**RESERVE BANK OF INDIA – RECRUITMENT - PANEL YEAR 2018/2019 FOR THE POSTS OF (i) LEGAL OFFICER IN GRADE 'B' PY 2018 (ii) MANAGER (TECHNICAL - CIVIL) PY 2018 (iii) ASSISTANT MANAGER (RAJBHASHA) PY 2018 (iv) ASSISTANT MANAGER (PROTOCOL & SECURITY) PY 2018 (V) LIBRARY PROFESSIONALS (ASSISTANT LIBRARIAN) IN GRADE 'A' PY 2019**

### IMPORTANT INSTRUCTIONS

**1. Candidates to ensure their eligibility for the posts:**

(i) Before applying, candidates should ensure that they fulfil the eligibility criteria for the advertised posts. The Reserve Bank of India Services Board, hereinafter referred to as 'Board', would admit to the examination all the candidates applying for the post with the requisite fee/intimation charges (as applicable) based on the information furnished in the **ONLINE 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 ONLINE 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 and can be removed from service without notice, if he/she has already joined the Bank.

For Assistant Librarian in Grade 'A' shortlisting of candidates will be done for Interview by the Board depending upon the number of vacancies.

(ii) 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 viz. Kenya, Uganda, the United Republic of Tanzania, Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India.

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.

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.

**2. Mode of application:**

Candidates are required to apply ONLINE only through the Bank's website **www.rbi.org.in**. No other mode for submission of application is available.

Brief Instructions for filling up the "**Online Application Form**" are given in **Appendix-I**, available on Bank's website – **www.rbi.org.in**.

**3. Important Dates:**

| Events | Important Dates |
|---|---|
| Website Link Open for Online Registration of Applications and Payment of Fees/Intimation Charges | December 30, 2019 to January 20, 2020 |
| Date of Examination (except for Assistant Librarian in Grade 'A') | February 15, 2020 |

4. **Help Facility:** In case of any problem in filling up the form, payment of fee/intimation charges or in downloading of Admit Card, 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 e-mail.

5. **Use of MOBILE PHONES and other electronic devices BANNED:**

(i) The use of any mobile phone (even in switched off mode) or any electronic equipment or programmable device or calculator or storage media like pen drive, smart watches etc. or camera, voice assistance or bluetooth devices or any other equipment or related accessories either in working or switched off mode capable of being used as a communication device during the examination is strictly prohibited. Any infringement of these instructions shall entail disciplinary action including ban from future examinations.

(ii) Candidates are advised in their own interest not to bring any of the banned items including mobile phones and any other valuable/costly items to the venue of the examination, as arrangement for safe-keeping cannot be assured. The Board will not be responsible for any loss in this regard.

6. **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.

## 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):

| Sr. No. | Post and Panel year | Number of Vacancies | | | | |
|---|---|---|---|---|---|---|
| | | Unreserved i.e. General (GEN/UR) | Scheduled Castes (SC) | Scheduled Tribes (ST) | Other Backward Classes (OBC)** | TOTAL |
| (i) | Legal Officer in Grade 'B'- PY 2018 | 1 | 0 | 0 | 0 | 1 |
| (ii) | Manager (Technical – Civil) - PY 2018 | 1 | 0 | 0 | 1 | 2 |
| (iii) | Assistant Manager (Rajbhasha) - PY 2018 | 6 | 1 | 1 | 0 | 8 |
| (iv) | Assistant Manager (Protocol & Security) - PY 2018 | 4 | 0 | 1 | 0 | 5 |
| (v) | Library Professionals (Assistant Librarian) in Grade 'A' – PY 2019 | 1 | 0 | 0 | 0 | 1 |
| | **Total** | **13** | **1** | **2** | **1** | **17** |

** Candidates belonging to OBC category but coming in the 'Creamy Layer' are not entitled to OBC reservation. Such candidates should indicate their category as 'General (GEN)'.

**Note (I) - For SC/ST/OBC candidates:**

Even if there is no vacancy reserved for SC/ST/OBC category candidates, such candidates can still apply. However, they will not be eligible for any concession/relaxation etc. SC/ST candidates are exempt from payment of application fee even in such case but will have to pay specified intimation charges.

**Note (II) - For Persons with Benchmark Disability (PwBD) candidates:**

There is no reservation for PwBD candidates in the above posts. However, PwBD candidates belonging to the categories as indicated in below stated table are allowed to apply for the above-mentioned post number (i), (ii), (iii) and (v) as general candidates, without any concession except for age relaxation.

(1) A list of posts identified suitable for Persons with Benchmark Disability along with the Physical Requirements and Functional Classifications:

| Sr. No | Name of Post | Categories for which identified | Functional classification* | Physical Requirements** |
|---|---|---|---|---|
| 1 | Legal Officer in Grade 'B' | Blind and low vision | B | BN, C, H, KC, L, MF, PP, RW (in Braille/software), S, ST, W |
| | | | LV | BN, C, H, KC, L, MF, PP, RW, S, ST, W |
| | | Hard of hearing | HH | BN, C, KC, L, MF, PP, RW, S, SE, ST, W |
| | | Locomotor disability including Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victims and Muscular Dystrophy | (i) OA, OL, Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victims | (i) BN, C, KC, L, H, MF, PP, RW, S, SE, ST, W |
| | | | (ii) BL but not arms | (ii) C, H, L, MF, PP, RW, S, SE |
| | | | (iii) Muscular Dystrophy | (iii) C, H, MF, RW, SE, S |
| | | Multiple disabilities | OA, OL, Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victims and<br><br>(i) blind/ low vision or<br><br>(ii) hard of hearing | BN, C, KC, L, MF, PP, S, ST, W **and**<br><br><br>(i) RW (in Braille/ software) and H or<br><br>(ii) RW and SE - (as applicable) |
| 2 | Manager (Technical – | Hard of hearing | HH | BN, C, KC, L, MF, PP, RW, S, |

| | | | | SE, ST, W |
|---|---|---|---|---|
| | | Locomotor disability including Leprosy Cured, Dwarfism, Acid Attack Victims | (i) OA, OL, Leprosy Cured, Dwarfism, Acid Attack Victims (For Office Job) (ii) BL (for Office Job) (iii) OA (for field Job) | For (i) & (iii) BN, C, KC, L, H, MF, PP, RW, S, SE, ST, W  For (ii) C, H, L, MF, PP, RW, S, SE |
| 3 | (i) Library Professionals (Assistant Librarian) in Grade 'A'  ii) Assistant Manager (Rajbhasha) | Blind and low vision | B | BN, C, H, KC, L, MF, PP, RW (in Braille/software), S, ST, W |
| | | | LV | BN, C, H, KC, L, MF, PP, RW, S, ST, W |
| | | Deaf and hard of hearing | D, HH | BN, C, KC, L, MF, PP, RW, S, SE, ST, W |
| | | Locomotor disability including Cerebral Palsy, Muscular Dystrophy, Leprosy Cured, Dwarfism, Acid Attack Victims | OA, OL, Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victims | BN, C, KC, L, H, MF, PP, RW, S, SE, ST, W |
| | | | BL but not arms | C, H, L, MF, PP, RW, S, SE |
| | | | Muscular Dystrophy | C, H, MF, RW, SE, S |
| | | Multiple disabilities | OA, OL, Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victims and (i) blind/ low vision    or (ii) deaf/ hard of hearing | BN, C, KC, L, MF, PP, S, ST, W and (i) RW (in Braille/ software) and H or (ii) RW and SE -(as applicable) |
| 4 | Assistant Manager (Protocol & Security) | This post is not identified for PwBD candidates. | | |

* Functional classification: OA-One Arm, OL-One Leg, BL-Both Legs, B-Blindness, LV-Low Vision, D-Deaf and HH-Hard of Hearing.

** Physical Requirements: BN-Bending, C-Communication, H-Hearing/Speaking, KC-Kneeling & Crouching, L-Lifting, MF-Manipulation by Finger, PP-Pushing & Pulling, RW-Reading & Writing, S-Sitting, SE-Seeing, ST-Standing and W-Walking.

(2) PwBD candidates may belong to any category (i.e. General/SC/ST/OBC).

(3) PwBD candidates should possess a latest disability certificate issued by a Competent Authority as prescribed vide The Rights of Persons with Disabilities Act, 2016 (RPWD Act 2016). Such certificate shall be subject to verification/re-verification as may be decided by the Board/ Competent Authority.

(4) Within the overall notified total vacancies, PwBD candidates belonging to any category of disability will be considered for selection, subject to their suitability as stated at Note II (1) above.

(5) Use of Scribe & Compensatory time: At the time of online/written examination, only those PwBD candidates (who have disability of 40% or more) who have physical limitation in typing/writing, including that of speed would be allowed the facility to use the service of a scribe. In all such cases where a scribe is used, the following rules will apply:

    (i)   The candidate will have to arrange his/her own scribe/writer at his/her own cost.
    (ii)  Both the candidate as well as the scribe will have to give a suitable undertaking, in the prescribed format, with passport size photograph of the scribe at the time of examination.
    (iii) PwBD candidates who have physical limitation to type/write including, that of speed shall be allowed compensatory time of 20 minutes per hour of the examination whether availing the facility of scribe or not.
    (iv) Any candidate who is using scribe should ensure that he/she is eligible to use scribe in the examination as per the above guidelines. Any candidate using scribe in violation of the above guidelines shall stand disqualified and can be removed from service without notice, if he/she has already joined the Bank.

(6) Detailed instructions for PwBD candidates regarding availing services of scribe and allotment of extra/compensatory time will be made available on Bank's website (www.rbi.org.in) at the time of uploading of Admit Cards for examinations.

### 2. Legal Officer in Grade 'B'

**(A) Job Requirements:** (i) Dealing with references on legal issues received from various departments of the Bank and its associate institutions, which are mainly related to the interpretation of various statutes such as Reserve Bank of India Act 1934, Banking Regulation Act 1949, Foreign Exchange Management Act 1999, Companies Act 2013, etc. (ii) Preparing initial drafts of legislation administered/to be administered by the Bank. (iii) Preparation of drafts of pleadings and comprehensive instructions/briefs to counsel in connection with litigation involving the Bank and its associate institutions. (iv) Appearing before Conciliation Officers, Labour Courts, Tribunals etc. on behalf of the Bank.

**(B) Eligibility Criteria:**
**(I) Educational Qualifications (as on December 1, 2019)**
**Essential**: Bachelor's Degree in Law from any University/College/Institution, recognized by UGC and the Bar Council of India with a minimum of 50% marks or equivalent in the aggregate of all semesters/years.

**Desirable**: (a) Bachelor's Degree in Law with 60% marks or equivalent in the aggregate of all semesters/years or Master's Degree in Law. (b) Proficiency in computer applications.

Please also refer Para 7 below on Note on Educational Qualifications.

**(II) Experience (as on December 1, 2019)**
**Essential**: At least two years' experience as an (i) Advocate/ Legal Consultant/ Legal Assistant/ Associate in an Advocates' or Solicitors' Office or Law firm after being enrolled with the Bar Council; or (ii) as a Law Officer in the Legal Department of a large bank/financial institution /statutory corporation /company/State/ Central Government or (iii) as a full-time teacher in a Law College/ University, teaching law.

**Note**: In case of (i) above, (a) copy of the Bar Council Registration/Enrolment Certificate and (b) a certificate from the Bar Association of which the candidate is a member or a certificate issued by the Presiding Officer of a Court before which the candidates have practised for the required period should be produced at the time of interview.
**Desirable**: Special knowledge of Banking Law, Company Law, Labour Law and Constitutional Law and experience in drafting of pleadings and documents.

**(III) Age (as on December 1, 2019)**
A candidate must have attained the age of 21 years and must not have attained the age of 32 years as on **December 1, 2019** (candidates must have been born not earlier than 02-12-1987 and not later than 01-12-1998). Upper age limit is relaxable by 3 years in case of candidates possessing LL.M. degree and 5 years in the case of candidates possessing Ph.D in Law. Refer Para 10 below for relaxation in upper age limit for specified categories. (Cumulative benefit is not allowed)

**(C) Scheme of Selection:**
Selection will be through Online and Offline Examinations and Interview. Examinations shall consist of objective and descriptive type question papers as detailed below:

| Details | Maximum Marks | Duration |
|---|---|---|
| Paper I – General Knowledge of Law | | |
| Objective Type | 30 | Three Hours |
| Descriptive Type | 120 | |
| Total | 150 | |
| Paper II – English -Descriptive Type | 100 | Three Hours |
| Grand Total | 250 | |

Question Paper I (General Knowledge of Law) will be set in Hindi and English. Answers may be written either in Hindi or in English. Candidates may answer the Interview in Hindi or English at their option. The number of candidates to be called for interview will be decided by the Board based on the marks scored in examination. Final selection will be on the basis of the performance in the examination (Paper I and II) and interview taken together.

**(D) For Syllabus (Paper I & Paper II examination), please see Appendix-II A, which is available on the Bank's website www.rbi.org.in**

### 3. Manager (Technical - Civil)

**(A) Job Requirements:** Candidate will be responsible for designing, constructing, supervising, and managing of construction projects such as construction of Office buildings, construction of Residential buildings, Renovation of existing buildings, Repair and maintenance of the existing properties and retrofitting of the existing old structures.

**(B) Eligibility Criteria:**
**(I) Educational Qualifications (as on December 1, 2019):**
**Essential:** A Bachelor's Degree in Civil Engineering or equivalent qualification with a minimum of 60% marks or equivalent grade in aggregate of all semesters/years. Aggregate Grade Point or percentage of marks where awarded would mean aggregate over the entire duration of the course.
Please also refer Para 7 below on Note on Educational Qualifications.
**Desirable:** Specialization in Structural Engineering, Public Health Engineering, Geotechnical Engineering, Construction Management, Project Management.

**(II) Experience (as on December 1, 2019):**
**Essential:** At least 3 years' experience after graduation (in a position of independent responsibility equivalent to that of an Assistant Engineer) in a public/private limited organization, including Hospitals/Banks/Financial Institutions/Planning/Designing/Construction/Large Office Buildings/ Multistoried Buildings/Housing Companies/residential campus based educational institutions and having experience in preparation and evaluation of tender papers.
**Desirable:** (i) Experience of administering construction projects in all its aspects and knowledge of PERT/ CPM techniques (ii) Working knowledge of Computer in Structural Design in CAM/ CAD / evaluation and analyzing of tenders with special references (iii) Working knowledge of Electro-mechanical services and electrical maintenance (iv) Working knowledge in structural rehabilitation works (v) Experience in Construction and Project Management (vi) Experience in Maintenance of Office and Residential Buildings (vii) Good drafting capacity.

**(III) Age (as on December 1, 2019):** A candidate must have attained the age of 21 years and must not have attained the age of 35 years as on **December 1, 2019** (candidates must have been born not earlier than 02-12-1984 and not later than 01-12-1998).
Refer Para 10 below for relaxation in upper age limit for specified categories.

**(C) Scheme of Selection:**

Selection will be through Online and Offline Examination as under (Paper-I and Paper-II examinations will be conducted on same day) and Interview:

| Type of paper | Duration | Marks |
|---|---|---|
| **Online Examination** **Paper-I Objective Type Test** Test of professional knowledge/ job knowledge | 1 hr | 100 |
| **Offline Examination** **Paper-II Descriptive Type Test** Standard of the papers will be that of B.E. Degree | 3 hrs. | 100 |
| Total | | 200 |

In Paper-I, there will be negative marking for every wrong answer. Paper-I of only such candidates, who appear in both the papers, would be assessed. Paper-II of only such candidates, who score sufficiently high marks in Paper-I, as decided by the Board, would be assessed. Question papers for examination will be set in Hindi and

in English. Answers may be written either in Hindi or English. Candidates may opt for interview in Hindi or English. The number of candidates to be called for interview will be decided by the Board. Final selection will be on the basis of performance in the examination and interview taken together.

## 4. ASSISTANT MANAGER (RAJBHASHA)

**(A) Job requirements:** (i) Translation from English to Hindi and vice-versa of various references, documents, manuals and other publications of the Bank and arranging for printing thereof. (ii) Implementation of Government instructions regarding use of Hindi in the Bank, and (iii) Administration of Hindi Teaching Scheme for the Bank's staff.

### (B) Eligibility Criteria:

### (I) Educational Qualifications (as on December 1, 2019):
**Essential:** (i) Second Class Master's Degree in Hindi/Hindi Translation with English as Core/Elective/Major subject at the Bachelor's Degree level; **OR** (ii) Second Class Master's Degree in English with Hindi as Core/Elective/Major subject at the Bachelor's Degree level; **OR** (iii) Second Class Master's Degree in Sanskrit / Economics / Commerce with English and Hindi as Core/Elective/Major subject at the Bachelor's Degree level. (In lieu of a subject of Hindi at Bachelor's Degree level, one may have recognized Hindi qualification equivalent to a Bachelor's Degree); **OR** (iv) Master's Degree in both English and Hindi/Hindi Translation, of which one must be Second Class.
Please also refer Para 7 below on Note on Educational Qualifications.

**Desirable:** Knowledge of bi-lingual word processing.

### (II) Age (as on December 1, 2019):
A candidate must have attained the age of 21 years and must not have attained the age of 30 years as on December 1, 2019 (candidates must have been born not earlier than 02-12-1989 and not later than 01-12-1998). For candidates with Ph.D. qualification, the upper age limit will be 32 years. The maximum age relaxation applicable to SC/ST and OBC category candidates, even having Ph.D., will be 5 years and 3 years respectively if posts are reserved for them.
Refer Para 10 below for relaxation in upper age limit for specified categories.

**(C) Scheme of Selection:** Selection will be through examination and interview. Date, Time and venue of examination will be displayed on RBI website (www.rbi.org.in) at the appropriate time. Examination will have two Papers, Paper I - (Objective type) Online and Paper II - [(Computer/paper based) Written Examination] as under:

**(I) Paper–I -Online (Objective type):** The examination will be conducted in the following pattern:

| Sr. No. | Tests | No. of Questions | Maximum marks | Duration |
|---------|-------|------------------|---------------|----------|
| | Online Examination Paper-I | | | |
| 1 | Reasoning | 35 | 35 | 30 minutes |
| 2 | English language | 35 | 35 | 30 minutes |
| 3 | General Awareness with special reference to Banking, Economics, Commerce and allied subject | 35 | 35 | 20 minutes |
| 4 | Test of Professional Knowledge (including Official Language) | 45 | 45 | 40 minutes |

| | | | | |
|---|---|---|---|---|
| | Sub Total | 150 | 150 | |
| | Offline Examination Paper - II Descriptive Paper (Official Language) | | 50 | 60 minutes |
| | Grand Total | | 200 | |

In Paper-I, there will be negative marking for every wrong answer. The Paper-II examination will be of one-hour duration carrying 50 marks to assess candidates' ability to undertake translation from Hindi to English and vice-versa and basic knowledge of Official Language Policy of Government of India.

Paper-I and Paper-II examinations will be conducted on same day in the same session without any break. Question papers of Paper-I (except English language test) and Paper-II will be set bilingually in Hindi and English. Candidates can answer examination in Hindi or English (as applicable) at their option. Candidates can opt for interview in Hindi or English. Paper-II of only such candidates who score sufficiently high aggregate marks and minimum qualifying marks in all tests in Paper-I, as decided by the Board, would be assessed. Candidates will be shortlisted for interview based on total marks obtained in Paper-I and Paper-II. Final selection will be done based on performance in examination and interview taken together.

## 5. ASSISTANT MANAGER (PROTOCOL & SECURITY)

**(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 December 1, 2019):**
(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 as Assistant Commandant 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.
**Note:** Emergency Commissioned Officers/Short Service Commissioned Officers should have rendered at least five years continuous Military Service and have been released on completion of assignment (including those whose assignment is due to be completed within one year) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or on account of physical disability or have been released on account of physical disability attributable to Military Service or on invalidment. Emergency Commissioned Officers/Short Service Commissioned Officers who have completed their initial period of assignment of five years of Military Service but whose assignment has been extended beyond five years and in whose case the Ministry of Defence issues certificates that they would be released on selection within three months from the date of receipt of offer of appointment, may submit a copy of this certificate along with the printed copy of online application for the post (if shortlisted for the interview).

**(II) Age (as on December 1, 2019):** A candidate must have attained the age of 25 years and must not have attained the age of 40 years as on **December 1, 2019** (**no relaxation for any category**). The candidate must have been born not earlier than 02-12-1979 and not later than 01-12-1994.

**(C) Scheme of Selection:** Selection will be through Online examination and Interview.

The candidates who qualify in the online test, in the order of merit, as decided by the Board depending on the number of vacancies will be interviewed for their final selection. The structure of the online test is indicated below:

| Sr No. | Name of the test | Number of questions | Maximum marks | Duration |
|---|---|---|---|---|
| 1. | Test of Reasoning | 50 | 50 | 35 minutes |
| 2. | Test of English Language | 50 | 25 | 35 minutes |
| 3. | Test of General Awareness with special reference to Banking Industry | 50 | 50 | 20 minutes |
| 4. | Test of Professional Knowledge | 50 | 75 | 30 minutes |
| | **TOTAL** | **200** | **200** | **Two Hours** |

There will be negative marking for every wrong answer. Question papers (except English language test) will be set bilingually in Hindi and English. Candidates can answer examination in Hindi or English (as applicable) at their option. Candidates can opt for interview in Hindi or English.

**(D) For Syllabus for the Online examination, please see Appendix-II B, which is available on the Bank's website www.rbi.org.in**

### 6. LIBRARY PROFESSIONALS (ASSISTANT LIBRARIAN) IN GRADE 'A'

**(A) Job requirements:** (i)      Working knowledge of standard Library Software for house Keeping activities in the library such as cataloguing, acquisition and calculation, Serial Control, Subject Indexing, etc.

(ii)      Experience in computerised search techniques of both Online and off-line databases including retrieval of desired information through various search engines/ processes.

(iii)      Digitisation (developing digital library and metadata) and content management.

(iv)      Preservation and conservation of library material.

**(B)  Eligibility Criteria:**

 **(I)  Educational Qualifications (as on December 1, 2019):**

   **Essential:** (i) Bachelor's Degree in Arts/Commerce/Science and (ii) Master's Degree in 'Library Science' or 'Library and Information Science' of a recognized University/ Institution.

   **Desirable**: (i) Diploma in 'Computer Applications' from a recognized University or Institute (ii) Qualified in the national level test (NET/SLET/SET) conducted by the UGC or any other agency approved by the UGC (iii) Short term/ crash course on content management, viz. Joomla, Drupal, etc.

 **(II)  Experience (as on December 1, 2019):**

   **Essential:** Three years' professional experience in a library under Central/ State Government/ Autonomous or Statutory organization/ PSU/ University or Recognized Research or Educational Institution or any major automated library.

**(III) Age (as on December 1, 2019):** A candidate must have attained the age of 21 years and must not have attained the age of 30 years as on **December 1, 2019** (candidates must have been born not earlier than 02-12-1989 and not later than 01-12-1998).

Refer Para 10 below for relaxation in upper age limit for specified categories.

**(C) Scheme of Selection:** Selection will be through Interview. The Board reserves the right to raise the minimum experience to restrict the number of candidates to be called for Interview, commensurate with the number of vacancies. Candidates shortlisted for the interview will be intimated suitably and will have to submit self-certified photocopies of documents in support of their eligibility on grounds of age, educational qualifications and work experience in a sealed cover addressed to "General Manager, Reserve Bank of India Services Board, 3rd Floor, RBI Building, Opposite Mumbai Central Railway station (East), Byculla, Mumbai 400008.

### 7. NOTE: FOR EDUCATIONAL QUALIFICATIONS (For all 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:

| Equivalent CGPA/OGPA/CPI or similar terminologies allotted on a 10 point scale | Aggregate Percentage of Marks |
|---|---|
| 6.75 | 60% |
| 6.25 | 55% |
| 5.75 | 50% |

**(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.

### 8. APPLICATION FEE AND INTIMATION CHARGES (NON-REFUNDABLE) (For all the above posts):

| Sr. No. | Category | Charges | Amount * |
|---|---|---|---|
| 1. | SC/ST | Intimation Charges only | ₹ 100/- |
| 2. | GEN / OBC /PwBD | Application Fee including intimation charges | ₹ 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.

Fee/Intimation charges once paid will NOT be refunded on any account. Fee/Intimation Charges are required to be paid **only** in the manner prescribed in Appendix-I para 'C' of detailed advertisement available on our web site **www.rbi.org.in**

## 9. EXAMINATION CENTRES (For all the above posts, except for Assistant Librarian)

'Examination' may be held at the following centres:

| Name of the Centre | Code No. | Name of the Centre | Code No. |
|---|---|---|---|
| Ahmedabad – Gandhinagar | (11) | Jammu | (21) |
| Bengaluru | (12) | Kanpur | (22) |
| Bhopal | (13) | Kochi | (23) |
| Bhubaneswar | (14) | Lucknow | (24) |
| Kolkata | (15) | Mumbai/ Navi Mumbai | (25) |
| Chandigarh – Mohali | (16) | Nagpur | (26) |
| Chennai | (17) | Delhi NCR | (27) |
| Guwahati | (18) | Patna | (29) |
| Hyderabad | (19) | Pune | (30) |
| Jaipur | (20) | Thiruvananthapuram | (31) |

Candidates can select only one centre and must indicate its name and code no. in the Online application. The Centre and date(s) of Examination are liable to be changed at Board's discretion. In the event of cancellation of examination at any centre, the Board may at its discretion allot an alternative centre to the candidates concerned. Candidates admitted to the examination will be intimated dates, time table and venue of examination through Admit Card. **Request for change of centre will not be entertained**.
**Note: Previous descriptive question papers are available on Bank's website (www.rbi.org.in)**

## 10. RELAXATION IN THE UPPER AGE LIMIT for the above posts, as applicable.

Upper age is relaxable by-
(a) Three years in the case of OBC candidates, **if the posts are reserved for them**.

(b) Five years in the case of: i) SC/ST candidates, **if the posts are reserved for them** ii) Ex-employees of banking institutions whose services had to be terminated for reasons of economy or as a result of bank going into liquidation and personnel retrenched from Government Offices after at least one year's service and currently registered with Employment Exchange, iii) Ex-servicemen (including Emergency Commissioned Officers/Short Service Commissioned Officers) provided applicants have rendered at least five years continuous Military Service and have been released on completion of assignment (including those whose assignment is due to be completed within one year) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or on account of physical disability or have been released on account of physical disability attributable to Military Service or on invalidment, iv) Emergency Commissioned Officers/Short Service Commissioned Officers who have completed their initial period of assignment of five years of Military Service but whose assignment has been extended beyond five years and in whose case the Ministry of Defence issues certificates that they would be released on selection within three months from the date of receipt of offer of appointment, v) Candidates who had ordinarily been domiciled in the Union Territory of Jammu and Kashmir and Union Territory of Ladakh during the period from 1st January, 1980 to 31st December, 1989.

(c) 10 years for PwBD (GEN) and PWBD (OBC/SC/ST) candidates wherever vacancies are not reserved for OBC/SC/ST candidates; 13 years for PWBD (OBC) candidates where vacancies are reserved for OBC candidates; and 15 years for PWBD (SC/ST) candidates where vacancies are reserved for SC/ST candidates.

(d) For eligible staff candidates, the relaxation in age limit is according to RBI Circular CO.HRMD.No.G-75/5599/05.01.01/2013-14 dated December 20, 2013.

**NOTE: CUMULATIVE AGE RELAXATION WILL NOT BE AVAILABLE EITHER UNDER THE ABOVE ITEMS OR IN COMBINATION WITH ANY OTHER ITEMS.**

**11. SERVICE CONDITIONS / CAREER PROSPECTS:**
**(i) Pay Scale:**
**(A) For Grade 'A' Officers:** Selected candidates will draw a starting basic pay of ₹28,150/-p.m. in the scale of ₹28,150-1550(4)-34350-1750(7)-46600-EB-1750(4)-53600-2000(1)-55600 applicable to Officers in Grade 'A'. They will also be eligible for Dearness Allowance, Local Compensatory Allowance, House Rent Allowance, Special Allowance and Grade Allowance as per rules in force from time to time. At present, initial monthly gross emoluments are approximately ₹63172/- (approx.).

**(B) For Grade 'B' Officers:** Selected Candidates will draw a starting basic pay of ₹35,150/- p.m. in the scale of ₹35150-1750(9)-50900-EB-1750(2)-54400-2000(4)-62400 applicable to Officers in Grade 'B'. They will also be eligible for Dearness Allowance, Local Compensatory Allowance, House Rent Allowance, Special Allowance and Grade Allowance as per rules in force from time to time. At present, initial monthly gross emoluments are approximately ₹77208/- (approx.)

**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 because 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 increments will be maximum four. The Board/Bank will not entertain any request received after the interview. **Further, Pay Protection, as per Government of India instructions, will be provided to the candidates selected for the post of Assistant Manager (Protocol & Security)**.

**(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, Vehicle, Education of children, 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) At certain centres, limited numbers of residential quarters are available. Facility for securing residential accommodation on lease, however, exists at all centres.

(iv) Initial appointment will be on probation for a period of two years. At Bank's discretion, the probationary period may be extended up to a maximum period of four years.

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

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

**12. HOW TO APPLY:**

(a)     Candidates are required to apply only online using the website **www.rbi.org.in** and no other means/mode of application will be accepted. Detailed instructions for filling up online applications are available at Appendix-I which is available on the Bank's website www.rbi.org.in The applicants are advised to submit a 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, examination centre, photograph, signature, left thumb impression and hand writing undertaking, 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, 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 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 Examination. 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 examination, 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 1: While filling in his/her Application Form, the candidate should carefully decide about his/her choice of centre for the Examination. If any candidate appears at a centre other than the one indicated by the Board in his/her Admit Card, the papers of such a candidate will not be evaluated and his/her candidature will be liable to cancellation.

NOTE 2: **Use of Scribe:** Suitable provisions for information regarding use of scribes by the blind candidates and candidates with Locomotor Disability including Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victims and Muscular Dystrophy and candidates with multiple disabilities (as provided under Para 1 - Note II above for PwBD candidates) where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment) have been made in the online application at the time of the initial online application itself.

NOTE 3: **Availing of compensatory time:** Suitable provision for information regarding availing of compensatory time by the blind candidates and candidates with Locomotor Disability including Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victims and Muscular Dystrophy and candidates with multiple disabilities (as provided under Para 1 Note II above for PwBD candidates) where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment)  whether availing the facility of scribe or not have also been made available at the time of the initial online application itself.

NOTE 4: Candidates are not required to submit along with their applications any certificate in support of their claims regarding Age, Educational Qualifications, Scheduled Castes/ Scheduled Tribes/Other Backward Classes and PwBD, etc. which will be verified at the time of the Interview only. Candidates belonging to the OBC category should have OBC certificate issued on or after **December 1, 2018.** The candidates applying for the posts should ensure that they fulfil all the eligibility conditions for admission to the Examination. Their admission at all the stages of examination for which they are admitted by the Board viz. Paper-I, Paper-II or Interview Test will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If on verification at any time before or after the Examinations and Interview Test, it is found that they do not fulfil any of the eligibility conditions, their candidature for the examination 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 examination, 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)    resorting to the following means in connection with his/her candidature for the examination, namely

    (a)    obtaining copy of question paper through improper means,

    (b)    finding out the particulars of the persons connected with secret work relating to the examination.

    (c)    influencing the examiners, or

(vii)    using unfair means during the examination, or

(viii)    writing obscene matter or drawing obscene sketches in the scripts, or

(ix)    misbehaving in the examination hall including tearing of the scripts, provoking fellow examinees to boycott examination, creating a disorderly scene and the like, or

(x)    using a scribe / availing compensatory time in examination despite being ineligible, or

(xi)    harassing or doing bodily harm to the staff employed by the Board for the conduct of their examinations, or

(xii)    being in possession of or using mobile phone or any electronic equipment or device or any other equipment capable of being used as a communication device like voice assistance during the examination, or

(xiii)    violating any of the instructions issued to candidates along with their Admission Certificates permitting them to take the examination, or

(xiv)    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:

    1.    to be disqualified by the Board from the examination for which he/she is a candidate and/or

    2.    to be debarred either permanently or for a specified period (i) by the Board from any examination or 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.

**13. LAST DATE OF RECEIPT OF APPLICATIONS**: The Online Applications can be filled up to **January 20, 2020 till 06:00 PM.**

### 14. GENERAL INSTRUCTIONS:

(a)  **Correspondence with the Board**: The Board will not enter into any correspondence with the candidates about their candidature except in the following cases:
**The eligible candidates shall be issued an Admit Card two weeks before the commencement of the examination. The Admit Card will be made available on the Bank's website www.rbi.org.in for downloading by candidates. No Admit Card will be sent by post. If a candidate does not receive his e-Admit Card or any other communication regarding his/her candidature for the examination two weeks before the commencement of the examination, he/she should at once contact the help facility as mentioned above.**

(b)  No candidate will ordinarily be allowed to take the examination unless he/she holds an Admit Card for the examination. On downloading of e- Admit Card, check it carefully and bring discrepancies/errors, if any, to the notice of Board immediately.

(c)  PROOF OF IDENTITY TO BE SUBMITTED AT THE TIME OF EXAMINATIONS: At the time of appearing for the examination, candidates are required to produce a currently valid photo identity card, in original, and a photocopy of the same in addition to the Admit Card. Acceptable photo identity cards are PAN Card/ Passport/ Driving Licence/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer on official letterhead/ Photo identity proof issued by a People's Representative on official letterhead/ valid recent Identity Card issued by a recognised college / University/ e-Aadhar card / Aadhar card with a photograph/ Employee ID/ Bar Council Identity card with photograph. The candidate's identity will be verified with respect to his/her details on the Admit Card /Examination Call Letter, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination.

**Note: Candidates have to produce in original the photo identity proof and submit a photocopy of the photo identity proof along with Admit Card/ Examination Call Letter while attending each shift of the examination without which they will not be allowed to take up the examination. Candidates will have to carry two/three photocopies of photo ID proof, as there will be two/three shifts. Candidates must note that the name (provided during the process of registration) as appearing on the call letters should exactly match the name as appearing on the photo identity proof, certificates, mark-sheets. Female candidates who have changed first/last/middle name post marriage must take special note of this. In case of candidates who have changed their name, will be allowed only if they produce - original Gazette Notification/their original marriage certificate/affidavit in original, together with a photocopy. If there is any mismatch between the name indicated in the Admit Card/ Examination Call Letter and Photo Identity Proof, the candidate will not be allowed to appear for the examination.**

(d)  The Board would be analyzing the responses of all appeared candidates to detect abnormal similarity of responses. On the basis of such an analysis, if it is found that the responses have been shared and scores obtained are not genuine/ valid, the Board reserves the right to cancel his/her candidature.

(e)  Board does not assume any responsibility for the candidates not being able to submit their applications within the last date or on account of any other reason beyond the control of the Board.

(f)  The candidates should note that their admission to the examination will be purely provisional based on the information given by them in the Application Form. This will be subject to verification

of all the eligibility conditions by the Board / Bank. The mere fact that an Admit Card has been issued to a candidate, will not imply that his/her candidature has been finally cleared by the Board or that entries made by the candidate in his/her application for the Preliminary examination have been accepted by the Board as true and correct. Candidates may note that the Board takes up the verification of eligibility conditions of a candidate, with reference to original documents, only after the candidate has qualified for the interview. Unless candidature is formally confirmed by the Board, it continues to be provisional. The decision of the Board as to the eligibility or otherwise of a candidate for admission to the Examination shall be final.

(g)    Candidates should note that the name in the Admit card in some cases, may be abbreviated due to technical reasons.

(h)    The possibility for occurrence of some problems in the administration of the examinations cannot be ruled out completely, which may impact test delivery and/ or result from being generated. In that event, every effort will be made to rectify such problem, which may include movement of candidates, delay in test. Conduct of a re-exam is at the absolute discretion of Board/test conducting body. Candidates will not have any claim for a re-test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.

(i)    Candidates are advised to keep their e-mail ID/mobile number alive for receiving advices viz. Admit Card/Interview letters, etc.  Candidates may check e-mails/SMS regularly. The Board does not send any communication through any other mode.

(j)    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 Online within the closing date. Their status as staff candidate will be verified at the time of interview.

(k)    The Board does not furnish the mark-sheet to candidates. Marks obtained in Examination and Interview will be made available on the Bank's web-site in an interactive mode only after declaration of the final result.

(l)    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.

(m)    In all matters regarding eligibility, conduct of examinations, interviews, assessment, prescribing minimum qualifying standards in both the Examination and 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.

(n)    The eligibility for availing reservation against the vacancies reserved for the persons with Benchmark disabilities shall be the same as prescribed in "Rights of Persons with Disabilities (RPWD) Act 2016" Provided further that the persons with Benchmark disabilities shall also be required to meet special eligibility criteria in terms of physical requirements/functional classification (abilities/disabilities) consistent with requirements prescribed.

(o)    A candidate will be eligible to get the benefit of community reservation only in case the particular caste to which the candidates belong is included in the list of reserved communities issued by the Central Government. If a candidate indicates in his/her application form that he/she belongs to General category but subsequently writes to the Board to change his/her category to a reserved one, such request shall not be entertained by the Board. Similar principle will be followed for PwBD categories also. In case of a candidate unfortunately becoming physically disabled during the course of the examination process, the candidate should produce valid document showing him/her acquiring a disability to the extent of 40% or more as defined under RPWD Act, 2016 to enable him/her to get the benefits of PwBD reservation.

(p)　　Candidates seeking reservation/ relaxation benefits available for SC/ST/OBC/PwBD/Ex-servicemen must ensure that they are entitled to such reservation/ relaxation as per eligibility prescribed. **They should also be in possession of all the requisite certificates in the prescribed format in support of their claim as stipulated for such benefits and these certificates should be dated earlier than the due date (closing date) of the application**.

(q)　　Please note that corrigendum, if any, issued on the above advertisement, will be published only on the Bank's website www.rbi.org.in.

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

**Appendix-I**

## <u>HOW TO APPLY ON-LINE</u>

Candidates must apply only online through the Bank's website i.e. **www.rbi.org.in** from **December 30, 2019 to January 20, 2020**. No other means/mode of applications will be accepted.

### (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 hand written declaration (on a white paper with black ink) (text given below) **as detailed under <u>guidelines for scanning the photograph and signature</u> 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 hand-written 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 above-mentioned hand-written declaration has to be in the candidate's hand writing 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-hand thumb impression below the typed declaration and upload the document as per specifications.**)

(vi)    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.

(vii)    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 December 1, 2019 are first required to visit the URL "Recruitment for the post of Non-CSG-2018/2019" on Bank's website i.e. 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 hand-written 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 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. 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 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) 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 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 **January 30, 2020.**

## (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.

Photograph Image: (4.5cm × 3.5cm)
- Photograph must be a recent passport style 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.

Signature, left thumb impression and hand-written declaration Image:
- The applicant has to sign on white paper with Black Ink pen.
- The applicant has to put his left thumb impression 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 hand-written declaration should be of the applicant and not by any other person.
- The signature will be used to put on the Call Letter and wherever necessary.

- If the Applicant's signature on the attendance sheet or Call letter, 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.
- For hand written declaration size of file should be 20kb – 50 kb
- Ensure that the size of the scanned image is not more than 20kb or 50 kb (for hand written declaration)
- Signature / Hand written 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 Color to True Color
- File Size as specified above
- Crop the image in the scanner to the edge of the photograph/signature/ left thumb impression / hand written 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/MSOffice can easily obtain documents in .jpeg format not exceeding 50kb (photograph and hand-written declaration) & 20kb (signature and left thumb impression) by using MS Paint or MSOffice 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 hand written declaration) & 20 kb (signature and 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 hand-written declaration.

Procedure for Uploading the documents

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

Note:

**(1)** In case the face in the photograph or signature or left thumb impression or the hand-written declaration is unclear / smudged the candidate's application may be rejected.

**(2)** After uploading the Photograph / signature / left thumb impression / hand written 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 hand-written declaration is not prominently visible, the candidate may edit his/ her application and re-upload 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 forms.

**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

**Appendix-II A**

## (A) Legal Officer in Grade 'B'

### Syllabus for Paper I / II

Paper I - General Knowledge of Law (Objective and Descriptive Type): (i) Constitutional Law (ii) Administrative Law (iii) Principles of Statutory Interpretation (iv) Law of Evidence (v) Contract Act, 1872 (vi) Transfer of Property Act,1882 (vii) Negotiable Instruments Act, 1881 (viii) Registration Act, 1908 (ix) Code of Civil Procedure, 1908 (x) Legal Drafting, etc. The above syllabus is only indicative and not exhaustive.

Paper II - (English): Essay, Precis writing, Comprehension and Business/Office Correspondence.

**Appendix-II B**

## (B)  ASSISTANT MANAGER (PROTOCOL & SECURITY) IN GR 'A'

### Syllabus for the examination:

1.      Security - Basic Practices and Principles
      (a)        Definitions, Concepts, Inter-relations (Inclusive of but not exhaustive)
      (i)        Security & Safety
      (ii)        Physical Security, Information Security, IT Security, Broad Overlapping Area s
      (iii)        Incident, Emergency, Crisis, Disaster
      (iv)        Asset (& Liability), Risk, Threat, Vulnerability
      (v)        Asset Protection, Loss Prevention
      (vi)        Gaps & Countermeasure
      (vii)        Loss/Risk Event, Criticality (Impact) and Probability (Frequency), Occurrence Possibility, Loss Potential
      (viii)        Other security related terms and concepts

      (b)        Basic Security Management Principles & Approach
      (i)        Defensive
      (ii)        Covert & Unobtrusive
      (iii)        Overt and Loud
      (iv)        Reactive
      (v)        Pro-active
      (vi)        Best Practices
      (c)        Reputed Industrial & Physical Security Institutions, Bodies, Organisations & Associations
      (i)        India
      (ii)        International

2.      Security Management: Components & Concepts
   (a)      Assessment and Planning
   (b)      Security Survey & Audit
   (c)      Resource Planning and Management
   (d)      Man Management - Manpower Planning, Deployment, Utilisation
   (e)      Perimeter Protection / fortification
   (f)      Asset hardening / protection
   (g)      Access Control
   (h)      Surveillance & Monitoring- Methods and approaches
   (i)      Alarms and Response Mechanism - SOPs, Drills, Rehearsals & tests
   (j)      Layered Defence, Multi-Level Protection
   (k)      5/6-D (Approach) Principle
   (l)      Illumination and Security Lighting
   (m)      Security Hardware (Gadgets and Tangible Aids)
   (n)      Security Software (SOPs, Procedures, Practices etc.)
   (o)      Training
   (p)      Integration - man & machine, gadget & gadget
   (q)      Maintenance and upkeep of systems and gadgets
   (r)      Risk Management
   (s)      Budgeting, ROI, Allocation of Resources, Output
   (t)      MIS - Reports, Returns, Records for information, analyses, planning, change etc.
   (u)      Supervision, Command & Control - Checks, controls and tools
3.      Risk Assessment: Components & Concepts
   (a)      Asset Profiling
   (b)      Threat Analysis
   (c)      Vulnerability Assessment
   (d)      Possible I Potential Loss Event Profiling
   (e)      Criticality and Probability - for profiled potential/possible Loss Events
   (f)      Risk Matrix and priority I classification
   (g)      Gap  Determination
   (h)      Gap Closure - Countermeasure
      (i)      Determination of Options
      (ii)      Selection on the basis of requirements/resources
      (iii)      Procurement & Deployment
      (iv)      Commissioning & Maintenance
      (v)      Principle of Leverage
   (i)      Risk Management- Basic Principle & stepwise (Identify, Analyze, Evaluate, Treat, Monitor/ Review)
         Risk Management Process. Types of risk treatment methods. Combinations of methods. Examples.
      (i)      Avoidance
      (ii)      Mitigation
      (iii)      Reduction
      (iv)      Spreading
      (v)      Transfer / Sharing
      (vi)      Acceptance
4.      Security Hardware: Security Gadgets and their utility as control measures, their types and ratings, inter gadget integration of microprocessor based gadgets, false alarm ratio, analogy of very high accuracy gadgets versus high/medium accuracy gadgets, available options based on mathematical probability etc.
   (a)      X-Ray Baggage Scanning Systems
   (b)      Door Frame Metal Detectors
   (c)      Hand Held Metal Detectors
   (d)      Under Vehicle Scanning Systems

(e)      Under Carriage Inspection Mirrors
(f)      Security Emergency (Burglar) Alarms (Analogue and Digital)
(g)      Fire Safety gadgets, equipment and systems
      (i)     Fire Extinguishers - All types and uses
      (ii)    Water Storage Reservoirs (Underground/Overhead)
      (iii)   Fire Pump Systems & Hydrant Systems
      (iv)   Internal/External Hydrants (Hose Reel and Hose Pipe)
      (v)    Fire Sprinkler System
      (vi)    Wet Riser System
      (vii)   Fire and Smoke Detection and Alarm System
      (viii) Miscellaneous Fire Fighting Equipment
(h)      Public Address System
(i)      Mobile Sentry Posts
(j)      Watch Towers
(k)      Communication Systems (EPABX Exchange, Booster Station, Base Stations, Radio, Intercoms, Landlines, Cellular, PA, Hotlines)
(l)      Hotlines and Auto Diallers
(m)      Walkie-Talkie Radio sets
(n)      Long Range Dragon Lights
(o)      Explosive Vapour Detectors
(p)      Motorised Gate - sliding, swivel, revolving, turnstiles
(q)      Motorised Electronic Boom Barriers
(r)      Motorised Electronic Bollards
(s)      Motorised Tyre Busters
(t)      Portable Security Cabins
(u)      Bullet Proof Glasses, Shatter Proof Glasses, other glazing options
(v)      Bullet Proof Gear- Jackets and Helmets
(w)      Sniffer Dogs with Handlers
(x)      Outsourced Security Guard Force
(y)      Own/Proprietary Guard Force
(z)      State/police/Armed Guard Force
(aa)     Basic Knowledge of Small Arms and Automatic Weapons -Range, utility, coverage and deployment

5.    Security Software:
(a)      Policy Documents, Manuals & Handbooks, SOPs
(b)      Incident, Emergency, Crisis, Disaster Management I Response - Guidelines and Practices
(c)      Known and Practised Drills & Rehearsals, OJT
(d)      Ingenious methods / techniques of security operations in case of failure of specific gadgets or unavailability of resources or absence of any specified guideline
(e)      Absorbed training put to operation / practised by trained manpower
(f)      Security Conscious Work Culture adopted by Sensitized Workforce
(g)      Workforce knowledge to manage/respond to security situations

6.    Training:
     Management, supervision, monitoring, gadget / system operation, Basic First Responder, SOPs, Detailed Guidelines up to key role players and concerned individuals, Established Practices, Security oriented sensitization, incident / crisis / emergency / disaster response & management
(a)      Own Security Staff & Own General staff
(b)      Outsourced Security Staff & Outsourced miscellaneous staff
(c)      Incident / Emergency / Crisis Response Teams
(d)      Disaster Management / Response Teams
(e)      Own Training Institutions

  (f)   External Training Institutions
  (g)   Arranged Workshops (External and/or Internal Faculty)
  (h)   OJT
  (i)   Surprise Drills / Tests - Feedback & Follow-up

7.  Fire Safety - Prevention, Firefighting, Response & Management
  (a)   Fire - Basic Concepts
  (b)   Fire Triangle
  (c)   Types and classification
  (d)   Methods to break the fire triangle
  (e)   Types of Fire Extinguishers and their opera ting procedures
  (f)   Response Plan to fire situations, SOPs, Guidelines
  (g)   Basic DOs and DONTs
  (h)   Guidelines Prevention for Preventive Measures
  (i)   Guidelines for Fire Fighting / Response Preparations to be in place
  (j)   Statutory, IS and NBC Standards & Guidelines

8.  CCTV - Basic General & Operational Knowledge
  (a)   Analogue and digital systems
  (b)   IP based systems
  (c)   Types of cameras
  (d)   Types of storage mechanisms
  (e)   Monitoring & surveillance,
  (f)   Recording and retrieval of footage
  (g)   Back-up and mirroring of data
  (h)   Onsite I off-site storage
  (i)   Placement of cameras
  (j)   Optimal coverage
  (k)   Records to be maintained
  (l)   Legal Aspects
  (m)   Video Analytics and its utility
  (n)   Futuristic trends
  (o)   Related IT / IS guidelines on the subject

9.  Manpower
  (a)   Selection and recruitment
  (b)   Background screening / antecedent verification for own staff as well as outsourced staff
  (c)   Fidelity Agreements / Bonds / Undertakings / Guarantees with or from outsourced manpower/service suppliers
  (d)   Planning and deployment
  (e)   Deployment, rotation, leave and leave reserves
  (f )   OJT
  (g)   Specific Training
  (h)   Records to be maintained
  (i)   Handing/taking over
  (j)   Command and control aspects
  (k)   Legal Aspects
  (l)   Man Management - General Administration / Discipline / Motivation / Leadership / Efficiency/Supervision / Command, Control & Guidance
  (m)   Related Statutory/General Guidelines on the subject

10.  Sniffers and K9
  (a)   Basic concepts regarding the usefulness of dogs
  (b)   Utility and deployment
  (c)   Generally Talented breeds

(d)  Sniffing procedures
(e)  Handling and maintenance
(f)  Merits and demerits
(g)  Medical Issues
(h)  Legal Aspects
(i)  Training and Certification
11. Executive Protection
(a)  Basic Principles
(b)  DOS and DONTs
(c)  Precautions
(d)  Own Resources / Expertise
(e)  Outsourcing Expertise
(f)  Challenges and solutions
12. Disaster Management and BCP
(a)  National Policy related to DM
(b)  DM authority and basic organogram for the state/city
(c)  Local DMP and response/management plan
(d)  Integration of own plans with plans of the state/national authorities
(e)  Local Mutual Aid Agreements
(f)  Training of staff, sensitization about DMP and its extreme importance
(g)  DOs and DONTs
13. Information Security
(a)  Basic Concepts and Principles
(b)  Understanding and sharing the importance of Information Security
(c)  Preventive Measures
(d)  Precautions and cross check methods
(e)  Physical Security vis a vis Information Security
(f)  Overlapping Areas and demarcation of roles
(g)  Knowledge of methods / gadgets in use, countermeasures to discover and neutralise them
(h)  Concept of Espionage, Infiltration, Opponent's Reece and observation, Social Engineering
(i)  Concepts & methods of denying information, both verbal and non-verbal.
(j)  DOs & DONTs
(k)  Legal Aspects, Statutory Guidelines / Instructions
14. IT Security
(a)  IT Security - Basic Idea of general set-up with emphasis on physical security aspects
(b)  Clarity of physical security's role towards assisting with overall IT Security
(c)  Authorised Physical Access Control Measures
(d)  Demarcation of roles and responsibilities
(e)  Checks on inward and outward movement of men & material
(f)  Consistent knowledge of latest trends that could be adopted by perpetrators using physical security loop holes in terms of lack of knowledge & understanding of the overlapping areas of IT/Physical Security
(g)  Clarity between Information Security and IT Security and their overlapping areas with Physical Security.
15. Organisational Relationship Management & targeted security management oriented Liaison
(a)  Basic concepts, principles and ethics
(b)  Clarity of Roles and Responsibilities
(c)  Understanding organisational objectives, aims and interests
(d)  Organisational Image as an Asset, its protection from reputational risk / loss / threat
(e)  DOs & DONTs

    (f)        Mandate from the management regarding maintaining relationships with external agencies and its limits

    (g)        Knowledge of local army, police, fire services, paramilitary set-up

    (h)        Knowledge of concerned bureaucratic set-up (Home, Disaster Management, Banking/Finance etc.)

    (i)        Integrity & Sincerity - Keys to maintaining & managing respectful and healthy relationships

16.    Administration

    (a)        Basic Concepts and Principles

    (b)        General Office Management / Administration

    (c)        Man Management

    (d)        Discipline

    (e)        Deployment, Duties and Leave

    (f)        Code of ethics

    (g)        Motivation and management of morale

    (h)        General Welfare

    (i)        Supervision, command & control - checks and controls