



बेटी बचाओ
बेटी पढ़ाओ

भारतीय रिज़र्व बैंक सर्विसेज़ बोर्ड
RESERVE BANK OF INDIA SERVICES BOARD

Advt. No. RBISB/DA/01/2025-26

(This advertisement can be accessed on the RBI website www.rbi.org.in)

Lateral Recruitment of Liaison Officers on Full-Time Contract Basis in Reserve Bank of India (RBI)

“Applications” are invited for appointment/ engagement of Liaison Officers as Consultants on Full-Time Contract Basis in Reserve Bank of India (RBI/Bank):

Name of the Post	No. of Vacancies
Liaison Officer	04

Sl. No.	Particulars	Remarks
Eligibility Criteria (as on July 01, 2025)		
1	Nationality	<p>A candidate must be either:</p> <ul style="list-style-type: none">(i) A citizen of India, or(ii) A subject of Nepal, or(iii) A subject of Bhutan, or(iv) A Tibetan refugee who came over to India before 1st January 1962 with the intention of permanently settling in India, or(v) 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. <p>Provided that a candidate belonging to any of the categories at (ii), (iii), (iv) and (v) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.</p> <p>A candidate in whose case a certificate of eligibility is necessary, may be admitted to the examination, but the offer of appointment may be given only after the necessary eligibility certificate is issued to him/her by the Government of India</p>
2	Age (as on July 01, 2025)	<p>Minimum Age: 50 years Maximum Age: 63 years (i.e., candidate must have been born not earlier than July 01, 1962 and not later than July 01, 1975).</p>

3	Essential Qualification (as on July 01, 2025)	The candidate should be a Graduate in any subject from a recognized University.
4	Desirable Qualification	Ability to forge strong interpersonal relationships, demonstrate collaborative approach, and have strong communication and networking skills. The candidate shall preferably have previous experience in liaising with major Mumbai based government and non-government agencies.
5	Essential Work Experience	<p>(i) The candidate should have direct work experience in handling liaison/ protocol duties of at least 3 years in the 5 years immediately preceding the date of retirement, in a Public Sector Bank in Mumbai or RBI.</p> <p>(ii) Only such candidates who have retired from Public Sector Banks or RBI shall be eligible for the post.</p> <p>(iii) The candidate will not be eligible to join on 'lien/ secondment' basis from their previous organization(s).</p>
6	Job Profile	<p>(a) Acting as Single Point of Contact (SPOC) embedded in the respective Secretariats of Top Management, ensuring that communication between the Secretariats and various Departments of the Bank is seamless and for expeditious follow-up.</p> <p>(b) Liaising with law enforcement and other government agencies, as per Bank's requirements.</p> <p>(c) Working in close coordination with the Protocol Unit under Secretary's Department.</p> <p>(d) Complementing the functions of Protocol Officers of the Bank.</p> <p>(e) Working in close coordination with the offices of the Top Management.</p> <p>(f) Coordinating activities and engagements of the Top Management, ensuring that the schedules are managed effectively.</p> <p>(g) Handling liaison requirements of the Top Management of the Bank and visiting dignitaries.</p> <p>(h) Coordinating with Regional Offices of the Bank and other Departments/ Units of the Bank with regard to specific work requirements of the Top Management, under overall guidance from the respective offices of the Top Management.</p> <p>(i) Any other miscellaneous work that may be assigned by CGM & Secretary or the Top Management from time to time.</p>
7	Tenure of Contract	Initial Tenure of three years, extendable further on mutual agreement, subject to a total tenure of maximum five years. The performance of the Liaison Officer would be reviewed annually to decide on the continuance of the contract.
8	Notice Period for termination of Contract	The contract will be terminable with a notice period of three months from either side.
9	PwBD	The candidates from the following PwBD categories are eligible to apply for the post:

		<table><tr><th>Suitable Category of Benchmark Disabilities*</th><th>Functional Requirements**</th></tr><tr><td>a) B, LV</td><td rowspan="5">S, W, MF, RW, SE, C</td></tr><tr><td>b) HH</td></tr><tr><td>c) OA, BA, OL, BL, SD/SI, OAL, BLA, BLOA, CP, LC, Dw, AAV, MDy</td></tr><tr><td>d) ASD (M), MI</td></tr><tr><td>e) MD involving (a) to (d) above.</td></tr></table> <p>* Category Abbreviations Used: B=Blind, LV=Low Vision, HH= Hard of Hearing, OA=One Arm, BA=Both Arms, OL=One Leg, BL=Both Leg, SD=Spinal Deformity, SI=Spinal Injury, OAL=One Arm and One Leg, BLA=Both Legs Arms, BLOA=Both Leg & One Arm, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, AAV=Acid Attack Victims, MDy= Muscular Dystrophy,</p> <p>ASD= Autism Spectrum Disorder; (M= Mild, MoD= Moderate), MI= Mental Illness, MD=Multiple Disabilities,</p> <p>** Functional Requirements Abbreviations used S=Sitting, W=Walking, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, C=Communication</p>	Suitable Category of Benchmark Disabilities*	Functional Requirements**	a) B, LV	S, W, MF, RW, SE, C	b) HH	c) OA, BA, OL, BL, SD/SI, OAL, BLA, BLOA, CP, LC, Dw, AAV, MDy	d) ASD (M), MI	e) MD involving (a) to (d) above.
Suitable Category of Benchmark Disabilities*	Functional Requirements**									
a) B, LV	S, W, MF, RW, SE, C									
b) HH										
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d) ASD (M), MI										
e) MD involving (a) to (d) above.										
Emoluments/ Perquisites and other Benefits										
10	Monthly Emoluments	The monthly compensation payable includes a consolidated remuneration of ₹1,64,800/- and housing cost as applicable, subject to applicable taxes. However, the Bank, at its discretion, reserves the right to offer higher compensation to candidates with higher academic or professional qualification/ experience within the consolidated remuneration range of ₹1,64,800/- to ₹2,73,500/-. Monthly compensation may be appropriately subjected to annual increase on account of y-o-y inflation which will be made effective every year w.e.f. February 01 or as decided by the Bank from time to time.								
11	Leave and Working Hours	<p>Liaison Officer may avail 30 days of leave per calendar year subject to the administrative convenience of the Bank. Leave would be calculated pro-rata for any fractional period. Leave not availed during the year will not be permitted to be carried forward. Intervening holidays (Saturday/ Sunday/ Public Holidays) during the period of absence will be reckoned as leave. Any absence beyond the eligibility will be treated as leave without pay. Any leave shall be availed with the permission of the reporting authority.</p> <p>Liaison Officer shall follow the regular working hours of the Bank as applicable to any permanent staff of the Bank. However, due to the nature of tasks to be handled by the Liaison Officer, the working hours/ days will not be confined only to regular office hours/ days. For such working on holidays (Saturday/ Sunday/ Public Holidays) or beyond regular office</p>								

		hours, there shall neither be any provision for compensatory leave nor pay in lieu thereof.
12	Residential Accommodation	During the period of contract appointment, the Bank will not provide any residential accommodation to the Liaison Officer.
13	Travelling and Halting Allowance	Entitled to TA/ HA as admissible to a Grade 'A' or 'B' officer of the Bank.
14	Superannuation Benefits	The Liaison Officer is not eligible for any superannuation benefits.
15	Mobile Phone Facility	During the period of contract appointment, mobile phone facility may be provided to the Liaison Officer depending on the tenure and nature of the assignment, subject to the discretion of the Bank. However, Liaison Officer may be provided with a mobile phone only once during the entire period of contract including extensions, if any. The eligibility for mobile handset and call charges would be as admissible to a Grade 'A' or 'B' officer of the Bank.
16	Sodexo Card	During the period of contract appointment, the Liaison Officer, subject to willingness, may be provided Sodexo card on payment of full cost for availing the lounge facilities.
17	Place of Posting	The place of posting will generally be in Mumbai and the prescribed compensation package includes the approximate market value of a suitable accommodation in Mumbai. However, the Bank at its discretion may choose to post the selected candidate in offices located in any of the centres in India. On posting to any other centre on long-term basis, the housing cost component of the compensation would get revised based on the approximate market value of a suitable accommodation in that centre of posting, as decided by the Bank.
18	Other Conditions/ Facilities	<p>(a) Dispensary: The Liaison Officer will be eligible for facility of the Dispensary at the Office.</p> <p>(b) Conduct, Discipline and Appeal: During the period of contract appointment, the Liaison Officer will be governed by the provisions contained in the Scheme of Lateral Recruitment of Expertise in Specialized Work Areas, the 'Code of Conduct' for contract employees (Level 1/2) in the Bank and any other terms and conditions as decided by the Bank.</p> <p>(c) Other Conditions: The Liaison Officer shall upgrade its knowledge/ skills periodically and make necessary efforts to share knowledge/ skills among the Bank's officials.</p>
19	Scheme of Selection	Selection will be through preliminary screening / shortlisting by a Screening Committee followed by document verification and an interview. RBI Services Board reserves the right to limit the number of candidates called for Interview, commensurate with the number of vacancies, by enhancing the minimum educational qualifications/minimum work experience requirement as indicated above

		<p>or through any other appropriate method. Hence, merely fulfilling the minimum requirements laid down for the post would not automatically entitle any candidate for interview. The final decision for shortlisting the candidates for the interview/selection lies with the RBI Services Board. Candidates shortlisted for interview will receive an invitation by e-mail. Their candidature will however, be subject to submission and verification of documents supporting their claims with regard to eligibility for age, category, qualification, experience, etc.</p>
20	How to Apply	<p>(i) The candidates applying for the post must submit their application (Application Form) by post/courier /hand delivery to “The General Manager, Reserve Bank of India Services Board, 3rd Floor, RBI Building, Opp. Mumbai Central Railway Station, Byculla, Mumbai - 400008” in the prescribed format. Also, a copy of the application along with supporting documents has to be mailed to documentsrbisb@rbi.org.in with subject as “Application for the Post of LIAISON OFFICER ON FULL-TIME CONTRACT BASIS - #Name of the candidate#”</p> <p>(ii) A recent photograph is to be pasted at the appropriate place on the application form and the application should be signed by the candidate. Incomplete and illegible applications will be summarily rejected.</p> <p>(iii) Self-attested copies of the following documents should be submitted along with the application:</p> <p>(a) Proof of age (copy of passing Secondary/High School/10th standard Certificate or Higher Secondary School /12th Standard Certificate mentioning the DoB).</p> <p>(b) Copy of Certificates and Marksheets in respect of educational qualifications acquired.</p> <p>(c) Appropriate document(s) in support of experience.</p> <p>(d) PwBD candidates should submit a latest disability certificate issued by a Competent Authority as prescribed vide The Rights of Persons with Disabilities Act, 2016 (RPwD Act, 2016).</p> <p>(iv) The cover containing the application should be superscribed with the name of the post applied for i.e. ‘APPLICATION FOR THE POST OF LIAISON OFFICER ON FULL-TIME CONTRACT BASIS’</p> <p>(v) Please note the following points carefully while e-mailing the documents:</p> <p>(a) All documents must be in PDF format and self-certified.</p> <p>(b) The size of the documents/email should not exceed 10 MB.</p> <p>(c) The application form should be scanned in one separate PDF file and all other documents should be scanned in another single PDF file (total two PDF files only - one for application and another for the other documents) in the same order as mentioned at para (iii) above.</p> <p>(d) Ensure that the documents attached are clear and legible.</p>

21	General Rules/ Instructions	<p>(i) Candidate should apply strictly in conformity with the format as prescribed in the Application Form.</p> <p>(ii) Candidates should enclose self-attested copies of the relevant certificate/s in support of age, educational qualification, and experience with the application. PwBD candidates should submit the latest disability certificate issued by a Competent Authority as prescribed vide the Rights of Persons with Disabilities Act, 2016 (RPwD Act, 2016). Their candidature will be considered on the strength of the information declared in the application form and the copies of certificates/ documents submitted therewith. If at any stage it is found that any information furnished in the application is false/incorrect or if according to the Board, the candidate does not satisfy the eligibility criteria, his/her candidature/appointment is liable to be cancelled/terminated.</p> <p>(iii) Candidates are advised to keep their e-mail ID/mobile number active for receiving Interview Call Letters, etc. Candidates may check e-mails/SMS regularly. Further, the candidates may visit 'Opportunities' page on our website www.rbi.org.in for regular updates on this recruitment. The Board does not send any communication through any other mode.</p> <p>(iv) Any canvassing by or on behalf of the candidates or to bring in political or any external influence with regard to their selection/recruitment shall lead to disqualification of the candidature.</p> <p>(v) In all the matters regarding eligibility, conduct of interviews, assessment, prescribing minimum qualifying standards in interview, in relation to number of vacancies and communication of result, etc. the Board's decision shall be final and binding on the candidates and no correspondence shall be entertained in this regard.</p> <p>(vi) Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Mumbai only.</p>
22	Corrigendum	<p>Please note that Corrigendum, if any, issued on the above advertisement, will be published only on the Bank's website www.rbi.org.in</p> <p><i>(Hindi version of this advertisement is available on Hindi website of the Bank)</i></p>
23	Closing Date	<p>The Application, enclosing all the prescribed documents should reach the Board's Office on or before 6:00 PM on July 14, 2025. The Board takes no responsibility for any delay in the receipt of the Application or loss thereof.</p>

Advt. No: RBISB/DA/01/2025-26



भारतीय रिज़र्व बैंक सर्विसेज़ बोर्ड
RESERVE BANK OF INDIA SERVICES BOARD

Application for the Post of Liaison Officer on Full-time Contract Basis in Reserve Bank of India

(Advt. No: RBISB/DA/01/ 2025-26)

(Registration No.)

1. Name in full (in English with capital letters) :

(only for Office use)

2. Category: _____

(General, Economically Weaker Section, Scheduled Caste, Scheduled Tribe, Other Backward Class, Persons with Benchmark Disabilities)

3. Gender: _____ (Female / Male / Transgender)

4. Nationality _____

5. Date of Birth: _____ (DD/MM/YYYY)

6. Age (as on July 01, 2025): _____ (Years) _____ (Months) _____ (Days)
(Please attach documentary evidence)

7. Father's Name: _____

8. Mother's Name: _____

9. Essential Educational Qualifications (as on July 01, 2025):

Please affix a
recent passport
size colour
photograph

Name of the Exam(s) passed.	University/Institute	Subject(s)	Marks in percentage	Class / Division	Year of Passing

(Use separate sheet, if required)

10. Desirable Qualification:

(i) Whether the candidate possesses the desirable qualification as detailed in para (4) of the advertisement? (Yes/No) _____

(ii) If yes, please furnish a certificate/document supporting your claim.

- 11. Essential Work Experience with reference to para (5) of the advertisement** (as on July 01, 2025) along with documentary evidence
(Please furnish in reverse chronological order i.e. latest experience first)

Sr. No.	Name and Address of the Employer/Institution	Designation	Nature of Responsibilities	Period		Duration	
				From	To	Years	Months

(Use separate sheet, if required)

- 12. Last drawn monthly emoluments:** _____
(Please attach documentary evidence)

- 13. Whether the candidate would desire to have a higher compensation/remuneration than as indicated for this post in the advertisement, if selected? If yes, indicate the expected monthly compensation/remuneration and justification for the same.**

- 14. Preferred Language for Interview (Hindi/ English):** _____

15. Contact Details:

- a. **Permanent Address:** _____

PIN Code _____

- b. **Correspondence Address:** _____

PIN Code _____

- c. **E-mail id:** _____
- d. **Alternate E-mail id, if any:** _____
- e. **Mobile (Cell Phone) No.:** _____
- f. **Alternate Mobile No. if any:** _____

16. List of Enclosed Documents:

- (i)
- (ii)
- (iii)
- (iv)

I hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that if at any stage, it is found that any information given in this application is false / incorrect or that I do not satisfy the eligibility criteria according to the Board, my candidature /appointment is liable to be cancelled / terminated. I have read and understood the stipulations given in the advertisement and hereby undertake to abide by them.

Place:
Date :

(Signature of the Applicant)

Name: _____