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RESERVE BANK OF INDIA

RECRUITMENT FOR THE POST OF ASSISTANT

The Reserve Bank of India (RBI) invites applications from eligible candidates for **950** posts of '**Assistant' - 2021** in various Offices of the Bank. Selection for the post will be through a country-wide competitive examination in two phases i.e. Preliminary and Main 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 **Banks' website www.rbi.org.in** and is also being published in the Employment News / Rojgar Samachar.

Applications will be accepted Online only through the **Bank's website www.rbi.org.in**. No other mode for submission of application is available.

Important Dates

Website Link Open	**17.02.2022 to 08.03.2022**
Payment of Examination Fees (Online)	**17.02.2022 to 08.03.2022**
Schedule of Online Preliminary Test (Tentative)	**March 26 & 27, 2022***
Schedule of Online Main Test (Tentative)	**May 2022***

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

Applications are invited from **eligible Indian Citizens** for the post of **"Assistant"** in Reserve Bank of India (RBI).

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

"Recruitment for the post of Assistant - 2021"

1. Application form

Before applying, Candidates should ensure that they fulfill the eligibility criteria for the post. Candidates are requested to apply online through the **Bank's website** www.rbi.org.in.

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Helpline: In case of any problem in filling up the form, payment of examination fee or receipt of call letter, queries may be made at candidate grievance Redressal cell http://cgrs.ibps.in/.

Do not forget to mention 'RBI Assistant Examination- 2021' in the subject box of the email.

Office	Vacancies*						PwBD				EXS	
	SC	ST	OBC$	EWS	GEN	Total	VI	HI	OH	4th Category	EX-1	EX-2
Ahmedabad	4	3 (2)	9	3	16	35	1	1 (1)	0	1(1)	2	3
Bangalore	11	9 (1)	4	7	43	74	1(1)	1	1	1	3	7
Bhopal	7	11(5)	0	3	10	31	0	1(1)	1	1(1)	1	3
Bhubaneswar	6	10(2)	0	3	12	31	0	1(1)	0	1	1	3
Chandigarh	19	1	19	8	31	78	1	1(1)	1	1	4	7
Chennai	13	0	20	6	27	66	1	2(1)	2(1)	1(1)	3	6
Guwahati	2	17(7)	0	3	10	32	0	1(1)	1(1)	1	1	3
Hyderabad	7	3(1)	10	4	16	40	1	2(1)	0	0	2	4
Jaipur	13	1	4	4	26	48	0	1	2(1)	1(1)	2	5
Jammu	0	3(1)	3	1	5	12	1(1)	0	0	0	0	1
Kanpur &Lucknow	28	1	36	13	53	131	2(1)	3(1)	1(1)	2	6	13
Kolkata	9(1)	4	0	2	11	26	0	0	1(1)	1	1	2
Mumbai	0	41(25)	0	13	74	128	4(2)	7(6)	5(4)	5(4)	6	12
Nagpur	5	14(2)	10	5	22	56	1(1)	1	1	0	2	6
New Delhi	19	0	18	7	31	75	2	1(1)	1	1(1)	3	7
Patna	1(1)	4	0	3	25	33	0	1(1)	1	1(1)	1	3
Thiruvananthapuram & Kochi	7	1	13	5	28	54	0	1	0	1	2	5
Total	**151(2)**	**123(46)**	**146**	**90**	**440**	**950 (48)**	**15(6)**	**25(16)**	**18(9)**	**19(10)**	**40**	**90**

Vacancies in brackets () indicate backlog.

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

Bhopal includes 10 vacancies for Raipur; Chandigarh includes 03 vacancies for Shimla; Chennai includes 11 vacancies for Reserve Bank Staff College; Guwahati includes 04 vacancies for Agartala, 01 for Aizwal, 05 for Shillong and 03 for Imphal; Kanpur & Lucknow includes 35 vacancies for Lucknow and 44 for Dehradun; Kolkata includes 06 for Gangtok; Mumbai includes 08 vacancies for Pune and 06 vacancies for Panaji and 09 vacancies for Belapur; and Patna includes 03 vacancies for Ranchi.

