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RESERVE BANK OF INDIA

Recruitment for the post of Junior Engineer (Civil/Electrical) in Reserve Bank of India

Applications are invited from eligible candidates for the post of '**Junior Engineer (Civil/Electrical)'** in the Reserve Bank of India, hereinafter referred to as 'Bank'. Selection for the post will be through a country-wide competitive examination followed by a Language Proficiency Test (LPT). Please note that Corrigendum, if any, issued on the above advertisement, will be published only on the **Bank's website - www.rbi.org.in**.

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

1. Candidates to Ensure their Eligibility for the Posts:

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

2. Mode of Application:

Candidates are required to apply ONLINE only through the Bank's website 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 Para 7 of the detailed notice.

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

"Recruitment for the post of Junior Engineer (Civil/Electrical) – Panel Year (PY) 2024"

3. Important Dates:

Website Link Open	**December 30, 2024 – January 20, 2025**
Payment of Examination Fees Online	**December 30, 2024 – January 20, 2025**
Tentative Date of Online Examination*	**February 08, 2025**

***RBI reserves the right to change the dates of examination.**

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4. **Help Facility**:

In case of any problem in filling up the form, payment of examination fee or receipt of call letter, queries may be made through the link - **http://cgrs.ibps.in/**. Do not forget to mention '**Recruitment of Junior Engineer (Civil/Electrical)-PY 2024**' in the subject box of the email.

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

a) Mobile phones or any other communication devices are not allowed inside the premises, where the examination is being conducted. Any infringement of these instructions shall entail disqualification including ban from future examinations.
b) Candidates are not permitted to use or be in possession of calculators in examination premises.
c) Candidates are advised in their own interest not to bring any of the banned item including mobile phones to the venue of the examination, as arrangement for safekeeping cannot be assured.

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DETAILED NOTICE

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

Sr. No	Recruitment Zone	Vacancies*						EXS		PwBD#			
		SC	ST	OBC$	EWS@	GEN/ UR	Total	EX-1	EX-2	A	B	C	D
Junior Engineer (Civil)													
1	East	-	-	1(1)	-	-	1(1)	-	-	-	-	-	-
2	West	-	1(1)	1	-	2	4(1)	-	-	-	1(1)	1(1)	-
3	North	-	-	-	-	-	-	-	-	-	-	-	-
4	South	1(1)	-	-	-	1	2(1)	-	-	-	-	-	-
5	Central	-	-	-	-	-	-	-	-	-	-	-	-
	Total	**1(1)**	**1(1)**	**2(1)**	**-**	**3**	**7(3)**	**-**	**-**	**-**	**1(1)**	**1(1)**	**-**
Junior Engineer (Electrical)													
1	East	-	-	-	-	-	-	-	-	-	-	-	
2	West	-	2(2)	-	-	1	3(2)	-	-	-	-	1(1)	-
3	North	-	-	-	-	-	-	-	-	-	-	-	-
4	South	1	-	-	-	-	1	-	-	-	-	-	-
5	Central	-	-	-	-	-	-	-	-	-	-	-	-
	Total	**1**	**2(2)**	**-**	**-**	**1**	**4(2)**	**-**	**-**	**-**	**-**	**1(1)**	**-**

Vacancies in brackets () indicate backlog.

Abbreviations stand for: SC – Scheduled Caste, **ST** – Scheduled Tribe, **OBC** – Other Backward Classes, **EWS**- Economically Weaker Section, **GEN/UR** – General/ Unreserved, **PwBD** – Persons with Benchmark Disabilities, **EXS** – Ex-Servicemen, **EX-1** - Disabled Ex-servicemen/ Dependents of Ex-servicemen killed in action, **EX-2** - Ex-servicemen (Normal).

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

$ Candidates belonging to OBC category but coming in the 'Creamy Layer' are not entitled to OBC reservation. They should indicate their category as 'General (GEN)'. The OBC candidates claiming reservation under the said category must produce OBC (Non-Creamy Layer) certificate based on the income for the Financial Year (FY) 2023-2024, 2022-2023 and 2021-22 and issued on/ after April 01, 2024 (after the completion of FY 2023-24) but not later than the closing date of applications for the posts. The candidate should be in possession of requisite OBC certificate in the prescribed format in support

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of his/her claim for availing reservation on / before the closing date of applications for the posts i.e., **January 20, 2025.**

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

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

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

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

Note:

I. **For SC/ST/OBC/EWS candidates:** Even if there is no vacancy reserved for SC/ST/OBC/EWS category candidates for a particular post, such candidates can still apply. However, they will not be eligible for any concession/relaxation etc. SC/ST candidates are exempt from payment of application fee even in such case but will have to pay specified intimation charges.
SC/ST/OBC candidates will not be eligible for age relaxation in the zones <u>where no vacancies are reserved for them</u>.

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

i. **The functional requirements and the suitable category of Benchmark Disabilities for the post of Junior Engineer (Civil/Electrical) are as under:**

Post	Functional Requirements	Suitable category of Benchmark Disabilities
Junior Engineer (Civil)	S, ST, W, BN, MF, RW, SE, H, C	a) LV b) D, HH c) OA, BA, OL, BL, Dw, AAV, SD, SI d) SLD, MI e) MD involving (a) to (d) above

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Junior Engineer (Electrical)	S, ST, W, BN, KC, PP, MF, RW, SE, C	a) D, HH b) OL, LC, Dw, AAV, SD, SI c) SLD, MI d) MD involving (a) to (c) above

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 by Fingers, 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, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities, SD= Spinal Deformity, SI=Spinal Injury

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

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

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

v. With a view to evaluate PwBD candidates with relaxed standards, the PwBD candidates who qualify the sectional cut-off marks (as decided by the Bank) in Online Examination shall be granted grace marks of 7% of maximum marks (upto notified vacancies), that will be added to their scores. Thereafter, such candidates will be placed in their respective categories (UR/SC/ST/OBC/EWS), in the order of merit, for preparation of Select/ Reserve list.

vi. **Use of Scribe & Compensatory time (disability of 40% or more):**
At the time of online/written examination, only those PwBD candidates (who have disability of 40% or more) who have physical limitation in typing/writing including that of speed would be allowed the facility to use the service of a scribe. In all such cases where a scribe is used, the following rules will apply:
   a) The candidate will have to arrange his/her own scribe/writer at his/her own cost.
   b) Both the candidate as well as the scribe will have to give a suitable undertaking, in the prescribed format with passport size photograph of the scribe at the time of examination.
   c) PwBD candidates who have physical limitation to type/write including that of speed shall be allowed compensatory time of 20 minutes per hour of the examination whether availing the facility of scribe or not.
   d) Any candidate who is using scribe should ensure that he/she is eligible to use scribe in the examination as per the above guidelines. Violation of the above guidelines or suppression of material facts shall entail the cancellation of candidature of PwBD candidate, in addition to any other action that the Bank may deem fit against the candidate and the Scribe. The candidate can be removed from service without notice, if he/she has already joined the Bank.

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

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

a) The facility of scribe and/or compensatory time shall be granted solely to those having difficulty in writing subject to production of a certificate to the effect that person concerned has limitation to write and that scribe is essential to write examination on his/her behalf from the competent medical authority of a Government healthcare institution as per proforma at **Annex - I**.

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

III. Ex-Servicemen:

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

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

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

iv. Candidates, who are released / retired from Armed Forces, or whose **specified period of engagement (i.e. SPE)** is likely to be completed on or before **01.12.2025** only are eligible to apply under this recruitment. They will also be required to submit the release letter along with a self-declaration at the time of joining RBI that he/she is entitled to the benefits admissible to Ex-Servicemen in terms of Govt. of India rules. Those candidates, who have already completed their initial period of engagement and are on extended assignment, are required to submit certificates to that effect. If selected, all such candidates mentioned above, should get released and join RBI on or before **01.12.2025**. Forms of the certificates to be submitted by all these

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candidates are provided in **Annex III** and these certificates are required to be submitted to the Bank.

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

vi. The following rules applicable to Ex-Servicemen re-employed under the Central Government would apply to Ex-Servicemen candidates appearing for the online examination (DoPT OM No. 36034/6/90-Estt. (SCT) dated April 02, 1992):
Ex-Servicemen candidates who have already secured employment under the Central Government in Group 'C' & 'D' will be permitted the benefit of age relaxation as prescribed for Ex-Servicemen for securing another employment in a higher grade or cadre in Group 'C' / 'D' under Central Government. However, such candidates will not be eligible for the benefit of reservation on second occasion for Ex-Servicemen in Central Government jobs.

2. Job Description:

Junior Engineer (Civil): Handling and supervision of civil construction/maintenance/interior works, etc. of building related infrastructural system and other related jobs in office buildings and residential colonies.

Junior Engineer (Electrical): Handling and supervision of electrical/ electro-mechanical/electrical and electronics installations/systems and other related jobs in office building and residential colonies.

3. Eligibility Criteria:

I. **Nationality**: a candidate must be either:

i. a citizen of India, or
ii. a subject of Nepal, or
iii. a subject of Bhutan, or
iv. a Tibetan refugee who came over to India before 1st January, 1962 with the intention of permanently settling in India, or
v. a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania, Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India.

Provided that a candidate belonging to categories (ii), (iii), (iv) and (v) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

A candidate in whose case a certificate of eligibility is necessary may be admitted to the examination, but the offer of appointment may be given only after the necessary eligibility certificate is issued to him/her by the Government of India.

II. Age (as on 01-12-2024):

Between 20 and 30 years. Candidates born not earlier than 02/12/1994 and not later than 01/12/2004 (both days inclusive) are only eligible to apply**.**

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

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Sr. No	Category	Relaxation in Age
(i)	Scheduled Caste / Scheduled Tribe (SC / ST)	By 5 years, i.e. up to 35 years
(ii)	Other Backward Classes (OBC)	By 3 years, i.e. up to 33 years
(iii)	Persons with Benchmark Disabilities (PwBD)	By 10 years (GEN/EWS), 13 years (OBC) & 15 years (SC/ST)
(iv)	Ex-Servicemen	To the extent of service rendered by them in Armed Forces plus an additional period of 3 years subject to maximum of 50 years.
(v)	Widows/divorced women/ women judicially separated who are not re-married	Upto 35 years (40 years for SC/ST)

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

III. Educational Qualifications (as on 01-12-2024):

Junior Engineer (Civil): Minimum three years Diploma in Civil Engineering from a recognised Institute or University or Board with minimum 65% of marks (55% for SC/ST/PwBD) or Degree in Civil Engineering from a recognised University with 55% marks (45% for SC/ST/PwBD).

Junior Engineer (Electrical): Minimum three years Diploma in Electrical or Electrical and Electronic Engineering from a recognized Institute or University or Board with minimum 65% of marks (55% for SC/ST/PwBD) or Degree in Electrical or Electrical and Electronic Engineering from a recognized University with 55% marks (45% for SC/ST/PwBD).

Note:

(1) The relaxation in minimum educational qualifications for SC/ST/PwBD candidates mentioned above is subject to reservation of vacancies under the respective post and category and identification of posts for PwBD as notified above.

(2) The date of passing eligibility will be the date appearing on the mark sheet or provisional certificate issued by the University/ Institute. In case the result of a particular examination is posted on the website of the University/ Institute, a certificate issued by the appropriate authority of the University/ Institute indicating the date on which the result was posted on the website will be taken as the date of passing.

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(3) Calculation of Percentage: The percentage marks shall be arrived at by dividing the total marks obtained by the candidate in all the subjects in all the semester(s)/year(s) by aggregating maximum marks in all the subjects irrespective of honors / optional / additional optional subject, if any. This will be applicable for those Universities also where Class/Grade is decided on the basis of Honors marks only. The fraction of percentage so arrived will be ignored i.e., **49.99% will be treated as less than 50%.**

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

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

(5) 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 Note (4) above.

IV. Experience: (as on 01-12-2024):

Junior Engineer (Civil): At least 2 years' experience for Diploma holders or at least 1-year experience for Degree holders in execution and supervision of civil construction work and/ or civil maintenance of office buildings/ commercial buildings/ residential complexes with basic knowledge of RCC design and other civil works, working knowledge of computers, experience in preparation of tenders for civil works, etc or a 1-year graduate apprenticeship training in a PSU.

Junior Engineer (Electrical): At least 2 years' experience for Diploma holders or at least 1-year experience for Degree holders in execution and supervision of electrical installations in large buildings/ commercial buildings having HT/ LT substations, central AC plants, lifts, UPS, DG sets, CCTV, Fire alarm system, etc or a 1-year graduate apprenticeship training in a PSU.

4. Scheme of Selection:

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

I. The Online Examination will be for 300 marks and is scheduled to be held on **February 08, 2025.**

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Sr. No.	Name of Tests (Objective)	No. of Questions	Maximum Marks (Total Weighted Score)	Total Time
1	English Language	50	50	40
2	Engineering Discipline Paper I	40	100	40
3	Engineering Discipline Paper II	40	100	40
4	General Intelligence and Reasoning	50	50	30
	Total	**180**	**300**	**150 mins**

The Indicative Syllabus for Engineering Discipline (Paper I & II) for the posts of Junior Engineer (Civil/Electrical) is given in the **Annex-IV**.

II. **Language Proficiency Test (LPT) -** The candidates provisionally selected from the on-line examination will have to undergo a language proficiency test (LPT). The language proficiency test will be conducted in the Official / Local Language/s of the zone concerned (**Annex-V**). **Candidate not proficient in the Official/ Local Language/s would be disqualified.**

Note:

i. The above online test/s except the Test of English Language will be available bilingually, i.e., in English and Hindi.
ii. A candidate has to qualify in each part of the Objective test separately.
iii. There will be negative marks for wrong answers in the Objective tests.1/4th marks will be deducted for each wrong answer.
iv. Adequate number of candidates in each category as decided by the Bank (approximately 05 times the numbers of vacancies, subject to availability) will be shortlisted from Online Examination, from the list of all candidates arranged in descending order of aggregate marks scored."
v. Other detailed information regarding the examination will be given in an Information Handout, which will be made available for the candidates to download along with the Call Letter for examination from the RBI's website.
vi. Roll numbers of the candidates successful in Online Examination will be made available on the Bank's website.
vii. If the examination is held in more than one session, the scores across various sessions will be equated following IBPS' standard practice to adjust for slight differences in difficulty level of different test batteries used across sessions. The 'corrected-scores' obtained by each of the candidates in different sessions (if held) will be normalized using equipercentile method.
viii. Only such number of candidates will be called for LPT who stand sufficiently high in merit on the aggregate marks of the Objective Tests, such merit being decided by the Bank in relation to the number of vacancies to be filled in.
ix. LPT is mandatory. No exemption of any sort will be given to any candidate from appearing in LPT, which will be conducted at respective Zonal Offices of the Bank. Final selection will be on the basis of candidate's performance in the online examination (in the order of merit), qualifying in LPT, Medical fitness, verification of certificates, etc. to the Bank's satisfaction. Decision of the Bank in this regard, shall be final.
x. Appointment of selected candidate will be subject to his/her being declared medically fit as per the rules of the Bank.

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

The Bank reserves its right to conduct biometric verification/ other mode of verification any time during or after the selection. In case, if any candidate is found not to be genuine, then apart from taking legal actions against him/her, his/her candidature will be cancelled.

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

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

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

5. Examination Centres:

i. The examination will be conducted online in venues across many centres in India. The tentative list of Examination centres is available in **Annex VI**.
ii. The Bank, however, reserves the right to cancel any of the Examination Centres and/ or add some other Centres, depending upon the response, administrative feasibility, etc.
iii. The candidate/s have to select the exam centre corresponding to the Zone he/she has applied for. However, RBI also reserves the right to allot the candidate to any centre other than the one he/she has opted for and a **candidate may be allocated a centre of exam outside the State/UT for which vacancies he/she is applying.**
iv. Candidate will appear for the examination at an Examination Centre at his/ her own risks and expenses and the Bank will not be responsible for any injury or losses etc. of any nature.
v. No request for change of centre for Examination shall be entertained.

6. Service Conditions / Career Prospects:

i. Pay Scale:

Selected Candidates will draw a starting basic pay of ₹33,900/- per month (i.e. ₹20,700/- plus nine advance increments admissible to Junior Engineers) in the scale of ₹20700 – 1200 (3) – 24300 – 1440 (4) - 30060 – 1920 (6) – 41580 – 2080 (2) – 45740 – 2370 (3) – 52850 – 2850 – 55700 and other allowances, as admissible from time to time. At present, initial monthly Gross emoluments for Junior Engineer (Civil/Electrical) is approximately ₹80,236/.

**The House Rent Allowance of 15% of Pay will be paid if accommodation is not provided by the Bank.

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ii. **Perquisites:**
Bank's accommodation subject to availability, Allowance for Knowledge Updation, Briefcase, Allowance for furnishing of residence, etc. as per eligibility. Dispensary facility besides reimbursement of medical expenses for OPD treatment/hospitalization as per eligibility; Interest free Festival Advance, Leave Fare Concession. Housing Loan and Personal Advance at concessional rate of interest will be available to regular employees who has put in minimum years of service as required. The recruits will be governed by the Defined Contribution New Pension Scheme, in addition to the benefit of Gratuity.

iii. There are reasonable prospects for promotion to higher grades.

iv. Selected candidates will be initially posted in the Bank's office within the Recruitment Zone for which they had applied. However, they are liable to be transferred, in administrative exigencies to centers grouped and classified into East, West, North, South and Central Zone offices as under:

(i) **East Zone**: Kolkata, Bhubaneswar, Guwahati, Patna, Ranchi, Shillong, Agartala, Gangtok, Aizwal, Imphal, Itanagar, Kohima

(ii) **West Zone**: Ahmedabad, Mumbai (including Belapur, Byculla), Pune, Panaji

(iii) **North Zone**: Chandigarh, Shimla, Jaipur, Jammu / Srinagar, Kanpur, Lucknow, Dehradun, New Delhi.

(iv) **South Zone**: Bengaluru, Chennai, Kochi, Thiruvananthapuram

(v) **Central Zone**: Bhopal, Raipur, Nagpur, Hyderabad.

7. Instructions on Application Process:

i. Candidates can apply online only at the link: "**Recruitment for the post of Junior Engineer (Civil/Electrical)- PY 2024**", from **December 30, 2024 – January 20, 2025** and no other mode of application will be accepted.

ii. Pre-Requisites for Applying Online:

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

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

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

iii. Examination fees/ Intimation Charges (Non- Refundable):

Payable from **December 30, 2024 to January 20, 2025 -** Online Payment (both dates inclusive)

- ₹50/- plus 18% GST for SC/ST/PwBD/EXS (Intimation Charges)
- ₹450/- plus 18% GST for OBC/General/EWS candidates (Examination fee + Intimation Charges)
- Staff candidates are exempted from payment of examination fee and intimation charges.
- Bank Transaction charges for Online Payment of examination fees/intimation charges will have to be borne by the candidate.

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iv. Application Procedure:

a) Candidates satisfying the conditions of eligibility as on **December 01, 2024** are first required to visit the URL "**Recruitment for the post of Junior Engineer (Civil/Electrical)- PY 2024**" in the advertisement page for filling the 'Online Application'. It redirects the candidates to the online registration page.

b) Candidates will have to enter their basic details and upload the photograph, signature, left thumb impression and a hand-written declaration in the online application form as per the specifications given.

c) To register application, choose the tab "Click here for New Registration" and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.

d) In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application, candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required. Visually Impaired candidates should get the application form filled carefully and verify/get the details verified to ensure that the same are correct prior to final submission.

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

f) The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Photo identity proof / Certificates/ Mark sheets. Any change/alteration found may disqualify the candidature.

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

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

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

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

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

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

m) Click on 'Submit' button.

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

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o) Please note that all the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Address, Mobile Number, Email ID, Centre of Examination etc. will be considered as final and no modifications will be allowed after submission of the online application form. Candidates are hence requested to fill in the online application form with the utmost care as no correspondence regarding change of details will be entertained. RBI will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the application or omission to provide the required details in the application form.
p) An online application which is incomplete in any respect such as without photograph and signature or illegible/ unclear photographs uploaded in the online application form will not be considered as valid.
q) Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till the last date for depositing the fee to avoid the possibility of disconnection/inability/failure to log on the RBI website on account of heavy load on internet/website jam.
r) RBI does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of RBI.
s) Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.
t) Any information submitted by an applicant in his/ her application shall be binding on the candidate personally and he/she shall be liable for prosecution/ civil consequences in case the information/ details furnished by him/ her are found to be false at a later stage.

v. Mode of Payment:

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

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

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vi. General Rules/ Instructions to candidates

a) **Candidates can apply only for one post and also for one zone. If there are multiple registrations, the last registration will be retained.**

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

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

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

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

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

g) CANDIDATES REPORTING LATE i.e. after the reporting time specified on the call letter for examination will not be permitted to take the examination. The reporting time mentioned on the call letter is prior to the Start time of the test. Though the duration of the examination is 2.5 hours, candidates may be required to be at the venue for about 4 hours (approximately) including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions etc.

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

i) A declaration is required to be submitted in the prescribed format by candidate seeking reservation as OBC, that he/she does not belong to the creamy layer as on date of document verification. The OBC certificate containing the non-creamy clause should have been issued after **01.04.2024.**

j) Candidates seeking reservation/ relaxation benefits available for SC/ST/OBC/PwBD/EWSs/Ex-servicemen must ensure that they are entitled to such reservation/ relaxation as per eligibility prescribed. They should also be in possession of all the requisite certificates in the prescribed format in support of their claim as stipulated for such benefits. These certificates should be dated on or before the closing date of applications for the posts. **Candidates seeking age relaxation are required to submit copies of necessary certificate(s) at the time of LPT/document verification.**

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

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

m) In the examination hall as well as at the time of LPT, the call letter along with original and a photocopy of the candidate's currently valid photo identity (bearing exactly the same name as it appears on the call letter) such as PAN Card/ Passport/ Permanent Driving Licence/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazzetted Officer on official letterhead along with photograph / Photo identity proof issued by a People's Representative on official letterhead along with photograph / valid recent Identity Card issued by a recognized College/ University/ Aadhar card/ E-Aadhar Card with a photograph/ Employee ID/ Bar Council Identity Card with photograph should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination.

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

o) Candidates have to produce in original the photo identity proof and submit photocopy of the photo identity proof along with Examination call letter as well as the Interview Call Letter while attending the examination/ interview respectively, without which they will not be allowed to take up the examination/ interview. Candidates must note that the name as appearing on the call letter (provided during the process of registration) should exactly match the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the name indicated in the Call Letter and Photo Identity Proof the candidate will not be allowed to appear for the examination. 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.

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

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

   i. using unfair means or
   ii. impersonating or procuring impersonation by any person or
   iii. misbehaving in the examination/ LPT hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or

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iv. resorting to any irregular or improper means in connection with his/ her candidature or
v. obtaining support for his/ her candidature by unfair means, or
vi. carrying mobile phones or similar electronic devices of communication in the examination/ LPT hall, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable:
- to be disqualified from the examination for which he/ she is a candidate
- to be debarred either permanently or for a specified period from any examination conducted by RBI.
- for termination of service, if he/ she has already joined the Bank.

r) RBI would be analyzing the responses (answers) of individual candidates with those of other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, RBI reserves right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.

s) Canvassing in any form will be a disqualification.

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

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

v) The possibility for occurrences of some problem in administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify the problem, which may include shifting the candidates to the other centers or to conduct another examination if considered necessary. Decision of RBI in this regard shall be final. Candidates not willing to accept such change shall lose his/her candidature for this exam.

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

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

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

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

aa) RBI will not furnish the mark-sheet to candidates. However, the online examination marks may be available on RBI website after the declaration of the final result.

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

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

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

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

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

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

vii. **Guideline for Scanning the Photograph & Signature**

Before applying online, a candidate will be required to have a scanned (digital) image of his/her photograph and signature as per the specifications given below.

Photograph Image: (4.5cm × 3.5cm)

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

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- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

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

- The applicant has to sign on white paper with Black Ink pen:
  - Dimensions 140 x 60 pixels (preferred)
  - Size of file should be between 10kb – 20kb for signature and 20kb - 50kb for left thumb impression.
  - Ensure that the size of the scanned image is not more than 20kb
- The applicant has to put his left thumb impression on a white paper with black or blue ink:
  - File type: jpg / jpeg
  - Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e 3 cm * 3 cm (Width * Height)
  - File Size: 20KB – 50KB
- The applicant has to write the declaration in English clearly on a white paper with black ink:
  - File type: jpg / jpeg
  - Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e 10 cm * 5 cm (Width * Height)
  - File Size: 50KB – 100KB
- 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."
- 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.)
- The signature, left thumb impression and the hand-written declaration should be of the applicant and not of any other person.
- The signature will be used to put on the Call Letter and wherever necessary.
- If the Applicant's signature on the attendance sheet or Call letter, signed at the time of the examination does not match the signature uploaded, the applicant will be disqualified.
- Signature / Hand written declaration in CAPITAL LETTERS shall NOT be accepted.

