



## RESERVE BANK OF INDIA SERVICES BOARD

Advt.No. 4A/2005-06      Telegraphic Address : "SERVBOARD", Mumbai  
(This advertisement and the format of the Application Form  
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, subjects of Nepal and Bhutan, Tibetan refugees (who came over to India before 1<sup>st</sup> January, 1962) and persons of Indian origin who have migrated from Burma and Sri Lanka with the intention of permanently settling in India and in whose favour Eligibility Certificates have been issued by Govt. of India.

Sr. No.	Post	Number of vacancies				TOTAL
		General (Gen)	Scheduled Caste (SC)	Scheduled Tribe (ST)	Other Backward Classes (OBC)	
1.	Assistant Manager (Rajbhasha) in Gr. "A"	04	--	--	01	05*
2.	Manager (Technical - Civil) in Grade " B"	01	--	--	01	02
3.	Manager (Technical - Electrical) in Grade " B"	01	--	--	--	01
4.	Assistant Manager (Technical - Civil) in Grade " A"	04	--	02	03	09
5.	Assistant Manager (Technical - Electrical) in Grade " A"	01	--	01	--	02

\* Though there is no vacancy reserved for physically handicapped candidates in this recruitment, but they can also apply. They will **not** be entitled for any relaxation/ concession due to their physical disability except concession in application fee.

### I **ASSISTANT MANAGER (RAJBHASHA) IN GR. 'A' :**

#### a) **Job requirements:**

- Translation from English into Hindi and vice-versa of various references, documents, manuals and other publications of the Bank and arranging for printing thereof.
- Implementation of Government instructions regarding use of Hindi.
- Administration of Hindi Teaching Scheme for the Bank's staff.

#### b) **Educational qualifications ( as on 01/04/2006):**

- Second Class Master's Degree in Hindi with English as one of the subjects at Bachelor's Degree level **OR**
- Second Class Master's Degree in English with Hindi as one of the subjects at Bachelor's Degree level **OR**
- Second Class Master's Degree in Sanskrit / Economics / Commerce with English and Hindi as subjects at Bachelor's Degree level. (In lieu of a subject of Hindi at Bachelor's Degree level one may have recognized Hindi qualification equivalent to a Bachelor's Degree) **OR**
- Master's Degree in both English and Hindi of which one must be Second Class.

**Desirable:** Knowledge of bi-lingual word processing.

#### c) **Experience (as on 01/04/2006)**

**Essential:** At least three years' experience on coining of Glossary or English to Hindi translation and vice-versa in any National or State Level Weekly/ Newspaper or any Government/Semi-Government Office or any autonomous body/undertaking etc.,

**Desirable:**

- i) Study of Sanskrit/any other modern Indian Language/Linguistics at Bachelor's Degree level,
  - ii) Published literary work
- d) **Age (as on 01/04/2006)**  
Not above 30 years. For candidates with Ph. D qualification, the upper age limit will be 32 years. Refer item VII below for relaxation in age for specified categories.
- e) **Scheme of Selection:** Selection will be through Written Examination (WE) and interview. WE will be held on Sunday, July 23, 2006. The WE will be of 3 hours carrying 100 marks to assess the candidate's ability to undertake translation from Hindi to English and vice-versa and their knowledge of terminology in Hindi vis-à-vis English with greater emphasis on technical terms pertaining to Banking, Economics, Commerce and allied subjects and ability to express themselves in Hindi and English. Those candidates who qualify in WE will be interviewed for final selection.

## **II. MANAGER (TECHNICAL-CIVIL) IN GR. 'B':**

- a) **Educational qualifications (as on 01/04/2006) :**  
**Essential:** A Bachelor's Degree in Civil Engineering or equivalent qualification with a minimum of 60% marks or equivalent grade.  
**Desirable:** Specialisation in structural design, soil-mechanics, public health engineering.

- b) **Experience (as on 01/04/2006)**

**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 organisation including hospitals/Banks/financial institutions/residential campus based educational institutions in planning/designing/construction/ maintenance of large office building/housing projects including services and preparation and evaluation of tender papers.

**Desirable:**

- i) Administering construction projects in all its various aspects and knowledge of PERT/CPM techniques.
- ii) Working knowledge of computers with particular reference to analysis and evaluation of tenders/CAD/CAM and structural designing.
- iii) Working knowledge of maintenance of electrical and electromechanical services.

## **III. MANAGER (TECHNICAL - ELECTRICAL) IN GR. 'B':**

- a) **Educational qualifications (as on 01/04/2006):**  
**Essential:** A Bachelor's Degree in Electrical Engineering or equivalent qualification with a minimum of 60% marks or equivalent grade.

- b) **Experience (as on 01/04/2006)**

**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/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 /or other services involved in large modern and multi storey building projects including preparation and evaluation of tender papers.

**Desirable:**

- i) Working knowledge of electronics including both hardware and software aspects of micro-processor based mini and large computer system and electronic telephone exchange and communication systems.
- 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.

