



RESERVE BANK OF INDIA SERVICES BOARD, MUMBAI

Advt.No. 2A /2013-14

(This advertisement and the link to apply On-Line can be accessed on RBI Website www.rbi.org.in)

Applications (App.) are invited for the post mentioned below in Reserve Bank of India (RBI/Bank) from Indian citizens, citizens of Nepal and subjects of Bhutan, Tibetan refugees (who came over to India before 1st January, 1962) and persons of Indian origin who have migrated from Myanmar and Sri Lanka with the intention of permanently settling in India and in whose favour Eligibility Certificates have been issued by Government of India.

Before applying, candidates should ensure that they fulfill the eligibility criteria for the post. Candidates are requested to apply only ON-LINE through Bank's website www.rbi.org.in No other mode for submission of application is available.

IMPORTANT DATES:-

Website Link Open - For On-Line Registration of Applications	18.11.2013 to 17.12.2013
Payment of Fees - On Line	18.11.2013 to 17.12.2013
Payment of Fees at Bank Branches (Off-Line)	20.11.2013 to 21.12.2013
Closing Date for receipt of hard copy of Application along with copies of certificates/ documents at RBI Services Board Office	24.12.2013 (6 P.M.)

Post	Number of Vacancies				Total
	Unreserved i.e. General (GEN)	Scheduled Castes (SC)	Scheduled Tribes (ST)	Other Backward Classes (OBC)#	
Assistant Manager (Security) in Grade 'A'®	12	09*	03**	10***	34

@ This post is not identified for reservation under Persons with Disabilities (PWD) category. # 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)'.

*Includes 5 Backlog vacancies

**These are Backlog vacancies

***Includes 3 Backlog vacancies

(A) Job Requirements : He/She will be responsible for (i) Watch and Ward arrangements as to internal security for guarding treasure vaults, passages, entry and exit points, surveillance through CCTV, monitoring, recording etc. in the Bank's Office Buildings (ii) Protocol duties (iii) Maintenance/Security of Bank's properties and (iv) Control over the staff deployed for the purpose.

(B) Eligibility Criteria:

(I) Experience (as on 01.11.2013):

(i) The candidate should be an Officer with a minimum of five years of Commissioned Service in the Army/Navy/Air Force

OR

(ii) The candidate should be of the rank equivalent to Assistant Commandant with minimum five years service in Paramilitary Forces such as Border Security Force, Central Reserve Police Force, Assam Rifles, Indo-Tibetan Border Police, Central Industrial Security Force, Sashastra Seema Bal, Defence Security Corps, National Security Guard, Railway Protection Force, Rashtriya Rifles, Special Protection Force, Commando Battalion for Resolute Action, Special Frontier Force and Home Guards.

(II) Age (as on 01.11.2013): Between 25 and 40 years (no relaxation for any category). The candidate must have been born not earlier than 02/11/1973 and not later than 01/11/1988 (both days inclusive).

(C) Scheme of Selection: Selection will be through Interview. The Board reserves the right to raise the minimum experience in order to restrict the number of candidates to be called for Interview, commensurate with the number of vacancies. The place and date of interview will be advised to the shortlisted candidates in due course.

2. APPLICATION FEE (NON-REFUNDABLE) :

₹100/- (Rupees one hundred only). No fee is payable by SC/ST/RBI Staff candidates. Fees are required to be paid **only** in the manner prescribed in this advertisement (item 7 below). Bank Transaction charges for Offline/ Online Payment of application fees (if any) will have to be borne by the candidate. Fees once paid will not be refunded under any circumstances.

3. CENTRES FOR INTERVIEW (to be opted by candidates in his/her application):

Names of Centres (with Code Numbers) where interviews may be conducted depending on number of candidates at each centre, are given below:

Name of Centre	Code No.	Name of Centre	Code No.
Bangalore	(12)	Hyderabad	(19)
Kolkata	(15)	Jammu	(21)
Chennai	(17)	Mumbai	(25)
Guwahati	(18)	New Delhi	(27)

Candidates can select only one centre and must indicate its name and Code No. in the on-line application. **The Board reserves the right to add or delete any centre.** The time, date and venue of interview will be advised to the shortlisted candidates in due course. **Request for change of centre will not be entertained.**

4. SERVICE CONDITIONS / CAREER PROSPECTS :

(i) Pay Scale:

They will draw a starting basic pay of ₹17,100/-p.m. in the scale of ₹17,100-1000(11)-28100-EB-1000(4)-32100-1100(1)-33200 applicable to Officers in Grade 'A'. They will also be eligible for Dearness Allowance, Local Allowance, House Allowance, Family Allowance, Grade Allowance as per rules in force from time to time. At present, initial monthly gross emoluments are approx. ₹39,249/-. Further, **Pay Protection, as per Government of India instructions, will be provided to the selected candidates.**

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. Such information may be furnished in the Bio-data Form in the appropriate column. The number of maximum increments will be four. The Board/Bank will not entertain any request received after the interview.