Scanning the documents:

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

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- The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg. Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- Candidates using MS Windows/MSOffice can easily obtain documents in .jpeg format by using MS Paint or MSOffice Picture Manager. Scanned documents in any format can be saved in .jpg / .jpeg format by using 'Save As' option in the File menu. Size can be adjusted by using crop and then resize option.

Procedure for Uploading the documents

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

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

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

II. After uploading the Photograph / signature / left thumb impression / 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.

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

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

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

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

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Annex I

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

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

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

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

Signature of medical authority

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

Name of Government Hospital/Health Care Centre with Seal

Place:
Date:

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Annex II

Letter of Undertaking by the 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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Annex III

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

FORM – A

Form of Certificate applicable for Released/ Retired Personnel

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

2. He has been released from military services:

a) on completion of assignment otherwise than

(i) by way of dismissal, or

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

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

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

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

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

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

Place:
Date:
SEAL

Signature. Name and Designation of the Competent Authority**

Delete the paragraph which is not applicable.

FORM – B

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

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

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

3. No disciplinary case is pending against him.

Place:
Date:
SEAL

Signature, Name and Designation of the Competent Authority**

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FORM – C

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

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

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

Place:
Date:
Signature and Name of Candidate

FORM – D

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

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

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

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

Place: Signature, Name and Designation of the
Date: Competent Authority**
SEAL

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

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Annex-IV

I. Indicative Syllabus for Junior Engineer (Civil)

Paper I: Building materials, Estimating, Costing and Valuation, Surveying, Soil Mechanics, Hydraulics, Transportation Engineering, Environmental Engineering.

(i) **Building Materials**: Physical and chemical properties, classification, standard tests, uses and manufacture/quarrying of materials e.g. building stones, silicate based materials, cement (Portland), asbestos products, timber and wood based products, laminates, bituminous materials, paints, varnishes.

(ii) **Estimating, Costing and Valuation:** estimate, glossary of technical terms, analysis of rates, methods and unit of measurement, item of works-earthwork, Brickwork (Modular & traditional bricks), RCC work, shuttering, Timber work, Painting, flooring and plastering, Boundary wall, Brick building, Water tank, septic tank, Bar bending schedule, Centre line method, Mid-section formula, Trapezoidal formula, Simpson's rule. Cost estimate of Septic tank, flexible pavements, Tube well, isolates and combined footings, Steel Truss, Piles and Piles caps. Valuation-value and cost, scrap value, salvage value, assessed value, sinking fund, depreciation and obsolescence, methods of valuation.

(iii) **Surveying**: Principles of surveying, measurement of distance, chain surveying, working of prismatic compass, compass traversing, bearings, local attraction, plane table surveying, theodolite traversing, adjustment of theodolite, Leveling, Definition of terms used in leveling, contouring, curvature and refraction corrections, temporary and permanent adjustments of dumpy level, methods of contouring, uses of contour map, tachometric survey, curve setting, earth work calculation, advanced surveying equipment.

(iv) **Soil Mechanics**: Origin of soil, phase diagram, Definitions-void ratio, porosity, degree of saturation, water content, specific gravity of soil grains, unit weights, density index and interrelationship of different parameters, Grain size distribution curves and their uses. Index properties of soils, Atterberg's limits, ISI soil classification and plasticity chart. Permeability of soil, coefficient of permeability, determination of coefficient of permeability, Unconfined and confined aquifers, effective stress, quick sand, consolidation of soils. Principles of consolidation, degree of consolidation, preconsolidation pressure normally consolidated soil, e-log p curve, computation of ultimate settlement. Shear strength of soils, direct shear test, Vane shear test, Triaxial test. Soil compaction, Laboratory compaction test, Maximum dry density and optimum moisture content, earth pressure theories, active and passive earth pressures, bearing capacity of soils, plate load test, standard penetration test.

