

(This advertisement and the link to apply Online can be accessed on RBI Website [www.rbi.org.in](http://www.rbi.org.in))**RESERVE BANK OF INDIA – LATERAL RECRUITMENT OF OFFICERS IN GRADE ‘C’ ON CONTRACT BASIS – 2018****IMPORTANT INSTRUCTIONS****1. Candidates to Ensure their Eligibility for the Posts:**

Before applying, candidates should ensure that they fulfill the eligibility criteria for the advertised posts. The Reserve Bank of India Services Board, hereinafter referred to as 'Board' would admit applications from all the candidates applying for this post with the requisite fee/intimation charges (wherever applicable) on the basis of the information furnished in the ONLINE application and shall determine their eligibility only at the interview stage. If at that stage, it is found that any information furnished in the ONLINE application is false/incorrect or if according to the Board, the candidate does not satisfy the eligibility criteria for the post, his/her candidature will be cancelled and he/she will not be allowed to appear for interview and can be removed from service without notice, if has already joined the Bank.

**2. Mode of Application:**

Candidates are required to apply only ONLINE through the Bank's website [www.rbi.org.in](http://www.rbi.org.in). No other mode for submission of application is available. Brief Instructions for filling up the "[Online Application Form](#)" are given in [Appendix-I](#):

**3. Important Dates:**

Events	Important Dates**
Website Link Open For Online Registration of Applications and Payment of Fees/ Intimation Charges	December 19, 2018 to January 8, 2019

\*\* The Board reserves the right to make any change in these dates.

**4. Help Facility:** In case of any problem in filling up the form, payment of fee/intimation charges, or in downloading of Admission Letter, queries may be made through the link <http://cgrrs.ibps.in>

Do not forget to mention 'RBI – Lateral Recruitment of Officers in Grade 'C' (on contract basis) - 'Position Applied For' in the subject of the email.

**5. Corrigendum:** Please note that Corrigendum, if any, issued on the above advertisement, will be published only on the Bank's website [www.rbi.org.in](http://www.rbi.org.in).

**DETAILED NOTICE**

1. The Reserve Bank of India Services Board (Board) invites applications from eligible candidates for the post of Officers in Grade C on contract basis for the below mentioned positions/areas in Reserve Bank of India (RBI/Bank):

Sr. No.	Area/ Position	Designation	No. of Vacancies*				Total
			UR	SC	ST	OBC\$	
1	Trade Finance	Bank Examiner /Supervisory Manager	4	0	0	1	5
2	Corporate Lending	Bank Examiner /Supervisory Manager	4	0	0	1	5
3	Treasury	Bank Examiner /Supervisory Manager	4	0	0	1	5
4	Retail Lending	Bank Examiner /Supervisory Manager	4	0	0	1	5
5	Analytics & General Banking	Analyst	4	0	0	1	5
6	Accounting (IFRS)	Accounts Specialist	4	0	0	1	5
7	Information Technology	IT Examiner/IT Analyst/IT Auditor	7	1	0	2	10
8	Stress Testing	Analyst	4	0	0	1	5
9	Mainframe System	System Administrator	3	0	0	1	4



	Administrator/ Virtualised Environment Administrator/ Database Administrator						
10	Application/ Middleware experts- Application Middleware Administrator for IBM MQ/ ORACLE Web Logic/ JBoss/ WAS	Project Administrator	3	0	0	0	3
11	Network Experts	Network Administrator	3	0	0	0	3
12	Web Designer	Web Designer	1	0	0	0	1
13	System Administrator- Big Data and Open Source	System Administrator (Big Data)	1	0	0	0	1
14	Behavioural Scientist	Behavioural Scientist	1	0	0	0	1
15	Information Technology	System Administrator	2	0	0	0	2
16	International Agreements/ Taxation Issues	Legal Specialist	1	0	0	0	1
	<b>Total</b>		<b>50</b>	<b>1</b>	<b>0</b>	<b>10</b>	<b>61</b>

\* Unreserved – UR, Scheduled Caste – SC, Scheduled Tribe – ST and Other Backward Classes – OBC.

\$ Candidates belonging to OBC category but coming in the 'Creamy Layer' are not entitled to OBC reservation. They should indicate their category as 'General (GEN)'.

**Reservations for PwBD:** These posts are not reserved for Persons with Benchmark Disabilities (PwBD). However, PwBD candidates may apply without any concession except for relaxation in age, subject to their suitability to that post. Accordingly, PwBD candidates belonging to the categories indicated below may apply for the above posts. PwBD candidates may belong to any category (i.e. General/SC/ST/OBC). PwBD candidates should possess a latest disability certificate issued by a Competent Authority as prescribed vide The Rights of Persons with Disabilities Act, 2016 (RPWD Act, 2016). Such certificate shall be subject to verification/re-verification as may be decided by the Board/ competent authority.

Name of disability	Functional classification	Physical requirements
Blind and low vision	Blindness	Sitting, Walking, Communication, Bending, Standing, Hearing/ Speaking, Lifting, Kneeling and Crouching, Manipulation by Fingers, Pushing and Pulling, Read and Writing (in Braille/ software)
	Low vision	Sitting, Walking, Reading and Writing, Communication, Bending, Standing, Hearing/ Speaking, Lifting, Kneeling and Crouching, Manipulation by Fingers, Pushing and Pulling
Hard of hearing	Hard of hearing	Sitting, Walking, Seeing, Reading and Writing , Communication, Bending, Standing, Lifting, Kneeling and Crouching, Manipulation by Fingers, Pushing and Pulling
Locomotor disability including Cerebral Palsy, Muscular Dystrophy Leprosy Cured, Dwarfism, Acid Attack Victims	(i) One Arm, One Leg, Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victims	(i) Sitting, Walking, Seeing, Reading and Writing, Communication, Bending, Standing, Hearing/ Speaking, Lifting, Kneeling and Crouching, Manipulation by Fingers, Pushing and Pulling
	(ii) Both legs but not arms	(ii) Sitting, Seeing, Reading and Writing, Communication, Hearing/ Speaking, Lifting, Manipulation by Fingers, Pushing and Pulling.
	(iii) Muscular Dystrophy	(iii) Sitting, Seeing, Reading and Writing, Communication, Hearing/ Speaking, Manipulation by Fingers



Multiple disabilities	One Arm, One Leg, Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victims and (i) blind/ low vision or (ii) hard of hearing	Sitting, Walking, Communication, Bending, Standing, Lifting, Kneeling and Crouching, Manipulation by Fingers, Pushing and Pulling <b>and</b>  (i) Reading and Writing (in Braille/ software) and Hearing/ Speaking or (ii) Reading, Writing and Seeing - as applicable
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## 2. Eligibility Criteria:

**(i) Nationality:** a candidate must be either:-

- a citizen of India, or
- a subject of Nepal, or
- a subject of Bhutan, or
- a Tibetan refugee who came over to India before 1st January, 1962 with the intention of permanently settling in India, or
- a person of Indian origin who has **migrated** from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania, Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India.

Provided that a candidate belonging to categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

A candidate in whose case a certificate of eligibility is necessary, may be admitted to the Interview but the offer of appointment may be given only after the necessary eligibility certificate has been issued to him/her by the Government of India.

**(ii) Age: (as on 01.12.2018):** A candidate must have attained the age of 25 years and must not be above the age of 35 years on the 1<sup>st</sup> of December 2018 i.e., he/she must have been born not earlier than 1<sup>st</sup> December, 1983 and not later than 1<sup>st</sup> December, 1993.

Maximum age indicated above is for General category candidates. Relaxation in upper age limit will be available as detailed below:

- up to a maximum of five years for candidates belonging to a Scheduled Caste or a Scheduled Tribe if the posts are reserved for them;
- up to a maximum of three years in the case of candidates belonging to Other Backward Classes who are eligible to avail of reservation applicable to such candidates if the posts are reserved for them;
- up to a maximum of five years if a candidate had ordinarily been domiciled in the State of Jammu and Kashmir during the period from the 1st January, 1980 to the 31st day of December, 1989;
- up to a maximum of five years in the case of ex-servicemen including Commissioned Officers and ECOs/SSCOs who have rendered at least five years Military Service as on 1st August, 2018 and have been released;
  - on completion of assignment (including those whose assignment is due to be completed within one year from 1st August, 2018 otherwise than by way of dismissal or discharge on account of misconduct or inefficiency; or
  - on account of physical disability attributable to Military Service; or
  - on invalidment.
- up to a maximum of five years in the case of ECOs/SSCOs who have completed an initial period of assignment of five years of Military Service as on 1st August, 2018 and whose assignment has been extended beyond five years and in whose case the Ministry of Defence



- issues a certificate that they can apply for civil employment and that they will be released on three months' notice on selection from the date of receipt of offer of appointment.
- vi. Up to a maximum of 10 years in the case of Persons with Benchmark Disabilities. For SC/ST PwBD up to a maximum of 15 years and for OBC PwBD up to a maximum of 13 years, subject to reservation of vacancies under the respective post. Relaxation in upper age limit for PwBD will be subject to the posts having been identified suitable for such disabilities.
  - vii. For eligible staff candidates the relaxation in age limit is according to RBI circular CO. HRMD. No.G-75/5599/05.01.01/2013-2014 dated December 20, 2013.

**Note I:** - Candidates belonging to the Scheduled Castes, the Scheduled Tribes and the Other Backward Classes who are also covered under those coming under the above category of Ex-servicemen or persons domiciled in the State of J & K will only be eligible for grant of cumulative age-relaxation.

**Note II:** - The term Ex-servicemen will apply to the persons who are defined as Ex-servicemen in the Ex-servicemen (Re-employment in Civil Services and Posts) Rules, 1979, as amended from time to time.

**Note III:** - The age concession under Para 3 II (b) (v) will not be admissible to Ex-servicemen and Commissioned Officers including ECOs/SSCOs, who are released on own request.

**Note IV:** - Notwithstanding the provision of age relaxation for PwBD, a person with benchmark disability will be considered to be eligible for appointment only if he/she (after such physical examination as the Bank, may prescribe) is found to satisfy the requirements of physical and medical standards for the concerned Services/Posts to be allocated to the physically disabled candidates by the Bank.

**(iii) Educational qualifications and work experience (as on 01.12.2018):**

Sr. No.	Position	Designation	<b>Qualification and Post-qualification Work Experience (as on 1.12.2018) in supervisory/management role (For Experience, probationary/training period will not be reckoned)</b>
1.	Trade Finance	Bank Examiner /Supervisory Manager	<p><b>Essential Qualification</b> - Post Graduate Degree in Economics or Commerce / MBA / PGDBA / PGPM / PGDM (with Finance specialization) from a recognised Indian or Foreign University / Institute</p> <p><b>Desirable Qualification</b> - CFA (USA) / CA / ICWA / LLB / LLM / IFRS Certificate</p> <p><b>Essential Experience</b> - Five years of experience in commercial banks / large financial companies / financial services organisations with minimum two years of experience in the areas of Credit &amp; Forex / Trade Finance function in Banking / Financial Sector (Experience of working in trade finance function including exports / imports / foreign remittances / LC / BG will be preferable)</p>
2.	Corporate Lending	Bank Examiner /Supervisory Manager	<p><b>Essential Qualification</b> - Post Graduate Degree in Economics or Commerce / MBA / PGDBA / PGPM / PGDM (with Finance specialization) from a recognised Indian or Foreign University / Institute</p> <p><b>Desirable Qualification</b> - CFA (USA) / CA / ICWA / LLB / LLM / IFRS Certificate</p> <p><b>Essential Experience</b> - Five years of experience in commercial banks / large financial companies / financial services organisations with minimum two years of experience in the areas of Processing / Appraisal of Corporate Credit (Experience of working in Credit Department)</p>



3.	Treasury	Bank Examiner /Supervisory Manager	<p><b>Essential Qualification</b> - Post Graduate Degree in Economics or Commerce / MBA / PGDBA / PGPM / PGDM (with Finance specialization) from a recognised Indian or Foreign University / Institute</p> <p><b>Desirable Qualification</b>- CFA (USA) / CA / ICWA / LLB / LLM / IFRS Certificate</p> <p><b>Essential Experience</b> - Five years of experience in commercial banks / large financial companies / financial services organisations with two years of experience in the area of Treasury Operations</p>
4.	Retail Lending	Bank Examiner /Supervisory Manager	<p><b>Essential Qualification</b> - Post Graduate Degree in Economics or Commerce / MBA / PGDBA / PGPM / PGDM (with Finance specialization) from a recognised Indian or Foreign University / Institute</p> <p><b>Desirable Qualification</b>- CFA (USA) / CA / ICWA / LLB / LLM / IFRS Certificate</p> <p><b>Essential Experience</b>- Five years of experience in commercial banks / large financial companies / financial services organisations with minimum two years of experience in the areas of Processing / Appraisal of Retail Credit (Experience of working in Credit Department)</p>
5.	Analytics & General Banking	Analyst	<p><b>Essential Qualification</b> - Post Graduate Degree in Economics or Commerce / MBA / PGDBA / PGPM / PGDM (with Finance specialization) from a recognised Indian or Foreign University / Institute</p> <p><b>Desirable Qualification</b> - CFA (USA) / CA / ICWA / LLB / LLM / IFRS Certificate</p> <p><b>Essential Experience</b> - Five years of experience in areas of General Banking Operation in commercial banks</p>
6.	Accounting (IFRS)	Accounts Specialist	<p><b>Essential Qualification</b> - CA / ICWA / Post Graduate Degree in Commerce / MBA / PGDBA / PGPM / PGDM (with Finance specialization) from a recognised Indian or Foreign University / Institute</p> <p><b>Desirable Qualification</b> - CFA (USA) / LLB / LLM / CS / IFRS Certificate</p> <p><b>Essential Experience</b> - Five years of experience in areas of Financial Reporting / Accounting in commercial banks / large financial companies / financial services organisations</p>
7.	Information Technology	IT Examiner/IT Analyst/IT Auditor	<p><b>Essential Qualification</b> - BE / B Tech / M Tech in Computer Science / IT / Electricals and Electronics or MCA with specialisation in Information Security / IT Risk Management / Information Assurance / Cyber security and Digital Threat Management.</p> <p><b>Desirable Qualification</b>- Professional certifications like CISA, CISSP, CISM, CEH</p> <p><b>Essential Experience</b> - Five years of experience in Information Security in commercial banks/ large financial companies / financial services organisations / large IT services companies / Telecom companies</p>
8.	Stress Testing	Analyst	<p><b>Essential Qualification</b> - Master's Degree in Mathematics / Statistics / Econometrics / Commerce / Economics / Mathematical Statistics / Quantitative Economics / Quantitative Finance</p> <p><b>Desirable Qualification</b> - FRM (GARP), PRM</p> <p><b>Essential Experience</b> - Five years of experience including three years in Credit Risk domain with knowledge of economic and econometric modelling tools and techniques in commercial banks / large financial companies / financial services organisations</p>



9.	Mainframe System Administrator/ Virtualised Environment Administrator/ Database Administrator	System Administrator	<p><b>Essential Qualification</b> - BE / B Tech / M Tech in Computer Science / IT / Electricals and Electronics or MCA  <b>Desirable Qualification</b> - VCP, OCP, IBM z/Series  Professional certification for respective positions  <b>Essential Experience</b> - Five years of experience in the areas of implementation, configuration, operations and maintenance of Mainframe (z/OS) / Virtualisation Management Software / ORACLE / DB2 in commercial banks / large financial companies / financial services organisations / large IT services companies / Telecom companies</p>
10.	Application/Middleware experts- Application Middleware Administrator for IBM MQ/ ORACLE Web Logic/ JBoss/ WAS	Project Administrator	<p><b>Essential Qualification</b> - BE / B Tech / M Tech in Computer Science / IT / Electricals and Electronics or MCA.  <b>Desirable Qualification</b> – OEM Certified Professional in WAS, Web Logic, JBoss, IBM-MQ  <b>Essential Experience</b> - Five years of experience in computer engineering, coding, interface establishment, script application, storage management, multiple operating systems (e.g. Windows, Unix, and Linux), and RDBMS systems, project management through all phases of a project lifecycle, knowledge of FISMA and respective security controls in commercial banks / large financial companies / financial services organisations / large IT services companies / Telecom companies</p>
11.	Network Experts	Network Administrator	<p><b>Essential Qualification</b> - BE / B Tech / M Tech in Computer Science / IT / Electricals and Electronics or MCA  <b>Desirable Qualification</b> - Certification in CCNA / CCNP / CCDP / CISSP or equivalent  <b>Essential Experience</b> - Five years of experience in IT sector in handling large network and adequate knowledge of routing and switching protocol in commercial banks / large financial companies / financial services organisations / large IT services companies / Telecom companies</p>
12.	Web Designer	Web Designer	<p><b>Essential Qualification</b> - BE / B Tech / M Tech in Computer Science / IT / Electricals and Electronics or MCA  <b>Desirable Qualification</b> - Professional diploma / certificate in web designing  <b>Essential Experience</b> - Five years of experience in areas of web designing with data analytics facilities / e-Channels applications, open source data visualisation techniques (e.g., R-Shiny), Web technologies, Web security, using Java, JEE, C#, .NET, APIs, Open Source Frameworks - Struts, Hibernate, Spring, Java Faces, Middleware - MQ Broker, MQ, SOA Frameworks, UI / UX standards including HTML5, Responsive Web Frameworks, Web Services - REST style in commercial banks / large financial companies / financial services organisations / large IT services companies</p>
13.	System Administrator- Big Data and Open Source	System Administrator (Big Data)	<p><b>Essential Qualification</b> - BE / B Tech / M Tech in Computer Science / IT / Electricals and Electronics or MCA.  <b>Desirable Qualification</b> - MCP / MCSE, CCNA  <b>Essential Experience</b> - Five years of experience in research, designing, building, maintenance, monitoring and management of open source technologies such Hadoop, Spark and other such technologies, security systems for big data and open source platforms such as Kerberos, web crawling techniques, scripting languages like R, Python in commercial banks / large financial companies / financial services organisations / large IT services companies / Telecom companies</p>
14.	Behavioural Scientist	Behavioural Scientist	<p><b>Essential Qualification</b> - Post Graduate Degree in Social Science / Psychology with Diploma / Certificate in Natural Language Processing (NLP).</p>



			<b>Essential Experience</b> - Three years of experience in the areas of web crawling, sentiment analysis and knowledge of linguistics terms for macroeconomic data and its interpretation in commercial banks/ large financial companies / financial services organisations or experience in Academics and Research in the area of Behavioural Science in a reputed Indian / Foreign University
15.	Information Technology	System Administrator	<b>Essential Qualification</b> - BE / B Tech / M Tech in Computer Science / IT / Electricals and Electronics or MCA with specialisation in Information Security / IT Risk Management / Information Assurance / Cyber security and Digital Threat Management. <b>Desirable Qualification</b> - Professional certifications like CISA, CISSP, CISM, CEH, CCNA, CCNP <b>Essential Experience</b> - Five years of experience in System Administration and / or Information Security in commercial banks / large financial companies / financial services organisations / large IT services companies / Telecom companies
16.	International Agreements/ Taxation Issues	Legal Specialist	<b>Essential Qualification</b> - Post Graduate Degree in Law recognized by the Bar Council of India for the purpose of enrolment as an Advocate <b>Desirable Qualification</b> - CFA (USA) / CA / ICWA / CS / IFRS Certificate <b>Essential Experience</b> - Five years of experience in areas of International Agreements / Taxation in commercial banks / large financial companies / financial services organisations or with a legal consultancy firm

**Note I: Minimum passing percentage requirements**

**i) Wherever post- graduation is an essential qualification: For General category / OBC a minimum of 55 % marks (50% in case of SC/ST/PwBD in case vacancies are reserved for them) in the post-graduate degree examination is required and**

**ii) Wherever graduation is an essential qualification: For General / OBC category a minimum of 60 % marks (50% in case of SC/ST/PwBD in case vacancies are reserved for them) in the degree examination.**

The relaxation in minimum educational qualifications for SC/ST/PwBD candidates mentioned above is subject to reservation of vacancies under the respective post and category and identification of posts for PwBD as notified above.

**Note II:** The candidate must hold a degree of any of Universities incorporated by an Act of the Central or State Legislature in India or other educational institutions established by an Act of Parliament or declared to be deemed as a University Under Section-3 of the University Grants Commission Act, 1956, or possess an equivalent qualification from a foreign university recognized by the Association of Indian Universities.

**Note III:** Some Universities/Institutes/Boards do not award Class or percentage of marks and allot Aggregate Grade Points (e.g. CGPA/OGPA/CPI, etc.). In case University/Institute/Board defines criteria for conversion of Aggregate Grade Point into percentage of marks, the same will be accepted. However, where the University/Institute/ Board does not define criteria for conversion of Aggregate Grade Point into percentage of marks, in the degree/passing certificates, the undefined parameter(s) would be worked out as under:

<b>Equivalent CGPA/OGPA/CPI or similar terminologies allotted on a 10 point scale</b>	<b>Aggregate Percentage of Marks</b>
6.75	60%
6.25	55%
5.75	50%



Aggregate Grade Point or percentage of marks where awarded would mean aggregate over the entire duration of the course. Where the Aggregate Grade Point (CGPA/OGPA/CPI, etc.) is awarded out of a number other than 10, it will be normalized out of 10 and computed as above.

**Note IV: Post-qualification Work Experience or equivalent cadre has to be as Officer at supervisory/management/executive level or an equivalent cadre. Further, for Experience training / probationary period will not be reckoned. Candidates shortlisted for Interview will have to produce before Interview a certificate from the concerned organization clearly stating the period of experience, probationary/training/etc. period, designation/role/management level, areas worked as provided under Work Experience requirements for the said position. All the candidates will also be required to give an undertaking in this regard at the time of online application.**

#### 4. Terms and Conditions:

- (a) **Period:** Appointment will be on full-time contract basis initially for a period of three years, extendable further, subject to a maximum tenure of five years. The contract will be terminable with a notice period of one month from either side.

The appointees would be required to upgrade their knowledge and skills periodically. The performance of the contract appointees would be reviewed annually to decide on the continuance of the contract. The contract appointment will be governed by the other terms and conditions as applicable to contract appointees in the Bank.

- (b) **Remuneration:** The consolidated remuneration would be ₹ 21.60 lakhs (pre-revised) per annum (without housing) subject to tax. However, the Bank, at its discretion, reserves the right to offer higher compensation to candidates with higher academic or professional qualification/ experience.

(c) **Leave:**

- (i) Contract appointees will be allowed leave at the rate of 30 days per year (Leave to be calculated on pro-rata basis for any fractional period beyond one year).
- (ii) Contract appointees will be permitted to avail leave subject to administrative convenience of the Bank.
- (iii) Any absence beyond the above period may be treated as leave without pay.

- (d) **Travelling & Halting Allowances :** The contract appointees will be entitled to TA / HA as admissible to the officers in the Bank of equivalent grade for official tour undertaken by them outside the headquarters.

- (e) **Residential Accommodation:** During the period of contract appointment, Bank will not provide any residential accommodation to the contract appointees.

- (f) **Conduct, Discipline and Appeal :** During the period of contract appointment, the contract appointees will be governed by the 'Code of Conduct'

- (g) **Sodexo Coupons:** During the period of contract appointment, the contract appointees, subject to their willingness, may be provided Sodexo Coupons for availing the Lounge facilities, at full cost.

- (h) **Mobile Phone facility:** During the period of their contract appointment, Mobile Phone facility may be provided to the contract appointees depending on the tenure and nature of their assignment. However, they will be provided with a handset only once during the entire period of their contract





including extensions, if any. The cost of mobile handset and reimbursement of call charges would be corresponding to the grade in which they are appointed.

- (i) **Superannuation Benefits:** The contract appointees will not be eligible for superannuation benefits.
- (j) **Placement:** The Bank reserves the right to post the candidates at any centre within India.
- (k) **Dispensary:** The contract appointees will be eligible for facility of the Dispensary at the office.

**5. Job Profile and Designation:**

Sr. No.	Position	Designation	Job Profile
1.	Trade Finance	Bank Examiner / Supervisory Manager	<ul style="list-style-type: none"><li>a) Assessment of trade finance products suite offered by the banks</li><li>b) Assessment of internal controls framework for managing the risks emanating on account of trade finance transactions</li><li>c) Assessing whether the risks associated with trade finance activities are appropriately captured by the bank</li><li>d) Assessment of documentation related to various trade finance products and whether the same is in alignment with regulatory guidelines and identify the instances of deviation</li><li>e) Analysing the income made through trade finance in conjunction with overall revenue stream of the bank and identify and report the instances of revenue leakage</li></ul>
2.	Corporate Lending	Bank Examiner / Supervisory Manager	<ul style="list-style-type: none"><li>a) Undertake assessment of the credit appraisal process and identify deficiencies at policy level</li><li>b) Identify list of instances regarding deviations from the approved credit policy</li><li>c) Assess adherence to regulatory norms as well as internal guidelines during credit appraisal process, disbursal, monitoring and accounts classification stages</li><li>d) Identify deficiencies in security perfection, if any</li><li>e) Identify NPAs along with verifying correctness of regulatory reporting</li></ul>
3.	Treasury	Bank Examiner / Supervisory Manager	<ul style="list-style-type: none"><li>a) Assessment of market risk of the bank</li><li>b) Assessment of investment in various portfolios - Derivatives, Investments etc. and instances of deviation</li><li>c) Assessment of Off Balance Sheet profile of the bank</li><li>d) Examine the process of setting up of risk limits for the bank</li><li>e) Assessing whether internal controls framework in respect of market risk is appropriate</li></ul>
4.	Accounting	Accounts Specialist	<ul style="list-style-type: none"><li>a) Balance sheet analysis including transactional analysis</li><li>b) Cash flow and Fund flow analysis</li><li>c) Compile analytical reports out of LFARs and other audits</li><li>d) Indian AS / IFRS implementation</li></ul>



5.	Retail Lending	Bank Examiner / Supervisory Manager	<ul style="list-style-type: none"> <li>a) Undertake assessment of the credit appraisal process and identify deficiencies at policy level</li> <li>b) Identify list of instances regarding deviations from the approved credit policy</li> <li>c) Assess adherence to regulatory norms as well as internal guidelines during credit appraisal process, disbursal, monitoring and accounts classification stages</li> <li>d) Identify deficiencies in security perfection, if any</li> <li>e) Identify NPAs along with verifying correctness of regulatory reporting</li> </ul>
6.	Analytics & General Banking	Analyst	<ul style="list-style-type: none"> <li>a) Interpreting data, analysing results using statistical techniques and providing reports related to banks / banking system</li> <li>b) Understanding risk profile of individual banks and analyse offsite returns to enable risk discovery process under the RBS framework</li> <li>c) Developing and implementing data models and data collection systems, applying data analytic techniques and tools and other strategies that optimize statistical efficiency and quality</li> <li>d) Acquiring data from primary or secondary data sources and maintaining databases / data analysis systems</li> <li>e) Any other work entrusted by the Bank from time to time</li> </ul>
7.	Stress Testing	Analyst	<ul style="list-style-type: none"> <li>a) Carrying out individual bank stress testing exercise on a periodic basis for areas related to credit risk, concentration risk, market risk and liquidity risk</li> <li>b) Stress testing the bank's portfolio at system level in terms of credit (including concentration) market and liquidity risks for baseline, medium and severe scenarios</li> <li>c) Understanding the linkages between various macro-economic and banking indicators for the purpose of stress testing exercise</li> <li>d) Gathering data from bank submitted returns, market sources etc. for relevant indicators for the purpose of stress testing exercise</li> </ul> <p style="margin-left: 20px;">Any other work entrusted by the Bank from time to time</p>
8.	Information Technology	IT Examiner / IT Analyst / IT Auditor	<ul style="list-style-type: none"> <li>a) Conduct IT examination of Regulated Entities (RE) of RBI (majorly Scheduled Commercial Banks)</li> <li>b) Cyber Security assessment (onsite supervision) of systems, applications, network, database, IT infrastructure, security solutions, processes &amp; procedures, event, incident &amp; log analysis; Offsite surveillance of periodical / ad-hoc returns, incident handling, compliance assessment, follow-up, quality assessment of inspection reports, review of external audit reports;</li> <li>c) Coordination with various stakeholders including organising meetings, secretarial function for specific committees / groups</li> <li>d) Policy formulation / updations in IT / Cyber security areas and research and documenting developments in the area of cyber security</li> <li>e) Incident Handling and Monitoring and Offsite Surveillance</li> </ul>



			<ul style="list-style-type: none"> <li>f) Checking reporting of unusual cyber incidents on an ongoing basis and follow up with the banks for submission of relevant reports as per the applicability</li> <li>g) Reviewing the incident modus operandi and prepare advisories, on need basis and circulate to banks</li> <li>h) Monitoring compliance to all circulars, advisories, IT examination reports, specific ad-hoc &amp; periodical returns</li> <li>i) Performing quality check of draft IT examination reports, collate inputs and draft committee / group reports</li> <li>j) Analyses, review the returns (periodical / ad-hoc) submitted by the Regulated Entities</li> <li>k) Co-ordinating various committee meetings, government interactions</li> <li>l) Interacting with various stakeholders (Government, Other Departments, members of various committees/groups) in this process</li> <li>m) Constantly be updated on the developments and threat intelligence in the area of cyber security</li> <li>n) Work in the areas of enhancements to relevant RBI guidelines or circulars based on new developments</li> <li>o) Handling of IT Projects</li> </ul>
9.	<p>Mainframe System Administrator/ Virtualised Environment Administrator/ Database Administrator</p>	System Administrator	<ul style="list-style-type: none"> <li>a) Administration and maintenance of z VM, Linux on system z, GDPS / XRC, GDPS / PPRC environment of z196.</li> <li>b) Provide support to troubleshoot technical problems related to z/VM, z/Linux and other Products and follow best practices for day-to-day Operation and BCP/DR operation using GDPS</li> <li>c) Undertake implementation and Support activities with respect to Mainframe Software, Software Version Upgrades, Patch Upgrade activities</li> <li>d) User Access Management and Incident Management</li> <li>e) Active monitoring of systems and ensuring availability of all hardware, server resources, systems and key processes, reviewing system and application logs, and ensuring completion of scheduled jobs.</li> <li>f) Recommend innovative, and automated approaches for system administration tasks. Identify approaches that leverage resources and provide economies of scale.</li> <li>g) Perform periodic performance reviews to support capacity planning</li> <li>h) Manage the team of vendors for problem solving and troubleshooting.</li> </ul>



10.	Network Experts	Network Administrator	<ul style="list-style-type: none"><li>a) Designing and planning networks for new applications as per requirement on physical as well as virtual environment with proper security</li><li>b) Administering and configuring all Security and Network devices and systems</li><li>c) Administration and Monitoring of entire Data Centre Networks</li><li>d) Monitoring and maintenance of network and security devices and telecommunications links, including routers, switches, load-balancing etc. for expansions of network</li><li>e) Troubleshooting and resolving network problems in coordination with the vendors</li><li>f) Proactive monitoring and administration of network and ensure the network connectivity to all users and applications</li><li>g) Network and security design and architecture review</li><li>h) Management of Internet links</li><li>i) IPv6 implementation</li><li>j) Incident Management</li><li>k) Fine tuning and improving the network parameters for Network monitoring system</li><li>l) Manage the team of vendors for problem solving and troubleshooting</li></ul>
11.	Application/ Middleware experts – Application Middleware Administrator for IBM MQ/ ORACLE Web Logic/ JBoss/ WAS	Project Administrator	<ul style="list-style-type: none"><li>a) Up Keep of the applications that support the business as per service level agreements</li><li>b) Knowledge to Install/configure/troubleshoot/tune middleware (java) applications</li><li>c) Knowledge to Apply software updates/patches (WAS/JBoss/Apache MQ, JAVA) to ensure that the environments are running optimally at supported software levels</li><li>d) Managing middleware software with cluster fail over and High availability</li><li>e) Perform scheduled and emergency changes to applications per change control procedures</li><li>f) Perform middleware maintenance as required to support application availability requirements</li><li>g) Develop and support new and existing middleware environments through the entire life cycle including acquisition and decommissioning</li><li>h) Configure for high availability and Disaster Recovery for critical business applications</li><li>i) Support advanced features to support application availability such as Application clusters</li><li>j) Mentor other Administrators and developers who work with Middleware software to ensure consistency in our procedures to provide a stable and secure environment</li><li>k) Work with other Teams (Network, Database team and Security Team) to resolve issues</li><li>l) Manage the team of vendors for problem solving and troubleshooting</li><li>m) Perform other job-related duties as assigned</li><li>n) Develop and maintain test scripts and ensure proper</li></ul>



			<p>execution of all scripts</p> <p>o) Document test results in the proper log and/or tracking systems</p> <p>p) Ensure that all documentation on processes and procedures are available and updated regularly</p> <p>q) Perform a variety of systems engineering tasks and activities independently</p> <p>r) Manage the team of vendors for problem solving and troubleshooting</p> <p>s) Other duties as assigned.</p>
12.	Web Designer	Web Designer	<p>a) Revamping the website of DBIE / SAARC FINANCE Portal</p> <p>b) Making the website more dynamic, reactive and multi-device compatible</p> <p>c) Designing and implementing web-portals of the Centralised Information Management System (CIMS)</p> <p>d) Development of standalone tools for visualization (Will be used to share analysis to remote users or clients from different data importers or exporters like banks)</p> <p>e) Dashboard (visualisation) of various data analysis (hosted on the DBIE / CIMS portal or shared internally to various stakeholders within the Bank)</p> <p>f) Application Program Interface (API) development for data dissemination to external entities</p> <p>g) Design and development of interfaces for sharing (pulling and pushing) data with external and internal entities</p>
13.	System Administrator - Big Data and Open Source	System Administrator (Big Data)	<p>a) Hadoop maintenance and administration and development</p> <p>b) Spark maintenance and administration and development</p> <p>c) Spark machine learning assistance and developments</p> <p>d) Web crawling / scraping activities relating to various use cases like the adoption of billion price project in Indian context, news article etc.</p> <p>e) Using hadoop for migration of data and regular ingestion of data from various structured sources</p> <p>f) Kerberos and other security studies and developments</p> <p>g) Development for backup system for big data platform</p>
14.	Behavioural Scientist	Behavioural Scientist	<p>a) Dictionary creation on several topics of interest for sentiment analysis in top Indian Languages</p> <p>b) Text mining on various topics of interests</p> <p>c) Customization of Natural Language Processing (NLP) techniques for Indian languages</p> <p>d) NLP on news items / social media feeds</p> <p>e) Index creation and linking the same with economic activities</p>
15.	Information Technology	System Administrator	<p>a) Administration of the Treasury application, Swift application and Trading Platforms such as Reuters / Bloomberg / Cogencis etc.,</p> <p>b) Active monitoring of systems and ensuring availability of all hardware, server resources, systems and key processes, reviewing system and application logs, and ensuring completion of scheduled jobs</p> <p>c) Effective co-ordination with Data Centre wherever required</p> <p>d) Recommending innovative and automated approaches for system administration tasks and identifying approaches that leverage resources and provide economies of scale</p> <p>e) Monitoring developments and modifications in application by coordinating between users and vendors</p> <p>f) Conducting user acceptance testing in conjunction with the users and authorising deployment in environment</p>



			<ul style="list-style-type: none"><li>g) Identifying system glitches and business logic errors in applications and monitoring correction thereof</li><li>h) Supervising up gradations and patch updates of applications in co-ordination with Data Centres</li><li>i) Managing the team of vendors for problem solving and troubleshooting and resolving network problems</li><li>j) Requirement analysis and procurement process for new projects and for existing projects refresh / augmentation</li><li>k) Effort estimates finalization for change requests</li><li>l) Co-ordination of various system audits and ensuring their effective compliance,</li><li>m) Proposing new cyber security measures and implementing them and organizing cyber security awareness programmes in co-ordination with Data Centres</li><li>n) Any other work or administrative duties as assigned by the Bank from time to time</li></ul>
16.	Legal Specialist	Legal Specialist	<ul style="list-style-type: none"><li>a) Drafting, preparing and establishing new contracts / agreements / legal documents associated with the reserves management operations, functions and operations, as well as the maintaining, updating and renewing existing contracts in accordance with the Bank's internal policies / procedures and international regulations and laws, including host country laws. These contracts should specify each party's right and obligations, fees, investment guidelines, warranties, the applicable legislation and jurisdiction; etc. and are entered into with entities such as Foreign Central Banks / Foreign Commercial Banks / International Central Securities Depository / Financial Institutions etc.</li><li>b) Addressing the legal risks of the Department and in the process, if so required, co-ordinate with various offices / departments of the Bank</li><li>c) Advising on the impact of and compliance to international financial market legislations e.g. European Market Infrastructure Regulation, Markets in Financial Instruments Directive, etc. as applicable to the functions, operations, activities relating to reserve management</li><li>d) Advise the Department on taxation issues arising out of business in international markets including but not limited to Foreign Account Tax Compliance Act, Crown Dependencies and Overseas Territories International Tax Compliance Regulations etc.</li><li>e) Advising the Department on unilateral / global sanctions under the provisions of the United Nations as well as Office of the Foreign Asset Control (OFAC). Specially Designated Nationals &amp; Blocked Persons List (SDNs) and assess their potential impact on the reserves portfolio</li><li>f) Helping the officers of the Bank in coordinating with foreign counterparties on behalf of the Department in the legal matters, co-ordinating with the Indian and international tax authorities or relevant tax issues and ensuring timely and correct submission of various taxation forms to taxation authorities</li><li>g) Ensuring proper management of legal documentation</li><li>h) Consulting and co-ordinating with the Legal Department of</li></ul>



			<p>the Bank on various issues referred to by the Department</p> <p>i) Providing support for compliance documentation in KYC related aspects</p> <p>j) Assisting the officers of the Bank generally in carrying out Legal research, providing legal opinions, preparation of drafts of show cause notices and speaking orders for consideration of the authority competent to issue the same, as also to handle litigation, if any, and to carry out such official tasks as are assigned by the HoD or the Legal Adviser</p> <p>k) Providing legal opinion on the matters referred by the Bank, legal advice on policy issues and support for finalizing the strategies for dealing with court cases.</p> <p>l) Vetting of draft legislation and sub-ordinate legislation</p> <p>m) Attending Conferences with Senior Counsels whenever outside opinion is required and participating in meetings with Senior Government officials</p> <p>n) Any other work as may be assigned by the Bank from time to time</p>
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**3. SCHEME OF SELECTION:** Selection for the aforementioned posts will be through preliminary screening / shortlisting followed by interview. RBI Services Board reserves the right to limit the no. of candidates called for Interview by enhancing the minimum educational qualifications requirement as indicated above or through any other appropriate method. Candidates shortlisted for Interview will be issued Interview Call letter through email and their candidature will be subject to submission and verification of documents submitted in support of their claim with regard to eligibility for age, category, qualification, experience, etc.

**4. APPLICATION FEE AND INTIMATION CHARGES:**

Sr. No.	Category	Charges	Amount*
1.	SC/ST/PwBD	Intimation Charges only	Rs.100/-
2.	GEN/OBC	Application fee including intimation charges	Rs.600/-
3.	STAFF@	Nil	Nil

\*Bank/Transaction charges are to be borne by the candidate.

@ Fee/Intimation charges waiver is only for those employees of RBI (Staff Candidates) who satisfy the eligibility criteria separately stipulated by the Bank vide its circular CO.HRMD.No.G-75/5599/05.01.01/2013-2014 dated December 20, 2013. Their status as staff candidate will be verified at the time of interview. In case they are not eligible to be treated as staff candidates (in terms of above referred HRMD circular), they are advised to indicate themselves as non-staff candidates and pay fees/ intimation charges as applicable to non-staff candidates.

**Note I:** Applications without the prescribed Fee/ Intimation Charges shall be summarily rejected.

**Note II:** Fee once paid shall not be refunded under any circumstances nor can the fee be held in reserve for any other examination or selection.

**Note III:** Fee/ Intimation Charges are required to be paid only in the manner prescribed in this advertisement.



## 5. HOW TO APPLY

- (a) Candidates are required to apply only online using the website [www.rbi.org.in](http://www.rbi.org.in). No other means/mode of application will be accepted. Detailed instructions for filling up online applications are available at [Appendix-I](#) which is available on the Bank's website [www.rbi.org.in](http://www.rbi.org.in). The applicants are advised to submit only single application; however, if due to any unavoidable situation, if he/she submits another/multiple applications, then he/she must ensure that application with the higher Registration ID (RID) is complete in all respects like applicants' details, photograph, signature, fee etc. The applicants who are submitting multiple applications should note that only the last completed applications with higher RID shall be entertained by the Board and fee paid against one RID shall not be adjusted against any other RID.
- (b) All candidates, whether already in Government Service, Government owned industrial undertakings or other similar organisations, whether in a permanent or temporary capacity or as work charged employees other than casual or daily rated employees or those serving under the Public Enterprises are required to submit an undertaking in the Online application that they have informed in writing to their Head of Office/Department that they have applied for the Post. Candidates should note that in case a communication is received from their employer by the Board withholding permission to the candidates applying for/appearing, their application will be liable to be rejected/candidature will be liable to be cancelled. At the time of joining, the recommended candidates will have to bring proper discharge certificates from their PSU/Government/Quasi -Government employer.

NOTE 1: Candidates are not required to submit along with their applications any certificate in support of their claims regarding Age, Educational Qualifications, Scheduled Castes/ Scheduled Tribes/Other Backward Classes and Physically disabled etc. which will be verified at the time of the Interview only. Candidates belonging to the OBC category should have OBC certificate issued on or after December 1, 2017. The candidates applying for the posts should ensure that they fulfil all the eligibility conditions for admission to the Examination. Their admission for Interview will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If on verification at any time before or after Interview, it is found that they do not fulfil any of the eligibility conditions; their candidature for the post will be cancelled by the Board. If any of their claims is found to be incorrect, they may render themselves liable to disciplinary action by the Board. A candidate who is or has been declared by the Board to be guilty of:

- (i) Obtaining support for his/her candidature by the following means, namely:-
- (a) offering illegal gratification to, or
  - (b) applying pressure on, or
  - (c) blackmailing, or threatening to blackmail any person connected with the conduct of the examination, or
- (ii) impersonating, or
- (iii) procuring impersonation by any person, or
- (iv) submitting fabricated documents or documents which have been tampered with, or
- (v) making statements which are incorrect or false or suppressing material information, or
- (vi) harassing or doing bodily harm to the staff employed by the Board for the conduct of their Interview, or
- (vii) violating any of the instructions issued to candidates, or
- (viii) attempting to commit or as the case may be abetting the Commission of all or any of the acts specified in the foregoing clauses; may in addition to rendering himself/herself liable to criminal prosecution,

be liable to be disqualified by the Board for the post for which he/she is a candidate and/or to be debarred either permanently or for a specified period (i) by the Board from any examination or selection held by them; (ii) by the Bank from any employment under them; (iii) dismissal from service by the Bank if he / she is already in Bank's employment; and (iv) if he/she is already in some other service, the Board writing to his/her employer for taking disciplinary action.





Provided that no penalty shall be imposed except after (i) giving the candidate an opportunity of making such representation, in writing as he/she may wish to make in that behalf; and (ii) taking the representation, if any, submitted by the candidate within the period allowed to him/her into consideration.

**6. LAST DATE OF RECEIPT OF APPLICATIONS: The Online Applications can be filled up to January 8, 2019 till 6:00 PM.**

**7. GENERAL INSTRUCTIONS:**

- (a) **Correspondence with the Board:** The Board will not enter into any correspondence with the candidates about their candidature except in the following cases:  
The shortlisted candidates shall be issued an Interview Call Letter through email two weeks before the commencement of the Interview.
- (b) Board does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of or for any other reason beyond the control of the Board.
- (c) Candidates are advised to keep their e-mail ID/mobile number alive for receiving Interview letters, etc. Candidates may check e-mails/SMS regularly. The Board does not send any communication through any other mode.
- (d) **The posts are also open to the employees of RBI (Staff Candidates) who satisfy the eligibility criteria separately stipulated by the Bank vide their circular CO.HRMD.No.G-75/5599/05.01.01/2013-2014 dated December 20, 2013 and who apply Online within the closing date. Their status as staff candidate will be verified at the time of interview.**
- (e) The Board does not furnish the mark-sheet to candidates.
- (f) Any canvassing by or on behalf of the candidates or to bring political or other outside influence with regard to their selection/recruitment shall be considered as disqualification.
- (g) In all matters regarding eligibility, interviews, assessment, prescribing minimum qualifying standards for shortlisting of applications 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.
- (h) The eligibility for availing reservation against the vacancies reserved for the persons with Benchmark disabilities shall be the same as prescribed in "Rights of Persons with Disabilities (RPWD) Act 2016" Provided further that the persons with Benchmark disabilities shall also be required to meet special eligibility criteria in terms of physical requirements/functional classification (abilities/disabilities) consistent with requirements prescribed.
- (i) A candidate will be eligible to get the benefit of community reservation only in case the particular caste to which the candidates belong is included in the list of reserved communities issued by the Central Government. If a candidate indicates in his/her application form that he/she belongs to General category but subsequently writes to the Board to change his/her category to a reserved one, such request shall not be entertained by the Board. Similar principle will be followed for PwBD categories also. In case of a candidate unfortunately becoming physically disabled during the course of the examination process, the candidate should produce valid document showing him/her acquiring a disability to the extent of 40% or more as defined under RPWD Act, 2016 to enable him/her to get the benefits of PwBD reservation.
- (j) Candidates seeking reservation/ relaxation benefits available for SC/ST/OBC/PwBD/Ex-servicemen must ensure that they are entitled to such reservation/ relaxation as per eligibility prescribed. They should also be in possession of all the requisite certificates in the prescribed format in support of their claim as stipulated for such benefits and these certificates should be dated earlier than the due date (closing date) of the application.
- (k) Please note that corrigendum, if any, issued on the above advertisement, will be published only on the Bank's website [www.rbi.org.in](http://www.rbi.org.in)
- (l) Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Mumbai only.



**NOTE:** Please note that Corrigendum, if any, issued on the above advertisement, will be published only on the Bank's website [www.rbi.org.in](http://www.rbi.org.in)

*(Hindi version of this advertisement is available on Hindi website of Bank)*



### HOW TO APPLY ON-LINE

Candidates have to apply only online through the Bank's website i.e. [www.rbi.org.in](http://www.rbi.org.in) from 19.12.2018 to 08.01.2019. No other means/mode of applications will be accepted.

#### **(A) PRE-REQUISITES FOR APPLYING ONLINE:**

Before applying online, candidates should—

- (i) scan their :
  - photograph (4.5cm × 3.5cm)
  - signature (with black ink)
  - **as detailed under guidelines for scanning the photograph and signature as detailed at (D) below.**
- (ii) Signature in CAPITAL LETTERS will NOT be accepted.
- (iii) Keep the necessary details/documents ready to make online payment of the requisite application fee/intimation charges. The candidate is required to keep details about bio-data/necessary details ready to enable him/her to fill up the application form correctly and to make online payment of fees/intimation charges. The name of the candidate or his/her father/mother/husband, etc. should be spelt correctly in the application as it appears in the photo identity proof/ certificates/mark sheets.
- (iv) Candidates should have a valid E-mail ID which should be kept active till the declaration of final result. This is essential for him/her in getting communication/interview advice, etc. by E-mail. The Board does not send any communication by any mode other than E-mail /SMS. No change in E-mail ID will be entertained during the entire process of the recruitment.

#### **(B) PROCEDURE FOR APPLYING ONLINE:**

- (i) Candidates satisfying the conditions of eligibility as on December 1, 2018 are first required to visit the URL “Lateral Recruitment of Officer’s in Gr ‘C’ (On Contract Basis) “on Bank's website i.e. [www.rbi.org.in](http://www.rbi.org.in) >Opportunities@RBI>Current Vacancies > Vacancies and click on the hyperlink “[Online Application Form](#)” in the Advertisement page for filling the ‘Online Application’. It redirects the candidates to the online registration page.
- (ii) Candidates will have to enter their basic details and upload the photograph and signature in the online application form as per the specifications given.
- (iii) To register application, choose the tab "Click here for New Registration" and enter Name, Contact details and Email-id. 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.
- (iv) In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required.



- (v) Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the FINAL SUBMIT BUTTON.
- (vi) The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Photo identity proof / Certificates/ Mark sheets. Any change/alteration found may disqualify the candidature.
- (vii) Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
- (viii) Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature.
- (ix) Candidates can proceed to fill other details of the Application Form.
- (x) Click on the Preview Tab to preview and verify the entire application form before FINAL SUBMIT.
- (xi) Modify details, if required, and click on 'FINAL SUBMIT' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
- (xii) Click on 'Payment' Tab and proceed for payment.
- (xiii) Click on 'Submit' button.
- (xiv) Candidates shall be solely responsible for filling up the online applications correctly. In case of invalid applications due to errors committed by the applicant no claims for refund of application fees/intimation charges so collected shall be entertained by the Board.
- (xv) To avoid last minute rush, candidates are advised to pay the application fees/ intimation charges and register online at the earliest.
- (xvi) Board does not assume any responsibility for the candidates not being able to submit their applications within the last day on account of aforesaid reasons or any other reason.

**(C) MODE OF PAYMENT FOR APPLICATION FEE/INTIMATION CHARGES:** Candidates have to make the payment of requisite fee/intimation charges through the on-line mode only:

- (i) The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
- (ii) The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets
- (iii) 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.
- (iv) On successful completion of the transaction, an e-Receipt will be generated.
- (v) Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.



- (vi) Candidates are required to take a printout of the e-Receipt and online Application Form. Please note that if the same cannot be generated, online transaction may not have been successful.
- (vii) For Credit Card users: All charges 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.
- (viii) To ensure the security of your data, please close the browser window once your transaction is completed.
- (ix) There is facility to print application form containing fee details after payment of fees upto 11/01/2019.

#### **(D) GUIDELINES FOR SCANNING AND UPLOAD OF DOCUMENTS**

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.

Photograph Image: (4.5cm × 3.5cm)

- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, taken 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 headwear 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.

Signature Image:

- The applicant has to sign on white paper with Black Ink pen.
- The signature should be of the applicant and not by any other person.
- The signature will be used to put on the Call Letter and wherever necessary.
- If the Applicant's signature on the attendance sheet or Call letter, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified.
- Dimensions 140 x 60 pixels (preferred)
- Size of file should be between 10kb – 20kb for signature
- Signature in CAPITAL LETTERS shall NOT be accepted.



#### Scanning the documents:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Color to True Color
- 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/MsOffice can easily obtain documents in .jpeg format not exceeding 50kb (photograph) & 20kb (signature) by using MS Paint or MsOffice Picture Manager. Scanned documents in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50 kb (photograph) & 20 kb (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 will be provided with a link to upload his/her photograph, signature.

#### Procedure for Uploading the documents

- There will be separate links for uploading Photograph, signature,
- Click on the respective link "Upload Photograph / signature"
- Browse and Select the location where the Scanned Photograph / signature file has been saved.
- Select the file by clicking on it
- Click the 'Open/Upload' button

Your Online Application will not be registered unless you upload your Photograph, signature, as specified.

#### Note:

- (1)** In case the face in the photograph or signature is unclear / smudged the candidate's application may be rejected.
- (2)** After uploading the Photograph / signature in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature, prior to submitting the form.
- (3)** After registering online candidates are advised to take a printout of their system generated online application forms.



**NOTE:** Please note that Corrigendum, if any, issued on the above advertisement, will be published only on the Bank's website [www.rbi.org.in](http://www.rbi.org.in)

*(Hindi version of this advertisement is available on Hindi website of Bank)*