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भारतीय रिज़र्व बैंक सर्विसेज़ बोर्ड
RESERVE BANK OF INDIA SERVICES BOARD

Advt. No. RBISB/DA/02/2025-26

(This advertisement can be accessed on the RBI website www.rbi.org.in)

Recruitment for the following Posts in Reserve Bank of India (RBI) for the Panel Year-2024:

(1) Legal Officer in Grade 'B',
(2) Manager (Technical-Civil) in Grade 'B',
(3) Manager (Technical-Electrical) in Grade 'B',
(4) Assistant Manager (Rajbhasha) in Grade 'A' and
(5) Assistant Manager (Protocol & Security) in Grade 'A'

'Build your Nation. Build your Career'

Life with RBI is not just another career. It's a commitment. Commitment to serve the Nation, where your decisions make an impact on the way the economy and the financial sector in the country evolves.

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The Reserve Bank of India Services Board (Board) invites applications from eligible candidates for the posts mentioned below in Reserve Bank of India (RBI / Bank):

	Post	Number of Vacancies									
		GEN/UR	EWS $	OBC (NCL) @	SC	ST	Total	PwBD Category			
								A	B	C	D
1	Legal Officer in Grade 'B'	3	-	1	1	-	**5**	2(1)	-	-	-
2	Manager (Technical-Civil) in Grade 'B'	3	-	2	1(1)	-	**6(1)**	-	-	-	-
3	Manager (Technical-Electrical) in Grade 'B'	2	-	2	-	-	**4**	-	-	-	-
4	Assistant Manager (Rajbhasha) in Grade 'A'	2	-	1	-	-	**3**	-	-	-	-
5	Assistant Manager (Protocol and Security) in Grade 'A'	5	-	2	2(1)	1	**10(1)**	-	-	-	-
	Total	**15**	**-**	**8**	**4(2)**	**1**	**28(2)**	**2(1)**	-	-	-

Figures in () indicates backlog vacancy.

Abbreviation SC – Scheduled Caste; ST – Scheduled Tribe; OBC (NCL)– Other Backward Classes (Non-Creamy Layer); EWS – Economically Weaker Section; GEN/UR – General / Unreserved; PwBD – Persons with Benchmark Disabilities.

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@ Reservations 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.
The OBC candidates 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 but not later than the closing date of application for the posts. The candidate should be in possession of requisite OBC certificate in the prescribed format (**Appendix-V**) in support of his/her claim for availing reservation on / before the closing date of applications for the posts i.e. July 31, 2025.
$ Reservation for Economically Weaker Sections (EWSs) 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 Grievances & Pensions, Government of India. Disclaimer: "EWSs 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 format prescribed by Government of India for the Financial Year 2024-25 and Valid for the Year 2025-26. The candidate should be in possession of requisite Income and Asset certificate in the prescribed format **(Appendix-VI)** in support of his/her claim for availing reservation on / before the closing date of applications for the posts i.e. July 31, 2025.

Sl No	Particulars	Remarks
	Eligibility Criteria (as on July 01, 2025)	
1	**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 any of the categories at (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.
2	**Mode of Application**	Candidates are required to apply ONLINE only through the Bank's website **www.rbi.org.in** No other mode for submission of application is available. Brief Instructions for filling up the "**Online Application Form**" are given in **Appendix-I**.
3	**Important Dates**	The link on the RBI website (www.rbi.org.in) will open for Online Registration of Applications and Payment of Application Fees/Intimation Charges from **July 11, 2025 to July 31, 2025 (till 06:00 PM)** Date of Examination: **August 16, 2025 [Saturday]** *(The Board reserves the right to make any changes in these dates.)*
4	**Posts**	
	1. Legal Officer in Grade 'B'	**Age (as on July 01, 2025):** A candidate must have attained the age of 21 years and must not have attained the age of 32 years as on July 01, 2025. Candidates must have been born not earlier than July 02, 1993 and not later than July 01, 2004. Upper age limit is relaxable by 3 years in case of candidates possessing LL.M. degree and 5 years in the case of candidates possessing Ph.D in Law. Refer to Para 24 for relaxation in upper age limit for specified categories.

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

Educational Qualifications (as on July 01, 2025):
Bachelor's Degree in Law from any University / College/ Institution recognized by UGC and the Bar Council of India with a minimum of 50% marks or equivalent in the aggregate of all semesters/years.
For SC/ST and PwBD candidate minimum required marks shall be 45% in Bachelor's degree in Law in the aggregate of all semesters/years, against vacancies reserved for such candidates.

Please also refer Para 23 below on Note on Educational Qualifications.

Experience (as on July 01, 2025):
Essential:
1. Enrolled with the Bar Council as an Advocate.
2. At least two years' experience after being enrolled:
(i) As an Advocate or
(ii) As a Law Officer in the Legal Department of a large bank/ financial institution/ statutory corporation/ company/ State/ Central Government post enrolment with the Bar Council or
(iii) As a full-time teacher in a Law College / University, teaching law.

Note
(a) copy of the Bar Council Registration/ Enrolment Certificate is required in all cases and;
In case of 2(i) above;
(b) a certificate from the Bar Association of which the candidate is a member or a certificate issued by the Presiding Officer of a Court before which the candidates have practiced for the required period should be produced at the time of interview.

Desirable:

Special knowledge of Banking Law, Company Law, Labour Law and Constitutional Law and experience in drafting of pleadings and documents.

For syllabus, please refer to Appendix II.

Test Structure:
Selection will be through Online and Offline Examinations and Interview. Examinations shall consist of objective and descriptive type question papers as detailed below

Type of paper	Maximum Marks	Duration
Paper-I: General Knowledge of Law		
Objective Type	30	

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		Descriptive Type	120	Three Hours
		Total	**150**	
		Paper-II: English - Descriptive Type	100	Three Hours
		Total	**250**	
		Interview	40	
		Grand Total	**290**	
		Question Paper-I (General Knowledge of Law) will be displayed in Hindi and English. Candidates may choose either Hindi or English for submitting their responses. Candidates may also choose either Hindi or English as their medium of interview. The number of candidates to be called for interview will be decided by the Board based on the marks scored in examination. Final selection will be on the basis of the performance in the examination (Paper-I and II) and interview taken together.		
	2. Manager (Technical-Civil) in Grade 'B'	**Age (as on July 01, 2025):** A candidate must have attained the age of 21 years and must not have attained the age of 35 years as on July 01, 2025. Candidates must have been born not earlier than July 02, 1990 and not later than July 01, 2004. Refer to Para 24 for relaxation in upper age limit for specified categories. **Job Requirements:** Candidate will be responsible for designing, constructing, supervising, and managing of construction projects such as construction of office buildings, construction of residential buildings, renovation of existing buildings, repair and maintenance of the existing properties and retrofitting of the existing old structures. **Educational Qualifications (as on July 01, 2025):** A Bachelor's Degree in Civil Engineering or equivalent qualification with a minimum of 60% marks (55% for SC/ST, if vacancies are reserved for them) or equivalent grade in aggregate of all semesters/years. Aggregate Grade Point or percentage of marks where awarded would mean aggregate over the entire duration of the course. Please also refer Para 23 below on Note on Educational Qualifications. **Experience (as on July 01, 2025):** **Essential:** At least 3 years' experience in relevant field after graduation (in a position of independent responsibility) in a public/private limited organization, including Hospitals /Banks/ Financial Institutions /Planning/Designing/Construction/Large Office Buildings/ Multistoried Buildings/ Housing Companies / residential campus based educational institutions and having experience in preparation and evaluation of tender. **Desirable:** (i) Experience in maintenance of Office and Residential properties/ colonies. (ii) Experience of administering construction projects in all its aspects and knowledge of PERT/ CPM techniques. (iii) Working knowledge of Computer in Structural Design in CAM/ CAD / MS Project or Primavera/ evaluation and analyzing of tenders with special references. (iv) Working knowledge in structural rehabilitation works. (v) Experience in Construction and Project Management. (vi) Ability to work in a computerized environment.		

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

Type of paper	Maximum Marks	Duration
Paper-I: Objective Type Test Test of professional knowledge/ job knowledge	100	One Hour
Paper-II: Descriptive Type Test Standard of the papers will be that of B.E. Degree	100	Three Hours
Total	**200**	
Interview	35	
Grand Total	**235**	

In Paper-I, there will be negative marking of 1/4th of marks for every wrong answer. Paper-I of only such candidates, who appear in both the papers, would be assessed. Paper-II of only such candidates, who score sufficiently high marks in Paper-I, as decided by the Board, would be assessed. Question papers for examination will be set in Hindi and English. Answers may be written either in Hindi or English. Candidates may choose Hindi or English as their medium of interview. The number of candidates to be called for interview will be decided by the Board. Final selection will be on the basis of performance in the examination (Paper-I and Paper-II) and interview taken together.

3. Manager (Technical-Electrical) in Grade 'B'

Age (as on July 01, 2025):
A candidate must have attained the age of 21 years and must not have attained the age of 35 years as on July 01, 2025.
Candidates must have been born not earlier than July 02, 1990 and not later than July 01, 2004.
Refer to Para 24 for relaxation in upper age limit for specified categories.

Job Requirements:
Candidate will be responsible for Planning, Execution, and Monitoring/ Supervision of operations and maintenance activities of various electrical systems (electrical sub-station, electrical distribution system, UPS supply, DG set, Lift, HVAC plant etc.), security related system (CCTV system, Fire Alarm and Security alarm system, X-ray baggage scanner system etc.), and such renovation work areas in Bank's office and residential colonies and new construction projects.

Educational Qualifications (as on July 01, 2025):
A Bachelor's Degree in Electrical Engineering or Electrical and Electronics Engineering with a minimum of 60% marks (55% for SC/ST, if vacancies are reserved for them) or equivalent grade in aggregate of all semesters/ years. Aggregate Grade Point or percentage of marks where awarded would mean aggregate over the entire duration of the course.

Please also refer Para 23 below on Note on Educational Qualifications.

Experience (as on July 01, 2025):

Essential
At least 3 years' experience after graduation in relevant field (in a position of independent responsibility) in a public/private limited organization, including Hospitals/ Banks/ Financial Institutions/ residential campus based educational institutions in planning/ designing/ execution of internal and external electrical

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installation work, large central air conditioning plant, lift, communication systems and other associated services involved in large, multi-storey building projects including preparation, scrutiny and evaluation of tenders.

Desirable
(i) Working knowledge of electronic systems like CCTV surveillance systems, Addressable Security Alarm and Fire Alarm systems, EPABX, UPS system, etc.
(ii) Experience in maintenance of lifts, pumps, air-conditioning plants, etc.
(iii) Experience of administering construction projects in all its aspects and knowledge of MS Project or Primavera/ PERT/ CPM techniques.
(iv) Ability to work in a computerized environment.

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

Type of paper	Maximum Marks	Duration
Paper-I: Objective Type Test Test of professional knowledge / job knowledge	100	One hour
Paper-II: Descriptive Type Test Standard of the papers will be that of B.E. Degree	100	Three hours
Total	200	
Interview	35	
Grand Total	235	

In Paper-I, there will be negative marking of 1/4th of marks for every wrong answer. Paper-I of only such candidates, who appear in both the papers, would be assessed. Paper-II of only such candidates, who score sufficiently high marks in Paper-I, as decided by the Board, would be assessed. Question papers for examination will be set in Hindi and in English. Answers may be written either in Hindi or English. Candidates may choose Hindi or English as their medium of interview. The number of candidates to be called for interview will be decided by the Board. Final selection will be on the basis of performance in the examination (Paper-I and Paper-II) and interview taken together.

4. Assistant Manager (Rajbhasha) in Grade 'A'

Age (as on July 01, 2025):
A candidate must have attained the age of 21 years and must not have attained the age of 30 years as on July 01, 2025.

Candidates must have been born not earlier than July 02, 1995 and not later than July 01, 2004.

For candidates with Ph.D. qualification, the upper age limit will be 32 years. The maximum age relaxation applicable to SC/ST and OBC category candidates, even having Ph.D., will be 5 years and 3 years respectively if posts are reserved for them. (Cumulative benefit is not allowed).
Refer to Para 24 for relaxation in upper age limit for specified categories.

Job Requirements:
(i) Translation from English to Hindi and vice-versa of various references, documents, manuals and other publications of the Bank and arranging for printing thereof;
(ii) Implementation of Government instructions regarding use of Hindi in the Bank; and

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(iii) Administration of Hindi Teaching Scheme for the Bank's staff.

Educational Qualifications (as on July 01, 2025):

Essential

(i) Second Class Master's Degree in Hindi/ Hindi Translation with English as a subject at the bachelor's degree level; OR

(ii) Second Class Master's Degree in English with Hindi as a subject at the bachelor's degree level along with Post graduation diploma in translation; OR

(iii) Second Class Master's Degree in Sanskrit / Economics / Commerce with English and Hindi as subjects at the bachelor's degree level along with Post graduation diploma in translation. (In lieu of a subject of Hindi at bachelor's degree level, one may have recognized Hindi qualification equivalent to a bachelor's degree); OR

(iv) Master's Degree in both English and Hindi/ Hindi Translation, of which one must be Second Class.

Desirable

Knowledge of bi-lingual word processing.

Please also refer Para 23 below on Note on Educational Qualifications.

Test Structure:

Selection will be through examination and interview. Examination will have two Papers, Paper-I(Objective type) Online and Paper-II (Descriptive type) - Computer/paper based as under

Tests	No. of Questions	Maximum marks	Duration
Paper-I Objective type			
Reasoning	35	35	30 minutes
English language	35	35	30 minutes
General Awareness with special reference to Banking, Economics, Commerce and allied subject	35	35	20 minutes
Test of Professional Knowledge (including Official Language)	45	45	40 minutes
Sub Total	**150**	**150**	
Paper-II Descriptive Paper (Official Language)		50	60 minutes
Interview		35	
Grand Total		**235**	

In Paper-I, there will be negative marking of 1/4th of marks for every wrong answer. The Paper-II examination will be of one-hour duration carrying 50 marks to assess candidates' ability to undertake translation from Hindi to English and vice-versa and basic knowledge of Official Language Policy of Government of India.

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

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5. Assistant Manager (Protocol & Security) in Grade 'A'	**Age (as on July 01, 2025):** A candidate must have attained the age of 25 years and must not have attained the age of 40 years as on July 01, 2025. Candidates must have been born not earlier than July 02, 1985 and not later than July 01, 2000. There is no age relaxation for any category. **Job Requirements:** The officer will be responsible for the general roles and responsibilities, including (but not limited to) the following: **(i) Internal Security/ CCTV Surveillance**: Oversee physical security, manage security personnel, maintain security equipment including CCTV systems across Bank's premises. **(ii) Protocol Activities**: Provide protocol services for Top Management and visiting dignitaries, liaising with State government and other authorities. **(iii) Maintenance Activities:** Supervise and manage maintenance work of Bank's premises, ensuring efficient use of maintenance staff. **(iv) Fire Prevention & Disaster Management:** Implement and maintain fire safety measures, conduct drills, and train Safety Squad members. **(v) Administration:** Administer security personnel (including outsourced personnel), manage budgets, and ensure compliance with regulatory requirements. **(vi) Any other work** related to security / maintenance / upkeep of Bank's office / residential premises, as considered necessary. **Experience (as on July 01, 2025):** The candidate should be an Officer with a minimum of ten years (five years in case of PwBD candidates) of Commissioned Service in the regular Army/Navy/Air Force holding a valid Ex-Serviceman Identity Card. Note Short Service Commissioned Officers should have rendered at least ten years continuous Military Service and have been released on completion of assignment (including those whose assignment is due to be completed within one year from the cut-off date specified, i.e., on or before July 01, 2025) 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. However, PwBD candidates under the following categories of disabilities are eligible to apply for the post (a) OL, CP, LC, Dw, AAV, SD/ SI (b) SLD (c) MD involving (a) and (b) above CATEGORY ABBREVIATIONS USED: OL=One Leg, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, AAV=Acid Attack Victims, SD / SI = Spinal Deformity and Spinal Injury with / without any associated neurological / limb dysfunction, SLD= Specific Learning Disability, MD=Multiple Disabilities Short Service Commissioned Officers who have completed their initial period of assignment of ten years of Military Service but whose assignment has been extended beyond ten years and in whose case the Ministry of Defence issues certificates that they would be released on selection within three months from the date of receipt of offer of appointment, may submit a copy of this certificate along with the printed copy of online application for the post (if shortlisted for the interview). **For syllabus, please refer to Appendix-II.**

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

Sr. No.	Test	Number of questions	Maximum marks	Duration
1.	Test of Reasoning	50	50	35 minutes
2.	Test of English Language	50	25	35 minutes
3.	Test of General Awareness with special reference to Banking Industry	50	50	20 minutes
4.	Test of Professional Knowledge	50	75	30 minutes
	Total		200	
5.	Interview		35	
	Grand Total		**235**	

There will be negative marking for every wrong answer. For every wrong answer, 1/4th of the marks assigned to that question will be deducted as penalty. Question papers (except English language test) will be set bilingually in Hindi and English. Candidates can answer examination in Hindi or English (as applicable) at their option. Candidates can opt for interview in Hindi or English.