(iv) **Hydraulics**: Fluid properties, hydrostatics, measurements of flow, Bernoulli's theorem and its application, flow through pipes, flow in open channels, weirs, flumes, spillways, pumps and turbines.

(v) **Transportation Engineering**: High Way Engineering-cross sectional elements, geometric design, types of pavements, pavement materials -aggregates and bitumen, different tests, Design of flexible and rigid pavements -Water Bound Macadam (WBM) and Wet Mix Macadam (WMM), Gravel Road, Bituminous construction, Rigid pavement joint, pavement maintenance, Highway drainage.

vi) **Environmental Engineering**: Quality of water, source of water supply, purification of water, distribution of water, need of sanitation, sewerage systems, circular sewer, oval sewer, sewer appurtenances, sewage treatments. Surface water drainage. Solid waste management -types, effects, engineered management system. Air pollution pollutants, causes, effects, control. Noise pollution - cause, health effects, control.

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Paper II: Theory of structures. Concrete technology, RCC design and Steel design

(i) **Theory of structures**: Elasticity constants, types of beams-determinate and indeterminate, bending moment and shear force diagrams of simply supported, cantilever and over hanging beams. Moment of area and moment of inertia for rectangular and circular sections, bending moment and shear stress for tee, channel and compound sections, chimneys, dams and retaining walls, eccentric loads, slope deflection of simply supported and cantilever beams, critical load and columns, Torsion of circular section.

(ii) **Concrete Technology**: Properties, Advantages and uses of concrete, cement aggregates, importance of water quality, water cement ratio, workability, mix design storage, batching, mixing, placement, compaction, finishing and curing of concrete, quality control of concrete, hot weather and cold weather concreting, repair and maintenance of concrete structures.

(iii) **RCC Design**: RCC beams-flexural strength, shear strength, bond strength, design of singly reinforced and double reinforced beams, cantilever beams. T-beams, lintels. One way and two way slabs, isolated footings. Reinforced brick works, columns, staircases, retaining wall, water tanks (RCC design questions may be based on both Limit State and Working Stress methods).

(iv) **Steel Design**: Steel design and construction of steel columns, beams, roof trusses, plate girders.

II. Indicative Syllabus for Junior Engineer (Electrical)

Paper I

1. Basics of Electrical Engineering

2. Lighting design of office areas

3. Transformers, Working principles, protection types, preventive maintenance

4. Pumping systems.

5. Various type of motors, various starting methods of various types of motors

6. Substation design and layout including DG set installations.

7. Type of earthing, testing, lightening arrestor, etc.

Paper II

1. Basic 'knowledge of' air conditioning & refrigeration

2. Inverters, rectifiers, UPS systems

3. Energy conservation techniques

4. LT distribution system, cabling/ internal wiring system, panel design and faultfinding, preventive maintenance, etc.

5. Testing of electrical installation.

6. Basics of elevators, design, electrical safeties, protections controllers, etc.

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7. Basics of CCTV system. Fire and Smoke Alarm system, UPS.

8. Knowledge of Indian Electricity Rules

9. Switchgears & protection used in HT/LT installations.

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Annex-V

Zone-Wise Local Languages

South Zone	Kannada, Tamil, Malayalam
East Zone	Odia, Assamese, Bengali, Manipuri, Khasi, Nepali, Hindi, Maithili, Bodo, Mizo, English (only for candidates from States of Nagaland/ Arunachal Pradesh)
West Zone	Gujarati, Marathi, Konkani

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Annex VI

List of Examination Centres

1.	Agartala	9.	Imphal	17.	Pune
2.	Ahmedabad-Gandhinagar	10.	Naharlagun	18.	Ranchi
3.	Aizwal	11.	Ernakulam	19.	Shillong
4.	Bengaluru	12.	Kohima	20.	Thiruvananthapuram
5.	Bhubaneswar	13.	Kolkata		
6.	Chennai	14.	Mumbai/ Navi Mumbai/ Thane/ MMR		
7.	Gangtok	15.	Panaji		
8.	Guwahati	16.	Patna		