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Abbreviations stand for: SC – Scheduled Caste, **ST** – Scheduled Tribe, **OBC** – Other Backward Classes, **EWS**- Economically Weaker Section, **GEN** – General i.e. Unreserved, **PwBD** – Persons with Benchmark Disabilities, **VI** – Visually Impaired, **HI** – Hearing Impaired, **OH** – Orthopedically Handicapped, **EXS** – Ex-Servicemen, **EX-1** - Disabled Ex-servicemen/ Dependents of Ex-servicemen killed in action, **Ex-2** - Ex-servicemen (normal), ***4th category*** *as defined under RPWD Act, 2016.*

$ Candidates belonging to OBC category but coming in the 'Creamy Layer' are not entitled to OBC reservation.
Reservation for Economically Weaker Section (EWS) in recruitment is governed by Office Memorandum No. 36039/1/2019-Estt (Res) dated 31.01.2019 of Department of Personnel & Training, Ministry of Personnel, Public Grievance & Pensions, Government of India.
Disclaimer: '***The appointment is provisional and is subject to the Income & Asset certificate being verified through proper channel.'*** 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 2020-21 and valid for the Year 2021-22**.

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

2. Definition:

i) Ex-Serviceman:

Only those candidates shall be treated as Ex-Serviceman, who fulfill the revised 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 as amended from time to time.

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

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.

Note:

1) 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 **01.03.2023** 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-Serviceman 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 **01.03. 2023**. Forms of the certificates to be submitted by all these candidates are provided in **Annex I** and these certificates are required to be submitted to the Bank.

2) The Territorial Army Personnel will be treated as Ex-Serviceman **w.e.f. 15.11.1986**.

3) An Ex-Serviceman who has once joined a Government job on the civil side after availing of the benefits given to him as an Ex-Serviceman for his re-employment, **his Ex-Serviceman status for the purpose of re-employment in Government ceases.**

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

5) The following rules applicable to Ex-Servicemen re-employed under the Central Government would apply to Ex-Servicemen candidates appearing for the online examination:

(i) 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.

3. <u>Reservation for Persons with Benchmark Disability (PwBD):</u>

A. Persons with Benchmark Disabilities:

(i) Persons with Locomotor disability are those who are unable to execute distinctive activities associated with movement of self and objects resulting from affliction of musculoskeletal or nervous system or both including leprosy cured persons, persons suffering from cerebral palsy, dwarfism, muscular dystrophy and acid attack victims. The degree of disability should be **minimum 40%** in these cases.

(ii) For being considered as a hearing-impaired candidate, the candidate should fulfil either of the following conditions:
(a) Deaf means persons having **70DB** hearing loss in speech frequencies in both ears;
(b) Hard of hearing means persons having **60DB to 70DB** hearing loss in speech frequencies in both ears.

(iii) For being considered as a Visually Impaired candidate, the candidate should fulfill either of the following conditions:
(a) Total absence of sight.
(b) With visual acuity less than **3/60 or less than 10/200 (Snellen)** in the better eye with best possible correction.
(c) With limitation of the field of vision subtending an angle of less than **10 degrees**.
(d) Low vision means a condition where a person has visual acuity not exceeding **6/18** or less than **20/60** up to **3/60** or **up to 10/200 (Snellen)** in the better eye with best possible corrections Or limitation of the field of vision subtending an angle of less than **40 degree up to 10 degree**.

(iv) The Persons with Benchmark Disability (PwBD) candidates should possess a latest Certificate to this effect issued by Competent Authority. Such certificate in the event of selection of such person for any post, will be subject to such verification/re-verification as may be decided by the competent authority.

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Reservation for Persons with Benchmark Disabilities

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.

The functional classification and physical requirements for the post of Assistant are as under:

Categories for which identified	**Functional classification**	**Physical Requirements**
Blind and low vision	Blindness	Sitting, Walking, Communication, Bending, Standing, Hearing/ Speaking, Lifting, Kneeling and Crouching, Manipulation by Fingers, Pushing and Pulling, Reading and Writing (in Braille/ software)
	Low vision	Sitting, Walking, Reading and Writing, Communication, Bending, Standing, Hearing/ Speaking, Lifting, Kneeling and Crouching, Manipulation by Fingers, Pushing and Pulling
Deaf/ Partially Deaf	Deaf / Partially Deaf	Sitting, Walking, Seeing, Reading and Writing, Communication (non-verbal), Bending, Standing, Lifting, Kneeling and Crouching, Manipulation by Fingers, Pushing and Pulling
Locomotor disability including Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victims	One Arm, One Leg, One Arm One Leg, Both Legs, Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victims	Sitting, Walking, Seeing, Reading and Writing, Communication, Bending, Standing, Hearing/ Speaking, Lifting, Kneeling and Crouching, Manipulation by Fingers, Pushing and Pulling
	Muscular Weakness	Sitting, Seeing, Reading and Writing, Communication, Bending, Hearing/ Speaking, Lifting, Kneeling and Crouching, Manipulation by Fingers, Pushing and Pulling
Multiple disabilities	One Arm; One Leg; One Arm One Leg; Both Legs; Cerebral Palsy; Leprosy Cured; Dwarfism; Acid Attack Victims; Autism, intellectual disability, specific learning disability and mental illness; multiple disabilities from amongst persons under clauses (a) to (d) including deaf-	Sitting, Walking, Communication, Bending, Standing, Lifting, Kneeling and Crouching, Manipulation by Fingers, Pushing and Pulling and

