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RESERVE BANK OF INDIA

RECRUITMENT FOR THE POST OF OFFICE ATTENDANT IN RESERVE BANK OF INDIA - PANEL YEAR 2025

Applications are invited from eligible candidates for **572** posts of **"Office Attendant"** in Reserve Bank of India, hereinafter referred to as 'the Bank'. Selection for the post will be through a competitive examination (Online Test) followed by a Language Proficiency Test (LPT). Please note that Corrigendum, if any, issued on the above advertisement will be published only on the **Bank's website** (https://rbi.org.in/).

The full text of the advertisement is available on the **Bank's website** (https://rbi.org.in/) and is also being published in the Employment News / Rojgar Samachar.

1. Candidates to Ensure their Eligibility for the Posts:

Before applying, candidates should ensure that they fulfil the eligibility criteria for the advertised posts. The Bank shall admit the candidates for the Examination for the respective post, upon payment of the requisite fee/ intimation charges (wherever applicable) based on information furnished in the ONLINE application and shall determine their eligibility only at the final stage i.e., document verification. If at any stage, it is found that any information furnished in the ONLINE application is false/ incorrect, or if according to the Bank, the candidate does not satisfy the eligibility criteria for the post, his/ her candidature shall be cancelled. Such candidates can be removed from the Bank's services without notice if he / she has already joined the Bank.

2. Mode of Application:

Candidates are required to apply ONLINE only through the Bank's website (https://rbi.org.in/). No other mode for submission of application is available.

Brief Instructions for filling up the "Online Application Form" are given in Para 8 of the detailed notice.

Candidates may click on the link below for filling in the online application form.

"Recruitment for the post of Office Attendant - PY 2025"

3. Important Dates:

Website Link Open	**January 15, 2026 – February 04, 2026**
Payment of Test Fees (Online)	**January 15, 2026 – February 04, 2026**
Tentative date of Online Test	**February 28 & March 01, 2026**

***The Bank reserves the right to change the dates of Online Test.**

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4. Help Facility:

In case of any problem in filling up the form, payment of examination fee, or receipt of call letter, queries may be made through the link - https://cgrs.ibps.in/. Please note to mention '**Recruitment of Office Attendant – PY 2025'** in the subject box of the email.

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

a) Mobile phones 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.

b) Candidates are not permitted to use or be in possession of calculators in examination premises.

c) Candidates are advised, in their own interest, not to bring any of the banned items including mobile phones to the venue of the examination, as arrangement for safekeeping cannot be assured.

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Recruitment for the post of Office Attendant – PY 2025

DETAILED NOTICE

1. Vacancies: The Reserve Bank of India invites applications from eligible candidates for the posts mentioned below:

Name of Office	Notified Vacancies						PwBD#				EXS	
	SC	ST	OBC $	EWS @	GEN/ UR	Total	A	B	C	D	EX I	EX II
Ahmedabad	0	8(2)	1	2	18	29	1	1(1)	0	0	1	5
Bengaluru	3	0	5	1	7	16	1	0	1(1)	0	0	3
Bhopal	0	3(3)	0	0	1	4	0	1(1)	0	1	0	0
Bhubaneswar	6	8(3)	4	3	15	36	0	0	2(1)	0	1	6
Chandigarh	1	0	0	0	1	02	0	0	0	0	0	0
Chennai	0	0	8(8)	0	1	09	0	0	0	0	0	0
Guwahati	2	15	9	5	21	52	0	0	1	2(1)	2	10
Hyderabad	3(1)	3(2)	0	3	27	36	1	1(1)	0	1(1)	1	6
Jaipur	8	5	5	4	20	42	2(1)	0	0	1	1	8
Kanpur & Lucknow	33	0	19	12	61	125	2	1	1	2(1)	5	25
Kolkata	23	1	21	9	36	90	0	1	1	1	4	18
Mumbai	0	11(2)	0	3	19	33	0	3(3)	2(1)	1(1)	1	6
New Delhi	4	0	11	6	40	61	1	2(1)	1	0	2	12
Patna	6	4	0	3	24	37	0	0	1	3(2)	1	7
Total	**89(1)**	**58(12)**	**83(8)**	**51**	**291**	**572**	**8(1)**	**10(7)**	**10(3)**	**12(6)**	**19**	**106**

Note: Vacancies in brackets () indicate backlog.

The Bank reserves the right to increase/ decrease the number of vacancies as per the requirement; or not to fill up the vacancies.

Chandigarh includes 02 vacancies for Shimla, Guwahati includes 03 vacancies for Itanagar, 03 for Kohima, 02 for Agartala, 02 for Aizawl and 02 for Shillong; Hyderabad includes 22 vacancies for Andhra Pradesh Office; Kanpur & Lucknow includes 63 vacancies for Kanpur, 49 for Dehradun and 13 for Lucknow; Kolkata includes 03 vacancies for Gangtok; Mumbai includes 06 vacancies for Pune and 01 for Panaji; Patna includes 05 vacancies for Ranchi.

Abbreviations stand for: SC - Scheduled Caste, **ST** - Scheduled Tribe, **OBC** - Other Backward Classes, **EWS** - Economically Weaker Section, **GEN/UR** - General/ Unreserved, **PwBD** - Persons with Benchmark Disabilities, **EXS** - Ex-Servicemen, **EX I** - Disabled Ex-servicemen/ Dependents of servicemen killed in action, **EX II** - Ex-servicemen (Normal).

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$ Reservation for OBC in recruitment is governed by Office Memorandum No. 36012/22/93-Estt. (SCT) dated September 08, 1993, of Department of Personnel & Training, Ministry of Personnel, Public Grievances & Pensions, Government of India, as amended from time to time.

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)'. The OBC candidates claiming reservation under the said category must produce OBC (Non-Creamy Layer) certificate based on the income for the **Financial Year (FY) 2024-2025, 2023-2024 and 2022-2023 and issued on/ after April 01, 2025 (after the completion of FY 2024-25) but not later than the closing date of applications for the posts.** The candidate should be in possession of requisite OBC (Non-Creamy Layer) certificate in the prescribed format in support of his/her claim for availing reservation on / before the closing date of applications for the posts i.e., **February 04, 2026.**

@ Reservation for Economically Weaker Section (EWS) in recruitment is governed by Office Memorandum No. 36039/1/2019-Estt (Res) dated January 31, 2019, of Department of Personnel & Training, Ministry of Personnel, Public Grievance & Pensions, Government of India.

Disclaimer: "EWS vacancies are tentative and subject to further directives of Government of India and outcome of any litigation. The appointment is provisional and is subject to the Income & Asset certificate being verified through proper channels". Benefits of reservation under EWS category can be availed upon production of an "Income and Asset Certificate" issued by a Competent Authority in the prescribed format prescribed by Government of India, for the **Financial Year 2024-2025 and valid for the Year 2025-2026**. The EWS candidates who are not in possession of "Income & Asset Certificate" as per the extant DoPT guidelines on or before the closing date of application for the posts i.e., **February 04, 2026,** should apply under 'General (GEN)' category only.

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As per OM No.36035/02/2017-Estt (Res) dated January 15, 2018, issued by Department of Personnel & Training (DoPT), Government of India, regarding 'Reservation for the Persons with Benchmark Disabilities', the four categories of disabilities are as under:

[A] (a) blindness and low vision	**[B]** (b) deaf and hard of hearing
[C] (c) locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy;	**[D]** (d) autism, intellectual disability, specific learning disability and mental illness; (e) multiple disabilities from amongst persons under clauses (a) to (d) including deaf- blindness

The reservation under various categories will be as per prevailing Government Guidelines at the time of finalization of result.