5 Persons with Benchmark Disability (PwBD) Candidates

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

There is no reservation for PwBD candidates for the posts except for Legal Officer in Grade 'B'. However, PwBD candidates belonging to these categories and subject to their eligibility, as indicated in the table below, may apply for other posts, <u>without any concession except for age relaxation</u>. (no age relaxation for the post of Assistant Manager (Protocol & Security) in Grade 'A')

Sl. No.	Name of Post	Suitable Categories of Benchmark Disabilities**	Functional Requirements*
1	Legal Officer in Grade 'B'	a) B, LV b) HH c) OL, OA, BA, BL, SD/SI, OAL, BLOA, BLA, LC, Dw, AAV d) SLD e) MD involving (a) to (d) above	S, ST, RW, H, C, MF
2	Manager (Technical-Civil) in Grade 'B'	a) - b) D, HH c) OA, OL, SD/SI, CP, LC, Dw, AAV d) SLD, MI e) MD involving (b) to (d) above	S, ST, W, BN, L, KC, MF, RW, SE, H, C

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		3	Manager (Technical - Electrical) in Grade 'B'	a) - b) D, HH c) OA, OL, SD/SI, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD involving (b) to (d) above	S, ST, W, BN, MF, RW, SE, H
		4	Assistant Manager (Rajbhasha) in Grade 'A'	a) B, LV b) D, HH c) OA, BA, OL, BL, SD/SI, OAL, BLOA, BLA, CP, LC, Dw, AAV, MDy d) MI e) MD involving (a) to (d) above	S, RW, SE, C, MF
		5	Assistant Manager (Protocol & Security) in Grade 'A'	a) – b) – c) OL, CP, LC, Dw, AAV, SD/ SI d) SLD e) MD involving (c) and (d) above	W, R, H

* FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending , L=Lifting, KC=Kneeling & Crouching, JU=Jumping, CRL= Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, R = Reading, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication.

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

(2) 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.

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

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

(5) Use of Scribe & Compensatory time (Person having disability of 40% or more)

At the time of online/written examination, 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 services of a scribe. In all such cases where a scribe is used, the following rules will apply

i. The services of the scribe will be allowed to be used as per the guidelines issued vide Office Memorandum F.No.16-110/2003-DDIII dated February 26, 2013 of Government of India, Ministry of Social Justice and Empowerment, Department of Disability Affairs, New Delhi.
ii. The candidate will have to arrange their own scribe/writer at their own cost.

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<table>
<tr><td></td><td></td><td>iii. 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.
iv. 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.
v. Any candidate who is using scribe should ensure that candidate 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 they have already joined the Bank.

(6) 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
(i) 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 examination on their behalf from the competent medical authority of a Government healthcare institution as per proforma at Appendix-III.
(ii) 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 Appendix-IV.

(7) Detailed instructions for PwBD candidates and candidates having less than 40% disability regarding availing services of scribe and allotment of compensatory time will be made available on Bank's website (www.rbi.org.in) at the time of uploading of Admit Cards for examinations.
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 and these certificates should be dated on or before the due date (closing date) of the application.</td></tr>
<tr><td>6</td><td>SC/ST/OBC/ EWS/PwBD Candidates</td><td>Even if there is no vacancy reserved for SC/ST/OBC/EWS/PwBD category candidates for a particular post, such candidates can still apply. However, they will not be eligible for any concession/relaxation etc. SC/ST/PwBD candidates are exempt from payment of Application Fee even in such case but will have to pay specified Intimation Charges.</td></tr>
<tr><td>7</td><td>OBC Candidates</td><td>The OBC candidates 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 but not later than the closing date of application for the posts. The candidate should be in possession of requisite OBC certificate in the prescribed format (Appendix–V) in support of his/her claim for availing reservation on / before the closing date of applications for the posts i.e. July 31, 2025.</td></tr>
<tr><td>8</td><td>Application Fee and Intimation Charges (Non-</td><td>
<table>
<tr><th>Sr. No.</th><th>Category</th><th>Charges</th><th>Amount *</th></tr>
<tr><td>1.</td><td>SC / ST/ PwBD</td><td>Intimation Charges only</td><td>₹ 100/- + 18% GST</td></tr>
</table>
</td></tr>
</table>

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	Refundable) (For all the above posts)	2.	GEN / OBC / EWS	Application fee including intimation charges	₹ 600/- + 18% GST
		3.	STAFF@	Nil	Nil
		* Bank/Transaction charges are to be borne by the candidate. @ fee/ intimation charges waiver is only for those employees of RBI (Staff Candidates) who satisfy the eligibility criteria separately stipulated by the Bank vide its circular CO. HRMD. No. G-75/5599/05.01.01/2013-2014 dated December 20, 2013 read with RBI circular CO.HRMD.No. G132 / 17000 /05.01.01 /2013-14 dated June 9, 2014 and para 5.16 of RBI Master Circular on Recruitment dated April 01, 2025. 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 circulars), they are advised to indicate themselves as non-staff candidates and pay fees/ intimation charges as applicable to non-staff candidates. Application Fee/Intimation charges once paid will NOT be refunded on any account. Application Fee / Intimation Charges are required to be paid **only** in the manner prescribed in **Appendix-I**.			
Emoluments/ Perquisites and other Benefits					
9	**Monthly Emoluments**	**(A) For Grade 'A' Officers** Selected candidates will draw a starting basic pay of ₹62,500/-p.m. in the pay scale of ₹62500 – 3600 (4) – 76900 - 4050 (7) – 105250 - EB - 4050 (4) - 121450 – 4650 (1) - 126100 (17 years) applicable to Officers in Grade 'A'. They will also be eligible for Dearness Allowance, Local Compensatory Allowance, House Rent Allowance, Special Grade Allowance, Learning Allowance, Special Allowance and Grade Allowance as per rules in force from time to time. At present, initial monthly gross emoluments are approximately ₹1,22,692/- (DA being ₹19404/- at 19.97%), which do not include the amount of HRA. House Rent Allowance of 15% of pay will be paid to these Officers additionally if they are not staying in Bank's accommodation. **(B) For Grade 'B' Officers** Selected Candidates will draw a starting basic pay of ₹78,450/- p.m. in the pay scale of ₹78450 - 4050 (9) - 114900 - EB – 4050 (2) - 123000 - 4650 (4) - 141600 (16 years) applicable to Officers in Grade 'B'. They will also be eligible for Dearness Allowance, Local Compensatory Allowance, House Rent Allowance, Special Allowance, Special Grade Allowance, Learning Allowance and Grade Allowance as per rules in force from time to time. At present, initial monthly gross emoluments are approximately ₹1,49,006/- (DA being ₹23545/- at 19.97%), which do not include the amount of HRA. House Rent Allowance of 15% of pay will be paid to these Officers additionally if they are not staying in Bank's accommodation. **Note** For candidates possessing very high academic or professional qualification/ experience of significant value to the Bank, the Bank may, at its sole discretion, consider granting up to four advance increments. The Board, at its sole discretion, may consider requests for higher emoluments because of higher qualification/special experience of value to the Bank at the Interview stage only. Such information may be furnished in the 'Bio-data Form' in the appropriate column. The number of increments will be maximum four. The Board/Bank will not entertain any request received after the interview.			
10	**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 Allowance (once in two years for self, spouse and eligible dependents). Loans and Advances at concessional rates of interest for Housing, Vehicle, Education of children, Consumer Articles, etc.			