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	blindness, of the four categories under the Act and (i) blind/ low vision or (ii) deaf/ partially deaf	Reading and Writing (in Braille/ software) and Hearing/ Speaking or Reading and Writing and Seeing- as applicable

Reservation for PwBD is horizontal and within the overall vacancies for the post.

B. GUIDELINES FOR PERSONS WITH BENCHMARK DISABILITIES USING A SCRIBE

The facility of Scribe shall be allowed to a candidate with benchmark disability as defined under section 2(r) of the RPWD Act, 2016 and has limitation in writing including that of speed, if so desired by him/ her. Candidates with benchmark disabilities in the category of blindness, locomotor disability (both arm affected-BA) and cerebral palsy, the facility of scribe may be availed, if so desired by him/her. In case of other category of persons with benchmark disabilities, the provision of scribe shall be allowed on production of a certificate (issued in terms of Office Memorandum dated August 29, 2018 of Ministry of Social Justice & Empowerment, Department of Empowerment of Persons with Disabilities (Divyangjan)) to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his/her behalf. In all such cases where a scribe is used, the following rules will apply:

- Please ensure that you are eligible to use a scribe as per the Government of India rules governing the recruitment of Persons with Disabilities.
- The candidate will have to arrange his/her own scribe at his/her own cost.
- The qualification of the scribe should be one step below the qualification of the candidate taking examination.
- Such candidate who uses a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination. (Blind/Low Vision candidates and other candidates whose writing speed is affected permanently for any reason, whether availing the facility of scribe or not shall be allowed compensatory time of 20 minutes and/ or part thereof for every hour of the examination.)

• The candidate will have to give a suitable undertaking along with call letter at the time of examination confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further, in case it later transpires that he/she did not fulfil any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the examination. **Proforma of undertaking is available on RBI web site**.

• The same scribe cannot be used by more than one candidate. In addition, the scribe arranged by **the Candidate should not be a candidate for the examination.** Candidates eligible for and who wish to use the services of a scribe in the examination should carefully indicate the same in the online application form. **Any subsequent request will not be favorably entertained.**

The candidate should opt for **using Scribe**/ **compensatory time** only if they are eligible for availing these services/concessions as per the rules and guidelines of Government of India under **RPWD Act, 2016** in this regard.

• Only candidates registered for **compensatory time** will be allowed such concessions since **compensatory time** given to candidates shall be system based, it shall not be possible for the test conducting agency to allow such time if he / she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.

• The above guidelines are subject to change in terms of Govt. of India guidelines/clarifications, if any, from time to time.

Violation of all or any of the said instructions or suppression of material facts by the candidate at any stage of the process shall entail cancellation of his/her candidature, in addition to any other action that the Bank may deem fit against the candidate and the scribe.

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4. Eligibility Criteria:

(a) Age (as on 01.02.2022)

Between 20 and 28 years. Candidates must have been born not earlier than **02/02/1994 and not later than 01/02/2002** (both days including) are only eligible to apply.

Relaxation in the Upper Age Limit:

Upper age limit will be relaxed as under:

Sr. No	Category	Relaxation in Age
(i)	Scheduled Caste / Scheduled Tribe (SC / ST)	By 5 years, i.e. up to 33 years
(ii)	Other Backward Classes (OBC)	By 3 years, i.e. up to 31 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	By 10 years
(vi)	Candidates having work experience in Reserve Bank of India	To the extent of number of years of such experience, subject to maximum of 3 years.

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

Caste Criteria:

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

ii. The OBC claim of a candidate will be determined in relation to the State (or part of the State) to which his/her father originally belongs. **A candidate who has migrated from one State (or part of the State) to another should, therefore, produce an OBC certificate which should have been issued to him/her based on his/her father's OBC certificate from the State to which his/her father originally belongs**.

iii. No change in the community status already indicated in the on-line application by a candidate for this examination will be allowed.

