



# RESERVE BANK OF INDIA SERVICES BOARD, MUMBAI

Advt. No. 1B /2017-18

(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 – RECRUITMENT FOR THE POSTS IN COMMUNICATION CADRE – PANEL YEAR 2017

### 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 in the Reserve Bank of India (RBI / Bank). The Reserve Bank of India Services Board, hereinafter referred to as 'Board', would admit to the interviews all the candidates applying for this post with the requisite fee/intimation charges (wherever applicable) on the basis of the information furnished in the ON-LINE application and shall determine their eligibility only at the final stage i.e. interview stage. If at that stage, it is found that any information furnished in the ON-LINE 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.

#### 2. Mode of application:

Candidates are required to apply only ON-LINE through the Bank's website [www.rbi.org.in](http://www.rbi.org.in). No other mode for submission of application is available.

Instructions for filling up the "[Online Application Form](#)" are given in [Appendix-I](#).

#### 3. Important Dates:

Events	Important Dates
Website Link Open –For On-Line Registration of Applications and Payment of Fees/Intimation Charges	July 24, 2017 to Aug 11, 2017
Last date for receipt of online applications with prescribed fee	Aug 11, 2017

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://cgrs.ibps.in>

Do not forget to mention the correct recruitment / post 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 posts mentioned below in Reserve Bank of India (RBI/Bank):

Post	Number of Vacancies				
	Unreserved i.e., General (GEN/UR)	Other Backward Classes (OBC)	Scheduled Castes (SC)	Scheduled Tribes (ST)	TOTAL
Director- Communication in Grade 'E'	01	-	-	-	01
Officer in Grade 'B'- Communication	01	-	-	-	01

2. **Director – Communication in Grade 'E'**

- I. **Designation:** Director – Communication
- II. **No. of Post:** One
- III. **Reservation for SC, ST, OBC and PWD Candidates:** The post is not reserved for any category.
- IV. **Job Profile:**
  - a) Strategizing communication activity of the Bank.
  - b) Advising the Top Management on all media related issues.
  - c) Act as spokesperson of the Bank.
  - d) Write/Edit important speeches of the Top Management when required and converting speeches, notifications, reports, publications into press releases when required and maintenance of website.
  - e) Writing, editing, printing, publishing and marketing / enhancing the reach of Bank's flagship publications especially in research.
  - f) Interact with all wire-agencies / business TV channels and print media.
  - g) Media monitoring
  - h) Planning and guiding the work relating to RBI's website.
  - i) Initiating new projects related to communication activities of the Bank and overseeing the working of various projects of the Bank which are assigned to DoC.
  - j) Edit RBI Newsletter and monetary and Credit Information Review.
  - k) Act as mentor and facilitator to the staff of DoC on issues relating to career progression and welfare.



- V. **Qualifications:** Minimum Post Graduation with first class (equivalent to 60%) (preferably in Economics) and a Degree or Diploma in Journalism or Mass Communication or Public Relations of minimum one year duration conducted by reputed institutes, preferably affiliated to / recognized by a reputed University.
- VI. **Experience:**
- Minimum 10 years' experience in Journalism / Media preferably in economic / financial / reporting OR in public Relations preferably with banks, financial institutions, financial sector regulators.
  - Good communication skills – oral and written, good management skills.
- VII. **Age (As on 01/07/2017):** Between 40 and 50 years. No relaxation to any category.
- VIII. **Selection Procedure:** Selection will be through interview only. A preliminary screening of the applications by Screening Committee, if necessary, will be carried out for making, a short-list of eligible candidates to be called for the interview/s.
- IX. **Service conditions/career Prospects:**
- Nature of appointment:** Selected candidates will be on regular appointment (**on permanent basis**) on pay scales of the Bank.
  - Compensation:**
    - Pay and allowances:** Selected Candidates will be eligible for a starting basic pay of Rs.72,800/- p.m. in the scale of Rs.72800-2250(1)-75050-2400(2)-79850-2500(3)-87350-3000(5)-102350 applicable to officer in Grade 'E' and he/she will also be eligible for Dearness Allowance, House Allowance, Special Allowance, Grade Allowance and Local Compensatory Allowance, as per rules in force from time to time. At present the gross monthly emoluments for the post are approximately Rs.1,71,881/-.
    - 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 Advance at concessional rates of interest for Housing, Car, Education of children, Consumer Articles, Personal Computer, Personal Travel, etc. Selected candidate will be governed by 'the defined contribution New Pension Scheme (NPS)', in addition to the benefit of Gratuity.
  - The selected candidate will be appointed on probation of two year.
  - The candidate selected will be governed by RBI Staff Regulation 1948.
  - The selected candidate will not be a part of the existing cadre of the Bank for the



purpose of seniority/career progression

- X. **Staff Candidates:** All the full time employees of the Bank can also apply for the position provided they fulfill the eligibility criteria.

### 3. **Officer in Grade 'B' - Communication**

- I. **Designation:** Officer in Grade 'B' – Communication
- II. **Number of post:** One
- III. **Reservations for SC, ST, OBC and PWD categories:** The post is not reserved for any category. However, PWD candidates belonging to any of the three categories of the disability may apply for this post, subject to their suitability for the post. Persons with Disability may belong to any category - GEN/SC/ST/OBC.

#### **Note for PWD candidates:**

- (1) The degree of disability should be (i) Minimum 40% in case of Orthopedically Handicapped persons, (ii) Minimum 40% in case of Hearing Impaired- sense of hearing is non-functional for ordinary purposes of life; do not hear, understand sounds at all even with amplified speech; hearing loss more than 60 decibels in the better ear (profound impairment) or total loss of hearing in both ears, and (iii) For Visually Handicapped candidate either of the following conditions should be fulfilled:
  - 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.
- (2) PWD candidates should possess a latest certificate to this effect issued by an authorized Government of India/ State Government Department/ Hospital.
- (3) Within the overall notified total vacancies, PWD candidates belonging to any of the three categories of disability will be considered for selection, subject to their suitability, over and above the vacancies, notified for PWD in this advertisement, in order to clear the backlog of PWD vacancies.
- (4) Backlog vacancies reserved for PWD would be filled by a person with disability in the respective category. If no suitable person from that category is available such backlog vacancies would be filled up by interchange among other eligible PWD categories.
- (5) PWD candidates may belong to any category (i.e. General/SC/ST/OBC). Reservation for PWD is horizontal and within the overall vacancies for the post.
- (6) Only following categories of PWD are eligible to apply for this post:



- (i) OH candidates: OA - One arm affected (Right or Left); BL – Both legs affected but not arms; OL – One leg affected (Right or Left),
- (ii) HI candidates: PD - Partially Deaf; D - Deaf
- (iii) VH candidates: B - Blind; LV- Low Vision

IV. **Job profile:**

- a) Assist in Media monitoring.
- b) Assist in planning the work relating to RBI's website.
- c) Assist in initiating new projects related to Communication activities of the Bank and overseeing the working of various projects of the Bank which are assigned to DoC.
- d) Assist in writing, editing, printing, publishing and marketing / enhancing the reach of Bank's flagship publications especially in research.
- e) Assist in editing of RBI Newsletter and Monetary and Credit Information Review.
- f) To assist in overall communication function and such other duties as may be assigned by the Bank from time to time.

V. **Qualifications:** Minimum Graduation with first class (Equivalent to 60%) (preferably in Economics) and a Degree or Diploma in Journalism or Mass Communication or Public Relations of minimum one year duration conducted by reputed institutes, preferably affiliated to / recognized by a reputed University.

VI. **Experience:** Minimum 3 years' experience in Journalism / Media preferably in economic / financial reporting OR in Public Relations preferably with banks, financial institutions, financial sector regulators.

VII. **Age (As on 01/07/2017):** Between 26 and 35 years. No relaxation to any category.

VIII. **Selection Procedure:** Selection will be through interview only. A preliminary screening of the applications will be carried out by the Screening Committee, if necessary, for making a short-list of eligible candidates to be called for the interview/s.

**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. The number of maximum increments will be four. The Board/Bank will not entertain any request received after the interview.

IX. **Service Conditions/ Career Prospects:**

a) **Nature of appointment:** Selected candidates will be on regular appointment (**on permanent basis**) on pay scales of the Bank.

b) **Compensation:**

- i. **Pay and Allowances:** The selected candidate will be eligible for a starting basic pay of Rs.35,150/- p.m. in the scale of Rs.35150-1750(9)-50900-EB-



1750(2)-54400-2000(4)-62400 applicable to officer in Grade 'B' and he/ she will also be eligible for Dearness Allowance, House Allowance, Special Allowance, Grade Allowance and Local Compensatory Allowance, as per rules in force from time to time. At present the Gross monthly emoluments for the post are approximately Rs.72,637/-

- 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 Advance at concessional rates of interest for Housing, Car, Education of children, Consumer Articles, Personal Computer, Personal Travel, etc. Selected candidate will be governed by 'the defined contribution New Pension Scheme (NPS)', in addition to the benefit of Gratuity.

- c) The selected candidate will be appointed on probation of two year for current recruitment.
- d) The candidate selected will be governed by RBI Staff Regulation 1948.

- X. **Staff Candidates:** All the full time employees of the Bank can also apply for the position provided they fulfill the eligibility criteria.

