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RESERVE BANK OF INDIA SERVICES BOARD, MUMBAI

Advt. No. 1A/ 2021-22

(This advertisement and the link to apply Online can be accessed on RBI Website www.rbi.org.in)

RESERVE BANK OF INDIA – RECRUITMENT-PANEL YEAR 2021- FOR THE POSTS OF (I) LEGAL OFFICER IN GRADE 'B' (II) MANAGER- TECHNICAL CIVIL (III) MANAGER- TECHNICAL ELECTRICAL (IV) LIBRARY PROFESSIONALS (ASSISTANT LIBRARIAN) IN GRADE 'A' (V) ARCHITECT IN GRADE 'A' AND (VI) CURATOR on FULL TIME CONTRACT FOR RBI MUSEUM AT KOLKATA

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IMPORTANT INSTRUCTIONS

1. Candidates to ensure their eligibility for the posts:

(i) Before applying, candidates should ensure that they fulfil the eligibility criteria for the advertised posts. The Reserve Bank of India Services Board, hereinafter referred to as 'Board', would admit to the examination all the candidates applying for the post with the requisite fee/intimation charges (as applicable) based on the information furnished in the ONLINE application and shall determine their eligibility only at the final stage, i.e., interview stage. If at that stage, it is found that any information furnished in the ONLINE application is false/incorrect or if according to the Board, the candidate does not satisfy the eligibility criteria for the post, his/her candidature will be cancelled and he/she will not be allowed to appear for interview, claim any reimbursement towards travelling and can be removed from service without notice, if he/she has already joined the Bank.

(ii) A candidate must be either be:

a. a citizen of India, or

b. a subject of Nepal, or

c. a subject of Bhutan, or

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

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

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Provided that a candidate belonging to categories (b), (c), (d) and (e) shall be a person in whose favour, a certificate of eligibility has been issued by the Government of India.

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

2. Mode of application:

Candidates are required to apply **ONLINE only** through the Bank's website www.rbi.org.in. No other mode for submission of application is available.

Brief Instructions for filling up the "Online Application Form" are given in Appendix-I of the detailed advertisement, available on Bank's website - www.rbi.org.in.

3. Important Dates:

Events	Important Dates
Website Link Open for Online Registration of Applications and Payment of Fees/Intimation Charges	**January 15, 2022 to February 04, 2022 (till 6.00 PM)**
Date of Examination (except for Assistant Librarian in Grade 'A' and Curator on full time contract)	**March 06, 2022**

4. Help Facility: In case of any problem in filling up the form, payment of fee/intimation charges or in downloading of Admit Card, queries may be made through the link https://cgrs.ibps.in. Do not forget to mention the correct recruitment/post applied for in the subject of the e-mail.

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

(i) The use of any mobile phone (even in switched off mode) or any electronic equipment or programmable device or calculator or storage media like pen drive, smart watches etc. or camera, voice assistance or Bluetooth devices or any other equipment or related accessories either in working or switched off mode capable of being used as a communication device during the examination is strictly prohibited. Any infringement of these instructions shall entail disciplinary action including ban from future examinations.

(ii) Candidates are advised in their own interest not to bring any of the banned items including mobile phones and any other valuable/costly items to the venue of the examination, as arrangement for safe-keeping cannot be assured. The Board will not be responsible for any loss in this regard.

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

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DETAILED NOTICE

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

Post	No. of Vacancies					
	Unreserved i.e., General (GEN/UR)	Economically Weaker Section (EWS)	Scheduled Castes (SC)	Scheduled Tribes (ST)	Other Backward Classes (OBC)@	TOTAL
Legal Officer in Grade 'B'	01	-	-	-	01	02#
Manager (Technical-Civil)	03	-	01	01	01$	06
Manager (Technical-Electrical)	02	-	01	-	-	03
Library Professionals (Assistant Librarian) in Grade 'A'	01	-	-	-	-	01
Architect in Grade 'A'	01	-	-	-	-	01
Curator on full time contract for RBI Museum at Kolkata	01	-	-	-	-	01

@ Candidates belonging to OBC category but coming in the 'Creamy Layer' are not entitled to OBC reservation. Such candidates should indicate their category as 'General (GEN)'. Candidates claiming relaxation available to OBC category should have OBC certificate issued on or after **Janurary 01, 2021 but before the closing date of application.**

Out of 02 vacancies for Legal Officer in Grade 'B', one vacancy is reserved for Persons with Benchmark Disability (PwBD) candidates under blindness and low vision category.

$ backlog vacancy of OBC category

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.

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Note (II) - For Persons with Benchmark Disability (PwBD) candidates:

There is no reservation for PwBD candidates for the posts except for Legal Officer in Grade 'B'. However, PwBD candidates belonging to the categories and subject to their eligibility, as indicated in the table below, may apply for the other posts, without any concession except for age relaxation.

(1) A list of posts identified suitable for Persons with Benchmark Disability along with the Physical Requirements and Functional Classifications

Sl. No.	Name of Post	Categories for which identified	Functional classification*	Physical Requirements**
1	Legal Officer in Grade 'B'	Blind and low vision	B	BN, C, H, KC, L, MF, PP, RW (in Braille/software), S, ST, W
			LV	BN, C, H, KC, L, MF, PP, RW, S, ST, W
		Hard of hearing	HH	BN, C, KC, L, MF, PP, RW, S, SE, ST, W
		Locomotor disability including Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victims and Muscular Dystrophy	(i) OA, OL, Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victims	(i) BN, C, KC, L, H, MF, PP, RW, S, SE, ST, W
			(ii) BL but not arms	(ii) C, H, L, MF, PP, RW, S, SE
			(iii) Muscular Dystrophy	(iii) C, H, MF, RW, SE, S
		Multiple disabilities	OA, OL, Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victims and (i) blind/ low vision or (ii) hard of hearing	BN, C, KC, L, MF, PP, S, ST, W **and** (i) RW (in Braille/ software) and H or (ii) RW and SE - (as applicable)
2	Manager (Technical-Civil)	Hard of hearing	HH	BN, C, KC, L, MF, PP, RW, S, SE, ST, W

