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[Home](#) - Database

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### Advertisement for the post of Officers in Grade 'B' (General)- DR

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

Post	Number of Vacancies				
	Unreserved i.e. General (GEN)	Scheduled Castes (SC)	Scheduled Tribes (ST)	Other Backward Classes (OBC)	Total
<b>Officers in Grade 'B' (General) (Direct Recruitment - DR)</b>	<b>38</b>	<b>10</b>	<b>09</b>	<b>18</b>	<b>75*</b>

\* Out of 75 vacancies mentioned above, 3 vacancies are reserved for candidates belonging to Persons with Disability (PWD) category - one vacancy each for Orthopedically Handicapped (OH), Hearing Impaired (HI) and Visually Handicapped (VH). Persons with Disability may belong to any category - GEN/SC/ST/OBC.

**Note:** (I) The degree of disability should be (i) minimum 40% in case of Orthopaedically Handicapped persons, (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. The degree of disability should not be less than 40% and (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.

(II) 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.

### 2 ELIGIBILITY CRITERIA :

**(a) Age (as on 01-09-2011):** Between 21 and 30 years (candidates must have been born not earlier than 02/09/1981 and not later than 01/09/1990). For candidates possessing M.Phil. and Ph.D. qualification, upper age limit will be 31 and 33 years respectively. For candidates having experience as an officer in Commercial Bank/Financial Institution in Public Sector, upper age limit is relaxed to the extent of number of years of such experience subject to a maximum of three years. For such candidates, upper age limit should not exceed 33 years including experience. For experience, **probationary period will not be reckoned. Refer item 4 below for relaxation in upper age limit for specified categories.**

**(b) Educational Qualifications (as on 01-09-2011):** i) A First Class Bachelor's Degree with a minimum of 60% marks or an equivalent grade OR ii) A Second Class Master's Degree with a minimum of 55% marks or an equivalent grade OR iii) A Doctorate Degree with 50% marks in Master's Degree or equivalent grade OR iv) Chartered/Cost Accountant/Company Secretary (ACS) with a Bachelor's Degree OR v) A Post Graduate Diploma in Management /MBA qualification from institutions recognized by Government of India/ University Grants Commission, with Graduation / Bachelor's Degree.

**NOTE:** SC/ST/PWD candidates having second class with a minimum of 50% marks or equivalent grade in Bachelor's Degree examination OR having a Post-graduate Degree or equivalent recognized qualification, are eligible to apply.

### (c) Scheme of Selection

Selection will be through Written Examinations (WE) and Interview. 'WE' will be held in **two phases** as under:

**(I) Phase I (Objective Type Test):** This Paper of 3 hours duration for 200 marks will be held on **Sunday, the December 18, 2011**. The Paper consists tests of i) General Awareness ii) English Language iii) Quantitative Aptitude and iv) Reasoning. Candidates have to secure minimum marks separately for each test as prescribed by the Board. Candidates who secure minimum marks separately for each Test as prescribed will be shortlisted for Phase II of the 'WE' based on the aggregate marks obtained in the Objective Test. The minimum aggregate cut off marks for being shortlisted for Phase II of the WE will be decided by the Board in relation to the number of vacancies. Roll No. of the candidates successful in Phase I of the WE are likely to be

by the Board in relation to the number of vacancies. Roll No. of the candidates successful in Phase I of the WE are likely to be published in Employment News / Rozgar Samachar, on the RBI website and a brief notice thereof in leading newspapers in January /February 2012.

**(II) Phase II (Descriptive Type Test):** The Phase II Examination will be conducted in March/April 2012 (tentative) only for those candidates who are successful in Phase I (Objective Type Test). The date and time-table will be intimated to the candidates concerned at the appropriate time. The Examination will consist of three Descriptive Type papers-

**(i) Paper I - English (ii) Paper II - Economic and Social Issues and (iii) Paper III - Finance and Management.** Each of these papers is of 3 hours duration carrying 100 marks.

**NOTE:** Phase I (except the test of English) and Papers II and III of Phase II will be set bilingually in Hindi and English. Phase I is Objective Type and only marking the correct choice is required. However, Papers II and III of Phase II can be answered either wholly in Hindi or English at the candidate's option.

**(III) Syllabus (Phase II):**

**(i) Paper I- English:**

Essay, Precis writing, Comprehension, Business/Office Correspondence.