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11	**NPS**	Selected candidates will be governed by the 'Defined Contribution-New Pension Scheme (NPS) which is mandatory for all employees joining the services of the Bank on or after January 01, 2012', in addition to the benefit of Gratuity
12	**Residential Accommodation**	At certain centres, limited numbers of residential quarters are available. Facility for securing residential accommodation on lease, however, exists at all centres, subject to extant guidelines.
13	**Appointment and Probation Period**	Initial appointment will be on probation for a period of two years. At Bank's discretion, the probationary period may be extended up to a maximum period of four years.
14	**Promotion**	There are reasonable prospects for promotion to higher grades.
15	**Place of Posting**	Selected candidates are liable to be posted and transferred anywhere in India.
16	**Corrigendum**	Please note that Corrigendum, if any, issued on the above advertisement, will be published only on the Bank's website www.rbi.org.in. *(Hindi version of this advertisement is available on Hindi website of the Bank)*
17	**Closing Date**	Candidates must apply only online through the Bank's website i.e. www.rbi.org.in from **July 11, 2025 to July 31, 2025 (till 6:00 PM)**. No other means/mode of applications will be accepted. The Board takes no responsibility for any delay in the receipt of the Application or loss thereof.
	IMPORTANT INSTRUCTIONS	
18	**Candidates to ensure their Eligibility for the Posts**	(i) Before applying, candidates should ensure that they fulfil the eligibility criteria for the advertised posts. Reserve Bank of India Services Board, hereinafter referred to as 'Board', would admit to the examinations all the candidates applying for the posts with the requisite Application Fee/ Intimation Charges (as applicable) based on the information furnished in the **ONLINE APPLICATION** and shall determine their eligibility only at the final stage, i.e., Interview stage. If at that stage, it is found that any information furnished in the **ONLINE APPLICATION** is false/incorrect or if according to the Board, the candidate does not satisfy the eligibility criteria for the post, their candidature will be cancelled and he/ she will not be allowed to appear for Interview and claim any reimbursement towards travelling. Such candidates can be removed from Bank's services without notice if he/ she has already joined the Bank.
19	**Help Facility**	In case of any problem in filling up the form, payment of Application Fees / Intimation Charges or in downloading of Admit Card, queries may be made through the link **https://cgrs.ibps.in** Do not forget to mention "**Recruitment in Reserve Bank of India: Post – Panel Year 2024" (as applicable) in the subject of the email.**
20	**Use of MOBILE PHONES and other electronic devices BANNED**	(a) The use of any mobile phone (even in switched off mode), pager or any electronic equipment or programmable device or storage media like pen drive, smart watches etc. or camera or blue tooth devices or any other equipment or related accessories either in working or switched off mode capable of being used as a communication device during the examination is strictly prohibited. Any infringement of these instructions shall entail disciplinary action, including ban from future examinations. (b) Candidates are advised in their own interest not to bring any of the banned items including mobile phones/pagers to the venue of the examination, as arrangement for safe keeping cannot be assured. (c) Candidates are advised not to bring any valuable/costly items to the examination venue, as safe keeping of the same cannot be assured. The Board will not be responsible for any loss in this regard.

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GENERAL INSTRUCTIONS		
21	**Correspondence with the Board**	The Board will not entertain any correspondence with the candidates about their candidature except in the following cases: The eligible candidates shall be issued an Admit Card one week before the commencement of the examination. The Admit Card will be made available on the Bank's website www.rbi.org.in for downloading by candidates. No Admit Card will be sent by post. If the candidate does not receive an Admit Card or any other communication regarding their candidature for the examination one week before the commencement of the examination, they should at once contact the help facility as mentioned above. No candidate will ordinarily be allowed to take the examination unless they hold an Admit Card for the examination. On downloading of Admit Card, check it carefully and bring discrepancies/errors, if any, to the notice of Board immediately.
22	**Proof of Identity to be Submitted at the Time of Examination**	At the time of appearing for the examination, candidates are required to produce a currently valid photo identity card in original and a photocopy of the same, in addition to the Admit Card. Acceptable photo identity cards are PAN Card/ Passport/ Driving Licence/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer on official letterhead/ Photo identity proof issued by a People's Representative on official letterhead/ valid recent Identity Card issued by a recognised college / university/ e-Aadhar card / Aadhar card with a photograph/ Employee ID/ Bar Council Identity card with photograph. The candidate's identity will be verified with respect to his/her details on the Admit Card, in the Attendance List and requisite documents submitted. Please note that 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 same photo identity proof along with Admit Card while attending each shift of the examination without which they will not be allowed to take up the examination. Candidates will have to carry two/three photocopies of photo ID proof, as there will be two/three shifts. Candidates must note that the name (provided during the process of registration) as appearing on the Admit Cards should exactly match the name as appearing on the photo identity proof, certificates, mark-sheets. **Female candidates who have changed first/last/middle name post marriage must take special note of this. In case of candidates who have changed their name, will be allowed only if they produce original Gazette Notification/their original marriage certificate/affidavit in original, together with a photocopy. If there is any mismatch between the name indicated in the Admit Card and Photo Identity Proof, the candidate will not be allowed to appear for the examination**. The Board would be analysing the responses of all appeared candidates to detect abnormal similarity of responses. On the basis of such an analysis, if it is found that the responses have been shared and scores obtained are not genuine/ valid, the Board reserves the right to cancel their candidature. Board does not assume any responsibility for the candidates not being able to submit their applications within the last date or on account of any other reason beyond the control of the Board. The candidates should note that their admission to the examination will be purely provisional based on the information given by them in the Application Form. This will be subject to verification of all the eligibility conditions by the Board / Bank. The mere fact that an Admit Card has been issued to a candidate, will not imply that their candidature has been finally cleared by the Board or that entries made by the

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candidate in their application for the examination have been accepted by the Board as true and correct. Candidates may note that the Board takes up the verification of eligibility conditions of a candidate, with reference to original documents, only after the candidate has qualified for the interview. Unless candidature is formally confirmed by the Board, it continues to be provisional. The decision of the Board as to the eligibility or otherwise of a candidate for admission to the Examination shall be final.

Candidates should note that the name in the Admit Card in some cases, may be abbreviated due to technical reasons.

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

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

The posts are also open to the employees of RBI (Staff Candidates) who satisfy the eligibility criteria separately stipulated by the Bank vide their RBI Circular CO. HRMD. No. G-75/ 5599/ 05.01.01/ 2013-2014 dated December 20, 2013 read with RBI Circular CO.HRMD.No. G132 / 17000 /05.01.01 /2013-14 dated June 09, 2014 and para 5.16 of RBI Master Circular on Recruitment dated April 01, 2025 and who apply online within the closing date. Their status as Staff Candidate will be verified at the time of Interview.

The Board does not furnish the marksheet to candidates. Marks obtained in Examinations and Interview will be made available on the Bank's website in an interactive mode only after declaration of the final result.

Any canvassing by or on behalf of the candidates or to bring political or other outside influence with regard to their selection/recruitment shall be considered as disqualification.

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.

The eligibility for availing reservation against the vacancies reserved for the PwBD shall be the same as prescribed in “Rights of Persons with Disabilities (RPwD) Act, 2016" provided further that the PwBD shall also be required to meet special eligibility criteria in terms of functional requirements (abilities/disabilities) as prescribed.

A candidate will be eligible to get the benefit of community reservation only in case the particular caste to which the candidates belong is included in the list of reserved communities issued by the Central Government. If a candidate indicates in his/her application form that he/she belongs to General Category but subsequently writes to the Board to change his/her category to a reserved one or from reserved to

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<table>
<tr><td></td><td></td><td>unreserved/General Category, such request shall not be entertained by the Board. Similar principle will be followed for EWS/PwBD categories also. In case of a candidate unfortunately becoming physically disabled during the course of the examination process, the candidate should produce valid document showing him/her acquiring a disability to the extent of 40% or more as defined under RPWD Act, 2016 to enable him/her to get the benefits of PwBD reservation.

Candidates seeking reservation / relaxation benefits available for SC/ST/OBC/EWS/PwBD/Ex-servicemen must ensure that they are entitled to such reservation/ relaxation as per eligibility prescribed. They should also be in possession of all the requisite certificates in the prescribed format in support of their claim as stipulated for such benefits. These certificates should be dated on or before the closing date of application for the posts.

Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Mumbai only.</td></tr>
<tr><td colspan="3">NOTES</td></tr>
<tr><td>23</td><td>Note for Educational Qualifications (For all the above posts except Assistant Manager (Protocol & Security) in Grade ‘A’)</td><td>(1) Some Universities/Institutes/Boards do not award Class or percentage of marks and allot Aggregate Grade Points (e.g. CGPA/OGPA/CPI, etc.). In case University/Institute/Board defines criteria for conversion of Aggregate Grade Point into percentage of marks, the same will be accepted. However, where the University/ Institute/Board does not define criteria for conversion of Aggregate Grade Point into percentage of marks, in the degree/passing certificates, the undefined parameter(s) would be worked out as under
<table>
<tr><th>Equivalent CGPA/OGPA/CPI or similar terminologies allotted on a 10-point scale</th><th>Aggregate Percentage of Marks</th></tr>
<tr><td>6.75</td><td>60%</td></tr>
<tr><td>6.25</td><td>55%</td></tr>
<tr><td>5.75</td><td>50%</td></tr>
</table>
(2) Aggregate Grade Point or percentage of marks where awarded would mean aggregate over the entire duration of the course.