		Locomotor disability including Leprosy Cured, Dwarfism, Acid Attack Victims	(i) OA, OL, Leprosy Cured, Dwarfism, Acid Attack Victims (For Office Job)
			(ii) BL (for Office Job)
			(iii) OA (for field Job)
				For (i) & (iii) BN, C, KC, L, H, MF, PP, RW, S, SE, ST, W
				
				For (ii) C, H, L, MF, PP, RW, S, SE

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3	Manager (Technical-Electrical)	Hard of hearing	HH	S, W, SE, RW, C, BN, ST, L, KC, MF, PP
		Locomotor disability including Leprosy Cured, Dwarfism, Acid Attack Victims	OL, Leprosy Cured, Dwarfism, Acid Attack Victims	S, W, SE, RW, C, BN, ST, H, L, KC, MF, PP
4	Library Professionals (Assistant Librarian) in Grade 'A'	Blind and low vision	B	BN, C, H, KC, L, MF, PP, RW (in Braille/software), S, ST, W
			LV	BN, C, H, KC, L, MF, PP, RW, S, ST, W
		Deaf and hard of hearing	D, HH	BN, C, KC, L, MF, PP, RW, S, SE, ST, W
		Locomotor disability including Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victims, Muscular Dystrophy	OA, OL, Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victims	BN, C, KC, L, H, MF, PP, RW, S, SE, ST, W
			BL but not arms	C, H, L, MF, PP, RW, S, SE
			Muscular Dystrophy	C, H, MF, RW, SE, S
		Multiple disabilities	OA, OL, Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victims and (i) blind/ low vision or (ii) deaf/ hard of hearing	BN, C, KC, L, MF, PP, S, ST, W and (i) RW (in Braille/ software) and H or (ii) RW and SE -(as applicable)
5	Architect in Grade 'A'	Hard of hearing	HH	S, W, SE, RW, C, BN, ST, L, KC, MF, PP
		Locomotor disability including Leprosy Cured, Dwarfism, Acid Attack Victims	OA, OL, Leprosy Cured, Dwarfism, Acid Attack Victims	S, W, SE, RW, C, BN, ST, H, L, KC, MF, PP
6	Curator on full time contract for RBI Museum at Kolkata	Blindness and low vision	B	BN, C, H, KC, L, MF, PP, RW (in Braille/ software), S, ST, W
			LV	BN, C, H, KC, L, MF, PP, RW, S, ST, W
		Hard of hearing	HH	BN, C, KC, L, MF, PP, RW, S, SE, ST, W

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		Locomotor disability including Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victims, Muscular Dystrophy	OA, OL, Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victims	BN, C, KC, L, H, MF, PP, RW, S, SE, ST, W
			BL but not arms	C, H, L, MF, PP, RW, S, SE
			Muscular Dystrophy	C, H, MF, RW, SE, S
		Multiple disabilities	OA, OL, Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victims and (i) blind / low vision or (ii) hard of hearing	BN, C, KC, L, MF, PP, S, ST, W and RW (in Braille / software) and H or RW and SE (as applicable)
*Functional Classification: OA-One Arm, OL-One Leg, BL-Both Legs but no arms, B-Blindness, LV-Low Vision, D-Deaf and HH-Hard of Hearing, OAL-One Arm and One Leg, LC-Leprosy Cured **Physical Requirements: BN-Bending, C-Communication, H-Hearing/Speaking, KC-Kneeling & Crouching, L-Lifting, MF-Manipulation by Finger, PP-Pushing & Pulling, RW-Reading & Writing, S-Sitting, SE-Seeing, ST-Standing and W-Walking				

(2) PwBD candidates may belong to any category (i.e., General/SC/ST/OBC/EWS).

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

(4) Within the overall notified total vacancies, PwBD candidates belonging to any category of disability will be considered for selection, subject to their suitability as stated at Note II (1) above.

(5) Use of Scribe & Compensatory time: 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:

i. The candidate will have to arrange his/her own scribe/writer at his/her own cost.
ii. 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.
iii. 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.

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iv. **Any candidate who is using scribe should ensure that he/she is eligible to use scribe in the examination as per the above guidelines. Any candidate using scribe in violation of the above guidelines shall stand disqualified and can be removed from service without notice, if he/she has already joined the Bank.**

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

(6) Detailed instructions for PwBD candidates regarding availing services of scribe and allotment of extra/compensatory time will be made available on Bank's website (www.rbi.org.in) at the time of uploading of Admit Cards for examinations.

Note (III)- Candidates seeking reservation/ relaxation benefits available for SC/ST/OBC/PwBD/EWSs/Ex-servicemen must ensure that they are entitled to such reservation/ relaxation as per eligibility prescribed. They should also be in possession of all the requisite certificates in the prescribed format in support of their claim as stipulated for such benefits and these certificates should be dated earlier than the due date (closing date) of the application.

2. Legal Officer in Grade 'B'

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

(B) Eligibility Criteria:

(**I) Educational Qualifications (as on January 01, 2022)**

Essential: Bachelor's Degree in Law from any University/College/Institution, recognized by UGC and the Bar Council of India with a minimum of 50% marks or equivalent in the aggregate of all semesters/years.

Note: For SC/ST and PwBD candidate, minimum required marks shall be 45% in Bachelor's degree in Law in the aggregate of all semesters/years, **if vacancies are reserved for them**.

Desirable: (a) Bachelor's Degree in Law with 60% marks or equivalent in the aggregate of all semesters/years or Master's Degree in Law. (b) Proficiency in computer applications.

Please also refer Para 8 below on Note on Educational Qualifications.

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(II) Experience (as on January 01, 2022)

Essential: At least two years' experience as an (i) Advocate/ Legal Consultant/ Legal Assistant/ Associate in an Advocates' or Solicitors' Office or Law firm after being enrolled with the Bar Council; or (ii) as a Law Officer in the Legal Department of a large bank / financial institution / statutory corporation / company / State / Central Government; or (iii) as a full-time teacher in a Law College / University, teaching law.

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

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

(III) Age (**as on January 01, 2022**)

A candidate must have attained the age of 21 years and must not have attained the age of 32 years as on January 01, 2022 (candidates must have been born not earlier than 02-01-1990 and not later than 01-01-2001).

Upper age limit is relaxable by 3 years in case of candidates possessing LL.M. degree and 5 years in the case of candidates possessing Ph.D in Law. Refer Para 11 below for relaxation in upper age limit for specified categories. (Cumulative benefit is not allowed.)

(C) Scheme of Selection:

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

Details	**Maximum Mark**	**Duration**
Paper I - General Knowledge of Law		
Objective Type	30	Three Hours
Descriptive Type	120	
Total	**150**	
Paper II - English -Descriptive Type	100	Three Hours
Total	**250**	
Interview Marks	40	
Grand Total	**290**	

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Question Paper I (General Knowledge of Law) will be set in Hindi and English. Answers may be written either in Hindi or in English. Candidates may answer the Interview in Hindi or English at their option. The number of candidates to be called for interview will be decided by the Board based on the marks scored in examination. Final selection will be on the basis of the performance in the examination (Paper I and II) and interview taken together.

(D) For Syllabus (Paper I & Paper II examination), please see Appendix-II A of the detailed advertisement, which is available on the Bank's website www.rbi.org.in.

3. Manager (Technical-Civil)

A) Job Requirements: Candidate will be responsible for designing, constructing, supervising, and managing of construction projects such as construction of Office buildings, construction of Residential buildings, Renovation of existing buildings, Repair and maintenance of the existing properties and retrofitting of the existing old structures.

(B) Eligibility Criteria:

(I) Educational Qualifications (as on January 01, 2022):

Essential: A Bachelor's Degree in Civil Engineering or equivalent qualification with a minimum of 60% marks or equivalent grade in aggregate of all semesters/years. Aggregate Grade Point or percentage of marks where awarded would mean aggregate over the entire duration of the course.

Please also refer Para 8 below on Note on Educational Qualifications.

Desirable: Specialization in Structural Engineering, Public Health Engineering, Geotechnical Engineering, Construction Management, Project Management.

(II) Experience (as on January 01, 2022):

Essential: At least 3 years' experience after graduation (in a position of independent responsibility equivalent to that of an Assistant Engineer) in a public/private limited organization, including Hospitals/Banks/Financial Institutions/Planning/Designing/Construction/Large Office Buildings/ Multistoried Buildings/Housing Companies/residential campus based educational institutions and having experience in preparation and evaluation of tender papers.

Desirable: (i) Experience of administering construction projects in all its aspects and knowledge of PERT/ CPM techniques (ii) Working knowledge of Computer in Structural Design in CAM/ CAD / evaluation and analyzing of tenders with special references (iii) Working knowledge of Electro-mechanical services and electrical maintenance (iv) Working knowledge in structural rehabilitation works (v) Experience in Construction and Project Management (vi) Experience in Maintenance of Office and Residential Buildings (vii) Good drafting capacity.

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(III) Age (as on January 01, 2022):

A candidate must have attained the age of 21 years and must not have attained the age of 35 years as on **January 01, 2022** (candidates must have been born not earlier than 02-01-1987 and not later than 01-01-2001).

Refer Para 11 below for relaxation in upper age limit for specified categories.

(C) Scheme of Selection:

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

Type of paper	Duration	Marks
Online Examination **Paper-I Objective Type Test** Test of professional knowledge/ job knowledge	1 hr	100
Offline Examination **Paper-II Descriptive Type Test** Standard of the papers will be that of B.E. Degree	3 hrs.	100
Total		200
Interview		35
Grand Total		235

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

4. Manager- Technical-Electrical

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

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(B) Eligibility Criteria:

(i) Educational Qualifications (as on January 01, 2022):

Essential: A B.E./B. Tech Degree in Electrical Engineering or Electrical and Electronics Engineering with a minimum of 60% marks or equivalent grade in aggregate of all semesters/ years. Aggregate Grade Point or percentage of marks where awarded would mean aggregate over the entire duration of the course.

Please also refer Para 8 below on Note on Educational Qualifications.

Desirable: Elective/course papers in power electronics, Programmable logic controllers, electronic measurements, communication theory.

(ii) Experience (as on January 01, 2022):

Essential: At least 3 years' experience after graduation (in a position of independent responsibility **equivalent to that of an Assistant Engineer**) in a public/private limited organization including Hospitals/ Banks/ Financial Institutions/ residential campus based educational institutions in planning/ designing/ execution of internal and external electrical installation work, large central air-conditioning plant, lift, communication systems and other associated services involved in large, multi-storey building projects including preparation, scrutiny and evaluation of tenders.

Desirable: (i) Working knowledge of electronic systems like CCTV surveillance systems, Addressable Security Alarm and Fire Alarm systems, EPABX, UPS system, etc. (ii) Experience in maintenance of lifts, pumps, air-conditioning plants, etc. (iii) Experience of administering construction projects in all its aspects and knowledge of PERT/CPM techniques (iv) Good drafting capability in English, ability to work with computers as regards Microsoft Word, Excel and Power Point presentation.

(iii) Age (as on January 01, 2022): A candidate must have attained the age of 21 years and must not have attained the age of 35 years as on **January 01, 2022** (candidates must have been born not earlier than 02-01-1987 and not later than 01-01-2001).

Refer Para 11 below for relaxation in upper age limit for specified categories.

(C) Scheme of Selection:

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

Type of paper	Duration	Marks
Online Examination **Paper-I Objective Type Test** Test of professional knowledge/ job knowledge	1 hr	100
Offline Examination **Paper-II Descriptive Type Test** Standard of the papers will be that of B.E. Degree	3 hrs.	100
Total		200
Interview		35
Grand Total		235

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

5. Library Professionals (Assistant Librarian) in Grade 'A'

(A) Job requirements: (i) Working knowledge of standard Library Software for House Keeping activities in the library such as cataloguing, acquisition and circulation, Serial Control, Subject Indexing, etc. (ii) Experience in computerised search techniques of both on-line and off-line database including retrieval of desired information through various search engines/ processes. (iii) Digitisation (developing digital library and metadata) and content management. (iv) Preservation and conservation of library materials.

(B) Eligibility Criteria:

(I) Educational Qualifications (as on January 01, 2022):

Essential: (i) Bachelor's Degree in Arts/Commerce/Science and (ii) Master's Degree in 'Library Science' or 'Library and Information Science' of a recognized University/ Institution.

Desirable: (i) Diploma in 'Computer Applications' from a recognized University or Institute (ii) Qualified in the national level test (NET/SLET/SET) conducted by the UGC or any other agency approved by the UGC (iii) Short term/ crash course on content management, viz. Joomla, Drupal, etc

(II) Experience (as on January 01, 2022):

Essential: Three years' professional experience in a library under Central/ State Government/ Autonomous or Statutory organization/ PSU/ University or Recognized Research or Educational Institution or any major automated library.

(III) Age (as on January 01, 2022): A candidate must have attained the age of 21 years and must not have attained the age of 30 years as on **January 01, 2022** (candidates must have been born not earlier than 02/01/1992 and not later than 01/01/2001).

Refer Para 11 below for relaxation in upper age limit for specified categories.

(C) Scheme of Selection: Selection will be through Interview of 100 marks. A preliminary screening of the applications will be carried out for making, if necessary, a short-list of eligible candidates to be called for the interview. The Board reserves the right to raise the minimum experience in order to restrict the number of candidates to be called for Interview, commensurate with the number of vacancies. Hence, merely fulfilling the minimum requirements laid down for the post would not automatically entitle any candidate for interview. The place and date of interview will be advised to the short-listed candidates in due course. Candidates shortlisted for the interview will have to submit self-certified scanned copies of documents in support of their eligibility on grounds of age, educational qualifications and work experience etc. at email ID documentsrbisb@rbi.org.in.

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6. Architect in Grade 'A'

(A) Job Requirements:

I. Preparation of conceptual designs of various types of buildings including Office, as well as residential buildings and for interior works.
II. Preparation and presentation of drawings for approval by the local authority/ authorities of the Reserve Bank.
III. Preparation of working drawings and details for execution of work.
IV. Periodical supervision of the work.
V. Maintenance of the record of drawings.
VI. The applicants should have full knowledge of working in a computerized environment-particularly operation of packages like Auto-CAD etc.

(B) Eligibility Criteria:

(I) Educational Qualifications (as on January 01, 2022):

Essential:

(i) Bachelor's degree in Architecture from reputed institutes recognized by Indian Universities with a minimum of 60% marks or equivalent grade in aggregate of all semesters/ years. Aggregate Grade Point or percentage of marks where awarded would mean aggregate over the entire duration of the course.

(ii) Registered with Council of Architecture, New Delhi under Architects Act of 1972.

(iii) Working knowledge of Auto-CAD.

Desirable: At least Second-Class Post-Graduate degree in Architecture from reputed Institution recognized by an Indian University.

Please also refer Para 8 below on Note on Educational Qualifications.

(II) Age (as on January 01, 2022):

The candidate must have attained the age of 21 years and should not be more than 30 years (candidates must have been born not earlier than 01/01/1992 and not later than 01/01/2001).

Refer Para 11 below for relaxation in upper age limit for specified categories.

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(C) Scheme of Selection:

Selection will be through online Written Examination and Interview. Written Examination will be consisting of the following papers:

	Number of questions	Duration of the test	Maximum marks
Paper I- Objective Test*	50	45 mis	100
Paper II- English Test#	4	75 mins	100
Paper III- Descriptive Test Standard of the paper will be that of a bachelor's degree of Architecture	4	60 mins	50
Total		180 mins	250
Interview			50
Grand Total			300

*Paper I- Objective Test includes English grammar and aptitude test – 25% weightage each and rest 50% being Professional/ Job knowledge.

#Paper II- English Test will be descriptive with Precis writing, comprehension, official letter writing, report writing, etc.

There will be negative marks for wrong answers in Objective test and 1/4th marks will be deducted for each wrong answer. Question papers for examination will be available in English and in Hindi. Answers may be written either in English or Hindi. Candidates may opt for interview in English or Hindi.

(D) Syllabus: Syllabus for the tests will be of Bachelor's Degree of Architecture. For Reference Books, please see Appendix-II B of the detailed advertisement, which is available on the Bank's website www.rbi.org.in.

7. Curator on full time contract for RBI Museum at Kolkata

(A) Job Requirements:

Assisting Reserve Bank in:

i. Development of museum sections on various aspects of central banking,
ii. Research on banking, finance and central banking, museum techniques and evaluation of exhibits,
iii. All museological functions, such as, acquisition, conservation, custody, exhibit and display, curating, documentation, cataloguing, inventory management, etc., of museum exhibits/material,
iv. Upkeep of the museum/centre,
v. Bring out information booklets, brochures and other material,
vi. Designing and development of exhibits, audio-visual demonstrations, teaching aids, and
vii. General administration, budgeting of the museum, correspondence, liaison, security.

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(B) Eligibility Criteria:

(I) Age (as on January 01, 2022):

The candidate must have attained the age of 25 years and should not be more than 50 years (candidates must have been born not earlier than **January 01, 1972** and not later than 01/01/1997). In case of PwBD candidates the upper age limit is relaxable up to 10 years subject to maximum age of the candidate shall not exceed 56 years as on January 01, 2022.