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

(iii) Cost to the Bank:

Total Pay and allowances along with perquisites admissible to Officers in Grade 'A' including market value of housing in Mumbai (₹1.75 lakh), work out to ₹9 lakh per annum (approximately) on a cost to Bank basis.

(iv) At certain centres, limited number of residential quarters are available. Facility for securing residential accommodation on lease, however, exists at all centres.

(v) Initial appointment will be on probation for a period of two years which may, at Bank's discretion, be extended upto a maximum period of four years.

(vi) There are reasonable prospects for promotion to higher grades.

(vii) Selected candidates are liable to be posted and transferred anywhere in India.

5. GENERAL RULES / INSTRUCTIONS:

(i) The candidates have to apply in ON-LINE mode only. Before applying ON-LINE, a candidate will be required to have a valid E-mail ID (which should remain active during the entire recruitment process), scanned (digital) image of his/her photograph and signature as per the specifications given in item 9 below.

(ii) It is mandatory to apply On-Line and get valid registration for the application on the Bank's website before closing date. **Candidates should submit the system generated printout (hard copy) of the valid On-Line application to the Board's office along with 6 copies of duly filled Bio-data Form (after downloading from the Bank's website, www.rbi.org.in) and copies of certificates/ documents in support of their age, qualification and experience.**

(iii) **Without valid On-Line registration/application, the documents sent to Board Office, will not be considered and no correspondence shall be entertained in this regard from such senders.**

(iv) The candidature will be considered on the strength of the information furnished in the ON-LINE application. If at any 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, his/ her candidature/ appointment will be cancelled/ terminated.

(v) Fees sent in any other manner not prescribed in this advertisement and/or the application submitted without depositing the fee (unless exempted) would be rejected and no correspondence shall be entertained in this regard.

(vi) Candidates should satisfy themselves about their eligibility for this post. Board will determine their eligibility only at the final stage i.e. interview stage.

(vii) The Board shall not entertain requests from the candidates seeking advice about their eligibility to apply.

(viii) Candidates already in service of Government/Quasi-Government Organisations and Public Sector Banks /Undertakings will have to produce a "No Objection Certificate (NOC)" from their employer, at the time of Interview. Without 'NOC', no candidate shall be allowed to appear in the interview. However, before appointment in RBI, a proper discharge certificate from the employer will have to be produced.

(ix) Candidates will be advised about their inclusion for interview or otherwise in due course. The list of shortlisted candidates for interview along with the time table (i.e. date, time and venue of interview) will be displayed on RBI website (www.rbi.org.in) at the appropriate time.

(x) In all correspondence with the Board, if any, Roll Number/ Registration (Receipt) Number must be quoted.

(xi) Candidates called for interview, will be reimbursed to and fro actual First Class (Non-AC) / II-AC railway fare by the shortest route from the place of their residence/place of work to the place of interview whichever is nearer.

(xii) The post is also open to the employees of RBI (Staff Candidates) who satisfy the eligibility criteria separately stipulated by the Bank vide their circular CO.DAPM.CRS.No. 4062/ 05.01.12/ 2010-2011 dated September 09, 2010 and who apply On-line within the closing date. After filling on-line application, the Staff candidates are required to take a printout and submit the hard copy (along with all copies of certificates / documents and Bio data forms) to local HRMD for onward transmission to RBI Services Board.

(xiii) The Board does not furnish the mark-sheet to candidates. However, the Interview marks of the candidates may be available on the Bank's website in an interactive mode after the declaration of final result.

(xiv) Canvassing in any form will be a disqualification.

(xv) In all matters regarding eligibility, conduct of 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.

(xvi) Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Mumbai only.