Note:

I. For SC/ST/OBC/EWS candidates:

a. Reserved category candidates belonging to SC/ST/OBC (Non-Creamy Layer)/EWS may apply against unreserved vacancies, if vacancies have not been reserved for their category in their State. However, they must fulfil the eligibility criteria for age and educational qualification at par with unreserved candidates. They will, however, be eligible for fee concession (as applicable), but will have to pay specified intimation charges.

b. Candidates seeking reservation as SC/ST/OBC, shall have to produce a certificate in the prescribed proforma ONLY, meant for appointment to posts under the Government of India from the designated authority indicating clearly the candidate's caste, the Act/Order under which the caste is recognized as SC/ST/OBC and the Village/Town the candidate is ordinarily a resident of. They must also ensure that the name of their caste/community and its spelling in their caste/community certificate should be exactly as mentioned in the lists notified by the Central Government from time to time (for OBC category list of castes recognized by the Government of India as OBC castes in the central list is available on the site https://ncbc.nic.in/, for ST category the list of caste for each State is available on the site https://ncst.nic.in/ and for SC category the list of castes for each State is available on the site https://ncsc.nic.in/). A certificate containing any variation in the caste name will not be accepted.

c. The OBC claim of a candidate will be determined in relation to the State (or part of the State) to which his/her father originally belongs. A candidate who has migrated

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from one State (or part of the State) to another should, therefore, produce an OBC certificate which should have been issued to him/her based on his/her father's OBC certificate from the State to which his/her father originally belongs.

II. **PwBD Candidates:** Under Section 34 of **RPwD Act, 2016**, persons with benchmark disabilities are eligible for Reservation. The provisionally shortlisted candidate will have to produce a disability certificate as prescribed vide **RPwD Act, 2016**, and Government of India's instructions issued from time to time in this regard.

i. The functional requirements and the suitable category of Benchmark Disabilities, for the post of Office Attendant, in terms of Office Memorandum No. 38-16/2020-DD-III dated January 4, 2021, issued by Department of Empowerment of Persons with Disabilities, Ministry of Social Justice and Empowerment, Government of India, are as under:

Functional Requirements	Suitable Category of Benchmark Disabilities
S, ST, W, MF, SE	a) B, LV b) D, HH c) OA, OL, SD/SI, OAL, CP, LC, Dw, AAV, MDy d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, MF=Manipulation with Fingers, SE = Seeing.

CATEGORY ABBREVIATIONS USED: B = Blind, LV = Low Vision, D = Deaf, HH = Hard of Hearing, OA = One Arm, OL = One Leg, SD = Spinal Deformity, SI = Spinal Injury, OAL = One Arm and One Leg, CP = Cerebral Palsy, LC = Leprosy Cured, Dw = Dwarfism, AAV = Acid Attack Victims, MDy = Muscular Dystrophy, ASD = Autism Spectrum Disorder (M = Mild, MoD = Moderate), ID = Intellectual Disability, SLD = Specific Learning Disability, MI = Mental Illness, MD = Multiple Disabilities.

ii. PwBD candidates may belong to any category (i.e., General/SC/ST/OBC/EWS). Reservation for PwBD is horizontal and within the overall vacancies for the posts subject to the posts having been identified suitable for such disabilities.

iii. 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 Bank/ Competent Authority.

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iv. Backlog vacancies reserved for PwBD would be filled by a person with benchmark disability in the respective category. If no suitable person from that category is available, such backlog vacancies would be filled up by interchange among other eligible PwBD candidates subject to the posts having been identified suitable for such disabilities as stated at Note II (i) above.

v. It is hereby notified that the captioned recruitment will be conducted in terms of Office Memorandum F. No. 16-110/2003-DD.III dated February 26, 2013, issued by Department of Disability Affairs, Ministry of Social Justice & Empowerment Government of India and Office Memorandum F. No. 29-6/2019-DD-III dated August 10, 2022, issued by Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice and Empowerment, Government of India.

Note:

a) DoP&T, in consultation with Department of Empowerment of Persons with Disabilities (DEPwD), vide OM No. 36035/8/2023-Estt. (Res-II) dated May 19, 2023, has advised that it may not be appropriate to grant the benefit of reservation in jobs which are permanent in nature on the basis of temporary certificate of disability as this will have adverse bearing on genuine persons with benchmark disabilities with irreversible permanent disability.

b) A person who wants to avail benefit of reservation will have to submit a permanent disability certificate issued by a competent authority as per Government of India guidelines issued from time to time in this regard, and this certificate will be subject to verification/ reverification as may be decided by the Bank.

c) Candidate should possess permanent disability certificate/s in the prescribed format issued by the Competent Authority, issued prior to the closing date of application.

d) In view of clarification received from DEPwD vide OM No. 18-25/2024-Policy dated December 17, 2025, the candidates are advised to note that the disability conditions falling under the category "likely to improve" under temporary disability category, are not eligible for reservation. Disability conditions i.e. "progressive, non-progressive or not likely to improve" will be eligible for reservation. If the disability certificate submitted by a candidate only mentions ‘temporary disability’ and does not mention whether the temporary disability is "likely to improve" or is "progressive, non-progressive or not likely to improve", the candidate shall be required to submit

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a fresh disability certificate identifying nature of the temporary disability as "likely to improve" or is "progressive, non-progressive or not likely to improve

vi. **Guidelines for Visually Impaired candidates:**

The facility of viewing the contents of the test in magnified font will be available to Visually Impaired candidates. Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour.

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vii. **Use of Scribe & Compensatory time (disability of 40% or more):**

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:

a) The candidate will have to arrange his/her own scribe/writer at his/her own cost.

b) 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.

c) 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.

d) Any candidate who is using scribe should ensure that he/she is eligible to use scribe in the examination as per the above guidelines. Violation of the above guidelines or suppression of material facts shall entail the cancellation of candidature of PwBD candidate, in addition to any other action that the Bank may deem fit against the candidate and the Scribe. The candidate can be removed from service without notice if he/she has already joined the Bank.

e) During the exam, at any stage, if it is found that scribe is independently answering the questions, the exam session for such candidate will be terminated, and candidate's candidature will be cancelled. The candidature of such candidates using the services of a scribe will also be cancelled if it is reported after the examination by the test administrator personnel that the scribe independently answered the questions.

viii. **Use of Scribe & Compensatory time (persons having less than 40% disability):**

In addition to instructions applicable to PwBD candidates (who have disability of 40% or more), following rule will apply for persons with specified disabilities covered under the definition of Section 2(s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e., persons having less than 40% disability and having difficulty in writing:

a) The facility of scribe and/or compensatory time shall be granted solely to those having difficulty in writing subject to production of a certificate to the effect that person concerned has limitation to write and that scribe is essential to write

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examination on his/her behalf from the competent medical authority of a Government healthcare institution as per proforma at Annex I.

b) The qualification of the scribe should be one step below the qualification of the candidate taking examination. The person opting for own scribe should submit details of the own scribe as per proforma at Annex II.

c) These guidelines are subject to change in terms of GoI guidelines/ clarifications, if any, from time to time.