(II) Educational qualifications and Experience (as on January 01, 2022):

Essential

- Second Class Post-Graduation Degree with at least 55 per cent marks from a recognized University in History/ Economics/Fine Arts /Archaeology/Museology/Numismatics
- 5 years' experience in a museum preferably under the control of Central/State Government/ reputed autonomous bodies /statutory institutions or 5 years' administrative/ research experience in responsible post in areas related to museology

Desirable

- PhD in relevant field
- Exposure to the latest Museum display techniques and methods as adopted in the museums in developed countries.
- Study or travel abroad in connection with any aspect of museums preferably in countries notable for museum development.
- Knowledge of Indian coins, currency, banking, Finance or epigraphy, Antiquities, Museum techniques, publications and educational activities.
- Knowledge of Indian antiquities and antiquarian laws.
- Some experience in curating exhibitions relating to numismatics/ banking heritage.
- Knowledge of basics of economics
- Knowledge of banking and computer literacy.
- Working knowledge of modern digital computer and electronics interface
- At least 3 years of post- Master's degree research experience in numismatics/economic history in a recognized research institute/ university/ museum. (Documentary evidence of published work to be produced)
- Research publications relating to numismatics/ economic history

(C) Scheme of Selection: Selection will be through interview of 100 marks. A preliminary screening of the applications will be carried out for making, if necessary, a short-list of eligible candidates to be called for the interview. Hence, merely fulfilling the minimum requirements laid down for the post would not automatically entitle any candidate for interview. The place and date of interview will be advised to the short-listed candidates in due course. Candidates shortlisted for the interview will have to submit self-certified scanned copies of documents in support of their eligibility on grounds of age, educational qualifications and work experience etc. at email ID documentsrbisb@rbi.org.in.

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(D) The contract appointment of Curator will be for a period of three years, which is extendable up to five years, from the date he/she takes up the assignment. The contract will be terminable with a notice period of one month from either side.

(E) Remuneration: The consolidated sum of compensation payable for the Curator will be in the range of Rs. 28.20 to Rs. 33.60 lakhs per annum (subject to tax). However, the Bank, at its discretion, reserves the right to offer higher compensation to candidates with higher academic or professional qualification/ experience.

(F) Travelling & Halting Allowance: Curator will be eligible for TA/HA as admissible to the officers of the Bank in Grade 'C', for official tours undertaken outside the headquarter

(G) Leave facility:

i. Curator will be allowed leave at the rate of 30 days per year. (Leave to be calculated on pro-rata basis for any fractional period beyond one year)

ii. Curator will be permitted to avail leave subject to administrative convenience of the Bank.

iii. Unavailed leave at the end of a year will not be permitted to be carried forward.

iv. Intervening holidays during the period of absence will be reckoned as leave.

v. Any absence beyond the above period may be treated as leave without pay.

(H) Housing Accommodation: During the period of his contractual appointment, Bank will not provide any residential accommodation to the Curator.

(I) Sodexo Coupons: During the period of contract appointment, subject to his willingness, the Curator may be provided Sodexo Coupons for availing the lounge facilities, on payment of full cost.

(J) Mobile Phone facility: During the period of his/her contract appointment, Mobile Phone facility may be provided to the Curator, subject to the discretion of the Bank. However, he/she will be provided with a handset only once during the entire period of their contract, including extensions, if any. The cost of mobile and reimbursement of call charges would be corresponding to the entitlement of officers in Grade 'C' of the Bank.

(K) Conduct, Discipline and Appeal: During the period of contract appointment, the Curator shall be governed by the provisions contained in the 'Code of Conduct for contract employees in the Bank, as amended from time to time.

(L) Superannuation benefits: Services rendered by the Curator during the period of contract appointment will not entitle him/her for any superannuation benefits, viz., Provident Fund, Pension Gratuity etc.

(M) Place of posting: Kolkata

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8. NOTE: FOR EDUCATIONAL QUALIFICATIONS (For all the above posts)

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

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%

(2) Aggregate Grade Point or percentage of marks where awarded would mean aggregate over the entire duration of the course.

(3) Where the Aggregate Grade Point (CGPA/OGPA/CPI, etc.) is awarded out of a number other than 10, it will be normalized out of 10 and computed as per item (1) above.

9. APPLICATION FEE AND INTIMATION CHARGES (NON-REFUNDABLE) (For all the above posts):

Sr. No.	Category	Charges	Amount *
1.	SC / ST/ PwBD	Intimation Charges only	₹100/-
2.	GEN / OBC / EWS	Application Fee including intimation charges	₹600/-
3.	STAFF@	Nil	Nil

* Bank/Transaction charges are to be borne by the candidate.

@ Fee/ Intimation charges waiver is only for those employees of RBI (Staff Candidates) who satisfy the eligibility criteria separately stipulated by the Bank vide its circular CO. HRMD. No. G-75/5599/05.01.01/2013-2014 dated December 20, 2013. Their status as staff candidate will be verified at the time of interview. In case, they are not eligible to be treated as staff candidates (in terms of above referred HRMD circular), they are advised to indicate themselves as non-staff candidates and pay fees/ intimation charges as applicable to non-staff candidates.

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Fee/Intimation charges once paid will NOT be refunded on any account. Fee/Intimation Charges are required to be paid **only** in the manner prescribed in Appendix-I para 'C' of detailed advertisement available on our web site www.rbi.org.in.

10. EXAMINATION CENTRES (For all the above posts except for Assistant Librarian in Grade 'A' and Curator on full time contract)

Examination' may be held at the following centres:

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

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

11. RELAXATION IN THE UPPER AGE LIMIT for the above posts, as applicable.

Upper age is relaxable by-

(a) Three years in the case of OBC candidates if **the posts are reserved for them.**

(b) Five years in the case of: i) SC/ST candidates, **if the posts are reserved for them** ii) Ex-employees of banking institutions whose services had to be terminated for reasons of economy or as a result of bank going into liquidation and personnel retrenched from Government Offices after at least one year's service and currently registered with Employment Exchange, iii) Ex-servicemen (including Emergency Commissioned Officers/Short Service Commissioned Officers) provided applicants have rendered at least five years continuous Military Service and have been released on completion of assignment (including those whose assignment is due to be completed within one year) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or on account of physical disability or have been released on account of physical disability attributable to Military Service or on invalidment, iv)

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Emergency Commissioned Officers/Short Service Commissioned Officers who have completed their initial period of assignment of five years of Military Service but whose assignment has been extended beyond five years and in whose case the Ministry of Defence issues certificates that they would be released on selection within three months from the date of receipt of offer of appointment.

(c) 10 years for PwBD (GEN/EWS) and PWBD (OBC/SC/ST) candidates wherever vacancies are not reserved for OBC/SC/ST candidates; 13 years for PwBD (OBC) candidates where vacancies are reserved for OBC candidates; and 15 years for PwBD (SC/ST) candidates where vacancies are reserved for SC/ST candidates.

(d) For eligible staff candidates, the relaxation in age limit is according to RBI Circular CO.HRMD.No.G-75/5599/05.01.01/2013-14 dated December 20, 2013.

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

12. SERVICE CONDITIONS / CAREER PROSPECTS (except for the post of Curator):

(i) Pay Scale:

(A) For Grade 'A' Officers: Selected candidates will draw a starting basic pay of ₹44,500/-p.m. in the scale of ₹44500-2500(4)-54500-2850(7)-74450-EB-2850(4)-85880-3300(1)-89150 applicable to Officers in Grade 'A'. They will also be eligible for Dearness Allowance, Local Compensatory Allowance, House Rent Allowance, Special Allowance and Grade Allowance as per rules in force from time to time. At present, initial monthly gross emoluments are approximately ₹90,100/- (approx.), which do not include the amount of HRA.

(B) For Grade 'B' Officers: Selected Candidates will draw a starting basic pay of ₹55,200/- p.m. in the scale of ₹55200-2850(9)-80850-EB-2850(2)-86550-3300(4)-99750 applicable to Officers in Grade 'B'. They will also be eligible for Dearness Allowance, Local Compensatory Allowance, House Rent Allowance, Special Allowance and Grade Allowance as per rules in force from time to time. At present, initial monthly gross emoluments are approximately ₹1,16,684/- (approx.)

Note: For candidates possessing very high academic or professional qualification/ experience of significant value to the Bank, the Bank may, at its sole discretion, consider granting up to four advance increments. The Board, at its sole discretion, may consider requests for higher emoluments because of higher qualification/special experience of value to the Bank at the interview stage only. Such information may be furnished in the 'Bio-data Form' in the appropriate column. The number of increments will be maximum four. The Board/Bank will not entertain any request received after the interview.

(ii) Perquisites: Bank's accommodation subject to availability, reimbursement of expenses for maintenance of vehicle for official purpose, newspaper, telephone charges, book grant, allowance for furnishing of residence, etc., as per eligibility. Free dispensary facility besides reimbursement of medical expenses for OPD treatment/hospitalization as per eligibility. Interest free festival advance, Leave Fare Concession (once in two years for self, spouse and eligible dependents). Loans and Advances at concessional rates of interest for Housing, Vehicle, Education of children, Consumer Articles, Personal

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Computer, etc. Selected candidates will be governed by **'the defined contribution New Pension Scheme (NPS)',** in addition to the benefit of Gratuity.

(iii) At certain centres, limited numbers of residential quarters are available. Facility for securing residential accommodation on lease, however, exists at all centres.

(iv) Initial appointment will be on probation for a period of two years. At Bank's discretion, the probationary period may be extended up to a maximum period of four years.

(v) There are reasonable prospects for promotion to higher grades.

(vi) Selected candidates are liable to be posted and transferred anywhere in India

13. HOW TO APPLY:

(a) Candidates are required to apply only online using the website www.rbi.org.in and no other means/mode of application will be accepted. Detailed instructions for filling up online applications are available at Appendix-I of the detailed advertisement which is available on the Bank's website www.rbi.org.in. The applicants are advised to submit a single application; however, if due to any unavoidable situation, if he/she submits another/multiple applications, then he/she must ensure that application with the higher Registration ID (RID) is complete in all respects like applicants' details, examination centre, photograph, signature, left thumb impression and handwriting undertaking, fee etc. The applicants who are submitting multiple applications should note that only the last completed applications with higher RID shall be entertained by the Board and fee paid against one RID shall not be adjusted against any other RID.

(b) All candidates, whether already in Government Service, Government owned industrial undertakings or other similar organisations, whether in a permanent or temporary capacity or as work charged employees other than casual or daily rated employees or those serving under the Public Enterprises are required to submit an undertaking in the Online application that they have informed in writing to their Head of Office/Department that they have applied for the Examination. Candidates should note that in case a communication is received from their employer by the Board withholding permission to the candidates applying for/appearing at the examination, their application will be liable to be rejected/candidature will be liable to be cancelled. At the time of joining, the recommended candidates will have to bring proper discharge certificates from their PSU/Government/Quasi -Government employer.

NOTE 1: While filling in his/her Application Form, the candidate should carefully decide about his/her choice of centre for the Examination. If any candidate appears at a centre other than the one indicated by the Board in his/her Admit Card, the papers of such a candidate will not be evaluated and his/her candidature will be liable to cancellation.

NOTE 2: **Use of Scribe:** Suitable provisions for information regarding use of scribes by the blind candidates and candidates with Locomotor Disability including Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victims and Muscular Dystrophy and candidates with multiple disabilities (as provided under Para 1 - Note II above for PwBD candidates) where dominant (writing) extremity is affected to the extent

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of slowing the performance of function (minimum of 40% impairment) have been made in the online application at the time of the initial online application itself.

NOTE 3: **Availing of compensatory time:** Suitable provision for information regarding availing of compensatory time by the blind candidates and candidates with Locomotor Disability including Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victims and Muscular Dystrophy and candidates with multiple disabilities (as provided under Para 1 Note II above for PwBD candidates) where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment) whether availing the facility of scribe or not have also been made available at the time of the initial online application itself.

