



## **RECRUITMENT FOR THE POST OF OFFICE ATTENDANT**

Reserve Bank of India invites applications from eligible candidates for **526** posts of “**Office Attendants**” in various offices of the Bank. Selection for the post will be through a country-wide competitive Test (Online Test) followed by Language Proficiency Test (in Regional Language) as per [Annex-I](#). Please note that Corrigendum, if any, issued on the above advertisement, will be published only on the Bank’s website [www.rbi.org.in](http://www.rbi.org.in)

Full text of the advertisement is available on the Banks’ website [www.rbi.org.in](http://www.rbi.org.in) and is also being published in the Employment News/ Rojgar Samachar.

Applications will be accepted only Online through the Bank’s website [www.rbi.org.in](http://www.rbi.org.in). No other mode for submission of application is available.

### **Important Dates**

<b>Website Link Open</b>	<b>17.11.2017 to 07.12.2017</b>
<b>Payment of Test Fees (Online)</b>	<b>17.11.2017 to 07.12.2017</b>
<b>Schedule of Online Test (Tentative)</b>	<b>In the month of December 2017/January 2018. The online Test could be conducted on weekdays or weekend. RBI reserves the right to modify the number of days and dates of test depending on the number of applicants.</b>

## **RESERVE BANK OF INDIA**

### **RECRUITMENT FOR THE POST OF OFFICE ATTENDANT**

Applications are invited from eligible Indian Citizens for the post of Office Attendant in Reserve Bank of India (RBI).

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

[“Recruitment for the post of Office Attendant”](#)

### **1. Application form**

Before applying, candidates should ensure that they fulfill the eligibility criteria for the post. Candidates are requested to apply online through Bank’s website [www.rbi.org.in](http://www.rbi.org.in)

<p><b>Helpline: In case of any problem in filling up the form, payment of fee or receipt of call letter, queries may be made at candidate grievance redressal cell <a href="http://cgrs.ibps.in/">http://cgrs.ibps.in/</a>. Don’t forget to mention ‘RBI Office Attendant Test’ in the subject box of the email.</b></p>
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Office	Vacancies					PWD #			EXS #	
	SC	ST	OBC	GEN	TOTAL	VI	HI	OH	EX-1	EX-2
Ahmedabad	0	6	6	27	39	1	0	0	2	8
Bengaluru	0	7	19	32	58	1	0	1	3	12
Bhopal	0	10	3	32	45	1	1	0	2	9
Chandigarh & Shimla\$	0	0	14	33	47	0	1	1	2	9
Chennai	0	0	5	5	10	1	0	0	0	2
Guwahati	0	3	2	5	10	0	0	0	0	2
Hyderabad	4	2	7	14	27	0	0	1	1	5
Jammu	0	0	9	10	19	0	0	1	1	4
Lucknow	0	0	6	7	13	1	0	0	1	3
Kolkata	3	0	2	5	10	0	1	0	0	2
Mumbai, Navi Mumbai and Panaji&	0	23	0	142	165	2	2	3	7	33
Nagpur	0	2	2	5	9	0	0	0	0	2
New Delhi	0	0	13	14	27	0	1	1	1	5
Thiruvananthapuram	0	0	12	35	47	1	0	0	2	9
<b>Total</b>	<b>7</b>	<b>53</b>	<b>100</b>	<b>366</b>	<b>526</b>	<b>8</b>	<b>6</b>	<b>8</b>	<b>22</b>	<b>105</b>

\$ Chandigarh – 42 and Shimla – 5,  
& Mumbai – 144, Navi Mumbai (Belapur) – 15 and Panaji – 6,

**Abbreviations stand for:** **SC** – Scheduled Caste, **ST** – Scheduled Tribe, **OBC** – Other Backward Classes, **GEN** – General i.e. Unreserved, **PWD** – Persons with Disabilities, **VI** – Visually Impaired, **HI** – Hearing impaired, **OH** – Orthopedically Handicapped, **EXS** – Ex-Servicemen, **EX-1** - Disabled Ex-servicemen/ Dependents of Ex-servicemen killed in action, **EX-2** - Ex-servicemen (normal)

Only following categories of PWD are eligible to apply for this post:

**OH Candidates:** OL – One Leg, OA - One Arm, OLA - One leg & One arm, **VI Candidates:** B – Blind, LV – Low Vision, **HI Candidates:** HH – Hearing Impaired

# Reservation for PWD/ EXS is horizontal reservation and included in the vacancies of various categories. PWD candidates applying for Offices where vacancies are not reserved for them will be eligible for upper age limit as available to PWD candidates.

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

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

The Bank reserves the right to increase/decrease the number of vacancies as per the requirement.

## 2. Definition:

### i) Ex-Serviceman:

Only those candidates shall be treated as Ex-Serviceman who fulfill the revised definition as laid down in Government of India, Ministry of Home Affairs, Department of Personnel and Administrative Reforms Notification No.36034/5/85/Estt(SCT) dated 27th October, 1986 as amended from time to time.

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

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

**Note:**

1) Candidates, who are released / retired from Armed Forces, or whose SPE is likely to be completed **on or before November 30, 2018** only are eligible to apply under this recruitment. They will also be required to submit the release letter along with a self-declaration at the time of joining RBI that he/she is entitled to the benefits admissible to Ex-Serviceman in terms of Govt. of India rules. Those candidates, who have already completed their initial period of engagement and are on extended assignment, are required to submit certificates to that effect. If selected, all such candidates mentioned above, should get released and join RBI **on or before December 31, 2018**. Forms of the certificates to be submitted by all these candidates are provided in [Annex II](#) and these certificates are required to be submitted at the time of LPT invariably.

