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[Home](#) - Database
 

### Recruitment for the post of Assistant

The Reserve Bank of India invites applications from eligible candidates for 506 posts of "Assistant" in various offices of the Bank. Selection for the post will be through a country-wide competitive Online Examination and Interview.

The [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/ Rojghar Samachar on or after July 26, 2014.

Application will be accepted only Online through the Banks' website.

#### Important Dates:

Website Link Open	16.07.2014 to 06.08.2014
Payment of Examination Fees Online	16.07.2014 to 06.08.2014
At Bank Branches	18.07.2014 to 11.08.2014
Schedule of Online Test (Tentative)	Varied dates around fourth week of September 2014

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

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

["Recruitment for the post of Assistant"](#)

#### 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)

**Helpline: In case of any problem in filling up the form, payment of fee or receipt of call letter, queries may be made at 1800222366 or [ibps@ibps.in](mailto:ibps@ibps.in)**

**Don't forget to mention 'RBI Assistant Examination' in the subject box of the email.**

Sr. No	Office	Vacancies					PWD #			EXS #	
		SC	ST	OBC	GEN	Total	VI	HI	OH	EX-1	EX-2
1	Ahmedabad	2	3	0	5	10	1	0	0	0	1
2	Bangalore	6	3(1)	10	18	37	1	0	0	2	4
3	Bhopal	5	8	5	19	37	0	1	0	2	4
4	Bhubaneswar	4	5	3	13	25	0	0	0	1	3
5	Chandigarh	10	0	8	22	40	1	0	0	2	4
6	Chennai	4	2	8	16	30	1	0	0	1	3
7	Guwahati	1	2	2	5	10	0	0	0	0	1
8	Hyderabad	7(1)	2	9	18	36	1	1	0	2	4
9	Jaipur	5(1)	3	5	13	26	0	0	1	1	3
10	Jammu	1	1	3	5	10	0	0	0	0	1
11	Kanpur & Lucknow	10	0	13	23	46	1	1	0	2	5
12	Kolkata	1	7	7	15	30	1	0	1	1	3
13	Mumbai	6	6	18	30	60	1	1	0	3	6
14	Nagpur	10	0	0	10	20	0	0	1	1	2
15	New Delhi	4	0	6	10	20	0	0	1	1	2
16	Patna	4	1	2	32	39	1	0	0	2	4
17	Thiruvananthapuram & Kochi	0	0	11	19	30	0	0	0	1	3
	Total	80	43	110	273	506	9	4	4	22	53

The vacancies in brackets ( ) indicate backlog.

(Bhopal includes 2 vacancies for Raipur, Chandigarh includes 3 vacancies for Shimla, Guwahati includes 2 vacancies for Agartala and 2 for Shillong, Kanpur and Lucknow includes 2 vacancies for Dehradun, Mumbai includes 1 vacancy for Panaji and 8 for CAB Pune, Patna includes 4 vacancies for Ranchi)

**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/ Dependants of Ex-servicemen killed in action, EX-2 - Ex-servicemen

(normal)

# 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.

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

## 2. Definition:

### i) Ex-Serviceman:

Only those candidates shall be treated as Ex-Serviceman who fulfil 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 **06.08.2015** 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 **08.09.2015**. Forms of the certificates to be submitted by all these candidates are provided in [Annex II](#) and these are submitted at the time of interview 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-Serviceman and dependents of Servicemen killed in action, clubbed together. First priority in the matter of appointment will be given to the Disabled Ex-Serviceman and second priority will be given to 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.

## 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 Handicapped 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:

**OA** - One arm affected (Right or Left) –**BL** – Both legs affected but not arms, **OL** – One leg affected (Right or Left), **PD** – Partially deaf, **D** – Deaf, **B** – Blind, **LV** – Low Vision

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, in order to clear the backlog of PWD vacancies in those centers where the backlog exists.

### B. Guidelines for PWD Using of scribe:

Those candidates who are visually impaired or affected by cerebral palsy with loco-motor impairment and whose writing speed is affected can use own scribe at own cost during the online examination. In all such cases where a scribe is used, the following rules will apply:

i) The candidate will have to arrange for his/her own scribe at his/her own cost. Same scribe cannot be used by more than one candidate. The scribe arranged by the candidate should not be a candidate for the exam. If violation of this is detected at any

stage of the recruitment process, candidature of both, the candidate and the scribe will be cancelled

ii) The scribe can be from any academic discipline.

iii) Both, the candidates using a Scribe and the Scribe are required to give a suitable undertaking along with the Call Letter at the time of examination. The undertaking must confirm that the scribe fulfills all the stipulated criteria 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 online examination. [Proforma of undertaking is available on RBI web site.](#)

iv) Such candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination. However, the candidates with low vision will be allowed compensatory time while writing the examination regardless of whether they opt for amanuenses/scribe or self writing or with the help of assistive devices like magnifier.

(v) Candidates eligible for and who wish to use the services of scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request may not be favorably entertained.

(vi) Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font. All such candidates will be eligible for compensatory time of 20 minutes for every hour of the examination. This facility (to view the contents of the test in magnified font) will not be available to Visually Impaired candidates who use services of a Scribe for the examination.

(vii) Candidates affected by Locomotor disability/Cerebral palsy where dominant (writing) extremity is affected to the extent of slowing performance of function (minimum 40% impairment) will also be eligible for extra time of 20 minutes per hour of examination.

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.

#### 4. Eligibility Criteria :

##### (a) Age (as on 01-07-2014):

Between 18 and 28 years. Candidates must have been born not earlier than 02/07/1986 and not later than 01/07/1996 (both days including) are only eligible to apply.

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

Upper age limit will be relaxed as under :

Sr. No	Category	Relaxation in Age
(i)	Scheduled Caste / Scheduled Tribe (SC / ST)	By 5 years, i.e. up to 33 years
(ii)	Other Backward Classes (OBC)	By 3 years, i.e. up to 31 years
(iii)	Persons with 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 who had ordinarily been domiciled in Kashmir Division of the State of Jammu and Kashmir between 1st January, 1980 and 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 interview.

##### (b) Educational Qualifications (as on 06-08-2014):

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

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

iii) Candidates applying for post in a particular state should be proficient in the language of the state i.e. know to read, write, speak and understand the language.

##### (c) Scheme of Selection:

Selection will be through Online Examination and Interview. The Online Examination will be for 200 marks and is tentatively scheduled to be held in the fourth week of **September 2014**

Sr. No.	Name of Tests (Objective)	No of Questions	Maximum Marks	Total Time
1	Test of Reasoning	40	40	
2	Test of English Language	40	40	
3	Test of Numerical Ability	40	40	2 Hours
4	Test of General Awareness	40	40	

5	Test of Computer Knowledge	40	40
	Total	200	200

i) The above tests except the Test of English Language will be available bilingually, i.e. English and Hindi.

ii) **A candidate has to qualify in each part of the Objective test separately. There will be negative marks for wrong answers in the Objective tests. 1/4th marks will be deducted for each wrong answer. Candidates will have to pass in each of the objective tests.**

iii) **Other detailed information regarding the examination will be given in an Information Handout, which will be made available for the candidates to download along with the call letter for examination from the RBI's website.**

iv) Roll No. of the candidates successful in online examination will be available on RBI's website and a brief notice thereof will be published in leading newspapers in October 2014.

v) Only such number of candidates will be called for interview who stand sufficiently high in merit on the aggregate marks of the Objective Tests, such merit being decided by the Bank in relation to the number of vacancies to be filled in.

vi) Final selection will be on the basis of candidate's performance in the written examination and interview taken together in order of merit.

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

RBI may arrange pre-examination 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-examination 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-Examination Training programme at the concerned Pre-Examination Training Centre. Depending upon the response and administrative feasibility the right to cancel any of the pre-examination training centres and/ or add some other Centres and/ or make alternative arrangements is reserved. [Format of the Application form for pre examination training is available on the RBI website.](#)

#### 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 Pt. Jawaharlal Nehru Marg, Bhubaneswar - 751 001.
Reserve Bank of India Central Vista, Opp. Telephone Bhawan, Sector 17, Chandigarh - 160 017.	Reserve Bank of India Fort Glacis, 16, Rajaji Salai, Chennai - 600 001	Reserve Bank of India Station Road, Panbazar, Guwahati - 781001.	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, Rambagh Circle, Tonk Road, Jaipur - 302 052.	Reserve Bank of India Mahatma Gandhi Road, Kanpur - 208001.	Reserve Bank of India 15, N.S. Road, Kolkata - 700 001.
Reserve Bank of India Main Building, Shahid Bhagat Singh Road, Mumbai - 400 001.	Reserve Bank of India Main Office Building, Dr. Raghavendra Rao Road, Civil Lines, Nagpur - 440 001.	Reserve Bank of India South Gandhi Maidan, Patna - 800 001.	Reserve Bank of India 6, Sansad Marg, New Delhi - 110 001.

Reserve Bank of India, Bakery Junction, Thiruvananthapuram - 695 033.

#### 5. Examination Centres:

(i) The examination will be conducted online in venues across many centres in India. The tentative list of Examination centres is available in [Annex III](#).

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

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

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

(v) No request for change of centre for Examination shall be entertained.

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

##### (i) Pay Scale:

Selected Candidates will draw a starting basic pay of ₹ 8,860/- per month (i.e. ₹ 8,040/- plus two advance increments admissible to graduates only) in the scale of ₹ 8,040 – 410 – 9270 – 500 – 11,270 – 550 – 13,470 – 650 – 15,420 – 720 – 16,140 – 990 – 20,100 (20 years) and other allowances, viz. Dearness Allowance, House Rent Allowance, City Compensatory Allowance, Transport Allowance etc., as admissible from time to time. At present, initial monthly Gross emoluments for Assistants is approximately ₹ 22,732/-

##### (ii) Perquisites:

RBI's accommodation subject to availability, reimbursement of expenses for maintenance of vehicle for official purpose, Newspaper, Brief case, Book Grant, Allowance for furnishing of residence, etc. as per eligibility. Dispensary facility besides reimbursement of medical expenses for OPD treatment/hospitalization as per eligibility; Interest free Festival Advance, Leave Fare Concession (once in two years for self, spouse and eligible dependents). Loans and Advances at concessional rates of interest for Housing, Car, Education, Consumer Articles, Personal Computer, etc. The recruits will be governed by the Defined Contribution

New Pension Scheme, in addition to the benefit of Gratuity.

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

(iv) Selected candidates will be initially posted in RBI's office within the Recruitment Zone for which they had applied. However, they are liable to be transferred in administrative exigencies to centres grouped and classified into West, South, North and East Zone offices as under:

**(a) West Zone:**

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

**(b) South Zone:**

Bangalore, Chennai, Hyderabad, Kochi and Thiruvananthapuram.

**(c) North Zone:**

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

**(d) East Zone:**

Bhubaneswar, Guwahati (including all North Eastern states), Kolkata and Patna (including Ranchi).

**7. HOW TO APPLY**

Candidates can apply online only from 16.7.14 to 6.8.14 and no other mode of application will be accepted.

**Pre-Requisites for Applying Online**

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 in [Annex I](#) to this advertisement.

(ii) if desiring to make online payment of application fees/ intimation charges keep the necessary details/documents ready (In case of Offline Payment i.e. CBS candidates have to apply online, obtain a fee payment challan and then remit the necessary application fees/ intimation charges).

(iii) have a valid personal email ID, which should be kept active till the declaration of results. RBI may send call letters for the Examination etc. through the registered e-mail ID. Under no circumstances, a candidate should share with/mention e-mail ID to / of 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 before applying on-line and must maintain that email account.

**Application Fees/ Intimation Charges (Non- Refundable) Payable from 16.07.2014 to 06.8.14 (Online payment) and 18.07.2014 to 11.08.2014 (Offline payment) both dates inclusive] shall be as follows**

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

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

Bank Transaction charges for Offline/ Online Payment of application fees/ intimation charges will have to be borne by the candidate

**Procedure for applying online**

(1) Candidates are first required to go to RBI website [www.rbi.org.in](http://www.rbi.org.in) and click on the Home Page to open the link "Recruitment for the post of Assistant" and then click on the option " Recruitment for the post of Assistant" to open the On-Line Application Form.

(2) Candidates will have click on "Click here for New Registration" link to register their application by entering their basic information in the online application form. After that 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. They can reopen the saved data using Provisional registration number and password and edit the particulars, if needed. Basic information once saved cannot be edited.

(3) Candidates are required to upload their photograph and signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature ([Annex I](#))

(4) Candidates should carefully fill in the details in the On-Line Application at the appropriate places very carefully and click on the "FINAL SUBMIT" button at the end of the On-Line Application format. Before pressing the "FINAL SUBMIT" button, candidates are strongly advised to carefully check every field filled in the application. 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/photo identity proof . Any change/alteration found may disqualify the candidature

**(5) Candidates are advised to carefully fill in the online application themselves No change is permitted after clicking on FINAL SUBMIT Button. 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.**

(6) In case the candidate is unable to fill in the application form in one go, he/ she can save the data already entered. Once the application is filled in completely, candidate should submit the data.

**Mode of Payment**

Candidates have the option of making the payment of requisite fees/ intimation charges either through the ONLINE mode or the OFFLINE mode:

**(1) Payment of fees/ intimation charges via the ONLINE MODE**

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

- (ii) The payment can be made by using only Master/ Visa Debit or Credit cards or Internet Banking by providing information as asked on the screen.
- (iii) After Final Submit, an additional page of the application form is displayed wherein candidates may follow the instructions and fill in the requisite details.
- (iv) If the online transaction has not been successfully completed then candidates are advised to login again with their provisional registration number and password and pay the Application Fees/ Intimation Charges online.
- (v) On successful completion of the transaction, an **e-receipt** will be generated.
- (vi) Candidates are required to **take a printout of the e-receipt** and online application form. Please note that if the same cannot be generated online transaction may not have been successful.
- (vii) Amount of fees debited for unsuccessful transaction will be refunded to the candidate's account in due course.

**Note:**

- After submitting your payment information in the online application form, please wait for the intimation from the server, DO NOT press Back or Refresh button in order to avoid double charge
- 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.
- To ensure the security of your data, please close the browser window once your transaction is completed.

**(2) Payment of fees/ intimation charges via OFFLINE MODE (at counters of specified Bank branches):**

Payment of fee/ intimation charges through the offline mode can be made through the CBS branches of any one of the following 7 Public Sector Banks-

Bank of Baroda, Bank of India, Bank of Maharashtra, Central Bank of India, Indian Overseas Bank, Punjab National Bank, United Bank of India

Once the application is filled in completely, candidate should submit the data. Candidates should take a printout of the system generated fee payment challan immediately. No change/edit will be allowed after submission.

**The registration at this stage is provisional.**

**Fee Payment:** Fee payment will be accepted at the CBS branches of the banks listed above from 2nd working day after registration and can be made within three working days. System generated fee payment challan will be used for depositing fee. (For example: If one has registered on 18.07.2014 then he/she will be able to deposit the fee from 21.07.2014 to 23.07.2014 considering 20.07.2014 is non- working day). Once fee has been paid, the registration process is completed.

Candidate will receive registration confirmation by SMS/e-mail after two working days from the date of payment of fees/ intimation charges. Please ensure to furnish correct Mobile number / e-mail address to receive the registration confirmation.

**Note- There is also a provision to reprint the submitted application containing fee details, three days after fee payment.**

After completing the procedure of applying on-line including payment of fees, the candidate should take a printout of the system generated on-line application form **with fee payment details and** ensure that the particulars filled in are accurate and retain it along with Registration Number and Password for future reference. They should not send this printout to RBI.

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

**An online application which is incomplete in any respect such as without photograph and signature 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 vacancies in one State only and will have to appear for online test from a *centre of that particular State. For example, candidate applying to Ahmedabad centre can appear from Gujarat only.*
- (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 recognised universities/ institutions in India or abroad. If grades are awarded instead of marks, candidates should clearly indicate its numerical equivalent.

(iv) Candidates are advised in their own interest to apply online 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 to the website on account of heavy load on internet or website jam.

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

(vi) Candidates will have to visit the RBI website for downloading call letters for online test tentatively from September 16, 2014 onwards. Intimation for downloading call letter will also be sent through email/SMS. Once the candidate clicks the relevant link, he/she can access the window for call letter download. The candidate is required to use (i) Registration Number/Roll Number, (ii) Password/Date of Birth for downloading the call letter. Candidate needs to affix recent recognizable photograph on the call letter preferably the same as provided during registration and appear at the examination centre with (i) Call Letter (ii) Photo Identity Proof as stipulated in clause (xiii) below and also specified in the call letter and photocopy of the same Photo Identity Proof as brought in original.

(vii) The candidates will have to appear for the exam at their own cost. However, candidates called for interview are entitled to 2nd AC to & fro railway fare/ bus fare by shortest route from the place of their residence/ work to the place of interview, whichever nearer, on production of evidence of travel (Rail / bus ticket/receipt etc).

(viii) CANDIDATES REPORTING LATE i.e. after the reporting time specified on the call letter for Examination will not be permitted to take the examination. The reporting time mentioned on the call letter is prior to the Start time of the test. Though the duration of the examination is 2 hours, candidates may be required to be at the venue for about 4 hours including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions.

(ix) Documents relating to Age/Qualification/Category etc. will have to be submitted at the time of interview by the candidates called for interview. 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 recognised as SC/ST/OBC and the village/town the candidate is originally a resident of.

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

(xi) 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 interview. The OBC certificate containing the non-creamy clause should have been issued after 01.12.2013.

(xii) Candidates serving in Government/Quasi Government offices, Public Sector Undertaking including Nationalised Banks and financial Institutions will be required to submit 'No Objection Certificate' from their employer at the time of interview, failing which their candidature may not be considered and travelling expenses, if any, otherwise admissible, will not be paid. Before appointment in RBI, a proper discharge certificate from the employer will have to be produced.

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

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

(xiv) 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 examination, interview or in a subsequent selection procedure, if a candidate is (or has been ) found guilty of –

(a) using unfair means or

(b) impersonating or procuring impersonation by any person or

(c) misbehaving in the examination/ interview hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or

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

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

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

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

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

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

(xv) 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.

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



- (xvii) In all correspondence with RBI, **Registration number received on submission of application and Roll no.** indicated in 'Call Letter' must be quoted.
- (xviii) In all matters regarding eligibility, conduct of examinations, interview, assessment, prescribing minimum qualifying standards in online examination and interview, 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.
- (xix) The possibility for occurrences of some problem in administration of the examination 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 examination 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.
- (xx) If the examination 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.
- (xxi) 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.
- (xxii) Candidates are not permitted to use or have in possession of calculators in examination premises.
- (xxiii) Candidates are advised in their own interest not to bring any of the banned item including mobile phones/ pagers to the venue of the examination, as arrangement for safekeeping cannot be assured.
- (xxiv) RBI will not furnish the mark-sheet to candidates. However, the online examination and interview marks may be available on RBI's website after the declaration of the final result.
- (xxv) The post is also open to the employees of RBI (staff candidates) who satisfy the eligibility criteria.
- (xxvi) 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.
- (xxvii) Candidate's admission to the test / interview 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.

[Top](#)