



**RESERVE BANK OF INDIA
THIRUVANANTHAPURAM
HUMAN RESOURCE MANAGEMENT DEPARTMENT
RECRUITMENT SECTION**

NOTIFICATION

Staff - Class IV - Recruitment of Security Guards in the Bank

Reserve Bank of India, Thiruvananthapuram invites applications from eligible candidates to fill up 10 (Ten) posts of Security Guards (SC-03, OBC-04 Unreserved-03), that may arise up to the year 2016. Only ex-servicemen residing in the state of Kerala and Union Territory of Lakshadweep are eligible to apply. Intending ex- servicemen candidates satisfying the eligibility norms such as educational qualification, age limit, experience etc., may send their applications in the prescribed format along with photocopies of their certificates /testimonials to the Regional Director, Reserve Bank of India, Human Resource Management Department, Recruitment Section, Thiruvananthapuram 695 033 on or before August 01,2014. For full details such as qualification, age limit, experience, description of duties, pay and allowances, general important instructions, selection Process, how to apply etc., candidates may refer to Bank's website - www.rbi.org.in or may contact Recruitment Section, Human Resource Management Department, Reserve Bank of India, Thiruvananthapuram.695 033



**RESERVE BANK OF INDIA
THIRUVANANTHAPURAM
HUMAN RESOURCE MANAGEMENT DEPARTMENT
RECRUITMENT SECTION
ADVERTISEMENT No. 1/ 2013 – 14**

RECRUITMENT OF SECURITY GUARDS IN RESERVE BANK OF INDIA, THIRUVANANTHAPURAM /KOCHI

Applications are hereby invited from Indian citizens (Ex-Servicemen-Male only) who fulfil the eligibility criteria and residing in the State of Kerala and UT of Lakshadweep for enlistment in the Wait List to the posts of Security Guard in Class-IV cadre at Reserve Bank of India, Thiruvananthapuram/Kochi.

No. of posts and reservation

Sl. No	Category	Total number of vacancies	General	SC	ST	OBC
1	Security Guard	10	03	03	-	04

Note: The Bank reserves its right to increase/decrease the number of vacancies or not to fill up the vacancies in the category as per its requirements.

N.B.- Only Ex-servicemen are eligible to apply.

The applicants must fulfil the following conditions:

a) Educational Qualifications:

Minimum X Std pass. Maximum under graduate. Graduates/Degree holders are not eligible to apply.

An Ex-Serviceman having passed Army Class I Special Certificate of Education will be deemed to be a Matriculate. Although matriculate ex-servicemen with 15 years of defence service are considered as 'Graduates', they are eligible to apply. The captioned qualification must have been entered in Soldier's Discharge Book and supported by the necessary certificate.

In the event of any certificate being unavailable, the candidate is advised to get the necessary endorsement made in the Soldier's Discharge Book. (The Service Test & Examination and the specialist service / courses etc. furnished in the Soldier's Discharge Book are specialist qualifications and are of no relevance to the Bank). **The candidates are requested to produce original certificates/testimonials etc. for examination at the time of interview and under no circumstances laminated certificate/s will be accepted by the Bank.**

b) Age limit :

Normal age limit of 25 years (28 years for OBC and 30 years for SC/ST) as on June 01, 2014, further relaxable to the extent of number of years of service in Armed Forces + 3 years subject to maximum upper age limit of 45 years.

c) Experience :

Ex-servicemen with proper military background who have been actually in military service. The candidates should have experience of handling arms and ammunition in the military.

d) Description of Duties:

Selected candidates would be required to guard Bank's property (office / residential) and attend to other watch and ward duties. Operation of X-Ray machines /DFMD for checking baggage at the entrance & other allied duties which may be assigned by the Bank. Selected Security Guards have to work in shifts.

e) **Pay and Allowances:** Initial starting pay of Rs.6350 + A.S.P. Rs.170 per month in the scale of Rs.6350-220-7230-260-8010-300-8910-400-9710-500-11710-680-13750

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(20 years) plus allowances as admissible from time-to-time. The total emoluments at the starting scale at the time of issue of advertisement works out to be Rs.15679/-per month(approximately).

f) Orthopedically Handicapped/ Hearing or visually impaired will not be eligible.

General Instructions

A) Date of Birth as recorded in the School Leaving Certificate/Transfer Certificate/Certificate of Domicile/Birth Certificate issued by Municipal Corporation will be accepted as a proof of age.

B) Candidate should be a resident within the Recruitment Zone of Thiruvananthapuram Office of RBI, viz., State of Kerala or UT of Lakshadweep.

C) Employees appointed in the Bank on or after January 01, 2012 will be governed by the defined contribution "New Pension Scheme".

D) Merely fulfilling eligibility criteria does not entitle candidate to be called for interview. **The Bank reserves the right to raise the minimum eligibility standards etc., in order to restrict the number of candidates to be called for interview commensurate with the number of vacancies. The decision of the Bank in this regard shall be final.**

E) Definition of Ex-serviceman’ – “Ex-serviceman means a person, who has served in any rank (whether as a combatant or as a non-combatant) in the regular Army, Navy and Air Force of the Indian Union but does not include a person who has served in the Defence Security Corps, the General Reserve Engineering Force, the Lok Sahayak Sena and the Para Military forces and who has retired from such service after earning his/her pension, or who has been released from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension, or who has been released, otherwise than on his own request from such service as a result of reduction in establishment, or who has been released from such service after completing the specific period of engagement, otherwise than at his own request or by way of dismissal or discharge on account of misconduct or inefficiency, and has been given a gratuity and includes personnel of the Territorial Army of the following categories, namely:

- i) Pension holders for continuous embodied service;
- ii) Person with disability attributable to military service, and
- iii) Gallantry award winners”

F) Selection Process : The candidates short listed for the posts of security guard may have to undergo written test and/ or interview and their selection will be made on the basis of their performance in the written test and / or interview. Accordingly, candidates found suitable will be placed on Waitlist to be prepared for the post of Security Guard subject to vacancies and reservation requirements.