III. Ex-Servicemen:

i. Only those candidates shall be treated as Ex-Servicemen, who fulfill the definition as laid down in Government of India, Ministry of Home Affairs, Department of Personnel and Administrative Reforms Notification No.36034/5/85/Estt.(SCT) dated 27th October 1986, amendment vide notification No.36034/1/2006-Estt. (Res.), dated October 04, 2012, and further as amended from time to time.

ii. **Disabled Ex-Servicemen:** Ex-Servicemen, who while serving in Armed Forces of the Union, and were disabled in operation against the enemy or in disturbed areas, shall be treated as Disabled Ex-Servicemen.

iii. **Dependents of Servicemen killed in Action:** Servicemen killed in the following operations would be deemed to have been killed in action attributable to Military Service (a) war (b) warlike operations or border skirmishes either with Pakistan on ceasefire line or any other country (c) Fighting against armed hostiles in a counter insurgency environment viz. Nagaland, Mizoram, etc. (d) Serving with peace-keeping mission abroad (e) Laying or clearance of mines including enemy mines as also mine sweeping operation between one month before and three months after conclusion of an operation (f) Frost-bite during actual operations or during the period specified by the Government (g) Dealing with agitating Para-Military forces personnel (h) IPKF personnel killed during the operations in Sri Lanka.

iv. Candidates, who are released / retired from Armed Forces, or whose **specified period of engagement (i.e., SPE)** is likely to be completed on or before **01.02.2027** only are eligible to apply under this recruitment. They will also be required to submit the release letter along with a self-declaration at the time of joining the Bank that he/she is entitled to the benefits admissible to Ex-Servicemen in terms of Govt. of India rules. Those candidates, who have already completed their initial period of engagement and are on extended assignment, are required to submit certificates to that effect. If selected, all such candidates mentioned above, should get released and

join the Bank on or before **01.02.2027.** Forms of the certificates to be submitted by all these candidates are provided in Annex III and these certificates are required to be submitted to the Bank.

v. An Ex-Serviceman who has once joined a Government job on the civil side after availing of the benefits given to him as an Ex-Serviceman for his re-employment, **his Ex-Serviceman status for the purpose of re-employment in Government ceases** (DoPT OM No. 36034/27/84- Estt. (SCT) dated May 02, 1985).

vi. Dependents of Servicemen killed in action are eligible for reservation. 4.5% of the total vacancies are reserved for Disabled Ex-Servicemen and dependents of Servicemen killed in action, clubbed together. **First priority** in the matter of appointment will be given to the **Disabled Ex-Servicemen** and **second priority** will be given to **dependents of Defence personnel killed in action or severely disabled** (with over 50% disability attributable to defence services). For the purpose of this concession, **the member of the family would include his widow, son, daughter or his near relations, who agree to support his family**. The relaxation in upper age and educational qualifications available to Ex-Servicemen/Disabled Ex-Servicemen will not be available to Dependents of Servicemen killed in action or severely disabled.

vii. The following rules applicable to Ex-Servicemen re-employed under the Central Government would apply to Ex-Servicemen candidates appearing for the online examination (DoPT OM No. 36034/6/90-Estt. (SCT) dated April 02, 1992):

Ex-Servicemen candidates who have already secured employment under the Central Government in Group 'C' & 'D' will be permitted the benefit of age relaxation as prescribed for Ex-Servicemen for securing another employment in a higher grade or cadre in Group 'C' / 'D' under Central Government. However, such candidates will not be eligible for the benefit of reservation on second occasion for Ex-Servicemen in Central Government jobs.

2. Eligibility Criteria:

I. Nationality: a candidate must be either:

i. a citizen of India, or

ii. a subject of Nepal, or

iii. a subject of Bhutan, or

iv. a Tibetan refugee who came over to India before 1st January 1962 with the intention of permanently settling in India, or

v. a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania, Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India.

Provided that a candidate belonging to categories (ii), (iii), (iv) and (v) 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.

II. Age (as on 01/01/2026):

Between 18 and 25 years. Candidates born not earlier than 02/01/2001 and not later than 01/01/2008 (both days inclusive) are only eligible to apply.

Relaxation in the Upper Age Limit: Upper age limit will be relaxed as under:

Sr. No	Category	Relaxation in Age
(i)	Scheduled Caste / Scheduled Tribe (SC / ST)	By 5 years, i.e., up to 30 years
(ii)	Other Backward Classes (OBC)	By 3 years, i.e., up to 28 years
(iii)	Persons with Benchmark Disabilities (PwBD)	By 10 years (GEN/EWS), 13 years (OBC) & 15 years (SC/ST)
(iv)	Ex-Servicemen	To the extent of service rendered by them in Armed Forces plus an additional period of 3 years subject to **maximum of 50 years**.
(v)	Widows/divorced women/ women judicially separated who are not re-married	Upto 35 years (40 years for SC/ST)
(vi)	Candidates having work experience in Reserve Bank of India	To the extent of number of years of such experience, subject to maximum of 3 years.

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NOTE: Cumulative Age Relaxation will not be available either under the above items or in combination with any other items.

III. Educational Qualifications (as on 01/01/2026):

i) A candidate should have passed 10th Standard (S.S.C./Matriculation) from the concerned State/UT coming under the Regional Jurisdiction of the Recruiting Office to which he/she is applying. Such qualification should be from a recognized Board of that State/UT. The regional jurisdiction of Recruiting Offices is given in Annex IV.

ii) The candidate should be an undergraduate as on **01/01/2026**. Graduates and candidates possessing higher qualification are not eligible to apply.

iii) A candidate belonging to Ex-servicemen category should have passed 10th Standard (S.S.C./Matriculation) and rendered at least 15 years of defence service, provided they have not graduated outside the Armed Forces.

iv) Candidates applying to a recruiting office should be proficient in the language (i.e., know to read, write, speak, and understand the language) of the State/UT falling under that office.

3. Scheme of Selection:

Selection will be through Online Test and Language Proficiency Test (LPT).

I. Online Test (Multiple Choice):

Sr. No.	Name of Tests (Objective)	No. of Questions	Maximum Marks	Composite Time
1	Reasoning	30	30	90 minutes
2	General English	30	30	
3	General Awareness	30	30	
4	Numerical ability	30	30	
	Total	120	120	

Language Proficiency Test (LPT): The candidates provisionally shortlisted from the online test will have to undergo a language proficiency test (LPT). LPT will be of qualifying nature and will be conducted in the Official / Local Language/s of the State concerned **as detailed in** Annex V. Candidates not proficient in the Official / Local Language as per LPT shall be disqualified.

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Note:

i. The above online test/s except the Test of General English Language will be available in English, Hindi and certain other Regional Languages. The list of regional languages for online test is given in Annex VI.

ii. There will be negative marks for wrong answers in the Online Test. 1/4th marks will be deducted for each wrong answer.

iii. Candidates will have to qualify in each part of the online test separately.

iv. 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 Call Letter for examination from the Bank's website.

v. Roll numbers of those candidates who have qualified for LPT on the basis of Online test will be displayed on the Bank's website.

vi. If the examination is held in more than one session, the scores across various sessions will be equated following IBPS' standard practice to adjust for slight differences in difficulty level of different test batteries used across sessions. The 'corrected-scores' obtained by each of the candidate in different sessions (if held) will be normalized using equi percentile method.

vii. Only such number of candidates will be called for LPT who stand sufficiently high in merit on the aggregate marks of the Online Test; such merit being decided by the Bank in relation to the number of vacancies to be filled in.

viii. LPT is mandatory. No exemption of any sort will be given to any candidate from appearing in LPT, which will be conducted at respective Regional Offices of the Bank. Final selection will be on the basis of candidate's performance in the online examination (in the order of merit), qualifying in LPT, Medical fitness, verification of certificates, etc. to the Bank's satisfaction. Decision of the Bank in this regard, shall be final.

ix. Appointment of selected candidate will be subject to his/her being declared medically fit as per the rules of the Bank.

x. **Identity Verification- Biometric Data Capturing or by other mode**.

The Bank reserves its right to conduct biometric verification/ other mode of verification any time during / post the recruitment process. Biometric thumb impression/ IRIS and

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photographs of the candidates will be captured at the time of Online Exam and verified at the time of LPT and Joining.

In case, if any candidate is found not to be genuine, then, apart from taking legal action against him/her, his/her candidature shall be cancelled.

Accordingly, at various stages, photograph / thumb impression / IRIS Scan of the candidates will be captured in digital format for verification/ biometric verification of the candidates. Candidates will ensure that their correct photograph/ thumb impression/ IRIS Scan is captured at various stages, as any inconsistency will lead to rejection of their candidature. Candidates are advised to follow the guidelines that shall be provided to them in their call letter.

Further, the candidate has to take proper precaution while submitting biometric verification. If the thumb (for impression) / IRIS (for Scan) to be captured is injured/damaged, the candidate shall immediately notify the concerned authority at the test centre. In such a situation, upon declaration being made by the candidate, the authorities would make some alternate provisions, impression of other fingers, toes, etc., of the candidate may be captured for biometric data verification. The Bank will not entertain any complaint/correspondence at subsequent stage of the selection process in the event of biometric data not matching with the original biometric data taken at the online test centre.

Decision of the Biometric data verification authority as regards its status (i.e., matching or not-matching) shall be final and binding upon the candidates.

4. Examination Centres:

i. The examination will be conducted online in venues across many centres in India. The tentative list of Examination centres is available in Annex VII.

ii. The Bank, however, reserves the right to cancel any of the Examination Centres and/ or add some other Centres, depending upon the response, administrative feasibility, etc.

iii. The candidate/s have to select the exam centre corresponding to the office he/she has applied for. However, the Bank also reserves the right to allot the candidate to any centre other than the one he/she has opted for and a **candidate may be allocated a centre of exam outside the State/UT for which vacancies he/she is applying.**

iv. Candidate will appear for the Online Test at an Examination Centre at his/ her own risk and expenses, and the Bank will not be responsible for any injury or losses, etc., of any nature.

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v. No request for change of centre for Online Test shall be entertained.

Note: If sufficient number of candidates does not opt for a particular centre for "Online" examination, the Bank reserves the right to allot any other adjunct centre to those candidates OR if the number of candidates is more than the capacity available for online exam for a centre, the Bank reserves the right to allot any other centre to the candidate.

5. Service Conditions / Career Prospects:

i. Pay Scale:

Selected Candidates will draw a starting basic pay of ₹24,250/- per month in the scale of ₹24250 – 840 (4) – 27610 – 980 (3) – 30550 – 1200 (3) – 34150 -1620 (2) - 37390 – 1990 (4) - 45350 – 2700(2) - 50750 – 2800 (1) – 53550 and other allowances, as admissible from time to time. At present, initial Monthly Gross Emoluments (without HRA) for Office Attendants will be approximately ₹46,029/- per month.

**House Rent Allowance of 15% of Pay will be paid to them, additionally, if they are not staying in Bank's accommodation.

ii. Perquisites:

Bank's accommodation subject to availability, medical facilities, reimbursement of education expenses, reimbursement of cost of spectacles and lens, knowledge updation allowance, furnishing of residence, Group Term Life Insurance (GTLI), vehicle insurance, conveyance allowance, Leave Fare Concession, etc., as per eligibility. The recruits will be governed by the Defined Contribution New Pension Scheme, in addition to the benefit of Gratuity.

Nature of Work

The post of Office Attendant is a Class IV post and its duties shall generally include physical movement and dispensation of files, records, office articles, utility items, etc., delivery of dak, opening and closing of sections/ divisions/departments, photocopying, assisting in other non-clerical and routine works and any other work as assigned by the seniors of the Bank, as per requirement.

6. Pre-Examination Training: Guidelines for Pre-examination Training for SC/ST/OBC/PwBD candidates:

The Bank may arrange combined pre-examination online training for a limited number of SC/ST/OBC/PwBD candidates in consonance with the guidelines issued by Government of India. Candidates belonging to the above categories, who desire to avail themselves

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of such training may write **through email** to the Regional Office, of the Reserve Bank of India, to which the candidate is applying, latest by **February 04, 2026**. The email IDs of the respective offices are indicated at Annex VIII. Candidates opting for pre-examination training will be intimated about the training by the concerned Regional Office. **Format of application form for pre-examination training is at Annex IX**.

7. Examination Fees/ Intimation Charges (Non-Refundable):

Payable from (Dates of Payment Window) (both dates inclusive) only through online payment mode

Sr. No.	Category	Charges	Amount*
1	SC/ST/PwBD/EXS	Intimation charges only	₹50/- plus 18% GST
2	GEN/OBC/EWS	Application fee including intimation charges	₹450/- plus 18% GST
3	Staff@	Nil	Nil

*Bank Transaction charges for Online Payment of examination fees/intimation charges will have to be borne by the candidate.

@ Fee/Intimation charges waiver is only for those employees of the Bank (staff candidates) who satisfy the eligibility criteria separately stipulated by the Bank vide its circular CO. HRMD. No. G-75/ 5599/ 05.01.01/ 2013-14 dated December 20, 2013, read with the Bank's circular CO.HRMD.No. G132 /17000/05.01.01/2013-14 dated June 09, 2014, and para 5.16 of the Bank's Master Circular on Recruitment dated April 01, 2025, and who apply online within the closing date. In case they are not eligible to be treated as staff candidates (in terms of above referred Bank's circulars), they are advised to indicate themselves as non-staff candidates and pay fees/ intimation charges as applicable to non-staff candidates. Their status as Staff Candidate will be verified at the time of LPT/ Document verification.

Note I: Applications without the prescribed Fee/ Intimation Charges shall be summarily rejected.

Note II: Fee/ Intimation charges once paid shall not be refunded under any circumstances nor can the fee be held in reserve for any other examination or selection.

Note III: Fee/ Intimation Charges are required to be paid only in the manner prescribed in this advertisement.

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8. Instructions on Application Process:

i. Candidates can apply online only at the link: "Recruitment for the post of Office Attendant - PY 2025", and no other mode of application will be accepted. Digi Locker has been integrated with the online application form. The candidate may provide access to issued credentials/documents (Aadhaar, Educational Qualification Documents, etc.) and information (Name, Date of Birth, Gender, etc.) through Digi Locker on voluntary basis.

ii. Pre-Requisites for Applying Online:

a) Before applying online, candidates should scan their photograph and signature ensuring that both the photograph and signature adhere to the required specifications as given under Guideline for photograph & signature scan and upload.

b) To make online payment of application fees/ intimation charges candidate should keep the necessary details/ documents ready.

c) Candidate should have a valid personal email ID, which should be kept active till the declaration of result. The Bank may send intimation on call letters for the Examination, etc., through the registered e-mail ID. Under no circumstances, a candidate should share with/mention e-mail ID to / of any other person. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID before applying online and must maintain that email account.

iii. Application Procedure:

a) Candidates satisfying the conditions of eligibility as on **January 01, 2026**, are first required to visit the URL "Recruitment for the post of Office Attendant - PY 2025" in the advertisement page for filling the 'Online Application'. It redirects the candidates to the online registration page.

b) 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.

c) 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.

d) 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

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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 get the application form filled carefully and verify/get the details verified to ensure that the same are correct prior to final submission.

e) Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/entertained after clicking the **COMPLETE REGISTRATION BUTTON**.

f) 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.**

g) Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.

h) Proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature.

i) Proceed to fill other details of the Application Form.

j) Click on the Preview Tab to preview and verify the entire application form before COMPLETE REGISTRATION.

k) Modify details, if required, and click on ‘COMPLETE REGISTRATION’ **ONLY** after verifying and ensuring that the photograph, signature uploaded, and other details filled by you are correct.

l) Click on 'Payment' Tab and proceed for payment.

m) Click on 'Submit' button.

n) Candidates are advised to carefully fill in the online application themselves. No change is permitted after clicking on COMPLETE REGISTRATION Button. Candidates must note that the name filled in the online application should match exactly with the name as appearing on photo identity proof to be produced at the time of examination for verification. Female candidates who have changed first/ last/middle name post marriage must take special note of this. Visually Impaired candidates are responsible for carefully verifying/ getting the details filled in, in the online application form properly verified and ensuring that the same are correct prior to COMPLETE REGISTRATION as no change is possible after COMPLETE REGISTRATION.

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o) Please note that all the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Address, Mobile Number, Email ID, Centre of Examination, etc., will be considered as final and no modifications will be allowed after submission of the online application form. **Candidates are hence requested to fill in the online application form with utmost care as no correspondence regarding change of details will be entertained.** The Bank shall not be responsible for any consequences arising out of furnishing incorrect and incomplete details in the application or omission to provide the required details in the application form.

p) An online application which is incomplete in any respect such as without photograph and signature or illegible/ unclear photographs uploaded in the online application form will not be considered as valid.

q) Candidates are advised, in their own interest, to apply online much before the closing date and not to wait till the last date for depositing the fee to avoid the possibility of disconnection/inability/failure to log on the Bank's website on account of heavy load on internet/website jam.

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

s) Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted, and such applications would be rejected.

t) Any information submitted by an applicant in his/ her application shall be binding on the candidate personally and he/she shall be liable for prosecution/ civil consequences in case the information/ details furnished by him/ her are found to be false at a later stage.

iv. Mode of Payment:

Candidates have to make the payment of requisite fee/intimation charges through the online mode only:

a) The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.

b) The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.

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c) 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.

d) On successful completion of the transaction, an e-Receipt will be generated.

e) 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.

f) 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**.

g) 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.

h) To ensure the security of your data, please close the browser window once your transaction is completed.

i) There is facility to print application form containing fee details after payment of fees.

v. General Rules/ Instructions to candidates:

a) **Candidates can apply for vacancy in one Office only and will have to opt for Online Test centre within the same State(s) where the Office is located.** For example, candidate applying to Ahmedabad Office can opt for center only under jurisdiction of that office. If there are multiple registrations, the last registration shall be retained.

b) **Candidates need not submit /send at any address, application printouts** or any certificates or copies thereof at the time of online application. Their candidature will be considered on the strength of the information declared in the application. If at any stage, it is found that any information furnished in the online application is false/ incorrect or if according to the Bank, the candidate does not satisfy the eligibility criteria, his/ her candidature/ appointment is liable to be cancelled/ terminated.

c) All educational qualifications should have been obtained from recognized Boards/ institutions in India or abroad. If grades are awarded instead of marks, candidates should clearly indicate its numerical equivalent.

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d) The Bank shall not entertain requests from the candidates seeking advice about their eligibility to apply.

e) Candidates will have to visit the Bank's website (https://opportunities.rbi.org.in/) for downloading call letters for Online Test. Intimation for downloading call letter will also be sent through email/SMS. Once the candidate clicks the relevant link, he/she can access the window for call letter download. The candidate is required to use (i) Registration Number/Roll Number, (ii) Password/Date of Birth for downloading the call letter. Candidate needs to affix recent recognizable photograph on the call letter preferably the same as provided during registration and appear at the examination centre with (i) Call Letter (ii) Photo Identity Proof as stipulated in clause (m) below and also specified in the call letter and photocopy of the same Photo Identity Proof as brought in original.

f) The candidates will have to appear for the Online Test at their own cost.

g) CANDIDATES REPORTING LATE i.e., after the reporting time specified on the call letter for examination will not be permitted to take the examination. The reporting time mentioned on the call letter is prior to the Start time of the test. Though the duration of the examination is 90 minutes, candidates may be required to be at the venue for about 3-4 hours (approximately) including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions, etc.

h) In order to facilitate verification of identity at various stages of the recruitment process, candidates are advised to possess/acquire valid document Identity Documents for the recruitment process. Accordingly, the candidates may be asked to enter the details of the identity proof/s if required in the application form.

i) Documents relating to Age/Qualification/Category, etc., will have to be submitted to the Bank at the time of Language Proficiency Test/document verification. Caste certificate submitted by candidate seeking reservation as SC/ST/OBC in the prescribed proforma from the competent authority should clearly indicate the candidate's caste, the Act/Order under which the caste is recognized as SC/ST/OBC and the village/town the candidate is originally a resident of.

j) Candidates seeking reservation/ relaxation benefits available for SC/ST/OBC/PwBD/EWSs/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. These certificates should be dated on or before the closing date of applications for the posts. **Candidates seeking age relaxation are required to submit copies of necessary certificate(s) at the time of LPT/document verification.**

k) All candidates working in Government Sector, Government owned industrial undertakings, Public Sector Undertakings/Financial Institutions/Banks, Public Enterprises or other similar organizations, whether in a permanent or temporary capacity or as work-charged employees other than casual or daily rated employees, are required to inform their employer (Head of Office/Department) in writing, about applying for this recruitment, prior to the submission of their application online to the Bank. At the time of applying online, candidates working in such organizations, are required to submit an undertaking that they have informed in writing about applying for this recruitment to their Head of Office/Department. Candidates should note that in case a communication is received at Bank from their employer, withholding permission to the candidate applying for this recruitment/ appearing at the examination, their application/candidature will be liable to be rejected/ cancelled.

l) At the time of joining, the recommended candidates will have to bring proper discharge certificates from their PSU/Government/Quasi-Government employer.

m) In the test hall as well as at the time of LPT, the call letter along with original and a photocopy of the candidate's currently valid photo identity (bearing exactly the same name as it appears on the call letter) such as PAN Card/ Passport/ Permanent Driving Licence/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer on official letterhead along with photograph / Photo identity proof issued by a People's Representative on official letterhead along with photograph / valid recent Identity Card issued by a recognized College/ University/ Aadhar card/ E-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 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 (Online Test & LPT).

n) **Ration card & Learners Driving License will not be considered as valid Identity proof.**

o) Candidates have to produce in original, the photo identity proof, and submit photocopy of the photo identity proof along with Examination call letter as well as the LPT Call Letter while attending the examination/ LPT, respectively, without which they will not

be allowed to take up the examination/ LPT. 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 Call Letter and Photo Identity Proof the candidate will not be allowed to appear for the Online Test. In case of candidates who have changed their name, they will be allowed only if they produce original Gazette notification / their original marriage certificate / affidavit in original.

p) Candidates are advised, in their own interest, that they should not furnish any particulars that are false, tampered with or fabricated, and should not suppress any material information while submitting online application.

q) At the time of Online Test / LPT or in a subsequent selection procedure, if a candidate is (or has been) found guilty of –

i. using unfair means or

ii. impersonating or procuring impersonation by any person or

iii. misbehaving in the Online Test / LPT hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein, in whole or part thereof in any form, or by any means, verbal or written, electronically or mechanically for any purpose or

iv. resorting to any irregular or improper means in connection with his/ her candidature or

v. obtaining support for his/ her candidature by unfair means, or

vi. carrying mobile phones or similar electronic devices of communication in the Online Test / LPT hall, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable:

- to be disqualified from the Online Test for which he/ she is a candidate
- to be debarred either permanently or for a specified period from any examination conducted by the Bank.
- for termination of service, if he/ she has already joined the Bank.

r) The Bank would be analyzing the responses (answers) of individual candidates with those of other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted in this regard, it is inferred/ concluded that the

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responses have been shared and scores obtained are not genuine/ valid, the Bank reserves right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.

s) Canvassing in any form shall be a disqualification.

t) In all correspondence with the Bank, **Registration number received on submission of application and Roll number** indicated in 'Call Letter' must be quoted.

u) In all matters regarding eligibility, conduct of examinations, LPT assessment, prescribing minimum qualifying standards in online test & LPT, in relation to number of vacancies and communication of result, the Bank's decision shall be final and binding on the candidates and no correspondence shall be entertained in this regard.

v) The possibility for occurrences of some problem in 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 movement of candidates, delay in test, etc. Conduct of a re-exam is at the absolute discretion of 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.

w) If the Online Test is held in more than one session, the scores across various sessions will be equated following IBPS' standard practice to adjust for slight differences in difficulty level of different test batteries used across sessions. The 'corrected-scores' obtained by each of the candidates in different sessions (if held) will be normalized using equipercentile method. More than one session may be required if the nodes capacity is less, or some technical disruption takes place at any centre or for any candidate.

x) Mobile phones, pagers 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.

y) Candidates are not permitted to use or be in possession of calculators in examination premises.

z) Candidates are advised, in their own interest, not to bring any of the banned item including mobile phones/ pagers to the venue of the examination, as arrangement for safekeeping cannot be assured.

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aa) The Bank will not furnish the mark-sheet to candidates. However, the Online Test marks may be available on the Bank's website after the declaration of the final result.

bb) The post is also open to the employees of the Bank (staff candidates) who satisfy the eligibility criteria.

cc) Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and / or an application in response thereto can be instituted only **in Mumbai and courts/ tribunals/ forums at Mumbai only shall have sole and exclusive jurisdiction to try any cause / dispute**.

dd) Candidate's admission to the Online Test / LPT is strictly provisional. The mere fact that the call letter has been issued to the candidate does not imply that his candidature has been finally cleared by the Bank.

ee) In case it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and / or that he / she has furnished any incorrect / false information or has suppressed any material fact(s), his /her candidature will stand cancelled. If any of these shortcomings is / are detected even after appointment, his /her services are liable to be terminated. Decisions of the Bank in all matters regarding eligibility, conduct of written examination, other tests and selection would be final and binding on all candidates. No representation or correspondence will be entertained by the Bank in this regard.

ff) Candidature of the registered candidate is liable to be rejected at any stage of recruitment process or even after recruitment or joining, if any information provided by the candidate is found false or is not found in conformity with the eligibility criteria mentioned in the advertisement. Further, applicants are required to apply online only. No manual / paper application will be entertained. The candidature of the candidates shall be provisional and will be subject to verification of eligibility conditions with reference to original documents. Screening and selection will be based on the details provided by the candidate. Hence it is necessary that applicants should furnish accurate, full and correct information in the online application. In the event of the candidate furnishing wrong or false information, his candidature may be rejected at any stage of the selection process. Requests for change of mailing address, category as declared in the online application, will not be entertained.

gg) Candidate should also ensure to upload photo at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate shall not be allowed to appear for the exam.

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hh) As per policy, the tests/question papers are not disclosed to anybody other than the candidates only during the examination. The test papers are also not shared with anybody even after the examination.

ii) Please note that a candidate is allowed to appear only once in the online examination for a post. Multiple appearance in online examination will result in cancellation of candidature. In case more than one call letter has been generated, candidates are advised to appear only once for one post on the date and at the time mentioned on the respective call letter.

vi. **Guideline for photograph & signature scan and upload:**

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.

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Photograph Capture:

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

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

Do's and Don'ts of Photo Capture

Dos:

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

Don'ts:

- Small size photograph not to be clicked/ uploaded.
- Coloured glasses or sunglasses/ Cap should not be worn.
- Shadow on face/ not facing the camera/ distorted face/ face covered with mask / blurred image.
- Photo should not be taken in dark/ improper background.

Signature, Left Thumb (LT) impression and Handwriting declaration Image:

- The applicant has to sign on white paper with Black Ink pen:
  - Dimensions 140 x 60 pixels (preferred)
  - Size of file should be between 10kb – 20kb for signature.
  - Ensure that the size of the scanned image is not more than 20kb
- The applicant has to put his left thumb impression on a white paper with black or blue ink:
  - File type: jpg / jpeg

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- Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e 3 cm * 3 cm (Width * Height)
- File Size: 20 KB – 50 KB

- If a candidate is not having left thumb, he/she may use his/ her right thumb for applying.
- The applicant has to write the declaration in English clearly on a white paper with black ink:
  - File type: jpg / jpeg
  - Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e 10 cm * 5 cm (Width * Height)
  - File Size: 50 KB – 100 KB
- The text for the handwritten declaration is as follows –

  "I, _____ (Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required."
- The above-mentioned handwritten declaration has to be in the candidate's handwriting and in English only. If it is written and uploaded by anybody else or in any other language, the application will be considered as invalid. (In the case of Visually Impaired candidates who cannot write may get the text of declaration typed and put their left-hand thumb impression below the typed declaration and upload the document as per specifications.)
- The signature, left thumb impression and the hand-written declaration should be of the applicant and not of 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.
- Signature / Handwritten declaration in CAPITAL LETTERS shall NOT be accepted.

Scanning the documents:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Colour to True Colour

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- File Size as specified above
- Crop the image in the scanner to the edge of the photograph/signature/ left thumb impression / handwritten declaration, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg. Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- Candidates using MS Windows/MSOffice can easily obtain documents in .jpeg format by using MS Paint or MSOffice Picture Manager. Scanned documents in any format can be saved in .jpg / .jpeg format by using 'Save As' option in the File menu. Size can be adjusted by using crop and then resize option.

Procedure for Uploading the documents.

- While filling in the Online Application Form the candidate will be provided with separate links for uploading Photograph, signature, left thumb impression and handwritten declaration.
- Click on the respective link "Upload Photograph / signature / Upload left thumb impression / handwritten declaration".
- Browse and select the location where the Scanned Photograph / signature / left thumb impression / handwritten declaration file has been saved.
- Select the file by clicking on it.
- Click the 'Open/Upload'.
- If the file size and format are not as prescribed, an error message will be displayed.
- Preview of the uploaded image will help to see the quality of the image. In case of unclear / smudged, the same may be re-uploaded to the expected clarity /quality.

Note: Your Online Application shall not be registered unless you upload your Photograph, signature, left thumb impression and handwritten declaration as specified.

I. 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.

II. After uploading the Photograph / signature / left thumb impression / handwritten declaration in the online application form, candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature or left

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thumb impression or the handwritten 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.

III. Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.

IV. Candidate must ensure that Photo and signature to be uploaded are of required size and clearly visible.

V. If the photo is not uploaded at the place of Photo, Admission for Examination will be rejected/denied. Candidate will be responsible for the same.

VI. After registering online candidates are advised to take a printout of their system generated online application forms.

Edit Window' for Candidates to Modify/ Correct Application Form:

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

The candidates will be allowed to change preferences/ data entered only in the following fields in the 'Edit Window' post application:

1) Exam Centre
2) Father's Name
3) Mother's Name
4) 10th/ 12th Percentage

After the expiry of 'Edit Window for candidates to Modify/ Correct Application Form', no change/modification/correction will be allowed under any circumstances. No requests in this regard will be entertained.

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

I. Only those candidates will be allowed to make corrections in the application form, who have successfully submitted their completed online application form along with payment of requisite fees/intimation charges within the specified period of application registration.

II. A candidate will be allowed to correct and re-submit the modified/ corrected application only once during the 'Edit Window to Modify/ Correct Application Form' i.e. no further update to the application will be allowed in case a candidate makes a mistake in the updated application. Before submission of the corrected application, candidates must check that they have filled correct details in each field of the form.

III. Data submitted by the candidates in original application for 'Name', 'Email ID', 'Mobile Number', 'State/UT' field in vacancy, 'State/UT' field in Correspondence address and 'Permanent address', 'Post'. 'Category' and 'Nationality' fields cannot be edited.