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Candidates seeking age relaxation are required to submit copies of necessary certificate(s) **at the time of document verification.**

Guidelines for Reserved Category Candidates:

a) **Reservation for Persons with Benchmark Disability (PwBD) shall be applied @4% of total vacancies, horizontally, within the overall Office-wise vacancies earmarked for various categories viz., UR/SC/ST/OBC/EWS as per the RPWD Act, 2016.**

b) **Reservation for EXS shall be applied @14.5% of total vacancies, which shall include reservation of 4.5% for disabled Ex-Servicemen and dependents of Servicemen killed in action, clubbed together, horizontally, within overall Office-wise vacancies earmarked for various categories viz., UR/SC/ST/OBC/EWS.**

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

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

e) OBC applicants, availing reservation benefit will have to produce OBC certificate issued after **01 February 2021** with Non-creamy layer clause as per Govt. of India guidelines.

f) The reservation under various categories will be as per prevailing Government of India guidelines at the time of finalization of result.

(b) Educational Qualifications (as on 01.02.2022):

i) At least a Bachelor's Degree in any discipline with a minimum of **50% marks** (**pass class for SC/ST/PwBD candidates**) in the aggregate and the knowledge of word processing on PC.

ii) A candidate belonging to Ex-servicemen category (except dependents of ex-servicemen) should either be a graduate from a recognized University or should have passed the matriculation or its equivalent examination of the Armed Forces and rendered at least 15 years of defence service.

iii) Candidates applying for post in a particular recruiting Office should be proficient in the language (i.e. know to read, write, speak and understand the language) of the state/ any of the states falling under the recruiting Office.

Note:

(1) 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.

(2) Candidate should indicate the percentage obtained in Graduation calculated to the nearest two decimals in the online application. Where CGPA/OGPA is awarded, the same should be converted into percentage and indicated in online

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application. If called for document verification, the candidate will have to produce a certificate issued by the appropriate authority inter alia stating the norms of the University regarding conversion of grade into percentage and the percentage of marks by the candidates in terms of norms.

(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%.**

(c) Scheme of Selection:

I. Preliminary Examination (Multiple Choice):

Sr. No.	Name of Tests (Objective)	No. of Questions	Maximum Marks	Total Time
1	English Language	30	30	20 minutes
2	Numerical Ability	35	35	20 minutes
3	Reasoning Ability	35	35	20 minutes
Total		**100**	**100**	**60 minutes**

II. Main Examination (Multiple Choice):

Sr. No.	Name of Tests (Objective)	No of Questions	Maximum Marks	Duration
1	Test of Reasoning	40	40	30 minutes
2	Test of English Language	40	40	30 minutes
3	Test of Numerical Ability	40	40	30 minutes
4	Test of General Awareness	40	40	25 minutes
5	Test of Computer Knowledge	40	40	20 minutes
	Total	**200**	**200**	**135 minutes**

III. Language Proficiency Test (LPT) - The candidates provisionally shortlisted from the main on-line examination will have to undergo a language proficiency test (LPT). The language proficiency test will be conducted in the Official / Local Language of the State concerned **as detailed below. Candidate not proficient in the Official / Local Language shall be disqualified.**

The Office wise local language/s is/are as follows:

- Ahmedabad – Gujarati
- Bengaluru – Kannada
- Bhopal – Hindi
- Bhubaneswar - Oriya
- Chandigarh – Punjabi / Hindi
- Chennai – Tamil
- Guwahati – Assamese / Bengali / Khasi / Manipuri / Bodo / Mizo

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- Hyderabad – Telugu
- Jaipur – Hindi
- Jammu – Urdu / Hindi / Kashmiri
- Kanpur & Lucknow – Hindi
- Kolkata – Bengali / Nepali
- Mumbai – Marathi / Konkani
- Nagpur – Marathi / Hindi
- New Delhi – Hindi
- Patna – Hindi / Maithili
- Thiruvananthapuram – Malayalam

i) The above online test/s except the Test of English Language will be available bilingually, i.e. English and Hindi.

ii) Candidates will have to pass in each of the objective tests of the online examinations.

iii) A candidate has to qualify in Preliminary Examination for appearing in Main Examination**.**

iv) There will be negative marks for wrong answers in the Objective tests (Preliminary and Main examination).1/4th marks will be deducted for each wrong answer.

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 website.**

vi) Roll Number of the candidates successful in preliminary online examination will be made available on RBI website in **April 2022.** The Roll Number of candidates successful in main online examination will be made available on RBI website in **May/June 2022.** The successful candidates from the main on-line examination will be intimated on Bank's website for submission of requisite documents to the Regional Office, within a period of fifteen days and no email/ sms in this regard will be sent to them.

vii) Only such number of candidates will be called for Language Proficiency Test who stand sufficiently high in merit based on the aggregate marks of the Main on-line examination. Such merit will be decided by the Bank in relation to the number of notified vacancies to be filled in.

viii) LPT is mandatory. No exemption of any sort will be given to any candidate from appearing in LPT, which will be conducted at respective Offices of the Bank. Final Selection will depend, on the performance in online test, qualifying in LPT, Medical fitness, verification of certificates, etc. to the Bank's satisfaction. Decision of the Bank in this regard, shall be final. LPT is qualifying in nature and **the final selection will be based only on performance in the Main on-line examination.**

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

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

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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 them, their 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 the biometric data do not match 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.

Service Conditions / Career Prospects:

(i) Pay Scale:

Assistants will draw a starting basic pay of ₹ 20,700/- per month in the scale of ₹ 20700 – 1200 (3) – 24300 – 1440 (4) - 30060 – 1920 (6) – 41580 – 2080 (2) – 45740 – 2370 (3) – 52850 – 2850 – 55700 (20 years) and other allowances, viz. Dearness Allowance, House Rent Allowance, City Compensatory Allowance, Transport Allowance etc., as admissible from time to time. At present, initial monthly Gross emoluments for Assistants will be approximately ₹ 45,050/-.
*House Allowance of 15% of Pay will be paid to employees additionally, if they are not staying in Bank's accommodation.

(ii) Perquisites:

Bank's accommodation subject to availability, reimbursement of expenses for maintenance of vehicle for official purpose, Newspaper, Brief case, Book Grant, Allowance for furnishing of residence, etc. will be available as per eligibility. Dispensary facility besides reimbursement of medical expenses for OPD treatment/hospitalization as per eligibility; Interest free Festival Advance, Leave Fare Concession (once in two years for self, spouse and eligible dependents) will be available. Loans and Advances at concessional rates of interest for Housing, Car, Education, Consumer Articles, Personal Computer, etc. will be available to regular employees who will put in at least two years of service. 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 RBI's Office within the Recruitment Zone for which they had applied. However, they are liable to be transferred in administrative exigencies to centres grouped and classified into West, South, North and East Zone offices as under:

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(a) West Zone:

Ahmedabad, Bhopal (including Raipur), Mumbai (including Belapur, Pune and Panaji), Nagpur.

(b) South Zone:

Bengaluru, Chennai, Hyderabad, and Thiruvananthapuram (including Kochi).

(c) North Zone:

Chandigarh (including Shimla), Jaipur, Jammu / Srinagar, Kanpur (including Lucknow & Dehradun), New Delhi.

(d) East Zone: Bhubaneswar, Guwahati (including all North Eastern states excluding Gangtok), Kolkata (including Gangtok), Patna (including Ranchi)

General Instructions to Candidates regarding submission of on-line application etc.

A - Guidelines for Pre-examination Training for SC/ST/OBC/PwBD candidates

RBI may arrange combined pre-examination Online training for a limited number of SC/ST/OBC/PwBD candidates in consonance with the guidelines issued by Government of India. Candidates belonging to the above categories, who desire to avail themselves of such training may write **through email** to the Regional Office, of the Reserve Bank of India, to which the candidate is applying, latest by **March 08, 2022**. Candidates opting for pre-examination training will be intimated about the training by the concerned Regional Office. **Format of the Application form for pre-examination training is available on the RBI website.**

Email Addresses of the Offices

Recruiting Office	Email Address
Ahmedabad	rdahmedabad@rbi.org.in
Bengaluru	hrmdbengaluru@rbi.org.in
Bhopal	trainingbhopal@rbi.org.in
Bhubaneshwar	hrmdbhubaneswar@rbi.org.in
Chandigarh	recruitmentcharo@rbi.org.in
Chennai	recruitmentchennai@rbi.org.in
Guwahati	hrmdguwahati@rbi.org.in
Hyderabad	recruitmentrbihyd@rbi.org.in
Jaipur	hrmdjaipur@rbi.org.in
Jammu	rdjammu@rbi.org.in
Kanpur	hrmdkanpur@rbi.org.in
Kolkata	hrmdkolkata@rbi.org.in
Mumbai	recruitmentmumbai@rbi.org.in
Nagpur	recruitmentnagpur@rbi.org.in
New Delhi	hrmdnewdelhi@rbi.org.in
Patna	hrmdpatna@rbi.org.in
Thiruvananthapuram	hrmdthiro@rbi.org.in

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B- Examination Centres

(i) The examination (preliminary as well as main) will be conducted online in venues across many centres in India. The tentative list of Examination centres is available as indicated below**.**

(ii) RBI however, reserves the right to cancel any of the Examination Centres (preliminary as well as main) and/ or add some other Centres, depending upon the response, administrative feasibility, etc.