6. HOW TO APPLY:

(A) Candidates have to apply **only ON-LINE** through the Bank's website i.e. www.rbi.org.in Detailed instructions for applying On-line are available on the website. **Candidates must submit the system generated printout (hard copy) of the On-Line application (with a valid registration number) to the Board's office along with 6 copies of Bio-data Form (which is separately available on the website) and one Photocopy each of the following certificates/ documents:**

i. Matriculation or SSC Examination certificate in support of age.

ii. Degree certificate and Mark sheets in support of educational qualifications.

iii. In case of Officers from Defence, the certificate indicating full details of your service as Commissioned Officer in Defence Force (i.e. Army/Navy/Air Force).

iv. In case of personnel from Paramilitary Services, the certificate indicating full details of your service including as Assistant Commandant or its equivalent rank. In case the rank is other than Assistant Commandant, submit an additional certificate from employer duly indicating that the rank is equivalent to Assistant Commandant.

v. In case retired from the service, submit the Discharge Certificate/Service Record Book /Record of Service Book duly indicating the date of joining with rank/designation,

Continued on next page..

date of relieving with rank/designation and reason for relieving etc. issued by the Employer/Competent authority.

vi. In case candidate belongs to SC/ST/OBC category, copy of the Latest Caste Certificate from the competent authority, in the format given on website.

(B) Candidates **need to** send the above documents to the Reserve Bank of India Services Board's Office (RBISB) **by ordinary post** at the address given below:

“The General Manager, Reserve Bank of India Services Board, Post Bag No. 4618, Mumbai Central Post Office, Mumbai - 400 008”.

List of documents to be sent at above address by all valid registered candidates:

- Printout (hard copy) of the ON-LINE Application generated from the system.
- One Photocopy of each of the applicable certificates mentioned in para 6(A) above.
- Six copies of the duly filled Bio-data form (recent passport size Photograph of candidate, in original, may be pasted in one copy only) [Bio-data form is available on Bank's website].

(C) In case the above documents (hard copy) is not received by the Board by the CLOSING DATE mentioned in this advertisement, the ON-LINE application will not be entertained and will be rejected.

(D) The cover should be superscribed “APPLICATION FOR THE POST OF ASSISTANT MANAGER (SECURITY) IN GRADE - A”.

(E) The Board takes no responsibility for any delay in receipt of Application and documents or loss thereof in postal transit.

(F) Pre-Requisites for Applying Online:

Before applying online, candidates should-

- Scan their photograph and signature as detailed under guidelines for scanning the photograph and signature in item 9 of the advertisement.
- Keep the necessary details/documents ready if desired to make **online payment** of the requisite application fee (In case of **Offline Payment i.e. through designated banks**, candidates have to apply online, print a fee payment challan and then remit the necessary application fees).
- 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 Interview advice, etc. by E-mail. No change in E-mail ID will be entertained during the entire process of recruitment.

7. Procedure for applying On-Line

(i) Candidates are first required to visit Bank's website www.rbi.org.in for filling the Online Application.

(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 in item 9 of the advertisement.

(iii) Candidates should fill in the details in the On-Line Application at the appropriate places very carefully and click on the “SUBMIT” button at the end of the On-Line Application form. Before pressing the “SUBMIT” button, candidates are advised to verify every field filled in the application. Board will not entertain any request for change of any information furnished in online application. A Provisional Registration/Receipt Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Registration/ Receipt Number and Password. An Email & SMS indicating the Provisional Registration Number and Password will also be sent.

(iv) In the event of the candidate not being able to fill the data in one go, he/she can save the data already entered. When the data is saved, Registration/Receipt number and Password will be generated by the system and displayed on the screen. Candidates should note down this Registration/Receipt number and Password. Email & SMS indicating the Registration/ Receipt number and Password will be sent. Candidates can reopen the saved data using Registration number and Password and edit the particulars, if needed. **This facility will be available for three times only.** Once the application is completely filled, candidate should submit the data.

(v) Mode of Payment for Application Fee

Candidates have the option of making the payment of requisite fee either through the ON-LINE mode or the OFF-LINE mode:

OPTION-I: PAYMENT OF FEE (OFF-LINE PAYMENT):

(I) After filling the ON-LINE application, candidates should take a printout of the system generated fee payment challan immediately. No change/edit will be allowed thereafter. The registration at this stage is provisional.

(II) Fee payment will be accepted from 2nd working day after registration and can be made within three working days at any branch of any one of the banks, viz. Bank of Baroda / Bank of India / Bank of Maharashtra / Central Bank of India / Indian Overseas Bank / Punjab National Bank / United Bank of India. System generated fee payment challan should only be used for depositing fee. (For example: If one has registered on 28th November, 2013 then he/she will be able to deposit the fee from 30th November to 3rd December, 2013 considering 1st December, 2013 being a non- working day). Once fee paid, the registration process is complete.

(III) Candidate will receive registration confirmation by SMS/E-Mail after two working days from the date of payment of fees. Please ensure to furnish correct Mobile number / E-mail address to receive the registration confirmation.

Note: There is also a provision to reprint the submitted application containing fee details, after three days from the date of fee payment (up to December 22, 2013 only).

OPTION-II: PAYMENT OF FEES: (ONLINE PAYMENT):

(I) After ensuring the correctness of the particulars of the application form, candidates are required to pay fees through the payment gateway integrated with the application, following the instructions available on the screen. No change/edit will be allowed thereafter.

(II) The payment can be made by using MASTER/VISA debit/ credit cards or Internet Banking by providing information as asked on the screen. Transaction charges for online payment will be borne by the candidates.

(III) On successful completion of the transaction, e-receipt and application form will be generated; Candidates can take a printout for their record.

(IV) If the On-Line transaction has not been successfully completed, candidates may register again. Candidates may then revisit On-Line Application link and fill in their application details again and make payment online.

(V) Amount of fees debited for unsuccessful transaction will be refunded to the candidate's account in due course.

Note - There is also a provision to reprint the e-Receipt and Application form containing fee details, up to December 22, 2013 only.

Important – In case of any difficulty experienced in submission of On-Line application and/or payment of fees, candidates may contact toll-free helpline telephone 1800 22 23 66.

8. CLOSING DATES:

Payment of Fees - On Line	December 17, 2013
Payment of Fees - Off Line	December 21, 2013
Closure of On-Line Application	December 17, 2013
Closing Date of facility for Reprint of On-Line Application from website	December 22, 2013
Closing Date of Receipt of hard copy of Application along with copies of certificates/documents & Bio-data form at RBI Services Board Office	December 24, 2013

Note: (i) In the case of candidates living abroad or in Assam, Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim, Tripura; Ladakh division of Jammu and Kashmir State; Lahaul and Spiti Districts and Pangi Sub-division of Chamba district of Himachal Pradesh; Andaman and Nicobar Islands and Lakshadweep, the last date of receipt of Applications and documents **by post** will be on or before 6.00 P.M. on December 31, 2013. For submission of On-Line Applications and fee, no benefit of extended time will be available to such candidates.

(ii) Candidates are advised in their own interest to apply ON-LINE much before the closing date and not to wait till the last date for depositing the fee to avoid the possibility of inability/failure to log on to the website on account of heavy load on the internet or website jam.

(iii) Candidates are advised to send the printout of application and other relevant documents as mentioned in para 6 above immediately to the RBI Services Board Office to avoid any postal delay so that it reaches the Board Office in Mumbai before the closing date.

(iv) 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 and also takes no responsibility for any delay in receipt of Application and documents or loss thereof in postal transit.

9. GUIDELINES FOR SCANNING 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:

(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 headwear 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.

(III) SCANNING THE PHOTOGRAPH & SIGNATURE:

(A) PHOTOGRAPH:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Color to True Color
- 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 50 KB, 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).
 - 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.
 - 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.
 - 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.
 - 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 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.

Procedure for Uploading the Photograph and Signature

- There will be two separate links for uploading Photograph and Signature
- Click on the respective link “Upload Photograph / Signature”
- Browse & carefully select the location where the Scanned Photo / Signature file has been saved.
- Select the file by clicking on it
- Click the ‘Upload’ button

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

Note :

- In case the face in the photograph or signature is unclear the candidate's application will be rejected.
- In case the photograph or signature is unclear, the candidate may edit his/her application and re-upload his/her photograph or signature.
- Candidates are advised to take a printout of their system generated On-Line application forms after valid registration. The printout of the application should be sent to the Board Office (General Manager, Reserve Bank of India Services Board, Post Bag No. 4618, Mumbai Central Post Office, Mumbai-400 008) along with copies of certificates/documents mentioned at item No.6 above. In case the documents (hard copy) is not received in Board Office by the CLOSING DATE mentioned in this advertisement, the ON-LINE application registered by the candidate will not be entertained and will be rejected and no correspondence shall be entertained in this regard.
- It is mandatory to apply On-Line and get registered (along with fee, if applicable) on the Bank's website before closing date. The documents sent to Board Office, without On-Line registration, will not be considered and no correspondence shall be entertained in this regard from such senders.
- In case of any difficulty experienced in submission of On-Line application and/or payment of fees, candidates may contact the toll free helpline telephone no. 1800 22 23 66.