IV. Fee applicable for Modifying/ Correcting the Application form through 'Edit Window' is ₹200/- (inclusive of GST). The correction fee will be uniformly applicable to all candidates irrespective of the category. The correction fee once paid shall not be refunded under any circumstances nor will it be adjusted against any other examination.

V. Subject to the receipt of applicable correction fees, only the latest modified application will be treated as valid.

VI. In case of multiple applications, candidates are advised to EDIT the latest application ONLY.

VII. Subject to the receipt of applicable correction fees, only the latest modified application will be treated as valid.

VIII. After the expiry of 'Edit Window for candidates to Modify/ Correct Application Form', no change/modification/correction will be allowed under any circumstances. No requests in this regard will be entertained.

Note: Please note that Corrigendum, if any, issued on the above advertisement, will be published only on the Bank's website (https://opportunities.rbi.org.in).

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DISCLAIMER

In case it is detected at any stage of recruitment that a candidate does not fulfil the eligibility criteria / norms and/or that he/she furnished any incorrect/ false information or has suppressed any material fact(s), indulged in unfair practice during examination, his/ her candidature will stand cancelled. If any of these shortcomings is /are liable to be detected even after appointment, his / her services are liable to be terminated. Decision of the Bank in all matters regarding eligibility, conduct of online / written examination/s, other tests and selection shall be final and binding on all candidates. No representation or correspondence shall be entertained by the Bank in this regard.

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Annex I

Certificate for person with specified disability covered under the definition of Section 2 (s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing

This is to certify that, we have examined Mr/Ms/Mrs ……. (name of the candidate), S/o /D/o ……, a resident of ……(Vill/PO/PS/District/State), aged …….. yrs, a person with ……. (nature of disability/condition), and to state that he/she has limitation which hampers his/her writing capability owing to his/her above condition. He/she requires support of scribe for writing the examination.

2. The above candidate uses aids and assistive device such as prosthetics & orthotics, hearing aid (name to be specified) which is /are essential for the candidate to appear at the examination with the assistance of scribe.

3. This certificate is issued only for the purpose of appearing in written examinations conducted by recruitment agencies as well as academic institutions and is valid upto _____ (it is valid for maximum period of six months or less as may be certified by the medical authority)

Signature of medical authority

(Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)
Orthopedic / PMR specialist	Clinical Psychologist/ Rehabilitation Psychologist/Psychiatrist / Special Educator	Neurologist (if available)	Occupational therapist (if available)	Other Expert, as nominated By the Chairperson (if any)
(Signature & Name)				
Chief Medical Officer/Civil Surgeon/Chief District Medical Officer……Chairperson				

Name of Government Hospital/Health Care Centre with Seal

Place:

Date:

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Annex II

Letter of Undertaking by the persons with specified disability covered under the definition of section 2(s) of RPwD Act 2016 but not covered under the definition of Section 2(r) of the said Act i.e. persons having less than 40% disability and having difficulty in writing.

I ,_____, a candidate with_____ (nature of disability/condition) appearing for the_____ (name of the examination) bearing Roll No. _____at _____ (name of the centre) in the District_____ , _____ (name of the State). My educational qualification is_____ .

2. I do hereby state that_____ (name of the scribe) will provide the service of scribe for the undersigned for taking the aforementioned examination.

3. I do hereby undertake that his qualification is_____ . In case, subsequently, it is found that his qualification is not as declared by the undersigned and is beyond my qualification, I shall forfeit my right to the post/position/academic seat I am competing for and claims relating thereto.

(Signature of the candidate)

(Counter-signature by the parent/ guardian, if the candidate is minor)

Place:
Date:

Note: The prescribed proforma shall be subject to amendment from time to time as per Government of India Guidelines.

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Annex III

Forms to be obtained from the candidates in Ex-Servicemen categories

FORM – A

Form of Certificate applicable for Released/ Retired Personnel

It is certified that No. …..... Rank…..... Name….....whose date of birth is…..... has rendered service from…..... to…..... in Army/ Navy/Air Force.

2. He has been released from military services:

a) on completion of assignment otherwise than

(i) by way of dismissal, or

(ii) by way of discharge on account of misconduct or inefficiency, or

(iii) on his own request, but without earning his pension, or

(iv) he has not been transferred to the reserve pending such release

b) on account of physical disability attributable to Military Service.

c) on invalidment after putting in at least five years of Military service

3. He is covered under the definition of Ex-Servicemen (Re-employment in Central Civil Services and Posts) Rules, 1979 as amended from time to time

Place:
Date:
SEAL

Signature. Name and Designation of the Competent Authority**

#Delete the paragraph which is not applicable.

FORM – B

Form of Certificate for Serving Personnel
(Applicable for serving personnel who are due to be released within one year)

It is certified that No. …..Rank…....Name…..... is serving in the Army/Navy/Air Force from…....

2. He is due for release/retirement on completion of his specific period of assignment on…..

3. No disciplinary case is pending against him. Place: Signature, Name and Designation of the Date: Competent Authority** SEAL

Place:
Date:
SEAL

Signature. Name and Designation of the Competent Authority**

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FORM – C

Undertaking to be given by serving Armed Force personnel who are due to be released within one year

I understand that if selected on the basis of the Recruitment/Examination to which this application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the appointing authority that I have been duly released/ retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen (Re-employment in Central Civil Service and Posts) Rules, 1979, as amended from time to time.

(2) I also understand that I shall not be eligible to be appointed to a vacancy reserved for Ex-Servicemen in regard to the recruitment covered by this examination, if I have at any time prior to such appointment, secured any employment on the civil side (including Public Sector Undertaking, Autonomous Bodies/Statutory Bodies, Nationalized Banks, etc.), by availing of the concession of reservation of vacancies admissible to Ex-Servicemen.

Place:
Date:
Signature and Name of Candidate

FORM – D

Form of Certificate applicable for Serving Armed Force Personnel who have already completed their initial assignment and are on extended assignment

It is certified that No…..... Rank…..... Name…..... whose date of birth is…......is serving in the Army/Navy/Air Force from…..

2. He has already completed his initial assignment of five years on…..and is on extended assignment till…..

3. There is no objection to his applying for civil employment and he will be released on three months' notice on selection from the date of receipt of offer of appointment.

Place:
Date:
SEAL

Signature. Name and Designation of the
Competent Authority**

** Authorities who are competent to issue certificate to Armed Forces Personnel for availing Age concessions are as follows:
(a) in case of Commissioned Officers including ECOs/SSCOs: Army: Military Secretary Branch, Army Hqrs., New Delhi; Navy: Directorate of Personnel, Naval Hqrs., New Delhi; Air Force: Directorate of Personnel Officers, Air Hqrs., New Delhi.
(b) in case of JCOs/Ors and equivalent of the Navy and Air Force: Army: By various Regimental Record Offices; Navy: BABS, Mumbai; Air Force: Air Force Records, New Delhi.

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Annex IV

The regional jurisdiction of Recruiting Offices are as follows:

Sr. No.	Recruitment Office	Regional Jurisdiction
1.	Ahmedabad	Gujarat and Union Territories of Daman and Diu
2.	Bengaluru	Karnataka
3.	Bhopal	Chhattisgarh and Madhya Pradesh
4.	Bhubaneswar	Orissa
5.	Chandigarh	Haryana, Himachal Pradesh, Punjab, and Union Territory of Chandigarh
6.	Chennai	Tamil Nadu, Puducherry
7.	Guwahati	Assam, Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland and Tripura
8.	Hyderabad	Andhra Pradesh and Telangana
9.	Jaipur	Rajasthan
10.	Kanpur & Lucknow	Uttar Pradesh, Uttarakhand
11.	Kolkata	West Bengal, Sikkim and the Union Territories of Andaman and Nicobar Islands
12.	Mumbai	Maharashtra, Goa and Union Territories of Dadra and Nagar Haveli
13.	New Delhi	Delhi, Haryana
14.	Patna	Bihar, Jharkhand

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Annex V

The office wise local languages for the purpose of Language Proficiency Test (LPT) are as follows:

Sr. No.	Recruitment Office	Local Languages
1.	Ahmedabad	Gujarati
2.	Bengaluru	Kannada
3.	Bhopal	Hindi
4.	Bhubaneswar	Odia
5.	Chandigarh	Punjabi/ Hindi
6.	Chennai	Tamil
7.	Guwahati	Assamese / Bengali / Khasi / Manipuri / Bodo / Mizo/ English (only for candidates from States of Nagaland/ Arunachal Pradesh)
8.	Hyderabad	Telugu
9.	Jaipur	Hindi
10.	Kanpur & Lucknow	Hindi
11.	Kolkata	Bengali / Nepali
12.	Mumbai	Marathi / Konkani
13.	New Delhi	Hindi
14.	Patna	Hindi / Maithili

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Annex VI

List of regional languages as Medium of Online Examination:

Sr. No.	Recruitment Office	Medium of Examination
1.	Ahmedabad	English, Hindi & Gujarati
2.	Bengaluru	English, Hindi, Kannada & Konkani
3.	Bhopal	English & Hindi
4.	Bhubaneswar	English, Hindi & Odia
5.	Chandigarh	English, Hindi & Punjabi
6.	Chennai	English, Hindi & Tamil
7.	Guwahati	English, Hindi, Assamese, Manipuri & Bengali
8.	Hyderabad	English, Hindi, Telugu & Urdu
9.	Jaipur	English & Hindi
10.	Kanpur & Lucknow	English, Hindi & Urdu
11.	Kolkata	English, Hindi & Bengali
12.	Mumbai	English, Hindi, Marathi & Konkani
13.	New Delhi	English & Hindi
14.	Patna	English & Hindi

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Recruitment for the post of Office Attendant – PY 2025

Annex VII

The list of Examination centers

Sr. No.	State / UT / NCR	Online Examination Centres
1.	Andaman & Nicobar	Port Blair
2.	Andhra Pradesh	Chirala, Kakinada, Kurnool, Nellore, Rajahmundry, Tirupati, Guntur/Vijayawada, Vishakhapatnam, Vizianagaram, Hyderabad, Karimnagar, Khammam, Warangal
3.	Arunachal Pradesh	Naharlagun
4.	Assam	Dibrugarh, Guwahati, Jorhat, Silchar, Tezpur
5.	Bihar	Arrah, Bhagalpur, Darbhanga, Gaya, Muzzafarpur, Patna, Purnea
6.	Chandigarh	Mohali
7.	Chhattisgarh	Bhilai, Bilaspur, Raipur
8.	Delhi	Delhi/NCR, Faridabad, Ghaziabad, Greater Noida, Noida, Gurugram
9.	Goa	Panaji
10.	Gujarat	Gandhinagar/Ahmedabad, Anand/Vadodara, Himmatnagar, Mehsana, Surat/Bardoli, Rajkot
11.	Haryana	Ambala
		Delhi/NCR, Faridabad, Ghaziabad, Greater Noida, Noida, Gurugram
12.	Himachal Pradesh	Bilaspur, Hamirpur, Kangra, Mandi, Shimla, Una
13.	Jharkhand	Bokaro Steel City, Dhanbad, Hazaribagh, Jamshedpur, Ranchi
14.	Karnataka	Belagavi(Belgaum), Bengaluru, Kalaburagi(Gulbarga), Hubballi(Hubli), Mangaluru(Mangalore), Mysuru(Mysore), Shivamogga(Shimoga), Udupi
15.	Madhya Pradesh	Bhopal, Gwalior, Indore, Jabalpur, Sagar, Satna, Ujjain
16.	Maharashtra	Mumbai/Navi Mumbai/Thane/MMR, Chhatrapati Sambhaji Nagar, Dhule, Jalgaon, Kolhapur, Latur, Nanded, Nasik, Pune, Ratnagiri, Satara, Sangli, Solapur, Ahilyanagar, Akola, Jalna, Amravati, Chandrapur, Nagpur
17.	Manipur	Imphal, Churachandpur, Kakching
18.	Meghalaya	Shillong
19.	Mizoram	Aizawl
20.	Nagaland	Kohima
21.	Odisha	Balasore, Berhampur-Ganjam, Bhubaneswar, Cuttack, Dhenkanal, Rourkela, Sambalpur
22.	Puducherry	Puducherry
23.	Punjab	Amritsar, Bhatinda, Jalandhar, Ludhiana, Mohali, Patiala, Moga, Phagwara
24.	Rajasthan	Ajmer, Bikaner, Jaipur, Jodhpur, Kota, Sikar, Udaipur
25.	Sikkim	Gangtok
26.	Tamil Nadu	Chennai, Coimbatore, Madurai, Namakkal, Salem, Tiruchirappalli, Tirunelveli, Vellore, Erode, Virudhunagar, Nagercoil/Kanyakumari, Tiruvannamalai, Tirupur, Thanjavur, Dharmapuri,

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27.	Telangana	Hyderabad, Karimnagar, Khammam, Warangal
28.	Tripura	Agartala
29.	Uttar Pradesh	Agra, Aligarh, Jhansi, Varanasi, Prayagraj, Mathura, Kanpur, Bareilly, Gorakhpur, Moradabad, Meerut, Muzaffarnagar, Lucknow
30.	Uttarakhand	Haldwani, Roorkee, Dehradun
31.	West Bengal	Asansol, Kolkata, Hooghly, Kalyani, Siliguri, Burdwan, Durgapur

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Annex VIII

Email Addresses of the Offices (for Pre-Exam training)

Sr. No.	Recruiting Office	Email Address
1.	Ahmedabad	rdahmedabad@rbi.org.in
2.	Bengaluru	rdbengaluru@rbi.org.in
3.	Bhopal	rdbhopal@rbi.org.in
4.	Bhubaneshwar	rdbhubaneswar@rbi.org.in
5.	Chandigarh	rdchandigarh@rbi.org.in
6.	Chennai	rdchennai@rbi.org.in
7.	Guwahati	rdguwahati@rbi.org.in
8.	Hyderabad	rdhyderabad@rbi.org.in
9.	Jaipur	rdjaipur@rbi.org.in
10.	Kanpur & Lucknow	rdkanpur@rbi.org.in
11.	Kolkata	rdkolkata@rbi.org.in
12.	Mumbai	rdmumbai@rbi.org.in
13.	New Delhi	rdnewdelhi@rbi.org.in
14.	Patna	rdpatna@rbi.org.in

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Annex IX

Application for Pre-examination Training

The Regional Director/General Manager
Reserve Bank of India

Dear Sir/Madam,

Pre-examination Training – Recruitment for the post of Office Attendant – PY 2025

I have applied to the Reserve Bank of India for the post of Office Attendant - PY 2025. Please register my name for training in English/Hindi (Tick one) medium. I enclose an attested copy of the Caste/Tribe/Disability Certificate. I 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:
Place:
Date:
Address:
Email:
Mobile:

Encl:

1. Attested copy of the Caste/Tribe/Disability Certificate
2. Copy of e-receipt as proof for having applied for the exam

** E-mail addresses of our offices are given in the Annex VIII. A candidate can select only that office for which he/she is applying for the post.

Note:

1. Training in Hindi will be held only if sufficient numbers of candidates are registered.
2. The application must reach the concerned office through email latest by **February 04, 2026**. Kindly mention “Application for pre-examination training for the post of Office Attendant – PY 2025” in the Subject of email.