(iii) The candidate/s have to select the exam centre corresponding to the Office he/she has applied for. However, 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** (**preliminary as well as main) outside the State/UT for which vacancies he/she is applying.**

(iv) Candidate will appear for the examination (preliminary as well as main) at an Examination Centre at his/ her own risks and expenses and RBI will not be responsible for any injury or losses etc. of any nature.

(v) No request for change of centre for Examination (preliminary as well as main) shall be entertained.

(vi) The Centers for the Main Examination will be limited.

Sr. No.	State /UT / NCR	Preliminary Examination Centre	Main Examination Centre
1.	**Andaman & Nicobar**	Port Blair	Port Blair
2	**Andhra Pradesh**	Chirala, Guntur, Hyderabad, Kakinada, Kurnool, Nellore, Rajahmundry, Tirupati, Vijayawada, Vishakhapatnam, Vizianagaram	Kakinada, Kurnool, Rajahmundry, Tirupati, Vijayawada, Vishakhapatnam, Vizianagaram
3	**Arunachal Pradesh**	Naharlagun	Naharlagun
4	**Assam**	Dibrugarh, Guwahati, Jorhat, Silchar, Tezpur	Guwahati
5	**Bihar**	Arrah, Aurangabad, Bhagalpur, Darbhanga, Gaya, Muzzafarpur, Patna, Purnea,	Darbhanga, , Muzzafarpur, Patna
6	**Chandigarh**	Chandigarh- Mohali	Chandigarh- Mohali
7	**Chattisgarh**	Bhilai, Bilaspur, Raipur	Bhilai, Raipur
8	**Delhi**	Delhi, Faridabad, Ghaziabad, Greater Noida, Gurgaon	Delhi NCR
9	**Goa**	Panaji	Panaji

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10	**Gujarat**	Ahmedabad - Gandhinagar, Anand, Mehsana, Rajkot, Surat, Vadodara	Ahmedabad, Gandhinagar, Rajkot, Surat, Vadodara
11	**Haryana**	Ambala, Hissar, Karnal, Kurukshetra	Hissar, Karnal, Kurukshetra
12	**Himachal Pradesh**	Bilaspur, Hamirpur, Kangra, Mandi, Shimla, Solan, Una	Hamirpur
13	**Jammu & Kashmir**	Jammu, Samba	Jammu
14	**Jharkhand**	Bokaro, Dhanbad, Hazaribagh, Jamshedpur, Ranchi	Dhanbad, Jamshedpur, Ranchi
15	**Karnataka**	Belagavi, Bengaluru, Kalaburgi, Hubli, Mangaluru, Mysuru, Shivamogga, Udipi	Bengaluru, Hubli, Mysuru, Shivamogga, Udipi
16	**Kerala**	Kannur, Kochi, Kollam, Kottayam, Kozhikode, Malappuram, Palakkad, Thiruvananthapuram, Thrichur	Kochi, Kollam, Kottayam, Kozhikode Thiruvananthapuram, Thrichur,
17	**Madhya Pradesh**	Bhopal, Gwalior, Indore, Jabalpur, Sagar, Satna, Ujjain	Bhopal, Gwalior, Indore, Jabalpur, Ujjain
18	**Maharashtra**	Amravati, Aurangabad, Chandrapur, Dhule, Jalgaon, Kolhapur, Latur, Mumbai/Thane/Navi Mumbai, Nagpur, Nanded, Nasik, Pune, Satara	Amravati, Aurangabad, Jalgaon, Kolhapur, Mumbai/Thane/Navi Mumbai, Nagpur, Nanded, Nasik, Pune
19	**Manipur**	Imphal	Imphal
20	**Meghalaya**	Shillong	Shillong
21	**Mizoram**	Aizwal	Aizwal
22	**Nagaland**	Kohima	Kohima
23	**Odisha**	Balasore, Berhampur(Ganjam), Bhubaneshwar, Cuttack, Dhenkanal, Rourkela, Sambalpur	Balasore, Berhampur(Ganjam), Bhubaneshwar, Cuttack, Rourkela
24	**Puducherry**	Puducherry	Puducherry
25	**Punjab**	Amritsar, Bhatinda, Jalandhar, Ludhiana, Mohali, Patiala	Amritsar, Jalandhar, Ludhiana, Patiala
26	**Rajasthan**	Ajmer, Alwar, Bikaner, Jaipur, Jodhpur, Kota, Sikar, Udaipur	Ajmer, Bikaner, Jaipur, Jodhpur, Sikar, Udaipur