NOTE 4: Candidates are not required to submit along with their applications any certificate in support of their claims regarding Age, Educational Qualifications, Scheduled Castes/ Scheduled Tribes/Other Backward Classes/EWSs and PwBD, etc. which will be verified at the time of the Interview only. Candidates belonging to the OBC category should have OBC certificate issued on or after **Janurary 01, 2021 but before the closing date of application.** The candidates applying for the posts should ensure that they fulfil all the eligibility conditions for admission to the Examination before the closure of ONLINE application date. Their admission at all the stages of examination for which they are admitted by the Board viz. Paper-I, Paper-II or Interview Test will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If on verification at any time before or after the Examinations and Interview Test, it is found that they do not fulfil any of the eligibility conditions, their candidature for the examination will be cancelled by the Board. If any of their claims is found to be incorrect, they may render themselves liable to disciplinary action by the Board. A candidate who is or has been declared by the Board to be guilty of:

(i) Obtaining support for his/her candidature by the following means, namely: -

a. offering illegal gratification to, or
b. applying pressure on, or
c. blackmailing, or threatening to blackmail any person connected with the conduct of the examination, or

(ii) impersonating, or

(iii) procuring impersonation by any person, or

(iv) submitting fabricated documents or documents which have been tampered with, or

(v) making statements which are incorrect or false or suppressing material information, or

(vi) resorting to the following means in connection with his/her candidature for the examination, namely

a. obtaining copy of question paper through improper means,
b. finding out the particulars of the persons connected with secret work relating to the examination.
c. influencing the examiners, or

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(vii) using unfair means during the examination, or

(viii) writing obscene matter or drawing obscene sketches in the scripts, or

(ix) misbehaving in the examination hall including tearing of the scripts, provoking fellow examinees to boycott examination, creating a disorderly scene and the like, or

(x) using a scribe / availing compensatory time in examination despite being ineligible, or

(xi) harassing or doing bodily harm to the staff employed by the Board for the conduct of their examinations, or

(xii) being in possession of or using mobile phone or any electronic equipment or device or any other equipment capable of being used as a communication device like voice assistance during the examination, or

(xiii) violating any of the instructions issued to candidates along with their Admission Certificates permitting them to take the examination, or

(xiv) attempting to commit or as the case may be abetting the commission of all or any of the acts specified in the foregoing clauses; may in addition to rendering himself/herself liable to criminal prosecution, be liable:

1. to be disqualified by the Board from the examination for which he/she is a candidate and/or
2. to be debarred either permanently or for a specified period (i) by the Board from any examination or selection held by them; (ii) by the Bank from any employment under them; (iii) dismissal from service by the Bank if he / she is already in Bank's employment; and (iv) if he/she is already in some other service, the Board writing to his/her employer for taking disciplinary action.

Provided that no penalty shall be imposed except after (i) giving the candidate an opportunity of making such representation, in writing as he/she may wish to make in that behalf; and (ii) taking the representation, if any, submitted by the candidate within the period allowed to him/her into consideration.

14. LAST DATE OF RECEIPT OF APPLICATIONS: The Online Applications can be filled up to **February 04, 2022 till 06:00 PM**.

15. GENERAL INSTRUCTIONS:

(a) **Correspondence with the Board:** The Board will not entertain any correspondence with the candidates about their candidature except in the following cases:

The eligible candidates shall be issued an Admit Card two weeks before the commencement of the examination. The Admit Card will be made available on the Bank's website www.rbi.org.in for downloading by candidates. No Admit Card will be sent by post. If a candidate does not receive his e-Admit Card or any other communication regarding his/her candidature for the examination

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two weeks before the commencement of the examination, he/she should at once contact the help facility as mentioned above.

(b) No candidate will ordinarily be allowed to take the examination unless he/she holds an Admit Card for the examination. On downloading of e- Admit Card, check it carefully and bring discrepancies/errors, if any, to the notice of Board immediately.

(c) PROOF OF IDENTITY TO BE SUBMITTED AT THE TIME OF EXAMINATIONS: At the time of appearing for the examination, candidates are required to produce a currently valid photo identity card, in original, and a photocopy of the same in addition to the Admit Card. Acceptable photo identity cards are PAN Card/ Passport/ Driving Licence/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer on official letterhead/ Photo identity proof issued by a People's Representative on official letterhead/ valid recent Identity Card issued by a recognised college / University/ e-Aadhar card / Aadhar card with a photograph/ Employee ID/ Bar Council Identity card with photograph. Ration Card and Learner's Driving License are not valid ID proof. The candidate's identity will be verified with respect to his/her details on the Admit Card /Examination Call Letter, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination.

Note: Candidates have to produce in original the photo identity proof and submit a photocopy of the photo identity proof along with Admit Card/ Examination Call Letter while attending each shift of the examination without which they will not be allowed to take up the examination. Candidates will have to carry two/three photocopies of photo ID proof, as there will be two/three shifts. Candidates must note that the name (provided during the process of registration) as appearing on the call letters should exactly match the name as appearing on the photo identity proof, certificates, mark-sheets. Female candidates who have changed first/last/middle name post marriage must take special note of this. In case of candidates who have changed their name, will be allowed only if they produce - original Gazette Notification/their original marriage certificate/affidavit in original, together with a photocopy. If there is any mismatch between the name indicated in the Admit Card/ Examination Call Letter and Photo Identity Proof, the candidate will not be allowed to appear for the examination.

(d) The Board would be analyzing the responses of all appeared candidates to detect abnormal similarity of responses. On the basis of such an analysis, if it is found that the responses have been shared and scores obtained are not genuine/ valid, the Board reserves the right to cancel his/her candidature.

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

(f) The candidates should note that their admission to the examination will be purely provisional based on the information given by them in the Application Form. This will be subject to verification of all the eligibility conditions by the Board / Bank. The mere fact that an Admit Card has been issued to a candidate, will not imply that his/her candidature has been finally cleared by the Board or that entries made by the candidate in his/her application for the Preliminary examination have been accepted by the Board as true and correct. Candidates may note that the Board takes up the verification of eligibility conditions of a candidate, with reference to original documents, only after the candidate has qualified for

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the interview. Unless candidature is formally confirmed by the Board, it continues to be provisional. The decision of the Board as to the eligibility or otherwise of a candidate for admission to the Examination shall be final.

(g) Candidates should note that the name in the Admit card in some cases, may be abbreviated due to technical reasons.

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

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

(j) The posts are also open to the employees of RBI (Staff Candidates) who satisfy the eligibility criteria separately stipulated by the Bank vide their circular CO. HRMD.No.G-75/ 5599/ 05.01.01/ 2013-2014 dated December 20, 2013 and who apply Online within the closing date. Their status as staff candidate will be verified at the time of interview.

