



RESERVE BANK OF INDIA SERVICES BOARD, MUMBAI

Advt.No. 4A /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 post 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.

Post	Number of Vacancies				
	Total number of vacancies	Unreserved i.e., General (GEN)	Scheduled Castes (SC)	Scheduled Tribes (ST)	Other Backward Classes (OBC)
Assistant Manager (Rajbhasha) in Grade 'A'	07*	04	01	- @	02

*Out of the 07 vacancies mentioned above, 03 vacancies are reserved for Hearing Impaired (HI) candidates under Persons with Disability (PWD) category, but no vacancy is reserved for Orthopaedically Handicapped (OH) and Visually Handicapped (VH) candidates. However, Orthopaedically Handicapped and Visually Handicapped candidates may also apply for the post but they will not be eligible for any relaxation/concession except for age and application fee. Persons with Disability may belong to any category (GEN/SC/ST/OBC).

@Though there is no vacancy reserved for ST category candidates for this post, they can also apply. However, they will not be eligible for any concession/relaxation except application fee.

Note: (i) 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. The degree of disability should not be less than 40 per cent.

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

a) Job Requirements: i) Translation from English into Hindi and vice-versa of various references, documents, manuals and other publications of the Bank and arranging for printing thereof. ii) Implementation of Government instructions regarding use of Hindi. iii) Administration of Hindi Teaching Scheme for the Bank's staff.

b) Eligibility Criteria:

I) Educational Qualifications (as on 01.01.2012) :

Essential :

i) Second Class Master's Degree in Hindi/Hindi Translation, with English as one of the subjects at Bachelor's Degree level OR

ii) Second Class Master's Degree in English with Hindi as one of the subjects at Bachelor's Degree level OR

iii) Second Class Master's Degree in Sanskrit / Economics / Commerce with English and Hindi as subjects at Bachelor's Degree level. (In lieu of a subject of Hindi at Bachelor's Degree level, one may have recognized Hindi qualification equivalent to a Bachelor's Degree) OR

iv) Master's Degree in both English and Hindi/Hindi Translation, of which one must be Second Class.

Desirable: Knowledge of bi-lingual word processing.

II) Experience (as on 01.01.2012) :

Essential: At least three years' experience in coining of Glossary or English to Hindi translation and vice-versa in any National or State Level Weekly/ Newspaper or any Government/Semi-Government Office or any autonomous body/undertaking etc.

Desirable:

i) Study of Sanskrit/any other modern Indian Language/Linguistics at Bachelor's Degree level

ii) Published literary work

III) Age (as on 01.01.2012) : Not above 30 years. For candidates with Ph.D qualification, the upper age limit will be 32 years. Refer item 3 below for relaxation in upper age limit for specified categories.

c) Scheme of Selection: Selection will be through Written Examination ('WE') and interview. 'WE' will be held on **April 22, 2012, Sunday**. The WE will be of 3 hours duration and carrying 100 marks to assess the candidate's ability to undertake translation from Hindi to English and vice-versa and their knowledge of terminology in Hindi vis-à-vis English with greater emphasis on technical terms pertaining to Banking, Economics, Commerce and allied subjects and ability to express themselves in Hindi and English. Those candidates who qualify in WE will be shortlisted for interview. Final selection will be on the basis of performance in the WE and interview taken together.

2. Examination Centres :

'WE' may be held at the following centres (Code Numbers indicated in the brackets)

Name of the Centre	Code No.	Name of the Centre	Code No.
Ahmedabad	(11)	Jammu	(21)
Bangalore	(12)	Kanpur	(22)
Bhopal	(13)	Kochi	(23)
Bhubaneswar	(14)	Lucknow	(24)
Kolkata	(15)	Mumbai	(25)
Chandigarh	(16)	Nagpur	(26)
Chennai	(17)	New Delhi	(27)
Guwahati	(18)	Patna	(29)
Hyderabad	(19)	Pune	(30)
Jaipur	(20)	Thiruvananthapuram	(31)

Candidates can select only one centre and must indicate its name and code No. in the application. Centre and dates of WE are liable to be changed at Board's discretion. In the event of cancellation of WE at any centre, the Board may at its discretion allot an alternative centre to the candidates concerned. Candidates admitted to the WE will be intimated dates, time table and venue of WE through Admission Letters (AL). Candidates will not be admitted to the WE without the AL. **Request for change of centre will not be entertained.**

3. RELAXATION IN THE UPPER AGE LIMIT:

Upper age is relaxable by

(a) 3 years in the case of OBC candidates if the posts are reserved for them.