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27	**Sikkim**	Gangtok	Gangtok
28	**Tamilnadu**	Chennai, Coimbatore, Madurai, Namakkal, Salem, Thiruchirapalli, Tirunelvelli, Vellore	Chennai, Coimbatore, Thiruchirapalli, Tirunelvelli, Vellore
29	**Telangana**	Hyderabad, Karimnagar, Khammam, Warangal,	Hyderabad
30	**Tripura**	Agartala	Agartala
31	**Uttar Pradesh**	Agra, Aligarh, Prayagraj, Bareilly, Gorakhpur, Jhansi, Kanpur, Lucknow, Meerut, Moradabad, Muzaffarnagar, Varanasi	Agra, Aligarh, Prayagraj, Bareilly, Gorakhpur, Jhansi, Kanpur, Lucknow, Meerut, Muzaffarnagar, Varanasi
32	**Uttarakhand**	Dehradun, Haldwani, Roorkee	Dehradun, Haldwani
33	**West Bengal**	Asansol, Greater Kolkata, Kalyani, Kolkata, Siliguri	Asansol, Greater Kolkata, Kolkata, Siliguri

C - Application Procedure

1. Candidates may go to the **RBI** website www.rbi.org.in and click on the option "Recruitment for the post of Assistant" which will open a new screen.

2. 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.

3. 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.

4. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the FINAL SUBMIT BUTTON.

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

6. Validate your details and Save your application by clicking the 'Validate your details' and 'Save and Next' button.

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7. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature.

8. Candidates can proceed to fill other details of the Application Form.

9. Click on the Preview Tab to preview and verify the entire application form before FINAL SUBMIT.

10. 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.

11. Click on 'Payment' Tab and proceed for payment.

12. Click on 'Submit' button.

D- HOW TO APPLY

Candidates can apply online only from 17.02.2022 to 08.03.2022 and no other mode of application will be accepted.

IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION

Before applying online, candidates should-

i. 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.

ii. Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. Bank 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 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 and mobile no. before applying on-line and must maintain that email account and mobile number.

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

Payable from 17.02.2022 to 08.03.2022 (Online payment)

- ₹ 50/- for SC/ST/PwBD/EXS. (Intimation Charges)
- ₹ 450 /- for OBC/General/EWS candidates (Examination fees+ 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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E- Instructions regarding on-line examination fees etc.

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

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

3. 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.

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

5. 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.

6. Candidates are required to take **a printout of the e-Receipt** and online Application Form containing fee details. **Please note that if the same cannot be generated, online transaction may not have been successful**.

7. 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.

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

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

Candidates are advised to carefully fill in the online application themselves. No change is permitted after clicking on FINAL SUBMIT 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 FINAL SUBMIT as no change is possible after FINAL SUBMIT.

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.

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.

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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.

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.

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.

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.

F- General Rules/ Instructions to candidates

(i) Candidates can apply for vacancy in one Office only and will have to opt for online test (preliminary as well as main) centre within the same state(s) the Office they have applied for. For example, candidate applying to Ahmedabad Office can opt for center only from state of Gujarat.

(ii) 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.

(iii) 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.

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

(v) Candidates will have to visit the RBI website www.rbi.org.in for downloading call letters for online test (preliminary as well as main). 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 (xii) below and also specified in the call letter and photocopy of the same Photo Identity Proof as brought in original.

(vi) The candidates will have to appear for the exam (preliminary as well as main) at their own cost.

(vii) CANDIDATES REPORTING LATE i.e. after the reporting time specified on the call letter for Examination (preliminary as well as main) 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 1 hour for preliminary and 2 hours and 15 minutes for main examination, candidates may be required to be at the venue for about 2 to 3 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.

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(viii) Documents relating to Age/Qualification/Category etc. will have to be submitted to the Bank at the time of 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.

(ix) Candidates seeking age relaxation are required to submit copies of necessary certificate(s) at the time of document verification.

(x) 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 **01.02.2021.**

(xi) 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.

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

(xii) In the examination(preliminary as well as main) hall, the call letter along with a photocopy of the candidate's currently valid photo identity such as Aadhar card with a photograph /PAN Card/ Passport/ Permanent Driving License / 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 recognized college/ university / 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 (preliminary as well as main & LPT).

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

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

(xiii) 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.