**{Applicable for MANAGER (TECHNICAL-CIVIL/ ELECTRICAL) IN GR. 'B'}**

c) **Age (as on 01/04/2006):**

Not above 35 years. Refer item VII below for relaxation in upper age limit for specified categories.

d) **EXAMINATION AND INTERVIEW**

Selection will be through Written Examination (WE) and Interview. **'WE' will be held on Sunday, July 30, 2006** and will consist of both Objective and Descriptive Type Tests as follows:-

	<u>Duration</u>	<u>Marks</u>
<u>Paper I Objective Type Test</u> Test of professional knowledge/ job knowledge	details with Admission Letter	100
<u>Paper II Descriptive Type Test</u> Standard of the papers will be that of a B.E. Degree	3hrs	100
Total		200

e) **SCHEME OF SELECTION** :

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. Candidates may answer the Interview in Hindi or English at their option.

iii) The number of candidates to be called for interview will be decided by the Board.

iv) Final selection will be on the basis of performance in the WE (Paper I and Paper II) and Interview, taken together.

**IV ASSISTANT MANAGER (TECHNICAL-CIVIL) IN GR. 'A':**a) **Educational qualifications (as on 01/04/2006) :**

Bachelor's Degree or an equivalent qualification in Civil Engineering with a minimum of 60% marks or an equivalent grade.

b) **Age (as on 01/04/2006) :**

Not above 30 years. Refer item VII below for relaxation in upper age limit for specified categories.

c) **EXAMINATION AND INTERVIEW** : Selection will be through Written Examination (WE) and Interview. **WE will be held on Sunday, July 23, 2006** and will consist of both Objective and Descriptive Type Tests as follows:-

	<u>Duration</u>	<u>Marks</u>
<u>Paper I Objective Type Test</u> Test of professional knowledge/ job knowledge	details with Admission Letter	100
<u>Paper II Descriptive Type Test</u>	3hrs	100
Total		200

The standard and coverage of both the papers will be that of a Bachelor Degree examination in Engineering (from the respective discipline, with civil/electrical as the case may be) of an Indian University.

d) **SCHEME OF SELECTION** : Same as item III (e)

**V. ASSISTANT MANAGER (TECHNICAL - ELECTRICAL) IN GR. 'A':**a) **Educational qualifications (as on 01/04 /2006) :**

Bachelor's Degree in Electrical Engineering or equivalent qualification with a minimum of 60% marks or equivalent grade.

b) **Age (as on 01/04/2006)** : Same as in item IV (b)

c) **EXAMINATION AND INTERVIEW** : Same as in item IV (c)

d) **SCHEME OF SELECTION** : Same as in item III (e)

**VI. EXAMINATION CENTRES :**

WE will be held at the following centers (Code Numbers indicated in the brackets)

Ahmedabad	(11)	Jammu	(21)
Bangalore	(12)	Kanpur	(22)
Bhopal	(13)	Mumbai	(25)
Bhubaneswar	(14)	Nagpur	(26)
Kolkata	(15)	New Delhi	(27)
Chandigarh	(16)	Patna	(29)
Chennai	(17)	Thiruvananthapuram	(31)
Guwahati	(18)		
Hyderabad	(19)		
Jaipur	(20)		

Candidates can select only one center and must indicate its name and code No. in the application. Centre and dates of WE are liable to be changed at 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 center will not be entertained.

#### **VII. RELAXATION IN THE UPPER AGE LIMIT:**

Upper age limit is relaxable by:

i) 3 years in the case of OBC candidates,

ii) 5 years in the case of:

- i) SC/ST candidates,
- 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.

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

#### **VIII. SERVICE CONDITIONS / CAREER PROSPECTS:**

**i) Pay Scale:**

**MANAGER (TECHNICAL-CIVIL) IN GR. 'B':**

**MANAGER (TECHNICAL - ELECTRICAL) IN GR. 'B':**

Rs.13700-700-20000-EB-700-21400-750-24400. Depending upon the place of posting, total initial emoluments will be Rs.18900/-approximately..

**ASSISTANT MANAGER (RAJBHASHA) IN GR. - 'A'**

**ASSISTANT MANAGER (TECHNICAL-CIVIL) IN GR. 'A':**

**ASSISTANT MANAGER (TECHNICAL - ELECTRICAL) IN GR. 'A':**

Rs.11250-700-18950-EB-700-21750-750-22500. Depending upon the place of posting, total initial emoluments will be Rs.15500/-approximately.

**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.

ii) The posts carry benefits of Provident Fund, Pension, Gratuity, Leave, Leave Fare Concession and Medical Facilities.

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 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.

**IX. APPLICATION FEE:** Rs.100/- (Rupees one hundred only). No fee is payable by SC/ST/PH candidates. Fee is payable by Demand Draft favouring Reserve Bank of India and payable at Mumbai. 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. Payment in any other manner will not be accepted. Fee once paid will not be refunded.