(k) The Board does not furnish the mark-sheet to candidates. Marks obtained in Examination and Interview will be made available on the Bank's website in an interactive mode only after declaration of the final result.

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

(m) In all matters regarding eligibility, conduct of examinations, interviews, assessment, prescribing minimum qualifying standards in both the Examination and interview, in relation to number of vacancies and communication of result, the Board's decision shall be final and binding on the candidates and no correspondence shall be entertained in this regard.

(n) The eligibility for availing reservation against the vacancies reserved for the persons with Benchmark disabilities shall be the same as prescribed in “Rights of Persons with Disabilities (RPWD) Act 2016" Provided further that the persons with Benchmark disabilities shall also be required to meet special eligibility criteria in terms of physical requirements/functional classification (abilities/disabilities) consistent with requirements prescribed.

(o) A candidate will be eligible to get the benefit of community reservation only in case the particular caste to which the candidates belong is included in the list of reserved communities issued by the Central Government. If a candidate indicates in his/her application form that he/she belongs to General category but subsequently writes to the Board to change his/her category to a reserved one or from reserved to unreserved/General category, such request shall not be entertained by the Board. Similar principle will be

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followed for EWS/PwBD categories also. In case of a candidate unfortunately becoming physically disabled during the course of the examination process, the candidate should produce valid document showing him/her acquiring a disability to the extent of 40% or more as defined under RPWD Act, 2016 to enable him/her to get the benefits of PwBD reservation.

(p) Candidates seeking reservation / relaxation benefits available for SC/ST/OBC/EWS/PwBD/ Ex-servicemen must ensure that they are entitled to such reservation/ relaxation as per eligibility prescribed. **They should also be in possession of all the requisite certificates in the prescribed format in support of their claim as stipulated for such benefits and these certificates should be dated earlier than the due date (closing date) of the application.**

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

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

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Appendix-I

HOW TO APPLY ON-LINE

Candidates must apply only online through the Bank's website i.e. **www.rbi.org.in** from **January 15, 2022 to February 04, 2022**. No other means/mode of applications will be accepted.

(A) PRE-REQUISITES FOR APPLYING ONLINE:

Before applying online, candidates should—

(i) scan their:
- photograph (4.5cm × 3.5cm)
- signature (with black ink)
- left thumb impression (on white paper with black or blue ink)
- a hand written declaration (on a white paper with black ink) (text given below) **as detailed under guidelines for scanning the photograph and signature as detailed at (D) below.**

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

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

(iv) The text for the hand-written declaration is as follows –
"I, _____ (Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required."

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

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

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

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(B) PROCEDURE FOR APPLYING ONLINE:

(i) Candidates satisfying the conditions of eligibility as on January 01, 2022 are first required to visit the URL "Recruitment for the post of Non-CSG -PY 2021" on Bank's website i.e. www.rbi.org.in >Opportunities@RBI>Current Vacancies>Vacancies and click on the hyperlink "Online Application Form" in the Advertisement page for filling the 'Online Application'. It redirects the candidates to the online registration page.

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

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

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

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

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

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

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

(ix) Proceed to fill other details of the Application Form.

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

(xi) Modify details, if required, and click on 'FINAL SUBMIT' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.

(xii) Click on 'Payment' Tab and proceed for payment.

(xiii) Click on 'Submit' button.

(xiv) Candidates shall be solely responsible for filling up the online applications correctly. In case of invalid applications due to errors committed by the applicant no claims for refund of application fees/intimation charges so collected shall be entertained by the Board.

(xv) To avoid last minute rush, candidates are advised to pay the application fees/ intimation charges and register online at the earliest.

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

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(C) MODE OF PAYMENT FOR APPLICATION FEE/INTIMATION CHARGES: Candidates have to make the payment of requisite fee/intimation charges through the on-line mode only:

(i) The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
(ii) The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets
(iii) After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE.
(iv) On successful completion of the transaction, an e-Receipt will be generated.
(v) Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
(vi) Candidates are required to take a printout of the e-Receipt and online Application Form. Please note that if the same cannot be generated, online transaction may not have been successful.
(vii) For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
(viii) To ensure the security of your data, please close the browser window once your transaction is completed.
(ix) There is facility to print application form containing fee details after payment of fees up to **February 14, 2022.**

(D) GUIDELINES FOR SCANNING & UPLOADING THE PHOTOGRAPH & SIGNATURE

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

Photograph Image: (4.5cm × 3.5cm)

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

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Signature, left thumb impression and hand-written declaration Image:

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

Scanning the documents:

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

Procedure for Uploading the documents

- There will be separate links for uploading Photograph, signature, left thumb impression and hand-written declaration
- Click on the respective link "Upload Photograph / signature / left thumb impression / hand written declaration"

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- Browse and Select the location where the Scanned Photograph / signature / left thumb impression / hand written declaration file has been saved.
- Select the file by clicking on it
- Click the 'Open/Upload' button

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

Note:

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

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

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

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

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Appendix-II A

(A) Legal Officer in Grade 'B'

Syllabus for Paper I / II

Paper I - General Knowledge of Law (Objective and Descriptive Type): (i) Constitutional Law (ii) Administrative Law (iii) Principles of Statutory Interpretation (iv) Law of Evidence (v) Contract Act, 1872 (vi) Transfer of Property Act,1882 (vii) Negotiable Instruments Act, 1881 (viii) Registration Act, 1908 (ix) Code of Civil Procedure, 1908 (x) Legal Drafting, etc. The above syllabus is only indicative and not exhaustive.

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

Appendix-II B

(B) ARCHITECT IN GR 'A'

Reference Books

i) Architects' Data by Ernst Neufert
ii) Fundamentals of Building Construction: Materials and Methods by Edward Allen
iii) Heating, Cooling, Lighting: Sustainable Design Methods for Architects by Norbert Lechner
iv) How Firms Succeed: A Field Guide to Design Management by James P. Cramer and Scott Simpson
v) The Architect's Guide to Writing for Design and Construction Professionals by Bill Schmalz
vi) Professional Practise by Roshan Namavati