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At the time of examination (preliminary as well as main) or in a subsequent selection procedure, if a candidate is (or has been) found guilty of –

(a) using unfair means or

(b) impersonating or procuring impersonation by any person or

(c) misbehaving in the examination (preliminary as well as main) 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

(d) resorting to any irregular or improper means in connection with his/ her candidature or

(e) obtaining support for his/ her candidature by unfair means, or

(f) carrying mobile phones or similar electronic devices of communication in the examination (preliminary as well as main) hall, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable:

(i) to be disqualified from the examination (preliminary as well as main) for which he/ she is a candidate

(ii) to be debarred either permanently or for a specified period from any examination conducted by RBI.

(iii) for termination of service, if he/ she has already joined the Bank.

(xiv) 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.

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

(xvi) In all correspondence with RBI, **Registration number received on submission of application and Roll number** indicated in 'Call Letter' must be quoted.

(xvii) 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.

(xviii) The possibility for occurrences of some problem in administration of the examination (preliminary as well as main) 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 centres or to conduct another examination (preliminary as well as main) 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 (preliminary as well as main).

(xix) If the examination (preliminary as well as main) is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session are required if the nodes capacity is less or some technical disruption takes place at any centre or for any candidate.

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

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

(xxii) Candidates are advised in their own interest not to bring any of the banned item including mobile phones to the venue of the examination (preliminary as well as main), as arrangement for safekeeping cannot be assured.

(xxiii) RBI will not furnish the mark-sheet to candidates. However, the online examination (preliminary as well as main) marks may be available on RBI website after the declaration of the final result.

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

(xxv) 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**.

(xxvi) 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.

(xxvii) 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.

(xxviii)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.

(xxix) 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.

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G - GUIDELINES 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.

(i) PHOTOGRAPH IMAGE :

- Photograph must be a recent passport style colour picture.
- The picture should be in colour, against a light-colored, 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 head wear 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.

(ii) SIGNATURE IMAGE:

- The applicant has to sign on white paper with Black Ink pen.
- The signature must be signed only by the applicant and not by any other person.
- The signature will be used to put on the Hall Ticket and wherever necessary.
- The Applicant's signature obtained on the call letter and attendance sheet at the time of the examination should match the uploaded signature. In case of mismatch, the candidate may be disqualified.
- Dimensions 140 x 60 pixels (preferred)
- Size of file should be between 10 KB – 20 KB
- Ensure that the size of the scanned image is not more than 20KB

(iii) SCANNING THE PHOTOGRAPH & SIGNATURE:

- 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, 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 photo and signature in .jpeg format not exceeding 50KB & 20KB respectively by using MS Paint or MSOffice Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50KB (photograph) & 20KB (signature) by using crop and then resize option (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.

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While filling in the Online Application Form the candidate should fill in all his/her details on Page 1. After verifying that the details filled in are correct and clicking on the 'Submit/ Next' button a link will be provided on Page 2 of the online application form to upload his/her photograph and signature.

(iv) PROCEDURE FOR UPLOADING THE PHOTOGRAPH AND SIGNATURE

- There will be two separate links for uploading Photograph and Signature
- Click on the respective link "Upload Photograph / Signature"
- Browse & Select the location where the Scanned Photo / Signature file has been saved.
- Select the file by clicking on it
- Click the 'Upload' button
- Your Online Application will not be registered unless you upload your photo and signature as specified.

Note:

- In case the face in the photograph or signature is unclear the candidate's application will be rejected.
- Candidates are advised to take a printout of their system generated online application forms after registering.
- In case the photograph or signature is unclear, the candidate may edit his/her application and re upload his/her photograph or signature.

*** 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.**

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H - Forms to be obtained from the candidates in Ex-serviceman categories

Annex I

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

(b) 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-Serviceman (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**

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

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authority that I have been duly released/ retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to Ex-Serviceman in terms of the Ex-Serviceman (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-serviceman 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-serviceman.

Place:
Date:
Signature and Name of Candidate

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

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

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

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

Place:
Date:
SEAL

Signature, Name and Designation of the
Competent Authority**

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

DISCLAIMER

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

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INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Government of _____

(Name & Address of the authority issuing the certificate)

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. 8 lakh (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 of 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 property holding test to determine EWS status.

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SCRIBE DECLARATION FORM

Please fill up the **DECLARATION** and submit along with the call letter.

DECLARATION

I _____, a candidate with _____(name of disability) appearing for _____(name of examination) bearing Roll No. _____ at _____(name of the centre) in the District _____, _____ (name of the State). My qualification is _____.

I do hereby state that _____(name of the scribe) will provide the service of scribe/ reader/ lab assistant for the undersigned for taking the aforesaid examination.

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 and claims relating thereto.

(Signature of the candidate with Disability)

Place:

Date: