ii) A candidate belonging to Ex-servicemen category should either be a graduate from a recognized University or should have passed the matriculation or its equivalent examination of the Armed Forces and rendered at least 15 years of defence service.
- iii) Candidates applying for post in a particular state should be proficient in the language of the state i.e. know to read, write, speak and understand the language.

(c) Scheme of Selection:

Selection will be through Online Examination and Interview. The Online Examination will be for 200 marks and is tentatively scheduled to be held on **20.07.2013,21.07.2013,27.07.2013,28.07.2013**

Sr. No.	Name of Tests (Objective)	No of Questions	Maximum Marks	Total Time
1	Test of Reasoning	40	40	2 Hours
2	Test of English Language	40	40	
3	Test of Numerical Ability	40	40	
4	Test of General Awareness	40	40	
5	Test of Computer Knowledge	40	40	
Total		200	200	

- i) The above tests except the Test of English Language will be available bilingually, i.e. 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. 1/4th marks will be deducted for each wrong answer. Candidates will have to pass in each of the objective tests.***
- 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 call letter for examination from the RBI's website.***
- iv) Roll No. of the candidates successful in online examination will be available on RBI's website and a brief notice thereof will be published in leading newspapers around end of August 2013.
- v) Only such number of candidates will be called for interview who stand sufficiently high in merit on the aggregate marks of the Objective Tests, such merit being decided by the Bank in relation to the number of vacancies to be filled in.
- vi) Final selection will be on the basis of candidate's performance in the written examination and interview taken together in order of merit.

(d) Pre-examination Training for SC/ST/PWD candidates

RBI may arrange pre-examination training at certain centres for a limited number of SC/ST/PWD candidates in consonance with the guidelines issued by Government of India. Candidates belonging to the above categories who desire to avail themselves of such training may write to **the Regional Office of the Reserve Bank of India to whom the candidate is applying**. List of training centres given below is indicative. Candidates opting for pre-examination training will be intimated about the training by the Regional Office. All expenses regarding travelling, boarding, lodging etc. will be borne by the candidates for attending the Pre-Examination Training programme at the concerned Pre-Examination Training Centre. Depending upon the response and administrative feasibility the right to cancel any of the pre-examination training centres and/ or add some other Centres and/ or make alternate arrangements is reserved. Format of the Application form for pre examination training is available on the RBI website.

Addresses of the Offices

Reserve Bank of India Ashram Road, Ahmedabad - 380014.	Reserve Bank of India 10/3/08, Nrupatunga Road, Bengaluru - 560 001	Reserve Bank of India Hoshangabad Road, Bhopal - 462 011.	Reserve Bank of India Pt. Jawaharlal Nehru Marg, Bhubaneswar - 751 001.
Reserve Bank of India	Reserve Bank of India	Reserve Bank of India	Reserve Bank of India

Central Vista, Opp. Telephone Bhawan, Sector 17, Chandigarh - 160 017.	Fort Glacis,16, Rajaji Salai, Chennai - 600 001	Station Road, Panbazar, Guwahati - 781001.	6-1-56, Secretariat Road, Saifabad, Hyderabad - 500 004.
Reserve Bank of India Rail Head Complex, Jammu - 180 012.	Reserve Bank of India, Rambagh Circle, Tonk Road, Jaipur - 302 052.	Reserve Bank of India Mahatma Gandhi Road, Kanpur - 208001.	Reserve Bank of India 15, N.S. Road, Kolkata - 700 001.
Reserve Bank of India Main Building, Shahid Bhagat Singh Road, Mumbai - 400 001.	Reserve Bank of India Main Office Building, Dr. Raghavendra Rao Road, Civil Lines, Nagpur - 440 001.	Reserve Bank of India South Gandhi Maidan, Patna - 800 001.	Reserve Bank of India 6, Sansad Marg, New Delhi - 110 001.
Reserve Bank of India, Bakery Junction, Thiruvananthapuram - 695 033.			

5. Examination Centres:

- (i) The examination will be conducted online in venues across many centres in India. The list of Examination centres is available in **Annex III**.
- (ii) RBI 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, RBI 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 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 RBI 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.

6. Service Conditions / Career Prospects:

(i) Pay Scale:

Selected Candidates will draw a starting basic pay of ₹ 8,860/- per month (i.e. ₹ 8,040/- plus two advance increments admissible to graduates only) in the scale of ₹ 8,040 – 410 – 9270 – 500 – 11,270 – 550 – 13,470 – 650 – 15,420 – 720 – 16,140 – 990 – 20,100 (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 Assistants is approximately ₹ 21,419/-

(ii) Perquisites:

RBI'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. Total pay and allowances along with admissible perquisites attached to the post (excluding value of housing) works out at the minimum to ₹ **2,90,000/-** p.a. (approx.) on a cost to RBI basis.

- (iii) There are reasonable prospects for promotion to higher grades.
- (iv) Selected candidates will be initially posted in RBI'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 West, South, North and East Zone offices as under:

(a) West Zone:

Ahmedabad, Bhopal (including Raipur), Mumbai (including Belapur), Nagpur, Pune and Panaji.

(b) South Zone:

Bangalore, Chennai, Hyderabad, Kochi and Thiruvananthapuram.

(c) North Zone:

Chandigarh (including Shimla), Jaipur, Jammu / Srinagar, Kanpur, Lucknow (including Dehradun) and New Delhi.

(d) East Zone:

Bhubaneswar, Guwahati (including all North Eastern states), Kolkata and Patna (including Ranchi).

7. How to Apply

Candidates can apply online only from 30.05.2013 to 20.06.2013 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 details/documents ready if desired 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 call 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 FEE (NON-REFUNDABLE):

Application Fee ₹ 400/- (Rupees Four Hundred only) are to be paid by OBC and General category candidates. Fees once paid will neither be refunded nor be adjusted against any future recruitment projects.

SC/ST/PWD/EXS/Staff	OBC/General
Nil	₹ 400/- @

@ Bank charges, if any, will 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 Assistant" 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 Rupee. 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.

(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 04.05.2013, then he/she will be able to deposit the fee from 07.05.2013 to 11.05.2013, considering 05.05.2013 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.

8. General Rules/ Instructions:

(i) Candidates can apply for vacancies in one State only and will have to appear for online test from a *centre of that particular State*. For example, candidate applying to Hyderabad centre can appear from Andhra Pradesh only.

(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 universities/ institutions in India or abroad. If grades are awarded instead of marks, candidates should clearly indicate its numerical equivalent.

(iv) Candidates are advised in their own interest to apply online 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 to the website on account of heavy load on internet or website jam.

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

(vi) All registered candidates will be required to download the call letters from RBI's website which will be made available at appropriate time but well before the online test date. An intimation about the same will be sent by Email / SMS.

(vii) 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 nearer, on production of evidence of travel (Rail / bus ticket/receipt etc).

(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 in the 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 01.07.2013.

(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.

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

(xix) Candidates are advised in their own interest not to bring any of the banned item including mobile phones/ pagers to the venue of the examination, as arrangement for safekeeping cannot be assured.

(xx) 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.

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

(xxii) 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.

(xxiii) Candidate's admission to the test / interview is strictly provisional. The mere fact that the call 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 MS 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.

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:

Signature, Name and Designation of the

Date:

SEAL

Competent Authority**

Delete the paragraph which is not applicable.

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:

Signature, Name and Designation of the

Date:

Competent Authority**

SEAL

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:

Signature, Name and Designation of the

Date:

Competent Authority**

SEAL

** 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.

Annex III

List of exam centres

Sr. No	Centre
1.	Andaman & Nicobar Port Blair
2.	Andhra Pradesh East Godavari Guntur Hyderabad Kadapa Karimnagar Kurnool Nellore Rajahmundry Rangareddy Vijayawada Vishakhapatnam Warangal Tirupati
3.	Arunachal Pradesh Itanagar
4.	Assam Dispur Dibrugarh Guwahati Jorhat Kamrup Kokrajhar Silchar
5.	Bihar Ara Bhagalpur Darbhanga Gaya Hajipur Muzaffarpur Patna Purnea Samastipur
6.	Chandigarh Chandigarh
7.	Chattisgarh Bhilai Bilaspur Durg Raipur
8.	Daman & Diu Jamnagar
9.	Goa Panaji
10.	Gujarat Ahmedabad Anand Bhavnagar Gandhinagar Himmatnagar Mehsana Modasa Nadiad Navsari Jamnagar Rajkot Surat Vadodara

Sr. No	Centre
11.	Haryana Hisar Faridabad Gurgaon Kaithal Karnal Kurukshehra Rohtak Sonipat
12.	Himachal Pradesh Dharamsala Kullu Shimla Solan
13.	Jammu & Kashmir Baramulla Jammu Srinagar
14.	Jharkhand Bokaro Dhanbad Hazaribagh Jamshedpur Ranchi
15.	Karnataka Bengaluru Belgaum Bellary Bidar Bijapur Chickballapur Dharwad Gadag Hassan Haveri Gulbarga Hubli Mangalore Mysore Shimoga Tumkur Udipi
16.	Kerala Ernakulam Kannur Kochi Kasaragod Kottayam Kozhikode Malappuram Pallakad Thrichur Thiruvananthapuram
17.	Lakshwadweep Kavaratti
18.	Madhya Pradesh Bhopal Gwalior Indore Jabalpur Satna Rewa

Sr. No	Centre
19.	Maharashtra Aurangabad Amravati Kolhapur Mumbai Nagpur Nanded Nasik Pune Satara Thane Akola Sangli Bhandara Sholapur Nigdi Latur Dhule
20.	Manipur Imphal
21.	Meghalaya Shillong Ri-Bhoi
22.	Mizoram Aizawl
23.	Nagaland Kohima
24.	New Delhi New Delhi
25.	Odisha Balasore Berhampur Bhubaneswar Cuttack Sambalpur Khurda Dhenkanal Balasore Angul Bargarh Ganjam Rourkela
26.	Puducherry Puducherry
27.	Punjab Amritsar Bhatinda Jalandhar Ludhiana Mohali Patiala Lalru
28.	Rajasthan Ajmer Bharatpur Bhilwara Bikaner Chittorgarh Jaipur Jodhpur Kota Pilani Sikar Udaipur

Sr. No	Centre
29.	Sikkim Gangtok
30.	Tamilnadu Chennai Coimbatore Dharampuri Erode North Kumbakonam Madurai Salem Thanjavur Thiruchirapalli Tirunelveli Tiruvallur Tiruvannamalai Vellore
31.	Tripura Agartala Jirania
32.	Uttar Pradesh Agra Aligarh Allahabad Barabanki Bareilly Faizabad Ghaziabad Gorakhpur Greater Noida Hamirpur Jhansi Kanpur Lucknow Mathura Meerut Muradabad Muzaffarnagar Noida Raebareli Sitapur Sultanpur Unnao Varanasi
33.	Uttarakhand Dehradun Haldwani
34.	West Bengal Asansol Bardhaman Berhampur Durgapur Hooghly Howrah Kalyani Kolkata Siliguri

RESERVE BANK OF INDIA : RECRUITMENT OF ASSISTANTS

GUIDELINES FOR VISUALLY IMPAIRED & ORTHOPEADICALLY CHALLENGED CANDIDATES USING SCRIBE

The blind candidates/low vision candidates and candidates who are locomotor impaired in both hands and both arms and candidates whose writing speed is affected by cerebral palsy can use own scribe at their cost during the online examination. In all such cases where a scribe is used, the following rules will apply:

- i) The candidate will have to arrange his/her own scribe at his/her own cost.
- ii) The scribe can be from any academic discipline.
- iii) Both the candidate as well as the scribe will have to give a suitable undertaking in the prescribed format with passport size photograph of scribe. Further, in case it later transpires that he/she did not fulfil any of the laid-down criteria or suppressed material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the online test. ***Proforma of the undertaking is available on the RBI website***
- iv) Such candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination.

The scribe will be allowed to be used as per the guidelines issued vide Office Memorandum F.No.16-110/2003-DDIII dated February 26, 2013 of Government of India, Ministry of Social Justice and Empowerment, Department of Disability Affairs, New Delhi.

Visually Impaired candidates under Blind/Low Vision may skip the non verbal questions, and questions based on Graph and Table, if any. The candidates will be awarded marks for such Sections based on the overall average obtained in other Sections of the respective test.

Please fill up the **DECLARATION** and submit alongwith the call-letter.

DECLARATION

We, the undersigned, Shri/Smt/Kum. _____ **eligible candidate** for the written examination for recruitment of Assistants in Reserve Bank of India, written examination to be held on _____ (date of the exam) and Shri/Smt/Kum. _____ **eligible writer (scribe)** for the eligible candidate, do hereby declare that :

- i. The scribe is identified by the candidate at own cost and as per own choice
- ii. Qualification of the candidate and the scribe are as under:

Grade (whether graduate, post graduate etc.)	
Candidate	Scribe

- iii. The candidate is visually impaired/affected by **cerebral palsy with loco-motor impairment and his/her writing speed is affected** and he/she needs a writer (scribe) as permissible under the Government of India rules governing the recruitment of Persons with Disability.
2. As per the rules, the candidate availing services of a scribe is eligible for compensatory time of 20 minutes for every hour of the written examination.

Only those Visually Impaired candidates under Blind/Low Vision may skip the non-verbal questions, and questions based on Graph and Table, if any. The candidates will be awarded marks for such Sections based on the overall average obtained in other Sections of the respective test.

3. In view of the importance of the time element, the examination being of a competitive nature, the candidate undertakes to fully satisfy the Medical Officer of the Concerned Organization that there was necessity for use of a scribe as his/her writing speed is affected by the disabilities.
4. We hereby declare that all the above statements made by us are true and correct to the best of our knowledge and belief. We also understand that in case it is detected at any stage of recruitment that we do not fulfill the eligibility norms and/or that the information furnished by us is incorrect/false or that we

have suppressed any material fact(s), the candidature of the applicant will stand cancelled, irrespective of the result of the written test(s). If any of these shortcomings is/are detected even after the candidate's appointment, his/her services are liable to be terminated.

Given under our signature:-

Signature of the Scribe

**Signature of the Candidate
Roll No.:**

Postal address:

Postal address:

STD Code Phone No.....

STD Code Phone No.....

**PHOTO
OF
THE
SCRIBE**

Signature of Invigilator

Application For Pre examination Training

The Regional Director/General Manager
Reserve Bank of India

** _____

Dear Sir

Pre-examination Training – Recruitment of Assistants

I have applied to the RBI for the post of Assistant. Please register my name for training in English/Hindi# medium. I enclose an attested copy of the Caste/Tribe/Physically Handicapped Certificate. I note that I will have to make my own arrangements for stay and meet all my expenses. I also note that undergoing the training will not confer on me any right to be called for the Examination or for recruitment in the Bank's service.

Yours faithfully

(Signature)

Place:

Date:

Name

Address:

Email:	
Mobile:	
Registration No. received on submission of application	

Encl: 1. Attested copy of the Caste/Tribe/Physically Handicapped Certificate
2. Copy of e-receipt as proof for having applied for the exam

** *Addresses of our offices are given in the Advertisement. A candidate can select only that office for which he/she is applying for the post*

Delete inapplicable

(Note:

- 1. Training in Hindi will be held only if sufficient numbers of candidates are registered.***
- 2. The application must reach the concerned office latest by June 28, 2013. Kindly superscribe "Application for pre examination training for the post of Assistant" on the envelope.***