



# RESERVE BANK OF INDIA SERVICES BOARD, MUMBAI

Advt. No.: 1 A / 2012-13

(This advertisement and the format of the Application can be accessed on RBI Website [www.rbi.org.in](http://www.rbi.org.in))

Applications (App.) are invited for the posts mentioned below in Reserve Bank of India (RBI/Bank) from Indian citizens, citizens of Nepal and subjects of Bhutan, Tibetan refugees (who came over to India before 1st January 1962) and persons of Indian origin who have migrated from Myanmar and Sri Lanka with the intention of permanently settling in India and in whose favour Eligibility Certificates have been issued by Government of India.

Sr. No.	Post	Number of Vacancies				Total
		Unreserved i.e., General (Gen)	Scheduled Castes (SC)	Scheduled Tribes (ST)	Other Backward Classes (OBC)	
1	Manager (Technical - Civil)	01	-	-	01	02*
2	Manager (Technical - Electrical)	01	-	-	-	01**

\* Out of the two vacancies for the post of Manager (Technical-Civil), 01 vacancy is reserved for Partially Deaf (PD) candidates of HI subcategory under Persons with Disability (PWD) category. Orthopedically Handicapped (OH) candidates with One Arm affected (OA), One leg affected (OL), Both legs affected but not arms (BL) are also eligible to apply for the post of Manager (Technical-Civil).

\*\* There is no vacancy reserved for Persons with Disability (PWD) for the post of Manager (Technical-Electrical). However, Orthopedically Handicapped (OH) candidates with One Leg Affected (OL) and Partially Deaf (PD) candidates of HI Subcategory of PWD are eligible to apply for the post of Manager (Technical-Electrical).

(i) Reservation for PWD is horizontal and within the overall vacancies for the post.  
(ii) Within the overall notified total vacancies, PWD candidates belonging to OH and HI categories, who are eligible to apply for the respective posts, will be considered for selection, subject to their suitability, over and above the vacancies, notified for PWD in this advertisement, in order to clear the backlog of PWD vacancies.

(iii) OH and HI candidates should possess a latest Certificate to this effect issued by an authorized Government of India/State Government Department/ Hospital.

## 1. EDUCATIONAL QUALIFICATIONS (as on 01.08.2012):

### A. MANAGER (TECHNICAL - CIVIL)

(a) **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.

(b) **Desirable:** Specialization in Structural Design, Public Health Engineering, Soil Mechanics & Foundation Engineering.

### B. MANAGER (TECHNICAL - ELECTRICAL)

(a) **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.

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

## 2. EXPERIENCE (as on 01.08.2012):

### A. MANAGER (TECHNICAL - CIVIL)

(a) **Essential:** At least 3 years' experience after graduation (in a position of independent responsibility equivalent to that of an Asst. 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 including preparation and evaluation of tender papers.

(b) **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) Good drafting capacity.

### B. MANAGER (TECHNICAL - ELECTRICAL)

(a) **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 organizations 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.

(b) **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.

## 3. AGE (as on 01.08.2012): (FOR BOTH POSTS)

Not above 35 years (Candidates must not have been born earlier than 02.08.1977).

Refer item 6 below for relaxation in upper age limit for specified categories.

## 4. SCHEME OF SELECTION: (FOR BOTH POSTS)

Selection will be through Written Examination (WE) in the following two papers and Interview. 'WE' will be held in the month of November/December 2012.

Type of Paper	Duration	Marks
<b>Paper - I - Objective Type Test</b> Test of professional knowledge / job knowledge	As per Admission Letter	100
<b>Paper - II - Descriptive Type Test</b> Standard of the papers will be that of B.E. Degree	3 hours	100
<b>Total</b>		<b>200</b>

## EXAMINATION AND INTERVIEW (FOR BOTH POSTS)

i) Paper II of such candidates who score sufficiently high marks, as decided by the Board, in order of merit in Paper I only would be assessed (ii) Question papers for 'WE' will be set in Hindi and English. Answers may be written either in Hindi or English. (iii) Candidates may answer the Interview in Hindi or English at their option (iv) The number of candidates to be called for interview will be decided by the Board (v) **Final selection will be on the basis of performance in the 'WE' (Paper I and Paper II) and Interview, taken together.**