#### **X. GENERAL RULES/ INSTRUCTIONS:**

i) CANDIDATES SHOULD NOT ENCLOSE ANY CERTIFICATES OR COPIES THEREOF WITH THE APP. THEIR CANDIDATURE WILL BE CONSIDERED ON THE STRENGTH OF THE INFORMATION DECLARED IN THE APP. 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 CANDIDATURE/ APPOINTMENT IS LIABLE TO BE CANCELLED/ TERMINATED.

ii) ALL EDUCATIONAL QUALIFICATIONS MUST HAVE BEEN OBTAINED FROM RECOGNIZED UNIVERSITIES/INSTITUTIONS IN INDIA OR ABROAD. IF GRADES ARE AWARDED INSTEAD OF MARKS, CANDIDATES SHOULD CLEARLY INDICATE ITS NUMERICAL EQUIVALENT.

iii) IF A CANDIDATE IS ELIGIBLE AND DESIRES TO APPLY FOR MORE THAN ONE POST, HE SHOULD MAKE A SEPARATE APPLICATION FOR EACH POST WITH REQUISITE FEE. A SINGLE APPLICATION FOR MORE THAN ONE POST SHALL BE TREATED AS INVALID.

iv) CANDIDATES SHOULD SATISFY THEMSELVES ABOUT THEIR ELIGIBILITY FOR THE POST APPLIED FOR. THE BOARD WOULD ADMIT TO THE WE ALL THE CANDIDATES APPLYING WITH THE REQUISITE FEE (WHEREVER APPLICABLE) AND SHALL DETERMINE THEIR ELIGIBILITY ONLY AT THE FINAL STAGE I.E WHILE CALLING THEM FOR INTERVIEW.

v) Application not accompanied by prescribed fees (unless exempted) or incomplete Application will not be considered and no correspondence in this regard will be entertained.

vi) Candidates already in service of Govt./Quasi-Govt. Organizations and Public Sector Banks/Undertakings will have to produce a 'No Objection Certificate' from their employer, at the time of Interview. 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 due date, it will not be considered even though submitted to the employer before the due date. In such cases, App., marked 'Advance Copy' should be sent to the Board's Office direct, together with fee and the regular copy (without fee) should be routed through the employer.

vii) Candidates can select **only one centre** and must indicate its name and **code number** in the App. Centre and dates of WE are liable to be changed at 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, timetable, and venue of WE, through Admission Letters (AL). Candidates will not be admitted to the WE without AL. Request for change of centre will not be entertained.

viii) Candidates will have to appear for the WE at their expense. However, candidates called for Interview, will be reimbursed to and fro actual First Class/II AC railway fare by the shortest route from the place of their residence to the place of Interview.

ix) In all correspondence with the Board, Roll No. indicated in the AL must be quoted.

- x) Board does not furnish the mark-sheet to candidates.
- 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.
- xii) If a candidate does not receive AL for WE from the Board, he/she should contact the in-charge of the RBI office, during office hours, at the Examination Centre indicated in the App., along with a passport size, signed photograph, two days before the date of examination for necessary guidance. Failure to comply with the above instructions will deprive the candidate of any claim for consideration.
- xiii) The posts are also open to the employees of RBI (Staff Candidates) who satisfy the eligibility criteria separately stipulated by the Bank.
- ivx) Board shall not entertain requests from the candidates seeking advice about their eligibility to apply.
- xv) CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.
- xvi) IN ALL MATTERS REGARDING ELIGIBILITY, CONDUCT OF EXAMINATIONS, INTERVIEWS, 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.

#### **XI. CLOSING DATE:**

- i) Application should reach the Board's Office on or before **June 5, 2006**.
- ii) In the case of Application 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 Pangi Subdivision of Chamba district of Himachal Pradesh; Andaman and Nicobar Islands and Lakshadweep, the last date of receipt of App. will be **June 12, 2006**. For Application received in any manner other than by post, the benefit of extended time will not be available. The Board takes no responsibility for any delay in receipt of App. or loss thereof in postal transit.

#### **XII. CHECK-LIST FOR SUBMISSION OF THE APPLICATION FORM:**

- i) The Format of the Application Form given below should not itself be used as Application.
- ii) The Application, strictly in conformity with the Format, should be typed or neatly handwritten in Hindi or English, on white foolscap paper. Application not in the prescribed Format shall be rejected.
- iii) Name and Address should be written in capital letters in English only, since processing is computerized.
- iv) Candidate should write his/her name and address on the reverse of the Demand Draft/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) Candidate should ensure that all the entries have been correctly filled in and the Application as also the photograph are signed.
- vi) On the cover containing the Application, the post applied for, should be super scribed.
- vii) Candidate applying for more than one post should send their applications in separate covers.
- viii) Application should be forwarded to the GENERAL MANAGER, RBI SERVICES BOARD, Post Box No. 4618, Mumbai - 400 008. by ordinary post. Application, in closed covers, may also be deposited in the box specially kept for the purpose at the Board's Office at Reserve Bank of India, Opp. Mumbai Central Railway Station, Byculla, Mumbai 400 008..