(b) 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.

(c) 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.

4. SERVICE CONDITIONS / CAREER PROSPECTS:

(i) **Pay Scale:**

For Grade 'A' Officers: They will draw a starting basic pay of Rs. 17,100/-p.m. in the scale of Rs. 17,100-1000(11)-28100-EB-1000(4)-32100-1100(1)-33200 applicable to Officers in Gr.A. 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 are approx. Rs.30,442/-.

(ii) **Perquisites:**

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 posts also carry benefits of Provident Fund, Pension and Gratuity.

(iii) **Cost to the Bank:**

Cost to the Bank for Grade 'A' Officers, posted at Mumbai, at the minimum of the scale excluding housing accommodation, works out to Rs.5,75,000/- p.a.(approximately). Market value of housing accommodation would be maximum of Rs.1,75,000/- p.a.

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 its 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 four. The Board/Bank will not entertain any request received after the interview.

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

(v) Initial appointment will be on probation for a period of two years which may, at Bank's discretion, be extended upto a maximum period of four years.

(vi) There are reasonable prospects for promotion to higher grades.

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

5. 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.

6. GENERAL RULES / INSTRUCTIONS:

i) Application format (for Off-line mode) 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 will be rejected and no correspondence in this regard will be entertained by the Board.

iii) Candidates should **not enclose** any certificate/s or copies thereof with the 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 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 its numerical equivalent.

v) 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 the information furnished in the App. and shall determine their eligibility only at the final stage i.e. interview stage.

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 fee (wherever applicable) 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 Examination/Interview is very short.

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

ix) The list of admitted candidates for 'WE' will be displayed on RBI website at the appropriate time. If the candidate does not receive Admission letter (AL) for 'WE'/any other communication from the Board, he/she should contact the in-charge of the RBI Office during the office hours at the examination centre indicated in the application along with duly signed passport size photograph, **on any day starting from four days before the date of examination** for necessary guidance. Failure to comply with the above instructions will deprive the candidate of any claim for consideration.

x) Candidates will have to appear for the 'WE' at their own expenses. However, those called for interview, will be reimbursed / and fro actual first class fare / 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.

xi) In all correspondence with the Board, Roll No. indicated in the 'AL' must be quoted.

xii) The posts are also open to the employees of RBI (Staff Candidates) who satisfy the eligibility criteria separately stipulated by the Bank.

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- xiii) 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.
- xiv) The Board does not furnish the mark-sheet to candidates. However, the 'WE' and Interview marks may be available on the Bank's web-site after the declaration of the final result.
- xv) Canvassing in any form will be a disqualification.
- xvi) In all matters regarding eligibility, conduct of examinations, 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.

7. SUBMISSION OF THE APPLICATION:

Candidates can apply either on the prescribed Application (OFF-LINE) or submit the application ON-LINE followed up by sending a printout (hardcopy) of the online application to the Board's office.

- i. **ON-LINE:** The candidate can apply ON-LINE using the link/URL <http://onlinedr.rbi.org.in> Detailed 'Instructions for Applying ON-LINE' are available on this link. Candidates should read the instructions carefully and then click on "Apply" link.

Salient features of the system of On Line Application are given hereunder:

- a) Before starting filling up of ON-LINE application, a candidate must purchase the DD / IPO for Rs.100/- (except SC/ST/PWD category candidates, who are exempted from payment of fees). Fee exempted category candidates can straightway fill the ON-LINE application.
- b) Candidates **NEED to take a PRINTOUT (hard copy) of their ON-LINE Application after submission of the data through the system. A signed photograph must be pasted (not to be stapled) at the specified place on the printout and the candidate must sign on the printout of the application and attach DD or IPO of Rs.100/- (if required to pay fee).**
- c) Candidates **need to** send the system generated print out (hard copy) of the ON-LINE Application to the Reserve Bank of India Services Board's Office (RBISB) by ordinary post. In case the print out (hard copy) is not received by the Board by the CLOSING DATE mentioned in this advertisement, the ON-LINE application will not be entertained and will be rejected.
- d) Applications should not be submitted more than once. Duplicate applications will not be entertained and will be rejected.
- e) The ON-LINE applications can be submitted till **11.59 P.M. on February 24, 2012**, after which the link will be disabled.

ii. **OFF-LINE:**

The candidates must apply in the Application format published in this advertisement. It should be typed or neatly handwritten in Hindi or English on a good quality "White A- 4 size" paper. All the columns in the application (except PWD category and Fee, if not applicable) must be filled legibly or typed. Incomplete and illegible applications will be rejected.

- iii. **OFF-LINE** Application or printout of the ON-LINE Application, as the case may be, 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-400 008".

iv. **OFF-LINE** Application or printout of the ON-LINE Application, as the case may be, 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.

v. The cover containing the OFF-LINE application or printout of the ON-LINE application, should be superscribed as "APPLICATION FOR THE POST OF AM (RAJBHASHA) IN GR.A"

vi. **Candidates should apply either by ON-LINE mode (followed up by sending a printout of the online application) or OFF-LINE mode. They should not submit application by both the modes. Duplicate applications will be rejected.**

8. CLOSING DATE:

- (i) OFF-LINE Application or the printout of the ON-LINE Application (hard copy), as the case may be, should reach the Board's Office on or before **6.00 P.M. on March 02, 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 March 09, 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.

9. CHECK-LIST FOR SUBMISSION OF THE APPLICATION:

- (i) The Format of the application given below should not itself be used as application.
- (ii) 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.
- (iii) Name and Address in the application must be written **IN CAPITAL LETTERS in English only**, since processing is computerized.
- (iv) The post applied for should be superscribed on top of the cover containing the Application.
- (v) **Candidates must ensure that the Application [either OFF-LINE or printout of the ON-LINE] should reach the Board's office on or before the CLOSING DATE. Even after the successful submission of ON-LINE application through the system, unless the system generated print-out of the ON-LINE application together with photograph and signature is received by post at the Board's office within the closing date, the ON-LINE application is not valid and will be rejected.**

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RECEIPT NO.

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. EXAMINATION CENTRE	CODE NO.

4. SEX:

WRITE [M] FOR MALE AND [F] FOR FEMALE:

5. DATE OF BIRTH:

Date	Month	Year			

6. AGE (AS ON 01.01.2012):

_____ Years _____ Months

7. A. ACADEMIC QUALIFICATIONS (AS ON 01.01.2012)

(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					

B. HIGHER QUALIFICATIONS (AS ON 01.01.2012)

(Write in the box whether M.Phil./Ph.D.)

8. DO YOU FALL UNDER EX-SERVICEMAN/DOMICILED IN J. & K./RETRENCHED FROM GOVT. OFFICE/BANKING INSTITUTION ?

WRITE [Y] FOR YES [N] FOR NO

9. DO YOU HAVE THE PRESCRIBED MINIMUM THREE YEARS' EXPERIENCE STIPULATED IN THE ADVERTISEMENT? (AS ON 01.01.2012)

WRITE [Y] FOR YES [N] FOR NO

10. EXPERIENCE WITH REFERENCE TO THE ADVERTISEMENT (AS ON 01.01.2012)

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

11. 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.)

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

E-mail address, if any: _____

Telephone No (with STD code)/ Mobile No., if any: _____

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 :

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. (ii) Incomplete applications in any respect will be rejected and no correspondence will be entertained by the Board in this matter.(iii) Do not enclose copies of certificates along with this application.