#### 4. ELIGIBILITY CONDITIONS:

I. **Nationality:** a candidate must be either:—

- (a) a citizen of India, or  
(b) a subject of Nepal, or  
(c) a subject of Bhutan, or  
(d) a Tibetan refugee who came over to India before 1st January, 1962 with the intention of permanently settling in India, or  
(e) 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.  
(f) 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.  
(g) 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. For Educational Qualification (for both the above posts):**

(1) 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>Class / Division</b>	<b>Aggregate Percentage of Marks</b>
<b>6.75</b>	<b>I (First)</b>	<b>60%</b>
<b>6.25</b>	<b>II (Second)</b>	<b>55%</b>
<b>5.75</b>	<b>II (Second)</b>	<b>50%</b>

(2) Aggregate Grade Point or percentage of marks where awarded would mean aggregate over the entire duration of the course.

(3) 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 per item (1) above.

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

<b>Sr. No.</b>	<b>Category</b>	<b>Charges</b>	<b>Amount *</b>
1.	SC/ST/PWD	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.

## 6. 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. 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 or in private employment should submit their applications direct to the Board. Persons already in Government Service, 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 however, 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 interviews. Candidates should note that in case a communication is received from their employer by the Board withholding permission to the candidates applying for/appearing at the interview, 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:** Candidates are not required to submit along with their applications any original certificate in support of their claims regarding Age, Educational Qualifications, etc. which will be verified at the time of the Interview only. The candidates applying for the posts should ensure that they fulfill all the eligibility conditions. If on verification at any time before or after the Interview, it is found that they do not fulfil any of the eligibility conditions; their candidature for the interview 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 selection process, 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) 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 from the interview 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 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.

7. **LAST DATE OF RECEIPT OF APPLICATIONS:** The Online Applications can be filled up to August 11, 2017 till 12:00 midnight.

8. **GENERAL INSTRUCTIONS:**

- a. 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 reason beyond the control of the Board.
- b. **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 On-line within the closing date. Their status as staff candidate will be verified at the time of interview.**

- c. 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.
- d. In all matters regarding eligibility, interviews, assessment, prescribing minimum qualifying standards in interview, in relation to number of vacancies and communication of result, the Board's decision shall be final and binding on the candidates and no correspondence shall be entertained in this regard.
- e. 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)
- f. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Mumbai only.



## Appendix I

### 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 24/07/2017 to 11/08/2017. No other means/mode of applications will be accepted.

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

Before applying on-line, candidates should:

- (i) Scan their photograph and signature as detailed under guidelines for scanning the photograph and signature as detailed at (D) below.
- (ii) 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.
- (iii) 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 July 1, 2017 are first required to visit the URL "Recruitment for the post of **Director- Communication in Grade 'E'** OR **Officer in Grade 'B'- Communication**" 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 26/08/2017.

**(D) GUIDELINES FOR SCANNING & UPLOADING 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:

- In case the face in the photograph or signature is unclear, the application may be rejected.
- Candidate may edit the application and re-upload the photograph/ signature in such case.

**(I) Photograph Image:**

- Photograph must be a recent passport size colour picture, 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 is 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.

**(II) Signature Image:**

- The applicant has to sign on white paper in Black colour (in a box of 2 cm X 5 cm.).
- The signature must be signed only by the applicant and not by any other person.
- The Applicant's signature obtained on the admission letter and attendance sheet at the time of the interview should match with the uploaded signature. In case of mismatch the candidate may be disqualified.



**(III) Scanning the Photograph & Signature:**

**(a) Photograph:**

- Set the scanner resolution to a minimum of 200 dpi (dots per inch).
- Set Colour to True Colour.
- Resolution 200 x 230 pixels (preferred).
- Size of file for photograph should be between 20KB-50KB.
- Ensure that the size of the scanned image is not more than 50KB. If the size of the file is more than 50KB, then adjust the settings of the scanner such as the DPI resolution, no. of colours, etc., during the process of scanning.

**(b) Signature:**

- Resolution 140 x 60 pixels (preferred).
- Size of file for signature should be between 10KB - 20KB.
- Ensure that the size of the scanned image is not more than 20KB.
- Crop the image of the signature in the scanner to the edge of the signature, then use the upload editor to crop the image to the final size (as specified above).

**NOTE:**

- (a) The images of photograph and signature files 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.
- (b) Candidates using MS Windows/MS Office can easily obtain photo and signature in .jpeg format not exceeding 50KB & 20KB respectively by using MS Paint or MS Office Picture Manager.
- (c) 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. Similar options are available in other photo editor also.
- (d) If the file size and format are not as prescribed, an error message will be displayed.
- (e) 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:**

- (i) There will be two separate links for uploading Photograph and Signature.
- (ii) Click on the respective link "Upload Photograph / Signature".
- (iii) Browse and carefully select the location where the Scanned Photo/ Signature file has been saved.
- (iv) Select the file by clicking on it.
- (v) Click the 'Upload' button.

Your Online Application will not be registered unless you upload your photo and signature as specified.

**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)*