## 5. EXAMINATION CENTRES (FOR BOTH POSTS)

'WE' may be held at the following centers (Code Numbers indicated in the brackets):

Name of Centres	Code No.	Name of Centres	Code No.
Ahmedabad	(11)	Jaipur	(20)
Bangalore	(12)	Jammu	(21)
Bhopal	(13)	Kanpur	(22)
Bhubaneswar	(14)	Mumbai	(25)
Kolkata	(15)	Nagpur	(26)
Chandigarh	(16)	New Delhi	(27)
Chennai	(17)	Patna	(29)
Guwahati	(18)	Thiruvananthapuram	(31)
Hyderabad	(19)		

Candidates can select only one centre and must indicate its Name and Code No. in the application. Centre and dates of 'WE' are liable to be changed at the Board's discretion. In the event of cancellation of 'WE' at any centre, the Board may at its discretion allot an alternative centre to the candidates concerned. Candidates admitted to the 'WE' will be intimated dates, time table and venue of 'WE' through Admission Letters (AL). Candidates will not be admitted to the 'WE' without the AL. **Request for change of centre will not be entertained.**

## 6. RELAXATION IN THE UPPER AGE LIMIT:

Upper age limit is relaxable by:

(a) 3 years in the case of OBC candidates if the posts are reserved for them.

(b) 5 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 applying through Employment Exchanges, 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) 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, v) Candidates who had ordinarily been domiciled in Kashmir Division of the State of Jammu and Kashmir between 1<sup>st</sup> January, 1980 and 31<sup>st</sup> December, 1989.

(c) 10 years for OH/HI (GEN); 13 years for OH/HI (OBC) and 15 years for OH/HI (SC/ST) candidates.

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

## 7. SERVICE CONDITIONS / CAREER PROSPECTS (for both posts)

### (i) Pay Scale:

Selected Candidates will draw a starting basic pay of ₹ 21,000/- p.m. in the scale of ₹ 21000-1000-30000-EB-1000-32000-1100-36400 applicable to Officers in Grade B and they will also be eligible for Dearness Allowance, Local Allowance, House Rent Allowance, Family Allowance and Grade Allowance as per rules in force from time to time. At present, initial monthly Gross emoluments to Direct Recruit Grade B Officers are approximately ₹ 43,216/- (including house rent allowance).

**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 upto four advance increments. The Board, at the sole discretion, will consider requests for higher emolument on account of higher qualification/special experience of value to Bank at the interview stage only. Such information may be furnished in the Bio-data form in the appropriate column. The number of maximum increments will be 4. 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, Car, Education, Consumer Articles, Personal Computer, etc. The posts also carry benefits of Pension and Gratuity. Total pay and allowances along with admissible perquisites attached to the post, considering market value of housing in Mumbai, work out at the minimum to ₹ 11.00 lakhs p.a. (approx.) on a cost to the Bank basis.

(iii) At certain centres, limited number 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 which may, at Bank's discretion, be extended upto a maximum period of four years.

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

(vi) Candidates selected for the posts will be governed by "the defined contribution New Pension Scheme (NPS)".

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

8. **APPLICATION FEE (NON-REFUNDABLE):** ₹ 100/- (Rupees one hundred only). No fee is payable by SC/ST/OH/HI candidates. Fee is payable by Demand Draft favouring Reserve Bank of India and payable at Mumbai only. However, candidates from un-banked areas may pay fee by crossed Indian Postal Orders in favour of Reserve Bank of India payable at GPO, Mumbai. Candidates should write their Name and Address on the reverse of the Demand Draft and in the space provided for the purpose on the Postal Orders (if fee is payable) and enclose them to the application with a pin (should not be stapled). Fees sent separately not accompanied with proper application or payment in any other manner will not be accepted. **Fees once paid will not be refunded under any circumstances.**

## 9. GENERAL RULES / INSTRUCTIONS:

(i) Application format (for off-line mode) is given at the end of this advertisement. Candidates applying by off-line mode should apply strictly in conformity with the format as prescribed.

(ii) App. not accompanied by prescribed fees (unless exempted) or incomplete/ illegible/ not in the prescribed format/without photograph/without signature will be rejected and no correspondence in this regard will be entertained by the Board.

- (iii) Application must be completed in all respects. Incomplete applications will not be considered.
- (iv) Candidates **should not enclose** any certificates or copies thereof with the 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 app. is false/incorrect or if according to the board, the candidate does not satisfy the eligibility criteria, his/her candidature/ appointment is liable to be cancelled/ terminated.
- (v) All educational qualifications must have been obtained from recognised universities/ institutions in India or abroad. If grades are awarded instead of marks, candidates should clearly indicate their numerical equivalent.
- (vi) Candidates should satisfy themselves about their eligibility for the post applied for. The Board would admit to the 'WE' all the candidates applying for this post with the requisite fee (wherever applicable) on the basis of the information furnished in the App. and shall determine their eligibility only at the final stage i.e. while calling them for interview.
- (vii) The Board shall not entertain requests from the candidates seeking advice about their eligibility to apply.
- (viii) The list of candidates admitted for the 'WE' would be displayed on the RBI website. If a candidate does not receive admission letter (AL) for 'WE'/any other communication from the Board, he/she should contact the in-charge of the RBI office during office hours, at the examination centre indicated in the application along with duly signed passport size photograph, **four days before the date of examination** for necessary guidance. Failure to comply with above instructions will deprive the candidate of any claim for consideration.
- (ix) **Candidates will have to appear for the 'WE' at their own expenses.** However, those called for interview, will be reimbursed to and fro actual first class fare or II AC railway fare by the shortest route from the place of their residence/place of work to the place of interview whichever is nearer.
- (x) In all correspondence with the Board, Roll No. indicated in 'AL' must be quoted.
- (xi) Change of address, if any, should be informed to the Board immediately. Although every effort will be made to take on record such changes, the Board does not accept any responsibility in the matter, particularly when the time gap between receipt of intimation and date of examination / interview is very short.
- (xii) **Candidates already in service of Govt./Quasi-Govt. organisations and Public Sector Banks / Undertakings will have to produce a "No Objection Certificate" from their employer, at the time of interview.** However, before appointment in RBI, a proper discharge certificate from the employer will have to be produced. If the App. is required to be routed through the employer and in the process it reaches the Board's office after the closing date, it will not be considered even though the applicant submitted the App. to the employer before the closing date. In such cases, App. marked 'advance copy' should be sent to the Board's office direct, together with fee (where applicable) the regular copy (without fee) should be routed through the employer.
- (xiii) Canvassing in any form will be a disqualification.
- (xiv) In all matters regarding eligibility, conduct of examinations, interview, assessment, prescribing minimum qualifying standards in 'WE' 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.
- (xv) Mobile phones, pagers, or any other communication devices are not allowed inside the premises, where the examination is being conducted. Any infringement of these instructions shall entail disqualification including ban from future examinations.
- (xvi) The Board does not furnish the mark-sheet to candidates. However, 'WE' and interview marks may be available on the Bank's website after the declaration of the final result.
- (xvii) The post is also open to the employees of RBI (staff candidates) who satisfy the eligibility criteria separately stipulated by the bank.
- (xviii) Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the courts situated in Mumbai only.

**10. SUBMISSION OF THE APPLICATION:**

Candidates can apply for the post either on the prescribed Application (OFF-LINE) or **submit the application ON-LINE followed up by sending a printout (hardcopy) of the online application to the Board's office.**

- (i) **ON-LINE:** The candidate can apply ON-LINE using the link/URL <http://onlinedr.rbi.org.in> Detailed 'Instructions for Applying ON-LINE' are available on this link. Candidates should read the instructions carefully and then click on "Apply" link. Salient features of the system of On Line Application are given hereunder:
  - a) Before starting filling up of ON-LINE application, a candidate must purchase the DD or IPO for ₹ 100/- (except SC/ST/OH/Hi candidates who are exempted from payment of fees).
  - b) Fee exempted category candidates can straightway fill the ON-LINE application.
  - c) **Candidates NEED to take a PRINTOUT (hard copy) of their ON-LINE Application after submission of the data through the system. A signed photograph must be pasted (not to be stapled) at the specified place on the printout and the candidate must sign on the printout of the application and attach DD or IPO of ₹ 100/- (if required to pay fee).**
  - d) Candidates **need to** send the system generated print out (hard copy) of the ON-LINE Application to the Reserve Bank of India Services Board's Office (RBISB) by ordinary post. In case the print out (hard copy) is not received by the Board by the CLOSING DATE mentioned in this advertisement, the ON-LINE application will not be entertained and will be rejected.
  - e) Applications should not be submitted more than once. Duplicate applications will not be entertained and will be rejected.
  - f) The ON-LINE applications can be submitted till **11.59 P.M. on September 3, 2012** after which the link will be disabled.
- ii. **OFF-LINE :** The candidates must apply in the Application format published in this advertisement. It should be typed or neatly handwritten in Hindi or English on a good quality "White A- 4 size" paper. All the columns in the application (except PWD category and Fee, if not applicable) must be filled legibly or typed. Incomplete and illegible applications will be rejected.
- iii. OFF-LINE Application or printout of the ON-LINE Application, as the case may be, have to be sent by **ordinary post** to "**The General Manager, Reserve Bank of India Services Board, Post Bag No. 4618, Mumbai Central Post Office, Mumbai-400008**". The cover should be superscribed "APPLICATION FOR THE POST OF MANAGER (TECHNICAL – CIVIL/ ELECTRICAL)" as the case may be.
- iv. OFF-LINE Application or printout of the ON-LINE Application, as the case may be, in closed cover, may also be deposited in the box specially kept for the purpose at Reserve Bank of India, Opposite Mumbai Central Railway Station, Mumbai Central, Mumbai 400 008.
- v. **Candidates should apply either by ON-LINE mode (followed up by sending a printout of the online application) or OFF-LINE mode. They should not submit application by both the modes. Duplicate applications will be rejected.**

**11. CLOSING DATE:**

- (i) OFF-LINE Application or printout of the ON-LINE Application, as the case may be, should reach the Board's Office on or before **6.00 P.M. on September 10, 2012.**
- (ii) In the case of App. received **only by post** from candidates living abroad, in Assam, Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim, Tripura; Ladakh division of Jammu and Kashmir State; Lahaul and Spiti Districts and Pangri Sub-division of Chamba district of Himachal Pradesh; Andaman and Nicobar Islands and Lakshadweep, the last date of receipt of Applications will be on before 6.00 P.M. on

September 17, 2012. For Applications received in any manner other than by post, the benefit of extended time will not be available.

- (iii) The Board takes no responsibility for any delay in receipt of Applications or loss thereof in postal transit.

**12. CHECK-LIST FOR SUBMISSION OF THE APPLICATION:**

- (i) The Format of the application given below should not itself be used as application.
- (ii) The App. strictly in conformity with the Format as prescribed must be typed or neatly hand-written in Hindi or English on a good quality "White A4 size" paper and duly affixed (not stapled) with a signed latest passport size photograph. Candidates should ensure that all the entries have been correctly filled in and the Application, as also the photograph are signed. Application without signature, photo, fee (if applicable), not in prescribed Format, incomplete or illegible shall be rejected.
- (iii) Name and Address in the application must be written **IN CAPITAL LETTERS in English only**, since processing is computerized.
- (iv) Candidates should write their name and address on the reverse of the Demand Draft and in the space provided for the purpose on the Postal Orders (if fee is payable) and enclose them to the application with a pin (should not be stapled).
- (v) The post applied for should be superscribed on top of the cover containing the Application.
- (vi) **Candidates must ensure that the Application [either OFF-LINE or printout of the ON-LINE] along with DD/IPO (if applicable) should reach the Board's office on or before the CLOSING DATE. Even after the successful submission of ON-LINE application through the system, unless the system generated print-out of the ONLINE application together with fee (if applicable), photograph and signature is received by post at the Board's office within the closing date, the ONLINE application is not valid and will be rejected.**

**RESERVE BANK OF INDIA SERVICES BOARD, MUMBAI**  
APPLICATION FOR THE POST OF MANAGER (TECHNICAL - CIVIL / ELECTRICAL)

Advt. No. 1A /2012-13 RECEIPT NO. \_\_\_\_\_  
POST APPLIED FOR: \_\_\_\_\_

1. NAME IN FULL (IN ENGLISH WITH CAPITAL LETTERS) : \_\_\_\_\_  
 2. CATEGORY: (Only for office use)  
 A. WRITE **GEN** for General / **SC** for Scheduled Caste / **ST** for Scheduled Tribe / **OBC** for Other Backward Class. (OBC candidates coming under '**Creamy Layer**' should indicate their category as **GEN**). This column should not be kept blank   
 B. **PWD** Category WRITE **OH** for Orthopaedically Handicapped, **HI** for Hearing Impaired in addition to the main Category in A above (**Others leave it Blank**)

Paste a Signed Latest Passport size Photograph

<b>3. EXAMINATION CENTRE</b>	<b>CODE NO.</b>

4. SEX: WRITE **[M]** FOR MALE AND **[F]** FOR FEMALE:   
 5. DATE OF BIRTH: \_\_\_\_\_  
Date    Month    Year  
\_\_\_\_\_ Years    \_\_\_\_\_ Months

**7. A. ACADEMIC QUALIFICATIONS (AS ON 01.08.2012)**  
(Starting with minimum qualification stipulated for the post)

Name of the Exam. (Please specify)	Main subjects	Date of Result	University/ Institute	Overall % of marks (up to two dec. points)	Class/ Division
Graduation					
Post Graduation					

**B. HIGHER QUALIFICATIONS (AS ON 01.08.2012)**  
(Write in the box whether M.Phil./Ph.D./C.A./ICWA/ACS/PG Dip. in Management / MBA)

- 8. DO YOU FALL UNDER EX-SERVICEMAN/DOMICILED IN J. & K. / RETRENCHED FROM GOVT. OFFICE/BANKING INSTITUTION? WRITE **[Y]** FOR YES **[N]** FOR NO
- 9. DO YOU HAVE THE PRESCRIBED MINIMUM THREE YEAR'S EXPERIENCE STIPULATED AT PARAGRAPH 2 OF THE ADVERTISEMENT? WRITE **[Y]** FOR YES **[N]** FOR NO
- 10. EXPERIENCE WITH REFERENCE TO THE ADVERTISEMENT (AS ON 01.08.2012)

Name and address of the employer	Designation	Job profile	Period		Duration	
			From	To	Yrs	Mths

**11. PARTICULARS OF EXAMINATION FEE:**

Name of the Drawee Bank/Post Office	No. of D.D./Indian Postal Order/s	Date of D.D./Indian Postal Order/s	Amount (₹)

**12. POSTAL ADDRESS :**  
(IN ENGLISH AND IN CAPITAL LETTERS WITH PIN CODE NO. DO NOT WRITE YOUR NAME )  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 E-mail address, if any: \_\_\_\_\_  
 Telephone No (with STD code)/  
 Mobile No., if any: \_\_\_\_\_

I hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that if at any stage, it is found that any information given in this application is false/incorrect or that I do not satisfy the eligibility criteria according to the Board, my candidature /appointment is liable to be cancelled / terminated. I have read and understood the stipulations given in the advertisement and hereby undertake to abide by them.

PLACE : \_\_\_\_\_ (Signature of the Applicant)  
 DATE : \_\_\_\_\_ Name : \_\_\_\_\_

**Very important points to be noted by the candidates : (i) Candidates must complete the application in all respects including pasting of photograph. (ii) Incomplete applications in any respect will be rejected and no correspondence will be entertained by the Board in this matter.**