



## Appendix-I

### HOW TO APPLY

Candidates must apply only online through the Bank's website i.e. [www.rbi.org.in](http://www.rbi.org.in) from **September 10 to 30, 2025 (till 06:00 PM)**. No other means/mode of applications will be accepted.

Candidates desirous of applying for posts in both Grade 'B' (DR)-General and Grade 'B' (DR) - DEPR or DSIM (as the case may be) are required to apply using links for both the positions separately and pay the fees for both. Digi Locker has been integrated with the online application form. The candidate may provide access to issued credentials/documents (Aadhaar, Educational Qualification Documents etc.) and information (Name, Date of Birth, Gender etc.) through Digi Locker on voluntary basis.

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

Before applying online, candidates should –

- (i) scan their :
  - photograph (4.5cm × 3.5cm)
  - signature (with black ink)
  - left thumb impression (on white paper with black or blue ink)
  - a handwritten declaration (on a white paper with Black Ink) (text given below) **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) The left thumb impression should be properly scanned and not smudged. **(If a candidate is not having left thumb, he/she may use his/ her right thumb for applying.)**
- (iv) The text for the handwritten declaration is as follows:

*"I, \_\_\_\_\_ (Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required."*
- (v) The aforementioned handwritten declaration has to be in the candidate's own handwriting and in English only. If it is written and uploaded by anybody else or in any other language, the application will be considered as invalid. **(In the case of Visually Impaired candidates who cannot write may get the text of declaration typed and put their left thumb impression below the typed declaration and upload the document as per specifications.)**
- (vi) The candidate is required to keep documents/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.
- (vii) Candidates should have a valid personal E-mail ID and mobile number which should be kept active till the appointment in the Bank. This is essential for him/her in getting



communication/Interview advice, etc. by E-mail/SMS. The Board does not send any communication by any mode other than E-mail /SMS. No change in E-mail ID/Mobile Number will be entertained during the entire process of the recruitment.

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

- (i) Candidates satisfying the conditions of eligibility as on September 01, 2025 are first required to visit the URL "Direct Recruitment for the post of Officers in Grade 'B' (Direct Recruit-DR) (On Probation-OP) (General/DEPR/DSIM) Cadres - Panel Year 2025" on the 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, signature, left thumb impression and a handwritten declaration 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 E-mail 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 E-mail and 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. Visually Impaired candidates should fill the application form carefully and verify/get the details verified to ensure that the same are correct prior to final submission.
- (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 COMPLETE REGISTRATION 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) Proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature
- (ix) 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 online 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, UPI.
- (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 up to **October 15, 2025.**

#### **(D) GUIDELINES FOR SCANNING & UPLOADING THE PHOTOGRAPH AND 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.

##### **Photograph Image (4.5cm × 3.5cm)**

- Photograph must be a recent passport size 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.

##### **Photograph Capture:**

In addition to the above photograph, candidates will also be required to capture and upload their live photograph either by using webcam or mobile phone.

- On selecting "Capture Photo" option, candidates' webcam will be activated allowing them to click their picture, which will get auto uploaded in the application form.
- On selecting "Click here to Scan" option, candidates can use their mobile phone to scan the QR code, which will redirect to a website, allowing to click photograph on their mobile phone. On selecting the taken picture, photograph will get auto uploaded in the application form.

##### **Do's and Don'ts of Photo Capture**

###### **Dos:**

- Ensure the photo is captured against a light coloured, preferably white background and there is adequate light.
- Look straight at the webcam/ camera.
- Photograph should be of passport size.

###### **Don'ts:**

- Small size photograph not to be clicked/ uploaded.
- Coloured glasses or sunglasses/ Cap should not be worn.



- Shadow on face/ not facing the camera/ distorted face/ face covered with mask / blurred image.
- Photo not taken in dark/ improper background

### **Signature, Left Thumb (LT) Impression and Handwritten Declaration Image**

- The applicant has to sign on white paper with Black Ink pen.
- The applicant has to put his Left Thumb Impression (LTI) on a white paper with black or blue ink.
- The applicant has to write the declaration in English clearly on a white paper with black ink.
- The signature, left thumb impression and the handwritten declaration should be of the applicant and not of any other person.
- The signature will be used to put on the Admit Card and wherever necessary.
- **If the Applicant's signature on the attendance sheet or Admit Card, 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 and left thumb impression should be between 20kb – 50kb.
- For handwritten declaration size of file should be 50kb – 100 kb.
- Ensure that the size of the scanned image is not more than 20kb (for signature and 50kb for left thumb impression) and 100 kb (for handwritten declaration).
- **Signature / Handwritten declaration in CAPITAL LETTERS shall NOT be accepted.**

### **Scanning the Documents**

- Set the scanner resolution to a minimum of 200 dpi (dots per inch).
- Set Colour to True Colour.
- File Size as specified above.
- Crop the image in the scanner to the edge of the photograph/signature/ left thumb impression / handwritten declaration, 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/MS Office can easily obtain documents in .jpeg format not exceeding 50kb for photograph and 100kb for handwritten declaration & 20kb for signature and 50kb for left thumb impression by using MS Paint or MS Office 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) and 100 kb for (handwritten declaration) & 20 kb (signature) and 50 kb for (left thumb impression) 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, left thumb impression and handwritten declaration.



## Procedure for Uploading the Documents

- There will be separate links for uploading photograph, signature, left thumb impression and handwritten declaration.
- Click on the respective link "Upload photograph / signature / left thumb impression / handwritten declaration".
- Browse and Select the location where the scanned photograph / signature / left thumb impression / handwritten declaration 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, left thumb impression and handwritten declaration as specified.

### Note:

- (1) In case the face in the photograph or signature or left thumb impression or the handwritten declaration is unclear / smudged the candidate's application may be rejected.
- (2) After uploading the photograph / signature / left thumb impression / handwritten declaration in the online application form, candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature or left thumb impression or the handwritten declaration is not prominently visible, the candidate may edit his/ her application and reupload 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 form.

## (E) Edit Window' for Candidates to Modify/ Correct Application Form :

'Edit Window' for Candidates to Modify/ Correct Application Form. After the closing date for receipt of online applications, candidates will be provided for a period of 2 days' edit window to enable them to correct/ modify online application form, wherein candidates will be allowed to re-submit applications after making requisite corrections/changes in online application data as per their requirement. Dates for edit window will be notified on the Bank's website.

### Important points regarding the 'Edit Window' for candidates to modify/correct application form :

1. Only those candidates will be allowed to make corrections in the application form, who have successfully submitted their completed online application form along with payment of requisite fees/intimation charges within the specified period of application registration.
2. A candidate will be allowed to correct and re-submit the modified/ corrected application only once during the 'Edit Window to Modify/ Correct Application Form' i.e. no updation will be allowed in case a candidate makes a mistake in updated application. Before submission of the corrected application, candidates must check that they have filled correct details in each field of the form.
3. Data submitted by the candidates in original application for 'Name', 'Email ID', 'Mobile Number', 'State/UT' field in vacancy, 'State/UT' field in Correspondence address and 'Permanent address', 'Post'. 'Category' and 'Nationality' fields cannot be edited.



4. Fee applicable for Modifying/ Correcting the Application form through 'Edit Window' is ₹200/- (inclusive of GST). The correction fee will be uniformly applicable to all candidates irrespective of the category. The correction fee once paid shall not be refunded under any circumstances nor will it be adjusted against any other examination.
5. Subject to the receipt of applicable correction fees, only the latest modified application will be treated as valid.
6. In case of multiple applications, candidates are advised to EDIT the latest application ONLY.
7. Subject to the receipt of applicable correction fees, only the latest modified application will be treated as valid.
8. After the expiry of 'Edit Window for candidates to Modify/ Correct Application Form', no change/modification/correction will be allowed under any circumstances. No requests in this regard will be entertained.

**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 the Bank.)*