(3) Where the Aggregate Grade Point (CGPA/OGPA/CPI, etc.) is awarded out of a number other than 10, it will be normalized out of 10 and computed as per item (1) above.</td></tr>
<tr><td>24</td><td>Relaxation in the Upper Age Limit [For all the above posts except Assistant Manager (Protocol & Security) in Grade ‘A’)]</td><td>Upper age is relaxable by-

(a) up to a maximum of three years in the case of candidates belonging to Other Backward Classes who are eligible to avail of reservation applicable to such candidates, if the posts are reserved for them.

(b) Five years in the case of:
i) Scheduled Caste or a Scheduled Tribe 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) up to a maximum of five years in the case of ex-servicemen including Commissioned Officers and Emergency Commissioned Officers (ECOs)/Short Service Commissioned Officers (SSCOs) who have rendered at least five years Military Service as on July 01, 2025 and have been released.</td></tr>
</table>

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a. on completion of assignment (including those whose assignment is due to be completed within one year from July 01, 2025) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency; or
b. on account of physical disability attributable to Military Service; or
c. on invalidment.

iv) Emergency Commissioned Officers/Short Service Commissioned Officers who have completed their initial period of assignment of five years of Military Service as on July 01, 2025 and whose assignment has been extended beyond five years and in whose case the Ministry of Defence issues certificates that they can apply for civil employment and that they will be released on three months' notice on selection from the date of receipt of offer of appointment.

(c) up to a maximum of 10 years in the case of Gen/ EWSs PwBD candidates. For SC/ST PwBD candidates up to a maximum of 15 years and for OBC PwBD candidates up to a maximum of 13 years, subject to reservation of vacancies under the respective post. Relaxation in upper age limit for PwBD will be subject to the posts having been identified suitable for such disabilities.

(d) For eligible Staff Candidates, as per para 5.16 of RBI Master Circular on Recruitment dated April 01, 2025 and RBI circular CO.HRMD.No. G132 / 17000 /05.01.01 /2013-14 dated June 09, 2014, 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.

The term Ex-servicemen will apply to the persons who are defined as Ex-servicemen in the Ex-servicemen (Re-employment in Civil Services and Posts) Rules, 1979, as amended from time to time.

25 Examination Centres

Examination may be held at the following centres

Name of the Centre	Code No.	Name of the Centre	Code No.
Ahmedabad - Gandhinagar	(11)	Jammu	(21)
Bengaluru	(12)	Kanpur	(22)
Bhopal	(13)	Kochi	(23)
Bhubaneswar	(14)	Lucknow	(24)
Kolkata	(15)	Mumbai/Navi Mumbai/Thane/MMR	(25)
Chandigarh – SAS Nagar (Mohali)	(16)	Nagpur	(26)
Chennai	(17)	Delhi/ Delhi NCR	(27)
Guwahati	(18)	Patna	(29)
Hyderabad / Secunderabad	(19)	Pune	(30)
Jaipur	(20)	Thiruvananthapuram	(31)
		Raipur	(32)

Candidates have the option to select four centres and must indicate its name and code no. in the Online Application. The Centre and date(s) of Examination are liable to be changed at Board's discretion. In the event of cancellation of examination at any centre, the Board may at its discretion allot an alternative centre to the candidates concerned. Candidates admitted to the examination will be intimated dates, timetable and venue of examination through Admit Card. Request for change of centre will not be entertained.

Candidates will appear for the examination at an examination centre at their own risks and expenses. The Board does not make any arrangements for boarding/lodging of candidates. Board will not be responsible for any injury or losses etc. of any nature during the course of Examination.

Interviews will be conducted at some of the centre/s mentioned above, details of which will be communicated in the Interview Call Letter.

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26	**Instructions for PwBD candidates and Scribe**	During the examination, at any stage, if it is found that scribe is independently answering the questions, the examination 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. DoP&T in consultation with Department of Empowerment of Persons with Disabilities (DEPwD) vide OM No. 36035/8/2023-Estt. (Res-II) dated 19.05.2023 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. 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 and this certificate will be subject to verification/ re-verification as may be decided by the Bank. Candidate should possess permanent disability certificate/s in the prescribed format issued by the Competent Authority issued prior to the closing date of application. The candidates who desires to avail the facility of a scribe and/or compensatory time (other than the Visually Impaired candidates) will have to produce a medical certificate from an authorised Govt. of India/ State Govt. Department/ Hospital, to the effect that the candidate has physical limitation to write including that of speed. This certificate will be required in addition to his/her disability certificate. The medical certificate about physical limitation to write, including that of speed, should be dated prior to the date of Online/Written Examination.
27	**How to Apply**	a) Candidates are required to apply only online using the website www.rbi.org.in and no other means/mode of application will be accepted. Detailed instructions for filling up **online applications** are available in the **Appendix-I**. The applicants are advised to submit a single application; however, if due to any unavoidable situation, if they submit another/multiple applications, then they must ensure that application with the higher Registration ID (RID) is complete in all respects like applicants' details, examination center, photograph, signature, left thumb impression and handwritten undertaking, application fee etc. The applicants who are submitting multiple applications should note that only the last completed application with higher RID shall be entertained by the Board and fee/ intimation charges paid against one RID shall not be adjusted against any other RID. (b) All candidates, whether already in Government Service, Government owned industrial undertakings or other similar organizations, whether in a permanent or temporary capacity or as work charged employees other than casual or daily rated employees or those serving under the Public Enterprises are required to submit an undertaking in the Online application that they have informed in writing to their Head of Office/Department that they have applied for the Examination. Candidates should note that in case a communication is received from their employer by the Board withholding permission to the candidates applying for/appearing at the examination, their application will be liable to be rejected/candidature will be liable to be cancelled. At the time of joining, the recommended candidates will have to bring proper discharge certificates from their PSU/Government/Quasi -Government employer. **NOTE 1** While filling in their Application Form, the candidate should carefully decide about their choice of center for the Examination. If any candidate appears at a center other than the one indicated by the Board in their Admit Card, such candidate will

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not be allowed to take the examination and their candidature will be liable to cancellation.

NOTE 2
Use of Scribe
Suitable provisions for information regarding use of scribes by the Visual Impaired Candidates and candidates with Locomotor Disability including Cerebral Palsy, Leprosy Cured, Dwarfism, Spinal Deformity/ Spinal Injury with /without any associated neurological / limb dysfunction, Acid Attack Victims and Muscular Dystrophy, etc. and candidates with multiple disabilities (as provided under Para 5 above for PwBD candidates) where dominant writing speed is affected to the extent of slowing the performance of function have been made in the online application at the time of the initial online application itself.

NOTE 3
Availing of compensatory time
Suitable provision for information regarding availing of compensatory time by the Visual Impaired Candidates and candidates with Locomotor Disability including Cerebral Palsy, Leprosy Cured, Dwarfism, Spinal Deformity/ Spinal Injury, Acid Attack Victims and Muscular Dystrophy, etc. and candidates with multiple disabilities (as provided under Para 5 above for PwBD candidates) where dominant writing speed is affected to the extent of slowing the performance of function whether availing the facility of scribe or not have also been made available at the time of the initial online application itself.

NOTE 4
Candidates are not required to submit along with their applications any certificate in support of their claims regarding Age, Educational Qualifications, Scheduled Castes/ Scheduled Tribes/Other Backward Classes/EWSs and PwBD, etc. which will be verified at the time of the Interview only. Candidates belonging to the OBC category should have OBC (Non-Creamy Layer) certificate based on the income for the Financial Year (FY) 2024-2025, 2023-2024 and 2022-23 and issued on/ after April 01, 2025 but not later than the closing date of applications for the posts i.e July 31, 2025.

The prescribed format of certificates to be produced by a candidate belonging to a Scheduled Caste or Scheduled Tribe in support of his/her claim is given in Appendix-VII.