G) How to Apply:

i) Candidate must apply in the prescribed format of application published herewith. Application in any other format will be rejected.

ii) Application may be preferably type written or neatly hand written in Hindi/English/ Malayalam (Block/Capital). A 4 size paper should be used for typing the application.

iii) Application should be supported by the following documents:

- Attested copies of certificates regarding age and educational qualifications.
- Latest passport size signed photograph (3 cm x 2.5 cm) should be affixed on the right hand top corner of the application.
- In case of candidates belonging to SC/ST/OBC, attested copy of the relative latest caste certificate from the Competent Authority.
- Attested copies of the discharge certificate / service book issued by the Armed forces.

(Original documents / certificates need not be attached with the application).

iv) The envelope containing the application must be superscribed "**Application for the post of Security Guard**".

v) The envelope should contain application of one candidate only.

vi) Application should be sent by **ordinary post** only or may be deposited in the box kept at the entrance of the Reserve Bank of India's Thiruvananthapuram office on any working day between 10.30 a.m. and 02.30 p.m. on week days (except Saturday, Sunday and bank holidays) in a cover superscribed "**Application for the post of Security Guard**". Applications should be addressed to the **Regional Director, Reserve Bank of India, Human Resource Management Department, Recruitment Section, Bakery Junction, Thiruvananthapuram 695 033**. No application will be received in person or any acknowledgement given thereof.

H) Ineligibility

Before applying for the posts mentioned in the advertisement, the candidates should ensure that they satisfy the eligibility norms in all respect as mentioned in the advertisement on the date specified. Applications incomplete in any respect or not accompanied by relevant documents/certificates and/or received late shall be rejected. Bank's decision in this regard shall be final. The Bank reserves the right to reject any application/candidature at any stage of the recruitment process without assigning any reason/s.

I) Closing Date

Applications complete in all respects must reach the Bank's office on the aforesaid address latest by **August 01, 2014**

Warning:

(i) No correspondence will be entered into with candidates not found eligible/not considered for written test and / or interview.

(ii) Canvassing in any form will be a disqualification. Any attempt on the part of the candidate to obtain support for his candidature by any means such as submitting fabricated documents/making statements which are incorrect/false, suppressing material information, resorting to irregular or improper means in connection with candidature using unfair means, etc. shall be a disqualification factor. If any unscrupulous person pretends to provide assistance by resorting to unfair means, a complaint may be lodged with any of the following :

a) Complaint Redressal Cell, Reserve Bank of India, Human Resource Management Department, Bakery Junction, Thiruvananthapuram 695 033

b) Central Vigilance Commission, Satarkata Bhavan, Block 'A', GPO Complex, INA, New Delhi-110 023.

**APPLICATION FOR THE POST OF SECURITY GUARD IN RESERVE BANK OF INDIA,
THIRUVANANTHAPURAM/KOCHI**

(Advertisement No.1/ 2013-2014 dated 22/06/2014)

Affix recent 3 cm x 2.5 cm size photograph with signature

1.	Name of the Applicant in full (in Capital letters):								
2.	Father's name (in Capital letters):								
3.	Full address for communication (with District and Pin code):								
4.	Date of birth (As recorded in the School Leaving Certificate) :								
		D	D	M	M	Y	Y	Y	Y
5.	Age as on June 01, 2014 (01.06.2014) :								
		D	D	M	M	Y	Y	Y	Y
6. Educational Qualifications:									
Exam. Passed	Subjects	Year of passing		University/Board		Percentage of marks			
Name of the Educational institution last attended		Place:		District :		State :			
7. Details of Experience:									

8. Category (Tick the appropriate box) :	SC	ST	OBC	General					
	Details of service in the Armed Forces :								
	a) Name of the Force served:								
	b) Date of recruitment								
		D	D	M	M	Y	Y	Y	Y
	c) Date of release								
		D	D	M	M	Y	Y	Y	Y
	d) Length of serviceYears.....Months							
	Displaced person from Jammu & Kashmir between 01.01.1980 and 31.12.1989	Yes			No				
	Ex-employee of Banking Institution /Govt. office retrenched after at least one year's service	Yes			No				
9. Experience, if any, after discharge from Armed forces:									

Name of the Institution/s working with	From	To	Period (No. of years)	Remarks
10. Proficiency in sports / Extra-curricular activities, if any:				
11. Languages known:				
12. Contact No.	Residence : Mobile :			

DECLARATION

I declare that all information and particulars furnished herein above are true and correct. I understand that if any of the information is found incomplete / incorrect, false or misleading, my candidature is liable to be cancelled at any stage before appointment and if appointed, my appointment is liable to be terminated without notice or compensation in lieu thereof. I also understand that my candidature will be considered subject to criteria / conditions stipulated in the advertisement.

Place :
Date :
Enclosures:

Signature of the Applicant: