

Recruitment to the post of Officers in Gr 'B' (General)-DR

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	Free Training for OBC Candidates
	Corrigendum as August 4, 2014 to Advertisement

1. [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.

Post	Number of Vacancies				
	Unreserved i.e., General (GENUR)	Scheduled Castes (SC)	Scheduled Tribes (ST)	Other Backward Classes (OBC)#	TOTAL
Officers in Grade 'B' (General) – Direct Recruitment - (DR)	58	15	08	36@	117*

@ Including one backlog vacancy.

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)'.

* Out of 117 vacancies mentioned above, 4 vacancies are reserved for candidates belonging to Persons with Disability (PWD) category - one vacancy each for Orthopaedically Handicapped (OH), Hearing Impaired (HI) and two vacancies for Visually Handicapped (VH). Persons with Disability may belong to any category - GEN/SC/ST/OBC.

Note for PWD candidates:

(1) The degree of disability should be (i) Minimum 40% in case of Orthopaedically Handicapped persons, (ii) Minimum 40% in case of Hearing Impaired- sense of hearing is non-functional for ordinary purposes of life; do not hear, understand sounds at all even with amplified speech; hearing loss more than 60 decibels in the better ear (profound impairment) or total loss of hearing in both ears, and (iii) For Visually Handicapped candidate either of the following conditions should be fulfilled:

- Total absence of sight.
- With visual acuity not exceeding 6/60 or 20/200 (Snellen) in the better eye with correcting lenses.
- With limitation of the field of vision subtending an angle of 20 degrees or worse.

(2) PWD candidates should possess a latest certificate to this effect issued by an authorized Government of India/ State Government Department/ Hospital.

(3) Within the overall notified total vacancies, PWD candidates belonging to any of the three categories of disability will be considered for selection, subject to their suitability, over and above the vacancies, notified for PWD in this advertisement, in order to clear the backlog of PWD vacancies.

(4) PWD candidates may belong to any category (i.e. General/SC/ST/OBC). Reservation for PWD is horizontal and within the overall vacancies for the post.

(5) Only following categories of PWD are eligible to apply for this post:

- OH candidates: OA - One arm affected (Right or Left); BL - Both legs affected but not arms; OL - One leg affected (Right or Left).
- HI candidates: PD - Partially Deaf; D - Deaf
- VH candidates: B - Blind including colour blind; LV- Low Vision

(6) At the time of online and written examination, only those PWD candidates who have physical limitation in writing, including that of speed would be allowed the facility to use the service of a scribe. In all such cases where a scribe/writer is used, the following rules will apply:

- The candidate will have to arrange his/her own scribe/writer.
- The candidate will have to give a suitable undertaking, in the prescribed format at the time of online and written examination.
- Only those candidates who use a scribe/writer shall be eligible for compensatory time of 20 minutes and/or part thereof for every hour of the examination.

(7) Detailed instructions for PWD candidates regarding availing services of scribe and allotment of extra time will be made available at the time of uploading of Admission Letters.

Before applying, candidates should ensure that they fulfill the eligibility criteria for the post. The Reserve Bank of India Services Board, hereinafter referred to as 'Board', would admit to the Examinations all the candidates applying for this post with the requisite fee/intimation charges (wherever applicable) on the basis of the information furnished in the ON-LINE 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 ON-LINE 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.

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.

Helpline: In case of any problem in filling up the form, payment of fee/intimation charges or receipt of Admission/call letter, queries may be made at toll free helpline telephone no. 1800 22 23 66 (between 09:30 AM to 06:00 PM on working days) or ibps@ibps.in. Don't forget to mention 'RBI Officer-Gr-B-(General)-DR' in the subject of the email.

IMPORTANT DATES:

Website Link Open- For On-Line Registration of Applications	03/06/2014 to 23/06/2014
Payment of Fees /Intimation Charges- ON LINE	03/06/2014 to 23/06/2014
Payment of Fees/Intimation Charges at Bank Branches (Off-Line)	05/06/2014 to 26/06/2014

2. ELIGIBILITY CRITERIA:

(a) **Age (as on 01/06/2014):** Between 21 and 30 years (candidates must have been born not earlier than 02/06/1984 and not later than 01/06/1993). For candidates possessing M.Phil. and Ph.D. qualification, upper age limit will be 31 and 33 years respectively. For candidates having experience as an officer in Commercial Bank/Financial Institution in Public Sector as also prior experience in Reserve Bank of India, upper age limit is relaxed to the extent of number of years of such experience subject to a maximum of three years. For such candidates, upper age limit should not exceed 33 years including experience. For experience, probationary period will not be reckoned. Refer item 5 below for relaxation in upper age limit for specified categories.

(b) **Educational Qualifications (as on 01/06/2014):** i) A First Class Bachelor's Degree with a minimum of 60% marks or an equivalent grade, in aggregate of all semesters / years ; [QR ii](#)) A Second Class Master's Degree with minimum of 55% marks or an equivalent grade, in aggregate of all semesters / years; [QR iii](#)) A Doctorate Degree; with minimum of 50% marks or an equivalent grade, in aggregate of all semesters / years in Master's Degree; [QR iv](#)) Chartered/Cost Accountant/Company Secretary (ACS) with a Bachelor's Degree; [QR v](#)) A Post Graduate Diploma in Management / MBA qualification from institutions recognized by Government of India / University Grants Commission, with Graduation / Bachelor's Degree.

NOTE: (1) SC/ST/PWD candidates having second class with a minimum of 50% marks or an equivalent grade, in aggregate of all semesters / years in Bachelor's Degree examination: [QR](#) having a Post-graduate Degree or equivalent recognized qualification, are eligible to apply.

(2) Some Universities/Institutes do not award Class or percentage of marks and allot Aggregate Grade Points (e.g. CGPA/OGPA/CPI, etc.). In case University/Institute defines criteria for conversion of Aggregate Grade Point into Class and/or percentage of marks, the same will be accepted. However, where the University/ Institute does not define criteria for conversion of Aggregate Grade Point into Class and/or percentage of marks, or not stating class in the degree certificates, the undefined parameter(s) would be worked out as under:

Equivalent CGPA/OGPA/CPI or similar terminologies allotted on a 10 point scale	Class / Division	Aggregate Percentage of Marks
6.75	I (First)	60%
6.25	II (Second)	55%
5.75	II (Second)	50%

- (3) Aggregate Grade Point or percentage of marks where awarded would mean aggregate over the entire duration of the course.
- (4) 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 (2) above.
- (c) **Scheme of Selection:** Selection will be through Examinations and Interview. Examinations will be held in **two phases [Phase-I ON-LINE Examination (Objective Type) and Phase-II Written Examination (Descriptive type)]** as under:
- (i) **Phase-I ON-LINE Examination (Objective Type):** This Paper for 200 marks will be held on August 2/3/9/10, 2014. Depending on the number of candidates, the examination may be held on some other days also. A candidate, however, has to appear for examination on only one day. The date & venue on which a candidate has to appear for examination will be specified in the Admission Letter (AL) to be downloaded by the candidate. The 'corrected-scores' obtained by each of the candidates in different sessions (if held) will be normalized using equipercentile method. The Paper consists tests of i) General Awareness ii) English Language iii) Quantitative Aptitude and iv) Reasoning, with composite time of 130 minutes. Other detailed information regarding the examination will be given in an Information Handout, which will be made available for the candidates to download along with the Admission letter for examination from the RBI website.
- Candidates have to secure minimum marks separately for each test as well as aggregate, as prescribed by the Board. Candidates, who secure minimum marks separately for each Test, as prescribed, will be shortlisted for Phase-II of the Examination based on the aggregate marks obtained in the Objective Test. The minimum aggregate cut off marks for being shortlisted for Phase-II of the Examination will be decided by the Board in relation to the number of vacancies. Roll No. of the candidates shortlisted in Phase-I of the On Line Examination ('OE') will be published on RBI website and a brief notice thereof in leading newspapers in August/ September 2014.
- (ii) **Phase-II Written Examination (Descriptive Type):** The Phase-II Written Examination (WE) will be conducted in September/ October 2014 (tentative) only for those candidates who are shortlisted for the same. The date and time-table will be intimated to the candidates concerned at the appropriate time. The Examination will consist of three Descriptive Type papers – (i) **Paper I – English** (ii) **Paper II – Economic and Social Issues** and (iii) **Paper III – Finance and Management**. Each of these papers is of 3 hours duration carrying 100 marks.
- NOTE:** Phase-I (except the test of English) and Papers II and III of Phase-II will be set bilingually in Hindi and English. Phase-I will be ONLINE (Objective Type) and only marking the correct choice is required. However, Papers II and III of Phase-II can be answered either **wholly** in Hindi or in English at the candidate's option.

Syllabus (Phase-II):

- (i) **Paper I – English:** Essay, Précis writing, Comprehension and Business/Office Correspondence.
- (ii) **Paper II – Economic and Social Issues:** Growth and Development – Measurement of growth: National Income and per capita income – Poverty Alleviation and Employment Generation in India – Sustainable Development and Environmental issues. Economic Reforms in India – Industrial and Labour Policy – Monetary and Fiscal Policy – Privatisation – Role of Economic Planning. Globalization – Opening up of the Indian Economy – Balance of Payments, Export-Import Policy – International Economic Institutions – IMF and World Bank – WTO – Regional Economic Co-operation. Social Structure in India – Multiculturalism – Demographic Trends – Urbanisation and Migration – Gender Issues – Social Justice : Positive Discrimination in favour of the under privileged – Social Movements – Indian Political System – Human Development – Social Sectors in India, Health and Education.
- (iii) **Paper III – Finance and Management:**
- Finance :** The Union Budget – Direct and Indirect taxes; Non-tax sources of revenue; Outlays; New Measures; Financial Sector Reforms; Capital Market, Money Market and Foreign Exchange Market; Stock Exchanges and their Regulation; Capital Market Intermediaries and their Regulation; Role of SEBI; Functions of the Money Market; Growth and Operation of the Money Market; The Foreign Exchange Market; From FERA to FEMA; Exchange Rate Management, Exchange Risk Management; Role of Banks and Financial Institutions in Economic Development; Regulation of Banks and Financial Institutions; Disinvestment in Public Sector Units.
- Management:** Management: its nature and scope; The Management Processes; Planning, Organisation, Staffing, Directing and Controlling; The Role of a Manager in an Organisation. Leadership: The Tasks of a Leader; Leadership Styles; Leadership Theories; A successful Leader versus an effective Leader. Human Resource Development: Concept of HRD; Goals of HRD; Performance Appraisal – Potential appraisal and development – Feedback and Performance Counseling – Career Planning – Training and Development – Rewards – Employee Welfare, Motivation, Morale and Incentives: Theories of Motivation; How Managers Motivate; Concept of Morale; Factors determining morale; Role of Incentives in Building up Morale. Communication: Steps in the Communication Process; Communication Channels; Oral versus Written Communication; Verbal versus non-verbal Communication; upward, downward and lateral communication; Barriers to Communication. Role of Information Technology. Corporate Governance: Factors affecting Corporate Governance; Mechanisms of Corporate Governance.
- NOTE:** (1) The above syllabus is only indicative and not exhaustive. Keeping in view that candidates from different faculty backgrounds apply for the post, the questions in Papers II and III will be basic in nature.

(2) **Previous Question Papers of Descriptive Examination are available on www.rbi.org.in**

- (iii) **Interview:** Candidates will be short-listed for interview based on the aggregate marks obtained **only in Phase II – Papers I, II and III**. The minimum cut off marks for being short-listed for interview will be decided by the Board in relation to the number of vacancies. Candidates may opt for Interview either in Hindi or English. Final selection will be based on the performance of the candidate in Phase-II of the Examination and Interview taken together.
- (d) **Number of attempts:** Candidates belonging to unreserved i.e General Category, who had already appeared four times for 'WE' for this post in the past, are not eligible to apply. No such restriction applies to candidates belonging to SC/ST/OBC/PWD, if the posts are reserved for them.
- e) **Pre-examination training for SC/ST/PWD candidates:** The Bank arranges free of cost pre-examination training for Phases I and II of the examination for SC/ST/PWD candidates, at some of the centres where the Bank has its offices. Candidates who desire to avail of the training may apply **separately** to the Regional Director/General Manager, Reserve Bank of India at any one of the centres marked (**) below, whichever is convenient to them in the format furnished below on or before June 23, 2014. **Candidates should not send their application for training to the Reserve Bank of India Services Board's Office (Board) as the Board will not entertain such applications.**

FORM OF APPLICATION FOR TRAINING

The Regional Director/General Manager
Reserve Bank of India
Human Resource Management Department
**-----
Place:
Date:

Dear Sir

Pre-examination training – Officers in Gr-'B' (General) -(DR)

I have applied to the Reserve Bank of India Services Board (RBISB) for the post of Officer in Gr-'B' (General) (DR). Please register my name for training in English/Hindi# medium. I enclose an attested copy of the Caste/Physically Handicapped Certificate. I note that I will have to make my own arrangements for stay and meet all my expenses. I also note that undergoing the training will not confer on me any right to be called for the Examination or for recruitment in the Bank's service.

Yours faithfully

(Signature)

Name and Address, Provisional Registration No. /Receipt No. -----

Encl.: Attested copy of the Caste/Physically Handicapped Certificate.

Delete inapplicable.

(Note: Training in Hindi will be held only if sufficient numbers of candidates are registered)

**Addresses of the Centre: One Centre to be chosen from the list given below:

Ashram Road, Ahmedabad-380014; 10/3/08, Nirupatunga Road, Bangalore-560001; Hoshangabad Road, Bhopal-462011; Pt. Jawaharlal Nehru Marg, Bhubaneswar-751001; Central Vista, Opp. Telephone Bhawan, Sector 17, Chandigarh-160017; 16, Fort Glasis, Rajaji Salai, Chennai-600001; Station Road, Panbazar, Guwahati-781001; 6-1-56, Secretariat Road, Saifabad, Hyderabad-500004; Rambagh Circle, Tonk Road, Jaipur-302004; Rail Head Complex, Jammu-180012; M.G. Road, Kanpur-208001; Ernakulam North, Kochi-682018; 15, Netaji Subhash Road, Kolkata-700001; 8-9, Vipin Khand, Gomti Nagar, Lucknow-226010; Plot No.3, Sector 10, H.H. Nirmaladevi Marg, CBD Belapur, Navi Mumbai-400614; Main Office Building, Dr.Raghavendra Rao Road, Civil Lines, Nagpur-440001; 6, Sansad Marg, New Delhi-110001, 7th Floor, Gera Imperium-II, Patto, Panaji, Goa-403001, South Gandhi Maidan, Patna-800001; College of Agricultural Banking, Reserve Bank of India, University Road, Pune-411016; Bakery Junction, Thiruvananthapuram-695033.

3. EXAMINATION CENTRES:

(i) The ON-LINE Examination for Phase-I will be held at the following Centres.

State /UT	Centre
Andaman & Nicobar	Port Blair
Andhra Pradesh	Guntur, Narasaraopet, Hyderabad, Rangareddy-Kodada, Karimnagar, Warangal, Rajahmundry, Kakinada, Tirupati, Chittoor, Vijaywada, Kanchikacherla, Gudlavalleru, Eluru, Vishakhapatnam, Vizianagaram
Arunachal Pradesh	Itanagar
Assam	Dibrugarh, Guwahati, Jorhat, Silchar
Bihar	Bhagalpur, Muzaffarpur, Patna
Chandigarh	Chandigarh
Chattisgarh	Raipur, Bhilai
Daman & Diu	Jamnagar
Goa	Panaji, Varna
Gujarat	Ahmedabad, Gandhi Nagar, Bhavnagar, Jamnagar, Rajkot, Surat, Vadodara
Haryana	Hissar, Karnal, Rohtak
Himachal Pradesh	Dharamsala, Shimla
Jammu & Kashmir	Jammu
Jharkhand	Bokaro, Dhanbad, Jamshedpur, Ranchi
Karnataka	Belgaum, Bagalkot, Bengaluru, Chikaballapur, Kolar, Tumkur, Gulbarga, Bidar, Hubli, Dharwad, Haliyal, Gadag, Mangalore, Mysore, Mandya, Udipi
Kerala	Kannur, Kasargod, Kochi, Alappuzha, Kottayam, Pathanamthitta, Kozhikode, Malappuram, Thrirur, Palakkad, Thiruvananthapuram, Kollam, Nagarcoil
Lakshwadeep	Kavaratti
Madhya Pradesh	Bhopal, Gwalior , Indore, Jabalpur
Maharashtra	Aurangabad, Kolhapur, Mumbai, Navi Mumbai, Thane, Nagpur, Nasik, Pune, Solapur

Manipur	Imphal
Meghalaya	Shillong
Mizoram	Aizawl
Nagaland	Kohima
New Delhi	Delhi –NCR
Orissa	Balasore, Berhampur (Ganjam), Bhubaneshwar, Cuttack, Sambalpur
Puducherry	Puducherry, Cuddalore, Villupuram
Punjab	Amritsar, Bhatinda, Jalandhar, Ludhiana, Mohali, Patiala
Rajasthan	Ajmer, Jaipur, Jodhpur, Kota, Udaipur
Sikkim	Gangtok
Tamilnadu	Chennai, Vellore, Coimbatore, Erode, Thirupur, Madurai, Virudhunagar, Dindigul, Salem, Namakkal, Thiruchirappalli, Perambalur, Pudukottai, Thanjavur, Tirunelveli, Kanyakumari, Tuticorin
Tripura	Agartala
Uttar Pradesh	Agra, Allahabad, Bareilly, Gorakhpur, Kanpur, Lucknow, Meerut, Varanasi
Uttarakhand	Dehradun, Haldwani
West Bengal	Berhampore (WB), Durgapur, Kolkata, Greater Kolkata, Howrah, Hooghly, Kalyani, Siliguri

Note: (i) Board, however, reserves the right to cancel any of the Examination Centres and/or add some other Centres, depending upon the response, administrative feasibility, etc.

(ii) As far as possible candidates will be allotted to a centre of his/her choice. However, Board also reserves the right to allot any centre to the candidate other than the one he/she has opted for.

(iii) Candidate will appear for the examination at an Examination Centre at his/her own risks and expenses and Board will not be responsible for any injury or losses etc. of any nature.

(iv) **No request for change of centre for Examination shall be entertained.**

(II) ‘The Descriptive WE’ for Phase–II will be held at the following Centres (Code Numbers indicated in the brackets):

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

Candidates can select only one centre for Phase-I and one centre for Phase–II separately and must indicate the choice of centres in the application. Choice of centre by candidates for Phase-I & Phase-II Examinations can be different and must be indicated in the On-line application. Centre and dates of Examinations are liable to be changed at the Board’s discretion. In the event of cancellation of Examinations at any centre, the Board may at its discretion allot an alternative centre to the candidates concerned. Admission Letters (AL) for the On-line Examination (‘OE’) for Phase-I only should be downloaded by the candidates from the link provided in the Bank’s website i.e. www.rbi.org.in. Candidates will not be admitted to the ‘OE’ without the AL.

4. APPLICATION FEE AND INTIMATION CHARGES: (Non Refundable)

Sr. No.	Category	Charges	Amount *
1.	SC/ST/PWD	Intimation Charges only	Rs.100/-
2.	GEN / OBC	App. Fee including intimation charges	Rs.850/-
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 their 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. Fees are required to be paid **only** in the manner prescribed in this advertisement (Item 8 below).

5. RELAXATION IN THE UPPER AGE LIMIT:

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 Kashmir Division of the State of Jammu and Kashmir between 1st January, 1980 and 31st December, 1989.

(c) 10 years for PWD(GEN); 13 years for PWD(OBC) and 15 years for PWD(SC/ST) candidates.

(d) For eligible staff candidates (**refer para 4 above** for eligibility) the relaxation in age limit is according to RBI circular CO. HRMD. No. G-75/ 5599/ 05.01.01/ 2013-2014 dated December 20, 2013.

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

6. SERVICE CONDITIONS / CAREER PROSPECTS:

(i) **Pay Scale:** Selected Candidates will draw a starting basic pay of ` 21,000/- p.m. in the scale of ` 21000-1000-30000-EB-1000-32000-1100-36400 applicable to Officers in Grade B and they will also be eligible for Dearness Allowance, Local allowance, House Rent Allowance, Family allowance, and Grade Allowance as per rules in force from time to time. At present, initial monthly Gross emoluments are approximately ` 51,517/-.

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) At certain centres, limited number 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 upto 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.

7. GENERAL RULES / INSTRUCTIONS:

(i) Candidate who is eligible and desires to apply for the above post, should submit an ON-LINE application with requisite fee/intimation charges (wherever applicable). 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 10 below.

(ii) Candidates **need not submit /send at any address, application printouts or any certificates or copies** thereof at the time of ON-LINE application (No OFF-LINE / hard copy of applications will be accepted). Their 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.

(iii) ~~Fees/Intimation Charges sent in any other manner not prescribed in this advertisement and/or the application submitted without denoting the fee/intimation charges~~

(v) Examination charges paid in any other manner in the presence of the examination board or the applicant themselves (unless exempted) should be rejected and no correspondence shall be entertained in this regard.

(iv) All educational qualifications must have been obtained from recognized universities/institutions in India or abroad. If grades are awarded instead of marks, candidates should clearly indicate their numerical equivalent.

(v) Candidates should satisfy themselves about their eligibility for the post applied for. The Board would admit to the On-Line Examination all the candidates applying for the above posts with the requisite fee/Intimation Charges (wherever applicable) on the basis of the information furnished in the ON-LINE Application and shall determine their eligibility only at the final stage i.e. interview stage.

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

(vii) **PROOF OF IDENTITY TO BE SUBMITTED AT THE TIME OF EXAMINATION:** In the examination hall, the Admission Letter/ call letter along with a photocopy of the candidate's **currently valid** photo identity such as 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/ Aadhar card with a photograph/ Employee ID/ Bar Council Identity card with photograph should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the Admission Letter /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 Admission Letter/ Examination Call Letter while attending the examination without which they will not be allowed to take up the examination. Candidates must note that the name as appearing on the call letter (provided during the process of registration) **should exactly match** the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the name indicated in the Admission Letter/ Examination Call Letter and Photo Identity Proof, the candidate will not be allowed to appear for the examination.

(viii) The Board would be analyzing the responses of a candidate with other appeared candidates to detect patterns of similarity. 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.

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

(x) Not more than one on-line application should be submitted by a candidate. In case of multiple applications, only the last valid (completed) application will be retained and the application fee/ intimation charges paid for the other registrations will stand forfeited. Multiple attendance/ appearance by a candidate in examination and/ interview will be summarily rejected/ candidature cancelled.

(xi) The possibility for occurrence of some problems in the administration of the examination 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 the conduct of another examination if considered necessary. Decision of the test conducting body in this regard shall be final. Candidates not willing to accept such change shall loose his/her candidature for this exam.

(xii) Candidates are advised to keep their e-mail ID alive for receiving advices viz. Admission letters/Interview letters, etc.

(xiii) Candidates already in service of Govt./Quasi-Govt. Organisations and Public Sector Banks/ Undertakings will have to produce a "No Objection Certificate" 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.

(xiv) **Issue of Admission Letters for Phase-I (on-line test):** Candidates will have to visit the RBI website www.rbi.org.in and under the subheadings 'ABOUT US> OPPORTUNITIES AT RBI>CURRENT VACANCIES>RESULTS' search the URL for 'Admission Letters and other information for Online Examination (Phase-I) for the post of Officer-Gr-B (General) – DR' for downloading admission letters for online test tentatively from fourth week of July 2014 onwards. Intimation for downloading admission letter will also be sent through email/SMS. Once the candidate clicks the relevant link, he/she can access the window for Admission Letter download. The candidate is required to use (i) Registration Number/Roll Number, (ii) Password/Date of Birth for downloading the Admission Letter. Candidate needs to affix recent recognizable photograph on the Admission Letter preferably the same as provided during registration and appear at the examination centre with (i) Admission Letter (ii) Photo Identity Proof as stipulated in the Admission Letter and photocopy of the same Photo Identity Proof as brought in original.

(xv) In all correspondence with the Board, Registration number received on submission of application and Roll no. indicated in 'AL' must be quoted.

(xvi) Candidates will have to appear for both the Examinations at their own expenses. However, 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.

(xvii) **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 On-line within the closing date. Their status as staff candidate will be verified at the time of interview.**

(xviii) The Board does not furnish the mark-sheet to candidates. Marks obtained in Phase-I (On-line exam) will be made available on the website in an interactive mode, after shortlisting of candidates for Phase-II. However, the marks obtained in Phase-II Examination and Interview will be made available on the Bank's web-site in an interactive mode **only after declaration of the final result.**

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

(xx) 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.

(xix) Mobile phones, pagers, laptops, i-pads or any other communication devices are not allowed inside the premises, where the examination is being conducted. Any infringement of these instructions shall entail disqualification including ban from future examinations.

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

8. HOW TO APPLY:

Candidates have to apply only On-Line through the Bank's website i.e. www.rbi.org.in from 03.06.2014 to 23.06.2014. No other means/mode of applications will be accepted. Detailed instructions for applying On-line are available on the website. Candidates **need not submit** the system generated print out (hard copy) of the On-Line application to the Board's office.

(A) Pre-Requisites for Applying On-Line:

Before applying on-line, candidates should:-

(i) Scan their photograph and signature as detailed under guidelines for scanning the photograph and signature in item 10 of the advertisement.

(ii) Keep the necessary details/documents ready if desired to make on-line payment of the requisite application fee/intimation charges (In case of Offline Payment i.e. CBS, candidates have to apply on-line, obtain a fee payment challan and then remit the necessary application fees/intimation charges). The candidate is required to keep details about bio-data ready to enable him/her to fill up the application form correctly. The name of the candidate or his/her father/husband etc. should be spelt correctly in the application as it appears in the certificate/mark sheets. At the time of online exam, the acceptable identity proof should also bear the same name.

(iii) 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 Admission Letter (AL) / Interview advice, etc. by E-mail. No change in E-mail ID will be entertained during the entire process of the recruitment.

(B) Procedure for applying on-line:

(i) Candidates satisfying the conditions of eligibility as on June1, 2014 are first required to visit the URL "Recruitment to the post of Officers in Gr "B" (General) – DR" on Bank's website www.rbi.org.in >ABOUT US> OPPORTUNITIES AT RBI>CURRENT VACANCIES> VACCANCIES and click on the hyperlink "Applications (Apps)" in the Advertisement page for filling the **On-line Application**. It redirects the candidates to the on-line registration page.

(ii) Candidates will have to enter their basic details and upload the photograph and signature in the on-line application form as per the specifications given in item 10 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. The name of the candidate or his/her father/husband etc. should be spelt correctly in the application as it appears in the certificate/mark sheets. Any change/alteration found may disqualify the candidature. At the time of online exam, the acceptable identity proof should also bear the same name. **Board will not entertain any request for change of any information furnished in On-line 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 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, Provisional Registration number and Password will be generated by the system and displayed on the screen. Candidates should note down the Provisional Registration number and Password. Email & SMS indicating the Provisional Registration number and Password will be sent. Candidates can reopen the saved data using Provisional 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 and pay fees/intimation charges to complete the registration process.

(C) Mode of Payment for Application Fee/Intimation Charges

Candidates have the option of making the payment of requisite fee/intimation charges either through the ON-LINE mode or the OFFLINE mode:

(I) OPTION-I: PAYMENT OF FEE/INTIMATION CHARGES via the OFF-LINE MODE:

(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) The application fee/intimation charges (non- refundable) payable by the candidates is to be paid in cash only. 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 18 June 2014, then he/she will be able to deposit the fee/intimation charges from 20 June to 23 June, 2014, considering 22nd June a non-working day). Once fee/intimation charges paid, the registration process is completed. Candidate should ensure tick marking relevant Bank name, filling Branch Code and receiving Transaction Number along with Branch Seal on the Candidates copy of the challan. Candidates are advised to preserve the fee payment challan with them for reference and use in future. Bank charges for Offline payment will be borne by the candidates.

(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 July 03, 2014 only).

(II) OPTION-II: PAYMENT OF FEES/INTIMATION CHARGES via the ONLINE MODE:

(i) After ensuring the correctness of the particulars of the application form, candidates are required to pay fees/intimation charges through the payment gateway which is integrated with the application, following the instructions available on the screen.

(ii) The payment can be made only 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) In case candidates wish to pay fees/intimation charges through online payment gateway after the upload of photograph and signature an additional page of the application is displayed wherein candidates may follow the instructions and fill in the requisite details.

(iv) If the online transaction has not been successfully completed then the following message is displayed 'Your online transaction was unsuccessful. Please register again.' Candidates may then revisit the 'Apply Online' link and fill in their application details again.

(v) On successful completion of the registration, a registration number and password will be generated. Candidates should note their registration number and password.

(vi) If the online transaction has been successfully completed, an e- receipt will be generated. Candidates are required to take print out of e-receipt

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

Note:

- 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.
- For Credit Card users: All prices 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.
- To ensure the security of your data, please close the browser window once your transaction is completed
- There is also a provision to reprint the e-Receipt and Application form containing fee details, up to July 3, 2014.
- 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.

Important: To avoid last minute rush, candidates are advised to pay the application fees/intimation charges and register on-line at the earliest. In case of any difficulty experienced in submission of On-Line application and/or payment of fees/intimation charges, candidates may contact toll-free helpline telephone 1800 22 23 66 (between 10.00 AM to 06.00 PM).

9. CLOSING DATES:

Closure of On-Line Application	23.06.2014
Closure of Payment of Fees/Intimation Charges - On Line	23.06.2014
Closure of Payment of Fees/Intimation Charges - Off Line	26.06.2014

Note : (i) 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. (ii) 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.

10. GUIDELINES FOR SCANNING THE PHOTOGRAPH & SIGNATURE:

Before applying on-line 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 head wear 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).

NOTE

- 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 On-line Application Form the candidate should fill in all his/ her details on Page1. 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.

(IV) Procedure for Uploading the Photograph and Signature:

(i) There will be two separate links for uploading Photograph and Signature.

(ii) Click on the respective link "Upload Photograph / Signature".

(iii) Browse and carefully select the location where the Scanned Photo/ Signature file has been saved.

(iv) Select the file by clicking on it.

(v) Click the 'Upload' button.

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

Note:

(a) In case the face in the photograph or signature is unclear the candidate's application will be rejected.

(b) In case the photograph and/or signature is unclear, the candidate may edit his/her application and re upload his/her photograph and/or signature.

(c) Candidates are advised to take a printout of their system generated online application form after registering. The print out of the application should not be sent to the Board.

(d) Please note that no hard copy of the Admission Letter (AL) will be sent by post. Admission Letters Phase-I (On-line Test) have to be downloaded by the candidates from RBI website. Candidates are advised to take a printout of their AL and must bring the same [along with their recent pass-port size photograph (in original) which they have uploaded in their On-Line Application at the time of applying to the Board] on the day of examination(s), without which no candidate shall be admitted for online examination.

(e) 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 (between 09:30 AM to 06:00PM on working days).

Free Training for OBC Candidates

With reference to the detailed advertisement 5A/2013-14 published in the Employment News/Rozgar Samachar issue dated May 31, 2014 to June 6, 2014 and placed on the RBI website on June 3, 2014, it has now been decided to give **free of cost pre-examination training for Phase I and II of the examination to candidates belonging to OBC category also** on the same terms and conditions as applicable to candidates belonging to SC/ST/PWD categories.

Corrigendum as August 4, 2014 to Advertisement

Para 1(5)(iii) of the detailed Advertisement No.5A/2013-14 published in the Employment News/Rozgar Samachar issue dated May 31, 2014 and uploaded on the RBI website on June 3, 2014 regarding eligible VH candidates is amended as given below:

"VH candidates : B – Blind; LV – Low Vision"