The candidates applying for the posts should ensure that they fulfil all the eligibility conditions for admission to the Examination before the closure of ONLINE application date. Their admission at all the stages of examination for which they are admitted by the Board viz. Examination or Interview Test will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If on verification at any time before or after the Examinations and Interview Test, it is found that they do not fulfil any of the eligibility conditions, their candidature for the examination will be cancelled by the Board. If any of their claims is found to be incorrect, they may render themselves liable to disciplinary action by the Board. A candidate who is or has been declared by the Board to be guilty of
(i) Obtaining support for their candidature by the following means, namely -
   a. offering illegal gratification to, or
   b. applying pressure on, or
   c. blackmailing, or threatening to blackmail any person connected with the conduct of the examination, or
(ii) impersonating, or
(iii) procuring impersonation by any person, or
(iv) submitting fabricated documents or documents which have been tampered with, or

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		(v) making statements which are incorrect or false or suppressing material information, or (vi) resorting to the following means in connection with their candidature for the examination, namely a. obtaining copy of question paper through improper means, b. finding out the particulars of the persons connected with secret work relating to the examination. c. influencing the examiners, or (vii) using unfair means during the examination, or (viii) writing obscene matter or drawing obscene sketches in the scripts, or (ix) misbehaving in the examination hall including tearing of the scripts, provoking fellow examinees to boycott examination, creating a disorderly scene and the like, or (x) using a scribe / availing compensatory time in examination despite being ineligible, or (xi) harassing or doing bodily harm to the staff employed by the Board for the conduct of their examinations, or (xii) being in possession of or using mobile phone or any electronic equipment or device or any other equipment capable of being used as a communication device like voice assistance during the examination, or (xiii) violating any of the instructions issued to candidates along with their Admission Certificates permitting them to take the examination, or (xiv) attempting to commit or as the case may be abetting the commission of all or any of the acts specified in the foregoing clauses; may in addition to rendering themselves liable to criminal prosecution, be liable: a. to be disqualified by the Board from the examination for which they are candidate and/or b. to be debarred either permanently or for a specified period (i) by the Board from any examination or selection held by them; (ii) by the Bank from any employment under them; (iii) dismissal from service by the Bank if they are already in Bank's employment; and (iv) if they are already in some other service, the Board writing to their employer for taking disciplinary action. Provided that no penalty shall be imposed except after (i) giving the candidate an opportunity of making such representation, in writing as they may wish to make in that behalf; and (ii) taking the representation, if any, submitted by the candidate within the period allowed to them into consideration. Candidates must apply only online through the Bank's website i.e. www.rbi.org.in from **July 11, 2025 to July 31, 2025 (till 6:00 PM)**. No other means/mode of applications will be accepted. General Instructions are available on RBI website www.rbi.org.in

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Appendix-I

HOW TO APPLY ONLINE

Candidates must apply only online through the Bank's website i.e. www.rbi.org.in from **July 11, 2025 to July 31, 2025**. No other means/mode of applications will be accepted.

(A) PRE-REQUISITES FOR APPLYING ONLINE

Before applying online, candidates should—

(i) scan their
- photograph (4.5cm × 3.5cm)
- signature (with black ink)
- left thumb impression (on white paper with black or blue ink)
- a hand written declaration (on a white paper with black ink) (text given below) **as detailed under guidelines for scanning the photograph and signature as detailed at (D) below.**
- Candidates will also be required to capture and upload their live photograph through webcam or mobile phone during the registration process.

(ii) Signature in CAPITAL LETTERS will NOT be accepted.

(iii) The left thumb impression should be properly scanned and not smudged. (**If a candidate is not having left thumb, he/she may use his/ her right thumb for applying.)**

(iv) The text for the hand-written declaration is as follows –

"I, _____ (Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required."

(v) The above-mentioned hand-written declaration has to be in the candidate's hand writing and in English only. If it is written and uploaded by anybody else or in any other language, the application will be considered as invalid. (**In the case of Visually Impaired candidates who cannot write may get the text of declaration typed and put their left-hand thumb impression below the typed declaration and upload the document as per specifications.)**

(vi) Keep the necessary details/documents ready to make online payment of the requisite application fee/intimation charges. The candidate is required to keep details about bio-data/necessary details ready to enable him/her to fill up the application form correctly and to make online payment of fees/intimation charges. The name of the candidate or his/her father/mother/husband, etc. should be spelt correctly in the application as it appears in the photo identity proof/ certificates/mark sheets.

(vii) Candidates should have a valid E-mail ID which should be kept active till the declaration of final result. This is essential for him/her in getting communication/interview advice, etc. by E-mail. The Board does not send any communication by any mode other than E-mail /SMS. No change in E-mail ID will be entertained during the entire process of the recruitment.

(B) PROCEDURE FOR APPLYING ONLINE

(i) Candidates satisfying the conditions of eligibility as on **July 01, 2025** are first required to visit the URL "Recruitment for the posts of Non-CSG - PY 2024" on Bank's website i.e. www.rbi.org.in >Opportunities@RBI>Current Vacancies>Vacancies and click on the hyperlink "Online Application Form" in the Advertisement page for filling the 'Online Application'. It redirects the candidates to the online registration page.
(ii) Candidates will have to enter their basic details and upload the photograph, signature, left thumb impression and a hand-written declaration in the online application form as per the specifications given.
(iii) To register application, choose the tab "Click here for New Registration" and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and

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displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.
(iv) In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required. Visually Impaired candidates should fill the application form carefully and verify/get the details verified to ensure that the same are correct prior to final submission.
(v) Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the COMPLETE REGISTRATION BUTTON.
(vi) The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Photo identity proof / Certificates/ Mark sheets. Any change/alteration found may disqualify the candidature.
(vii) Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
(viii) Proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature.
(ix) Proceed to fill other details of the Application Form.
(x) Click on the Preview Tab to preview and verify the entire application form before FINAL SUBMIT.
(xi) Modify details, if required, and click on 'FINAL SUBMIT' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
(xii) Click on 'Payment' Tab and proceed for payment.
(xiii) Click on 'Submit' button.
(xiv) Candidates shall be solely responsible for filling up the online applications correctly. In case of invalid applications due to errors committed by the applicant no claims for refund of application fees/intimation charges so collected shall be entertained by the Board.
(xv) To avoid last minute rush, candidates are advised to pay the application fees/ intimation charges and register online at the earliest.
(xvi) Board does not assume any responsibility for the candidates not being able to submit their applications within the last day on account of aforesaid reasons or any other reason.

(C) MODE OF PAYMENT FOR APPLICATION FEE/INTIMATION CHARGES

Candidates have to make the payment of requisite application fee/intimation charges through the on-line mode only
(i) The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
(ii) The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets
(iii) After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE.
(iv) On successful completion of the transaction, an e-Receipt will be generated.
(v) Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
(vi) Candidates are required to take a printout of the e-Receipt and online Application Form. Please note that if the same cannot be generated, online transaction may not have been successful.
(vii) For Credit Card users All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
(viii) To ensure the security of your data, please close the browser window once your transaction is completed.
(ix) There is facility to print application form containing fee details after payment of fees up to **August 16, 2025.**

(D) GUIDELINES FOR SCANNING & UPLOADING THE PHOTOGRAPH & SIGNATURE
Before applying online, a candidate will be required to have a scanned (digital) image of his/her photograph and signature as per the specifications given below.
Photograph Image (4.5cm × 3.5cm)

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- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- If you have to use flash, ensure there's no "red-eye"
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between 20kb–50 kb
- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

Signature, left thumb impression and hand-written declaration Image

- The applicant has to sign on white paper with Black Ink pen.
- The applicant has to put his left thumb impression on a white paper with black or blue ink.
- The applicant has to write the declaration in English clearly on a white paper with black ink
- The signature, left thumb impression and the hand-written declaration should be of the applicant and not by any other person.
- The signature will be used to put on the Admit Card and wherever necessary.
- If the Applicant's signature on the attendance sheet or Admit Card, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified.
- Dimensions 140 x 60 pixels (preferred)
- Size of file should be between 10kb – 20kb for signature and left thumb impression should be between 20kb – 50kb
- For hand written declaration size of file should be 50kb – 100 kb.
- Ensure that the size of the scanned image is not more than 20kb (for signature and 50kb for left thumb impression) and 100 kb (for hand written declaration).
- Signature / Hand written declaration in CAPITAL LETTERS shall NOT be accepted.

Photograph Capture:
In addition to the above photograph, candidates will also be required to capture and upload their live photograph either by using webcam or mobile phone.
• On selecting "Capture Photo" option, candidates' webcam will be activated allowing them to click their picture, which will get auto uploaded in the application form.
• On selecting "Click here to Scan" option, candidates can use their mobile phone to scan the QR code, which will redirect to a website, allowing to click photograph on their mobile phone. On selecting the taken picture, photograph will get auto uploaded in the application form.

Do's and Don'ts of Photo Capture
Dos:

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

Don'ts:

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

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Note

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

(2) After uploading the Photograph / signature / left thumb impression / hand written declaration in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature or left thumb impression or the hand-written declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature, prior to submitting the form.

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

Scanning the documents

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Color to True Color
- File Size as specified above
- Crop the image in the scanner to the edge of the photograph/signature/ left thumb impression / hand written declaration, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- Candidates using MS Windows/MSOffice can easily obtain documents in .jpeg format not exceeding 50kb (photograph) and 100kb for (hand-written declaration) & 20kb for (signature) and 50kb for (left thumb impression) by using MS Paint or MSOffice Picture Manager. Scanned documents in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50 kb (photograph) and 100 kb for (hand written declaration) & 20 kb (signature) and 50 kb for (left thumb impression) by using crop and then resize option (Please see point (i) & (ii) above for the pixel size) in the 'Image' menu. Similar options are available in other photo editor also.
- If the file size and format are not as prescribed, an error message will be displayed.
- While filling in the Online Application Form the candidate will be provided with a link to upload his/her photograph, signature, left thumb impression and hand-written declaration.

Procedure for Uploading the documents

- There will be separate links for uploading Photograph, signature, left thumb impression and hand-written declaration
- Click on the respective link "Upload Photograph / signature / left thumb impression / hand written declaration"
- Browse and Select the location where the Scanned Photograph / signature / left thumb impression / hand written declaration file has been saved.
- Select the file by clicking on it
- Click the 'Open/Upload' button

Your Online Application will not be registered unless you upload your Photograph, signature, left thumb impression and hand-written declaration as specified.

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

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Appendix-II

SYLLABUS

(1) Legal Officer in Grade 'B'

Paper-I: General Knowledge of Law (Objective and Descriptive Type):
The candidate should make themselves familiar with the fundamental concepts, issues and current developments in the field of (i) Constitutional Law (ii) Administrative Law (iii) Financial sector laws (iv) Procedural laws (v) Principles of Statutory Interpretation and Legal Drafting, etc. The above syllabus is only indicative and not exhaustive.

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

(2) Assistant Manager (Protocol & Security) In Grade 'A'

Security - Basic Practices and Principles

(a) Definitions, Concepts, Inter-relations (Inclusive of but not exhaustive)

i. Security & Safety
ii. Physical Security, Information Security, IT Security, Broad Overlapping Areas
iii. Incident, Emergency, Crisis, Disaster
iv. Asset (& Liability), Risk, Threat, Vulnerability
v. Asset Protection, Loss Prevention
vi. Gaps & Countermeasure
vii. Loss/Risk Event, Criticality (Impact) and Probability (Frequency), Occurrence Possibility, Loss Potential
viii. Other security related terms and concepts

(b) Basic Security Management Principles & Approach

(i) Defensive
(ii) Covert & Unobtrusive
(iii) Overt and Loud
(iv) Reactive
(v) Pro-active
(vi) Best Practices

(c) Reputed Industrial & Physical Security Institutions, Bodies, Organisations & Associations

i. India
ii. International

Security Management: Components & Concepts

a) Assessment and Planning
b) Security Survey & Audit
c) Resource Planning and Management
d) Man Management - Manpower Planning, Deployment, Utilisation
e) Perimeter Protection / fortification
f) Asset hardening / protection
g) Access Control
h) Surveillance & Monitoring- Methods and approaches
i) Alarms and Response Mechanism - SOPs, Drills, Rehearsals & tests
j) Layered Defence, Multi-Level Protection
k) 5/6-D (Approach) Principle
l) Illumination and Security Lighting
m) Security Hardware (Gadgets and Tangible Aids)
n) Security Software (SOPs, Procedures, Practices etc.)

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o) Training
p) Integration - man & machine, gadget & gadget
q) Maintenance and upkeep of systems and gadgets
r) Risk Management
s) Budgeting, ROI, Allocation of Resources, Output
t) MIS - Reports, Returns, Records for information, analyses, planning, change etc.
u) Supervision, Command & Control - Checks, controls and tools

3. Risk Assessment: Components & Concepts

(a) Asset Profiling
(b) Threat Analysis
(c) Vulnerability Assessment
(d) Possible I Potential Loss Event Profiling
(e) Criticality and Probability - for profiled potential/possible Loss Events
(f) Risk Matrix and priority I classification
(g) Gap Determination
(h) Gap Closure - Countermeasure
(i) Determination of Options
(ii) Selection on the basis of requirements/resources
(iii) Procurement & Deployment
(iv) Commissioning & Maintenance
(v) Principle of Leverage

(i) Risk Management- Basic Principle & stepwise (Identify, Analyze, Evaluate, Treat, Monitor/ Review) Risk Management Process. Types of risk treatment methods. Combinations of methods. Examples.

(i) Avoidance
(ii) Mitigation
(iii) Reduction
(iv) Spreading
(v) Transfer / Sharing
(vi) Acceptance

4. Security Hardware:

Security Gadgets and their utility as control measures, their types and ratings, inter gadget integration of microprocessor based gadgets, false alarm ratio, analogy of very high accuracy gadgets versus high/medium accuracy gadgets, available options based on mathematical probability etc.

(a) X-Ray Baggage Scanning Systems
(b) Door Frame Metal Detectors
(c) Hand Held Metal Detectors
(d) Under Vehicle Scanning Systems
(e) Under Carriage Inspection Mirrors
(f) Security Emergency (Burglar) Alarms (Analogue and Digital)
(g) Fire Safety gadgets, equipment and systems
    (i) Fire Extinguishers - All types and uses
    (ii) Water Storage Reservoirs (Underground/Overhead)
    (iii) Fire Pump Systems & Hydrant Systems
    (iv) Internal/External Hydrants (Hose Reel and Hose Pipe)
    (v) Fire Sprinkler System
    (vi) Wet Riser System
    (vii) Fire and Smoke Detection and Alarm System
    (viii) Miscellaneous Fire Fighting Equipment
(h) Public Address System
(i) Mobile Sentry Posts
(j) Watch Towers
(k) Communication Systems (EPABX Exchange, Booster Station, Base Stations, Radio, Intercoms, Landlines, Cellular, PA, Hotlines)
(l) Hotlines and Auto Diallers
(m) Walkie-Talkie Radio sets
(n) Long Range Dragon Lights

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(o) Explosive Vapour Detectors
(p) Motorised Gate - sliding, swivel, revolving, turnstiles
(q) Motorised Electronic Boom Barriers
(r) Motorised Electronic Bollards
(s) Motorised Tyre Busters
(t) Portable Security Cabins
(u) Bullet Proof Glasses, Shatter Proof Glasses, other glazing options
(v) Bullet Proof Gear- Jackets and Helmets
(w) Sniffer Dogs with Handlers
(x) Outsourced Security Guard Force
(y) Own/Proprietary Guard Force
(z) State/police/Armed Guard Force
(aa) Basic Knowledge of Small Arms and Automatic Weapons -Range, utility, coverage and deployment

5. Security Software:

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

6. Training:

Management, supervision, monitoring, gadget / system operation, Basic First Responder, SOPs, Detailed Guidelines up to key role players and concerned individuals, Established Practices, Security oriented sensitization, incident / crisis / emergency / disaster response & management

(a) Own Security Staff & Own General staff
(b) Outsourced Security Staff & Outsourced miscellaneous staff
(c) Incident / Emergency / Crisis Response Teams
(d) Disaster Management / Response Teams
(e) Own Training Institutions
(f) External Training Institutions
(g) Arranged Workshops (External and/or Internal Faculty)
(h) OJT
(i) Surprise Drills / Tests - Feedback & Follow-up

7. Fire Safety - Prevention, Firefighting, Response & Management

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

8. CCTV - Basic General & Operational Knowledge

(a) Analogue and digital systems
(b) IP based systems
(c) Types of cameras
(d) Types of storage mechanisms
(e) Monitoring & surveillance,
(f) Recording and retrieval of footage
(g) Back-up and mirroring of data

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(h) Onsite I off-site storage
(i) Placement of cameras
(j) Optimal coverage
(k) Records to be maintained
(l) Legal Aspects
(m) Video Analytics and its utility
(n) Futuristic trends
(o) Related IT / IS guidelines on the subject

9. Manpower

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

10. Sniffers and K9

(a) Basic concepts regarding the usefulness of dogs
(b) Utility and deployment
(c) Generally Talented breeds
(d) Sniffing procedures
(e) Handling and maintenance
(f) Merits and demerits
(g) Medical Issues
(h) Legal Aspects
(i) Training and Certification

11. Executive Protection

(a) Basic Principles
(b) DOS and DONTs
(c) Precautions
(d) Own Resources / Expertise
(e) Outsourcing Expertise
(f) Challenges and solutions

12. Disaster Management and BCP

(a) National Policy related to DM
(b) DM authority and basic organogram for the state/city
(c) Local DMP and response/management plan
(d) Integration of own plans with plans of the state/national authorities
(e) Local Mutual Aid Agreements
(f) Training of staff, sensitization about DMP and its extreme importance
(g) DOs and DONTs

13. Information Security

(a) Basic Concepts and Principles
(b) Understanding and sharing the importance of Information Security
(c) Preventive Measures

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(d) Precautions and cross check methods
(e) Physical Security vis a vis Information Security
(f) Overlapping Areas and demarcation of roles
(g) Knowledge of methods / gadgets in use, countermeasures to discover and neutralise them
(h) Concept of Espionage, Infiltration, Opponent's Reece and observation, Social Engineering
(i) Concepts & methods of denying information, both verbal and non-verbal.
(j) DOs & DONTs
(k) Legal Aspects, Statutory Guidelines / Instructions

14. IT Security

(a) IT Security - Basic Idea of general set-up with emphasis on physical security aspects
(b) Clarity of physical security's role towards assisting with overall IT Security
(c) Authorised Physical Access Control Measures
(d) Demarcation of roles and responsibilities
(e) Checks on inward and outward movement of men & material
(f) Consistent knowledge of latest trends that could be adopted by perpetrators using physical security loop holes in terms of lack of knowledge & understanding of the overlapping areas of IT/Physical Security
(g) Clarity between Information Security and IT Security and their overlapping areas with Physical Security.

15. Organisational Relationship Management & targeted security management oriented Liaison

(a) Basic concepts, principles and ethics
(b) Clarity of Roles and Responsibilities
(c) Understanding organisational objectives, aims and interests
(d) Organisational Image as an Asset, its protection from reputational risk / loss / threat
(e) DOs & DONTs
(f) Mandate from the management regarding maintaining relationships with external agencies and its limits
(g) Knowledge of local army, police, fire services, paramilitary set-up
(h) Knowledge of concerned bureaucratic set-up (Home, Disaster Management, Banking/Finance etc.)
(i) Integrity & Sincerity - Keys to maintaining & managing respectful and healthy relationships

16. Administration

(a) Basic Concepts and Principles
(b) General Office Management / Administration
(c) Man Management
(d) Discipline
(e) Deployment, Duties and Leave
(f) Code of ethics
(g) Motivation and management of morale
(h) General Welfare
(i) Supervision, command & control - checks and controls

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Appendix-III

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	Officer/Civil Surgeon/Chief District Medical Officer……Chairperson			

Name of Government Hospital/Health Care Centre with Seal

Place:

Date:

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Appendix-IV

Letter of Undertaking by the 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

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 or certificate/diploma/degree and claims relating thereto.

(Signature of the candidate)

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

Place:

Date:

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Appendix-V

FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA

This is to certify that Shri/Smt./Kumari……Son/Daughter of ……of village/town…… in District/Division…… in the State/Union Territory…… belongs to the……community which is recognised as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No……dated…… *.

Shri/Smt./Kumari……..and/or his/her family ordinarily reside(s) in the District/Division of the…… State/Union Territory. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel &Training O.M. No.36012/22/93-Estt. (SCT) dated 08.09.1993, O.M. No. 36033/3/2004-Estt. (Res) dated 9th March, 2004, O.M. No. 36033/3/2004-Estt. (Res) dated 14th October, 2008 and O.M. No. 36033/1/2013-Estt. (Res) dated 27th May, 2013**.

Signature_____

Designation_____$

Dated:

Seal

---

* - The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

** - As amended from time to time.

$ - List of Authorities empowered to issue Other Backward Classes certificate will be the same as those empowered to issue Scheduled Caste/Scheduled Tribe certificates.

Note: The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

Note: The prescribed proforma is subject to amendment / modification from time to time as per Government of India Guidelines.

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Appendix-VI

Government of.....
(Name & Address of the authority issuing the certificate)

INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No……. Date: …….

VALID FOR THE YEAR……

This is to certify that Shri/Smt./Kumari …… son/daughter/wife of ……. permanent resident of ……. Village/Street……Post Office ……. District …… in the State/Union Territory…… Pin Code …….. whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/her "family"** is below Rs. 8lakh (Rupees Eight Lakh only) for the financial year ……. His/her family does not own or possess any of the following assets***:

I. 5 acres of agricultural land and above;
II. Residential flat of 1000 sq. ft. and above;
III. Residential plot of 100 sq. yards and above in notified municipalities;
IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari ……. belongs to the …… caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List).

Signature with seal of Office_____
Name_____
Designation_____

Recent Passport size attested photograph of the applicant

---

*Note 1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

**Note 2: The term "Family" for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

***Note 3: The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or properly holding test to determine EWS status.

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Appendix-VII

PRESCRIBED PROFORMAE

The form of certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under the Government of India

This is to certify that Shri/Shrimati/Kumari* ..... son/daughter* of ..... of village/town* ..... in district /Division* .....of the State/Union Territory* ..... belongs to the……. Caste/Tribe* which is recognised as a Scheduled Caste/Scheduled Tribe* Under:

@ The Constitution (Scheduled Castes) Order, 1950.
@ The Constitution (Scheduled Tribes) Order, 1950.
@ The Constitution (Scheduled Caste) (Union Territories) Order, 1951.
@ The Constitution (Scheduled Tribes) (Union Territories) Order, 1951.

[as amended by the Scheduled Castes and Scheduled Tribes List (Modification) Order, 1956; the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisation) Act, 1971, the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976., the State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganisation) Act, 1987.]

@ The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956
@ The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976
@ The Constitution (Dadar and Nagar Haveli) Scheduled Castes Order, 1962
@ The Constitution (Dadar and Nagar Haveli) Scheduled Tribes Order, 1962
@ The Constitution (Pondicherry) Scheduled Castes Order, 1964
@ The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967
@ The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968
@ The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968
@ The Constitution (Nagaland) Scheduled Tribes Order, 1970
@ The Constitution (Sikkim) Scheduled Castes Order, 1978
@ The Constitution (Sikkim) Scheduled Tribes Order, 1978
@ The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989
@ The Constitution (SC) Order (Amendment) Act, 1990
@ The Constitution (ST) Order (Amendment) Act, 1991
@ The Constitution (ST) Order (Second Amendment) Act, 1991
@ The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act 2002
@ The Constitution (Scheduled Castes) Order (Amendment) Act, 2002
@ The Constitution (Scheduled Castes and Scheduled Tribes) Orders (Amendment) Act, 2002
@ The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002

% 2. Applicable in the case of Scheduled Castes/Scheduled Tribes persons who have migrated from one State/Union Territory Administration to another.

This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes certificate issued to Shri/Shrimati*.....Father/Mother of Shri/Shrimati/Kumari..... of village/town*..... in District/Division*.....of the State/Union Territory*..... who belongs to the caste/tribe* which is recognised as a Scheduled Caste/Scheduled Tribe in the State/Union Territory* of ..... issued by the ..... dated .....

% 3. Shri/Shrimati*/Kumari* .....and/or*his/her* family ordinarily reside(s) in village/town * ..... of……District /Division* of the State/Union Territory* of…….

Signature…….
** Designation…….

(With seal of Office)
State/Union Territory*

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Place :……
Date :……..
*Please delete the words which are not applicable.
@Please quote specific Presidential Order.
% Delete the paragraph which is not applicable.

NOTE: The term "ordinarily reside (s)" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

** list of authorities empowered to issue Scheduled Caste/Scheduled Tribe certificates:

(i) District Magistrate/ Additional District Magistrate/Collector/Deputy Commissioner/ Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate/ ©Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.
©(not below of the rank of 1st Class Stipendiary Magistrate).

(ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.

(iii) Revenue Officers not below the rank of Tehsildar.

(iv) Sub Divisional Officer of the area where the candidate and/or his/her family normally resides.

(v) Administrator/Secretary to Administrator/Development Officer (Lakshadweep).

Note: The prescribed proforma is subject to amendment/modification of Scheduled Castes and Scheduled Tribes lists from time to time.

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