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

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

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

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

**(i) Ex-Servicemen candidates who have already secured employment under the Central Government in Group 'C' & 'D' will be permitted the benefit of age relaxation as prescribed for Ex-Servicemen for securing another employment in a higher grade or cadre in Group 'C' / 'D' under Central Government. However, such candidates will not be eligible for the benefit of reservation on second occasion for Ex-Servicemen in Central Government jobs.**

**3. Reservation for Persons With Disability (PWD):**

**A. Persons With Disabilities:**

(i) Orthopedically Challenged are those who have a physical defect or deformity which causes an interference with the normal functioning of the bones, muscles and joints. The degree of disability should be **minimum 40%** in these cases.

(ii) Hearing Impaired are those in whom the sense of hearing is non-functional for ordinary purposes of life. They do not hear, understand sounds at all, even with amplified speech. The cases included in this category

will be those having hearing loss more than 60 decibels in the better ear (profound impairment) or total loss of hearing in both ears.

(iii) For being considered as a Visually Impaired candidate, the candidate should fulfill either of the following conditions:

(a) Total absence of sight.

(b) With visual acuity not exceeding 6/60 or 20/200 (Snellen) in the better eye with correcting lenses.

(c) With limitation of the field of vision subtending an angle of 20 degrees or worse.

(iv) The Persons with Disability (PWD) candidates should possess a latest Certificate to this effect issued by an authorized Government of India/State Government Department Hospital.

(v) Candidates falling in the following categories of the disabled may apply:

**OL** – One Leg, **OA** - One Arm, **OLA** - One leg & One arm, **B** – Blind, **LV** – Low Vision, **HH** – Hearing Impaired.

**Note:** Within the overall notified total vacancies, Persons With Disability (PWD) candidates belonging to any of the three categories of disability (who are eligible for the post as explained above) will be considered for selection, subject to their suitability, over and above the vacancies, notified/not notified for PWD in this advertisement. PWD candidates may belong to any category (i.e. General/SC/ST/OBC). **Reservation for PWD is horizontal and within the overall vacancies for the post.**

## **B. GUIDELINES FOR PERSONS WITH DISABILITIES USING A SCRIBE**

The visually impaired candidates and candidates whose writing speed is affected permanently for any reason can use their own scribe at their cost during the online test, subject to limits as in (i) and (ii) below. In all such cases where a scribe is used, the following rules will apply:

- The candidate will have to arrange his / her own scribe at his/her own cost.
- The scribe may be from any academic stream.
- Both the candidate as well as scribe will have to give a suitable undertaking along with call letter at the time of test confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfill any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the test. Proforma of undertaking is available on RBI web site.
- Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the test.
- The same scribe cannot be used by more than one candidate. In addition the scribe arranged by the Candidate should not be a candidate for the test. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled. Candidates eligible for and who wish to use the services of a scribe in the test should invariably and carefully indicate the same in the online application form. Any subsequent request may not be favorably entertained.

### C. Guidelines for candidates

(i) With locomotor disability and cerebral palsy

An extra time of **twenty minutes per hour** shall be permitted for the candidates with locomotor disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment).

(ii) Visually Impaired candidates

- Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour of test.
- The facility of viewing the contents of the test in magnifying font will not be available to Visually Impaired candidates who use the services of a Scribe for the test.
- The scribe will be allowed to be used as per the guidelines issued vide Office Memorandum F.No.16-110/2003-DDIII dated February 26, 2013 of Government of India, Ministry of Social Justice and Empowerment, Department of Disability Affairs, New Delhi.

**The above guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.**

### 4. Eligibility Criteria:

**(a) Age (as on 01/11/2017)**

Between 18 and 25 years. Candidates must have been born not **earlier than 02/11/1992** and **not later than 01/11/1999** (both days including) are only eligible to apply.

#### **Relaxation in the Upper Age Limit:**

Upper age limit will be relaxed as under:

<b>Sr. No</b>	<b>Category</b>	<b>Relaxation in Age</b>
(i)	Scheduled Caste / Scheduled Tribe (SC/ST)	By 5 years, i.e. up to 30 years
(ii)	Other Backward Classes (OBC)	By 3 years, i.e. up to 28 years
(iii)	Persons with Disabilities (PWD)	By 10 years (GEN) 13 years (OBC) & 15 years (SC/ST)
(iv)	Ex-Servicemen	To the extent of service rendered by them in Armed Forces plus an additional period of 3 years subject to maximum of 50 years.
(v)	Widows/divorced women/ women judicially separated who are not re-married	By 10 years
(vi)	Candidates domiciled in the state of Jammu and Kashmir during the period from 1st January, 1980 to 31st December, 1989.	By 5 years
(vii)	Candidates having work experience in Reserve Bank of India	To the extent of number of years of such experience, subject to maximum of 3 years.

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

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

**Caste Criteria:**

- i. Candidate's seeking reservation as SC/ST/OBC, shall have to produce a certificate in the prescribed proforma ONLY, meant for appointment to posts under the Government of India from the designated authority indicating clearly the candidate's caste, the Act/Order under which the caste is recognised as SC/ST/OBC and the Village/Town the candidate is ordinarily a resident of. They must also ensure that the name of their caste/community and its spelling in their caste/community certificate should be exactly as mentioned in the lists notified by the central government from time to time (for OBC category list of castes recognized by the Govt. of India as OBC castes in the central list is available on the site <http://www.ncbc.nic.in>, for ST category the list of caste for each state is available on the site [www.ncst.nic.in](http://www.ncst.nic.in) and for SC category the list of castes for each state is available on the site <http://www.socialjustice.nic.in>). A certificate containing any variation in the caste name will not be accepted. Further the OBC certificate should also clearly indicate that the candidate does not belong to creamy layer as defined by the Government of India for applying to posts and services under the Central Government.
- ii. The OBC claim of a candidate will be determined in relation to the State (or part of the State) to which his/her father originally belongs. A candidate who has migrated from one State (or part of the State) to another should, therefore, produce an OBC certificate which should have been issued to him/her based on his/her father's OBC certificate from the State to which he (father) originally belongs.
- iii. No change in the community status already indicated in the on-line application by a candidate for this examination will be allowed. Candidates seeking age relaxation are required to submit copies of necessary certificate(s) at the time of document verification.

**(b) Educational Qualifications (as on 01/11/2017):**

- i) A candidate should have passed 10<sup>th</sup> Standard (S.S.C./Matriculation) from the concerned State/UT coming under the Regional Jurisdiction of the Recruiting Office to which he is applying (Refer [Annex III](#)). Such qualification should be from a recognized board.
- ii) In addition to the above, the candidate should be a domicile of the State/UT coming under the Regional Jurisdiction of the Recruitment Office to which he/she is applying for (Refer [Annex III](#)).
- iii) The candidate should be an undergraduate as on 01/11/2017. Graduates and candidates possessing higher qualification are not eligible to apply.
- iv) Bank reserves the right to call for any document in support of domicile status of the candidate.
- v) A candidate belonging to Ex-servicemen category should at least have passed 10<sup>th</sup> Standard (S.S.C./Matriculation) and rendered at least 15 years of defence service, provided they have not graduated outside the Armed Forces.
- vi) Candidates applying to a recruiting office should be proficient in the language (i.e. know to read, write, speak and understand the language) of the state/UT falling under that office.

**(c) Scheme of Selection:**

**Selection would be done on the basis of Online Test (as given below) and Language Proficiency Test (LPT).**

**Online Test:**

Sr. No.	Name of Tests (Objective)	No. of Questions	Maximum Marks	Composite Time
1	Reasoning	30	30	90 minutes
2	General English	30	30	
3	General Awareness	30	30	
4	Numerical ability	30	30	
	<b>Total</b>	<b>120</b>	<b>120</b>	

- i. Online test except the test of General English will be in bilingual, i.e. English and Hindi.
- ii. There will be negative marking for wrong answer in the Online Test. 1/4th mark will be deducted for each wrong answer.
- iii. Candidates will have to pass with minimum prescribed mark in each subject of Online Test.
- iv. LPT will be of Qualifying Type. The candidates provisionally selected from the On-line Test will have to undergo a language proficiency test (LPT). LPT will be conducted in the Official / Local Language of the State concerned ([Annex-I](#)). **Candidate not proficient in the Official/Local Language would be disqualified.**
- v. Other detailed information regarding the test will be given in an Information Handout, which can be downloaded by the candidates from RBI's website along with call letter.
- vi. Roll No. of those candidates who have qualified for LPT on the basis of **Online test** will be displayed on RBI's website **in the month of January/February 2018**. Date for LPT will also be displayed on the website along with a brief notice thereof.
- vii. LPT is mandatory. No exemption of any sort will be given to any candidate from appearing in LPT, which will be conducted at respective offices. Final Selection will depend, on the performance in online test, qualifying in LPT, Medical fitness, verification of certificates and Biometric Data, etc. to the Bank's satisfaction. Decision of the Bank in this regard, will be final.
- viii. **BIOMETRIC DATA- Capturing and Verification**

It has been decided to capture the biometric data (thumb impression or otherwise) and photograph of the candidates on the day of Online Test before the examination. This will be verified after the examination and during the day of LPT. **Further, this will also be verified subsequently.**

Decision of the Biometric data verification authority with regard to its status (matched or unmatched) shall be final and binding upon the candidates.

Candidates are requested to take care of the following points in order to ensure a smooth process:

- i. If fingers are coated (stamped ink/mehndi /coloured etc.), ensure to thoroughly wash them so that coating is completely removed before the exam.
- ii. If fingers are dirty or dusty, ensure to wash them and dry them before the finger print (biometric) is captured.
- iii. Ensure fingers of both hands are dry. If fingers are moist, wipe each finger to dry them.
- iv. If the primary finger (left thumb) to be captured is injured/ damaged, immediately notify the concerned authority in the test centre. In such cases impression of other fingers etc. may be captured.

#### **(d) Pre-test Training for SC/ST/OBC/PWD candidates**

RBI may arrange combined pre-test training at certain centres for a limited number of SC/ST/OBC/PWD candidates in consonance with the guidelines issued by Government of India. Candidates belonging to the above categories who desire to avail themselves of such training may write to **the Regional Office of the Reserve Bank of India to whom the candidate is applying**. List of training centres given below is indicative. Candidates opting for pre-test training will be intimated about the training by the Regional Office. All expenses regarding travelling, boarding, lodging etc. will be borne by the candidates for attending the Pre-Test Training programme at the concerned Pre-Test Training Centre. Depending upon the response and administrative feasibility the right to cancel any of the pre-test training centres and/ or add some other Centres and/ or make alternative arrangements is reserved. Format of the Application form for pre-test training is as attached.

**Addresses of the Offices**

RESERVE BANK OF INDIA ASHRAM ROAD, AHMEDABAD – 380014	RESERVE BANK OF INDIA 10/3/08, NRUPATUNGA ROAD, BENGALURU - 560 001	RESERVE BANK OF INDIA HOSHANGABAD ROAD, BHOPAL - 462 011
RESERVE BANK OF INDIA CENTRAL VISTA, OPP. TELEPHONE BHAWAN, SECTOR 17, CHANDIGARH - 160 017	RESERVE BANK OF INDIA FORT CLACIS, 16, RAJAJISALAI, CHENNAI - 600 001	RESERVE BANK OF INDIA STATION ROAD, PANBAZAR, GUWAHATI - 781 001
RESERVE BANK OF INDIA 6-1-56, SECRETARIAT ROAD, SAIFABAD, HYDERABAD - 500 004	RESERVE BANK OF INDIA RAIL HEAD COMPLEX, JAMMU - 180 012	RESERVE BANK OF INDIA 15, N. S. ROAD, KOLKATA - 700 001
RESERVE BANK OF INDIA RESERVE BANK OF INDIA BLDG. 8-9, VIPIN KHAND, GOMTI NAGAR LUCKNOW - 226 010	RESERVE BANK OF INDIA MAIN BUILDING, SHAHID BHAGAT SINGH ROAD, FORT MUMBAI - 400 001	RESERVE BANK OF INDIA MAIN OFFICE BUILDING, DR RAGHAVENDRA RAO ROAD, CIVIL LINES, NAGPUR - 440 001
RESERVE BANK OF INDIA 6, SANSAD MARG NEW DELHI - 110 001	RESERVE BANK OF INDIA BAKERY JUNCTION THIRUVANANTHAPURAM - 695 033	

**5. Test Centres:**

Online test will be conducted in different venues (of different centres) of the states/UTs falling under the jurisdiction of the recruiting office. The tentative list of test centres is available in [Annex IV](#).

(i) RBI however, reserves the right to add/cancel any of the test venue/Centre, depending upon the response, administrative feasibility, etc.

(ii) As far as possible candidates will be allotted to a centre of his/her choice. However, RBI reserves the right to allot a candidate to any centre other than the one he/she has opted for. **A candidate may be allocated a centre of Test outside the State/UT for which vacancies he/she is applying.**

(iii) Candidate will appear for the online test as well as LPT at his/ her own risk and expenses. RBI will not be responsible for any injury or losses etc. of any nature.

(iv) No request for change of centre for Test shall be entertained.

(v) Centers for the LPT will be limited and may be done at Regional Office of RBI.



## **6. Service Conditions / Career Prospects:**

### **(i) Pay Scale:**

Selected Candidates will draw a starting basic pay of ₹10940/- per month in the scale of 10940 - 380 (4) - 12460 - 440 (3) – 13780 – 520 (3) – 15340 - 690 (2) -16720 – 860 (4) – 20160 – 1180 (3) - 23700 (20 years) and other allowances, viz.; Special Compensatory Allowance, City Compensatory Allowance, Family Allowance, House Rent Allowance, Dearness Allowance, Grade Allowance, etc. as admissible from time to time. At present, initial monthly Gross emoluments for Office Attendants is approximately ₹ 22,339/-

### **(ii) Perquisites:**

RBI's accommodation subject to availability, Medical Reimbursement on declaration basis, Reimbursement of education expenses, Reimbursement of cost of spectacles, Book Grant, News Paper Bill, Furnishing of Residence, Reimbursement of GSLI, Car Insurance, Conveyance allowance, Leave Fare Concession, etc. as per eligibility.

**The recruits will be governed by the Defined Contribution New Pension Scheme, in addition to the benefit of Gratuity.**

## **7. HOW TO APPLY**

### **DETAILED GUIDELINES/PROCEDURES FOR**

#### **A. APPLICATION REGISTRATION**

#### **B. PAYMENT OF FEES**

**Candidates can apply online only from November 17, 2017 to December 07, 2017 and no other mode of application will be accepted.**

### **IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION**

Before applying online, candidates should-

- i. Scan their photograph and signature ensuring that both the photograph and signature adhere to the required specifications as given under Guideline for photograph & signature scan and upload ([Annex V](#)).
- ii. Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.
- iii. Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. Bank may send call letters for the Test etc. through the registered e-mail ID. Under no circumstances, a candidate should share with /mention e mail id to any other person. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying On-line and must maintain that email account and mobile number.

**iv. Application Fees/ Intimation Charges (Non- Refundable) Payable November 17, 2017 to December 07, 2017**

**(Online payment)**

**Rs. 50/- for SC/ST/PWD/EXS. (Intimation Charges)**

**Rs. 450/- for OBC/General candidates (Test fee + Intimation Charges)**

**Staff candidates are exempted from payment of test fee and intimation charges.**

**A. Application Procedure**

1. Candidates may go to the **RBI** website [www.rbi.org.in](http://www.rbi.org.in) and click on the option "[Recruitment for the post of Office Attendant](#)" which will open a new screen.
2. To register application, choose the tab "**Click here for New Registration**" and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.
3. In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required. Visually Impaired candidates should fill the application form carefully and verify/ get the details verified to ensure that the same are correct prior to final submission.
4. **Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the FINAL SUBMIT BUTTON.**
5. The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets/Identity proof. Any change/alteration found may disqualify the candidature.
6. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
7. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature.
8. Candidates can proceed to fill other details of the Application Form.
9. Click on the Preview Tab to preview and verify the entire application form before FINAL SUBMIT.
10. **Modify details, if required, and click on 'FINAL SUBMIT' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.**
11. Click on 'Payment' Tab and proceed for payment.
12. Click on 'Submit' button.

## **B. PAYMENT OF FEES**

### **ONLINE MODE**

1. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
2. Bank Transaction charges for Online Payment of application fees/intimation charges will have to be borne by the candidate.
3. The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.
4. 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 SO AS TO AVOID DOUBLE CHARGE.
5. On successful completion of the transaction, an e-Receipt will be generated.
6. 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.
7. Candidates are required to take **a printout of the e-Receipt** and online Application Form containing fee details. **Please note that if the same cannot be generated, online transaction may not have been successful.**
8. 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.
9. To ensure the security of your data, please close the browser window once your transaction is completed.
10. **There is facility to print application form containing fee details after payment of fees.**

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

Please note that all the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Address, Mobile Number, Email ID, Centre of Test etc. will be considered as final and no modifications will be allowed after submission of the online application form. Candidates are hence requested to fill in the online application form with the utmost care as no correspondence regarding change of details will be entertained. RBI will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the application or omission to provide the required details in the application form.

An online application which is incomplete in any respect such as without photograph and signature uploaded in the online application form will not be considered as valid.

Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till the last date for depositing the fee to avoid the possibility of disconnection/inability/failure to log on the RBI's website on account of heavy load on internet/website jam.

RBI does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of RBI.

**Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.**

Any information submitted by an applicant in his/ her application shall be binding on the candidate personally and he/she shall be liable for prosecution/ civil consequences in case the information/ details furnished by him/ her are found to be false at a later stage.

### **8. General Rules/ Instructions:**

(i) Candidates can apply for a vacancy existing in one office only and will have to opt for the online test from a *centre within the states/UTs under the regional jurisdiction of that office. For example, candidate applying to Ahmedabad office can opt for center only from the state/UT of Gujarat/Daman and Diu.*

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

(iii) **All educational qualifications should have been obtained from recognized Boards/ institutions in India. If grades are awarded instead of marks, candidates should clearly indicate its numerical equivalent.**

(iv) **Candidates should satisfy themselves about their eligibility for the post applied for.**

(v) **The Bank shall not entertain requests from the candidates seeking advice about their eligibility to apply.**

(vi) **Candidates already in service of Government/quasi-Government organizations and public sector banks / undertakings will have to produce a “no objection certificate” from their employer, at the time of LPT. However, before appointment in RBI, a proper discharge certificate from the employer will have to be produced.**

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

(viii) **The candidates will have to appear for the exam at their own cost.**

(ix) **CANDIDATES REPORTING LATE** i.e. after the reporting time specified on the call letter for Test will not be permitted to take the test. The reporting time mentioned on the call letter is prior to the Start time of the test. Though the duration of the test is 1 ½ hour for test, candidates may be required to be at the venue for about 2 to 3 hours including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions.

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

(xi) Candidates seeking age relaxation are required to submit copies of necessary certificate(s) at the time of LPT/specified date.

(xii) A declaration is required to be submitted in the prescribed format by candidate seeking reservation as OBC, that he/she does not belong to the creamy layer as on date of LPT/specified date. The OBC certificate containing the non-creamy clause should have been issued after **01.10.2017**.

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

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

**(xiv) In the test hall as well as at the time of LPT, the call letter along with a photocopy of the candidate's currently valid photo identity such as Aadhar/ E-Aadhar card with a photograph /PAN Card/ Passport/ Driving Licence (only Permanent)/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer on official letterhead/ Photo identity proof issued by a People's Representative on official letterhead/ valid recent Identity Card issued by a recognized college/ university / Employee ID/ Bar Council Identity card with photograph should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the Online Test as well as in LPT.**

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

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

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

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

- (a) using unfair means or
- (b) impersonating or procuring impersonation by any person or
- (c) misbehaving in the test / LPT hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or
- (d) resorting to any irregular or improper means in connection with his/ her candidature or
- (e) obtaining support for his/ her candidature by unfair means, or
- (f) carrying mobile phones or similar electronic devices of communication in the test / LPT hall, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable :

- (I) to be disqualified from the test for which he/ she is a candidate
- (II) to be debarred either permanently or for a specified period from any test conducted by RBI.
- (III) for termination of service, if he/ she has already joined the Bank.

(xvi) **The Biometric thumb impression of candidate may be verified at the time of LPT or in a subsequent selection procedure to establish identity of the candidate.**

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

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

(xix) In all correspondence with RBI, **Registration number received on submission of application and Roll no.** indicated in 'Call Letter' must be quoted.

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

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

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

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

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

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

(xxvi) RBI will not furnish the mark-sheet to candidates. However, the online test marks may be available on RBI's website after the declaration of the final result.

(xxvii) The post is also open to the employees of RBI (**staff candidates**) who satisfy the eligibility criteria. However, they will get age relaxation. **Part-time employees of the Bank will not be treated as staff candidates.**

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

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

**Annex I****Language proficiency Test****Language**

The Office wise local languages are as follows:

- Ahmedabad – Gujarati
- Bangalore – Kannada
- Bhopal – Hindi
- Chandigarh – Punjabi / Hindi
- Chennai – Tamil
- Guwahati – Assamese / Bengali / Khasi / Manipuri / Bodo / Mizo
- Hyderabad – Telugu
- Jammu – Urdu / Hindi
- Lucknow – Hindi
- Kolkata – Bengali
- Mumbai – Marathi / Konkani
- Nagpur – Marathi / Hindi
- New Delhi – Hindi
- Thiruvananthapuram – Malayalam



**Annex II**

**FORM - A**

**Form of Certificate applicable for Released/Retired Personnel**

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

2. He has been released from military services:

# a) on completion of assignment otherwise than

(i) by way of dismissal, or

(ii) by way of discharge on account of misconduct or inefficiency, or (iii) on his own request, but without earning his pension, or

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

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

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

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

Place:

Date:

Signature, Name and Designation of the  
Competent Authority\*\*

SEAL

# Delete the paragraph which is not applicable.

**FORM - B**

**Form of Certificate for Serving Personnel**

**(Applicable for serving personnel who are due to be released within one year)**

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

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

3. No disciplinary case is pending against him.

Place:

Date:

SEAL

Signature, Name and Designation of the  
Competent Authority\*\*

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

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

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

Place:  
Date:

Signature and Name of Candidate

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

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

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

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

Place :  
Date :

Signature, Name and Designation of  
the Competent Authority

SEAL

\*\* Authorities who are competent to issue certificate to Armed Forces Personnel for availing Age concessions are as follows:

(a) in case of Commissioned Officers including ECOs/SSCOs: Army: Military Secretary Branch, Army Hqrs., New Delhi; Navy: Directorate of Personnel, Naval Hqrs., New Delhi; Air Force: Directorate of Personnel Officers, Air Hqrs., New Delhi.

(b) in case of JCOs/ORs and equivalent of the Navy and Air Force: Army: By various Regimental Record Offices; Navy: BABS, Mumbai; Air Force: Air Force Records, New Delhi.

**Annex III****Recruitment zones for RBI offices for recruitment in Class IV**

<b>SR NO</b>	<b>RECRUITING OFFICE</b>	<b>REGIONAL JURISDICTION OF THE RECRUITING OFFICE</b>
1	Ahmedabad	Gujarat and Union Territories of Daman and Diu
2	Bengaluru	Karnataka
3	Bhopal	Chhattisgarh and Madhya Pradesh
4	Chandigarh	Haryana, Himachal Pradesh, Punjab, and Union Territory of Chandigarh
5	Chennai	Tamil Nadu, Puducherry
6	Guwahati	Assam, Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland, and Tripura
7	Hyderabad	Andhra Pradesh and Telangana
8	Jammu	Jammu and Kashmir
9	Lucknow	Uttar Pradesh, Uttarakhand
10	Kolkata	West Bengal, Sikkim and the Andaman and Nicobar Islands
11	Mumbai	Maharashtra (excluding Vidarbha region) Goa and Union Territories of Dadra and Nagar Haveli
12	Nagpur	Vidarbha region of Maharashtra State and Madhya Pradesh and Chhattisgarh
13	New Delhi	Delhi, Haryana
14	Thiruvananthapuram	Kerala and the Lakshadweep Islands

N.B. - Scheduled Tribe applicants residing in the Vidarbha Region of Maharashtra can apply either to Mumbai Office or Nagpur Office.

**Annex IV**

State Code	State / UT/ NCR	Centre	Regional Office		State Code	State / UT/ NCR	Centre	Regional Office
11	<b>Andaman &amp; Nicobar</b>				30	<b>Madhya Pradesh</b>		
		Port Blair	Kolkata				Bhopal	Bhopal
							Gwalior	Bhopal
12	<b>Andhra Pradesh</b>						Indore	Bhopal
		Chirala	Hyderabad				Jabalpur	Bhopal
		Chittoor	Hyderabad				Sagar	Bhopal
		Guntur	Hyderabad				Satna	Bhopal
		Hyderabad	Hyderabad				Ujjain	Bhopal
		Kakinada	Hyderabad					
		Kurnool	Hyderabad		31	<b>Maharashtra</b>		
		Nellore	Hyderabad				Amravati	Nagpur
		Ongole	Hyderabad				Aurangabad	Mumbai
		Puttur	Hyderabad				Chandrapur	Nagpur
		Rajahmundry	Hyderabad				Dhule	Mumbai
		Srikakulam	Hyderabad				Jalgaon	Mumbai
		Tirupati	Hyderabad				Kolhapur	Mumbai
		Vijayawada	Hyderabad				Latur	Mumbai
		Visakhapatnam	Hyderabad				Mumbai/Thane/Navi Mumbai	Mumbai
		Vizianagaram	Hyderabad				Nagpur	Nagpur
							Nanded	Mumbai
13	<b>Arunachal Pradesh</b>						Nasik	Mumbai
		Itanagar	Guwahati				Pune	Mumbai
		Naharlagun	Guwahati				Ratnagiri	Mumbai
							Satara	Mumbai
14	<b>Assam</b>						Sangli	Mumbai
		Dibrugarh	Guwahati					
		Guwahati	Guwahati		32	<b>Manipur</b>		
		Jorhat	Guwahati				Imphal	Guwahati
		Kokrajhar	Guwahati					
		Silchar	Guwahati		33	<b>Meghalaya</b>		
		Tejpur	Guwahati				Ri-Bhoi	Guwahati
							Shilong	Guwahati
16	<b>Chandigarh</b>							
		Chandigarh, Mohali	Chandigarh		34	<b>Mizoram</b>		
							Aizawl	Guwahati
17	<b>Chattisgarh</b>							
		Bilaspur	Bhopal		35	<b>Nagaland</b>		
		Bilaspur	Bhopal				Kohima	Guwahati
		Raipur	Bhopal					
					37	<b>Puducherry</b>		
20	<b>Delhi</b>						Puducherry	Chennai
		Bahadurgarh	New Delhi					
		Delhi NCR	New Delhi		38	<b>Punjab</b>		
		Faridabad	New Delhi				Amritsar	Chandigarh
		Ghaziabad	New Delhi				Bhatinda	Chandigarh
		Greater Noida	New Delhi				Fategarh Sahib	Chandigarh
		Gurgaon	New Delhi				Jalandhar	Chandigarh
							Ludhiana	Chandigarh

State Code	State / UT/ NCR	Centre	Regional Office		State Code	State / UT/ NCR	Centre	Regional Office
21	<b>Goa</b>						Mohali	<b>Chandigarh</b>
		Panaji	<b>Mumbai</b>				Patiala	<b>Chandigarh</b>
		Verna	<b>Mumbai</b>				Phagwara	<b>Chandigarh</b>
							Sangrur	<b>Chandigarh</b>
22	<b>Gujarat/Diu Daman</b>							
		Ahmedabad	<b>Ahmedabad</b>		40	<b>Sikkim</b>		
		Gandhinagar	<b>Ahmedabad</b>				Gangtok	<b>Kolkata</b>
		Anand	<b>Ahmedabad</b>					
		Himatnagar	<b>Ahmedabad</b>		41	<b>Tamilnadu</b>		
		Jamnagar	<b>Ahmedabad</b>				Chennai	<b>Chennai</b>
		Mehsana	<b>Ahmedabad</b>				Coimbatore	<b>Chennai</b>
		Rajkot	<b>Ahmedabad</b>				Dindigul	<b>Chennai</b>
		Surat	<b>Ahmedabad</b>				Krishnagiri	<b>Chennai</b>
		Vadodara	<b>Ahmedabad</b>				Madurai	<b>Chennai</b>
							Nagercoil	<b>Chennai</b>
23	<b>Haryana</b>						Namakkal	<b>Chennai</b>
		Ambala	<b>Chandigarh</b>				Perambalur	<b>Chennai</b>
		Hissar	<b>Chandigarh</b>				Salem	<b>Chennai</b>
		Karnal	<b>Chandigarh</b>				Thanjavur	<b>Chennai</b>
		Kurukshetra	<b>Chandigarh</b>				Thiruchirapalli	<b>Chennai</b>
		Palwal	<b>New Delhi</b>				Thoothukodi	<b>Chennai</b>
		Panipat	<b>Chandigarh</b>				Tirunelveli	<b>Chennai</b>
		Sonipat	<b>New Delhi</b>					
		Yamuna Nagar	<b>Chandigarh</b>		42	<b>Telangana</b>		
							Hyderabad	<b>Hyderabad</b>
24	<b>Himachal Pradesh</b>						Karimnagar	<b>Hyderabad</b>
		Baddi	<b>Chandigarh</b>				Khammam	<b>Hyderabad</b>
		Bilaspur	<b>Chandigarh</b>				Warangal	<b>Hyderabad</b>
		Dharamshala	<b>Chandigarh</b>					
		Hamirpur	<b>Chandigarh</b>		43	<b>Tripura</b>		
		Kangra	<b>Chandigarh</b>				Agartala	<b>Guwahati</b>
		Kullu	<b>Chandigarh</b>					
		Mandi	<b>Chandigarh</b>		44	<b>Uttar Pradesh</b>		
		Shimla	<b>Chandigarh</b>				Agra	<b>Lucknow</b>
		Solan	<b>Chandigarh</b>				Aligarh	<b>Lucknow</b>
		Una	<b>Chandigarh</b>				Allahabad	<b>Lucknow</b>
							Bareilly	<b>Lucknow</b>
25	<b>Jammu &amp; Kashmir</b>						Bulandshaher	<b>Lucknow</b>
		Jammu	<b>Jammu</b>				Gorakhpur	<b>Lucknow</b>
		Kathua	<b>Jammu</b>				Jhansi	<b>Lucknow</b>
		Samba	<b>Jammu</b>				Kanpur	<b>Lucknow</b>
							Lucknow	<b>Lucknow</b>
27	<b>Karnataka</b>						Mathura	<b>Lucknow</b>
		Belagavi	<b>Bengaluru</b>				Meerut	<b>New Delhi</b>
		Bengaluru	<b>Bengaluru</b>				Moradabad	<b>Lucknow</b>
		Kalaburgi	<b>Bengaluru</b>				Muzaffarnagar	<b>New Delhi</b>
		Hubli	<b>Bengaluru</b>				Unnao	<b>Lucknow</b>
		Mangalore	<b>Bengaluru</b>				Varanasi	<b>Lucknow</b>
		Mysuru	<b>Bengaluru</b>					



**Annex V****GUIDELINES FOR SCANNING THE PHOTOGRAPH & SIGNATURE**

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

**(i) PHOTOGRAPH IMAGE :**

- Photograph must be a recent passport style colour picture.
- The picture should be in colour, against a light-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 is no “red-eye”
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious head wear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between 20kb–50 kb
- Ensure that the size of the scanned image is not more than 50KB. If the size of the file is more than 50 KB, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

**(ii) SIGNATURE IMAGE:**

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

**(iii) SCANNING THE PHOTOGRAPH & SIGNATURE:**

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Colour to True Colour
- File Size as specified above
- Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg  
Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.

Candidates using MS Windows/MsOffice can easily obtain photo and signature in .jpeg format not exceeding 50KB & 20KB respectively by using MS Paint or MSOffice Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using ‘Save As’ option in the File menu and size can be reduced below 50KB (photograph) & 20KB (signature) by using crop and then resize option (Please see point (i) & (ii) above for the pixel size) in the ‘Image’ menu. Similar options are available in other photo editor also. If the file size and format are not as prescribed, an error message will be displayed. While filling in the Online Application Form the candidate should fill in all his/her details on Page 1. After verifying that the details filled in are correct



and clicking on the 'Submit/ Next' button a link will be provided on Page 2 of the online application form to upload his/her photograph and signature.

**(iv) PROCEDURE FOR UPLOADING THE PHOTOGRAPH AND SIGNATURE**

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

**Note:**

- In case the face in the photograph or signature is unclear the candidate's application will be rejected.
- Candidates are advised to take a printout of their system generated online application forms after registering.
- In case the photograph or signature is unclear, the candidate may edit his/her application and re upload his/her photograph or signature.
- Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.

## SCRIBE DECLARATION FORM

### GUIDELINES REGARDING PERSONS WITH DISABILITIES

Those candidates who are visually impaired and other candidates whose writing speed is affected permanently for any reason can use own scribe at own cost during the online test. In all such cases where a scribe is used, the following rules will apply:

- Please ensure you are eligible to use a scribe as per the Government of India rules governing the recruitment of Persons with Disabilities.
- The candidate will have to arrange his own scribe at his own cost.
- The scribe can be from any academic stream.
- 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, confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe as mentioned above. Further, in case it later transpires that he/she did not fulfill any of the laid-down eligibility criteria or suppressed material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the test.
- **Such candidate who uses a scribe shall be eligible for compensatory time of 20 minutes for every hour of the test. (Blind/Low Vision candidates and other candidates whose writing speed is affected permanently for any reason, whether availing the facility of scribe or not shall be allowed compensatory time of 20 minutes and or part thereof for every hour of the test.)**
- **Visually Impaired candidates under Blind/Low Vision, who use scribe, may skip the non-verbal questions, if any, in Test of Reasoning and questions on Table/Graph, if any, in Test of Numerical Ability. The candidates will be awarded marks for such Section based on the overall average obtained in other Sections of the respective test.**

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

### DECLARATION

We, the undersigned, Shri/Smt/Kum. \_\_\_\_\_ **eligible Candidate for**  
 the \_\_\_\_\_ test and Shri/Smt/Kum. \_\_\_\_\_ **eligible writer**  
**(scribe)** for the eligible candidate, do hereby declare that :

1. The scribe is identified by the candidate at his/her own cost and as per own choice. The candidate is **blind/low vision and other candidates whose writing speed is affected permanently for any reason** and s/he needs a writer (scribe) as permissible under the Government of India rules governing the recruitment of Physically Challenged persons.
2. As per the rules, the candidate availing services of a scribe is eligible for compensatory time of 20 minutes for every hour of the test.
3. In view of the importance of the time element and the test being of a competitive nature, the candidate undertakes to fully satisfy the Medical Officer of the Organization that there was necessity for use of a scribe as his/her writing speed is affected by the disabilities mentioned in Paragraph '1' above.

4. In view of the fact that multiple appearance / attendance in the test are not permitted, the candidate undertakes that he/she has not appeared / attended the test more than once and that the scribe arranged by him/her is not a candidate for the test. Also, the same scribe cannot be used by more than one candidate. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled.
5. We hereby declare that all the above statements made by us are true and correct to the best of our knowledge and belief. We also understand that in case it is detected at any stage of recruitment that we do not fulfill the eligibility norms and/or that the information furnished by us is incorrect/false or that we have suppressed any material fact(s), the candidature of the applicant will stand cancelled, irrespective of the result of the test. If any of these shortcoming(s) is/are detected even after the candidate's appointment, his/her services are liable to be terminated. In such circumstances, both signatories will be liable to criminal prosecution.

I, \_\_\_\_\_ (Scribe), am not a candidate for this recruitment.

**Given under are our signature and contact details:-**

**Signature of the Scribe Candidate**

**Signature of the Candidate**

**Roll No. :**

**Registration No. :**

**Postal Address of the Scribe Candidate**

**Postal Address of the Candidate**

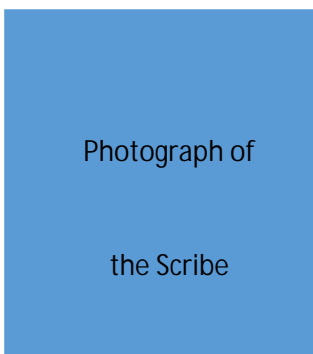
**Mobile No. of the Scribe Candidate**

**Mobile No. of the Candidate**

**Landline No. of the Scribe Candidate**

**Landline No. of the Candidate**

**Signature of Invigilator**



**Application for Pre examination Training**

The Regional Director/General Manager-in-charge  
Reserve Bank of India

\*\*  
\_\_\_\_\_

Dear Sir,

**Pre-examination Training – Recruitment of Office Attendant**

I have applied to RBI for the post of Office Attendant. Please register my name for the captioned training in English/Hindi medium. I enclose an attested copy of the Caste/Tribe/Disability Certificate. I note that I will have to make my own arrangements for stay and meet all related expenses. I also note that undergoing the training will not confer on me any right to be called for the Examination or for recruitment in the Bank's service.

Yours faithfully

(Signature)

Name :

Place:

Date:

Address:

Email:

Mobile:

Encl:

1. Attested copy of the Caste/Tribe/Disability Certificate
2. Copy of e-receipt as proof of having applied for the exam

*\*\* Addresses of our offices are given in the Advertisement. A candidate can select only that office for which he/she has applied*

*# Delete inapplicable*

**Note:**

- 1. Training in Hindi will be held only if sufficient numbers of candidates are registered.**
- 2. The application must reach the concerned office latest by December 08, 2017. Kindly superscribe "Application for pre examination training for the post of Office Attendant 2017" on the envelope.**