**(ii) Paper II - Economic and Social Issues:**

Growth and Development - Measurement of growth: National Income and per capita income - Poverty Alleviation and Employment Generation in India - Sustainable Development and Environmental issues. Economic Reforms in India - Industrial and Labour Policy - Monetary and Fiscal Policy - Privatisation - Role of Economic Planning. Globalization - Opening up of the Indian Economy- Balance of Payments, Export-Import Policy - International Economic Institutions - IMF and World Bank -WTO - Regional Economic Co-operation. Social Structure in India - Multiculturalism -Demographic Trends - Urbanisation and Migration - Gender Issues - Social Justice: Positive Discrimination in favour of the under privileged - Social Movements - Indian Political System - Human Development - Social Sectors in India, Health and Education.

**(iii) Paper III - Finance and Management:**

**Finance:** The Union Budget - Direct and Indirect taxes; Non-tax sources of revenue; Outlays; New Measures; Financial Sector Reforms; Capital Market, Money Market and Foreign Exchange Market; Stock Exchanges and their Regulation; Capital Market Intermediaries and their Regulation; Role of SEBI; Functions of the Money Market; Growth and Operation of the Money Market; The Foreign Exchange Market; From FERA to FEMA; Exchange Rate Management; Exchange Risk Management; Role of Banks and Financial Institutions in Economic Development; Regulation of Banks and Financial Institutions; Disinvestment in Public Sector Units.

**Management:** Management: its nature and scope; The Management Processes; Planning, Organisation, Staffing, Directing and Controlling; The Role of a Manager in an Organisation. Leadership: The Tasks of a Leader; Leadership Styles; Leadership Theories; A successful Leader versus an effective Leader. Human Resource Development: Concept of HRD; Goals of HRD; Performance Appraisal - Potential appraisal and development - Feedback and Performance Counseling - Career Planning - Training and Development - Rewards -Employee Welfare. Motivation, Morale and Incentives: Theories of Motivation; How Managers Motivate; Concept of Morale; Factors determining morale; Role of Incentives in Building up Morale. Communication: Steps in the Communication Process; Communication Channels; Oral versus Written Communication; Verbal versus non-verbal Communication; upward, downward and lateral communication; Barriers to Communication, Role of Information Technology. Corporate Governance: Factors affecting Corporate Governance; Mechanisms of Corporate Governance.

**NOTE:** The above syllabus is only indicative and not exhaustive. Keeping in view that candidates from different faculty backgrounds apply for the post, the questions in Papers II and III will be basic in nature. Candidates will be short-listed for interview based on the aggregate marks obtained only in Phase II - Papers I, II and III. The minimum cut off marks for being short-listed for interview will be decided by the Board in relation to the number of vacancies. Candidates may answer the Interview either in Hindi or English at their option. Final selection will be based on the performance of the candidate in Phase II of the 'WE' and Interview.

**(d) Number of attempts:**

Candidates belonging to Unreserved Category, who had already appeared four times for 'WE' for this post in the past, are not eligible to apply. No such restriction to candidates belonging to SC\ST\OBC\PWD, if the posts are reserved for them.

**(e) Pre-examination training for SC/ST/PWD candidates:**

The Bank arranges pre-examination training for Phases I and II of the examination for SC/ST/PWD candidates, free of cost, at the centres where the Bank has its offices. Candidates who desire to avail of the training may apply separately to the Regional Director/General Manager, Reserve Bank of India at any one of the centres marked (\*\*) below, whichever is convenient to them in the format furnished below on or before October 3, 2011. **Candidates should not send their application for training to the Reserve Bank of India Services Board's Office (Board) as the Board will not entertain such applications.**

**FORM OF APPLICATION FOR TRAINING**

The Regional Director/General Manager  
Reserve Bank of India

Place:  
Date:

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

Dear Sir

Pre-examination training - Officers in Gr.'B' (General) - (DR)

I have applied to the RBISB for the post of Officer in Gr.'B' (General) (DR). Please register my name for training in English/

I have applied to the RBISB for the post of Officer in Gr.'B' (General) (DR). Please register my name for training in English/Hindi# medium. I enclose an attested copy of the Caste/Physically Handicapped Certificate. I note that I will have to make my own arrangements for stay and meet all my 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 and Address

End.: Attested copy of the Caste/Physically Handicapped Certificate.

# Delete inapplicable.

(Note: Training in Hindi will be held only if sufficient no. of candidates are registered)

**\*\*Addresses of the Centre:** One Centre to be chosen from the list given below:

RB. No.1, Ahmedabad-380014; RB. No.5467, Bangalore-560001; RB. No.32, Bhopal-462011; RB. No.16, Bhubaneswar-751001; Sector 17, Chandigarh-160017; RB. No.40, Chennai-600001; RB. No.120, Guwahati-781001 (for Agartala/ Aizawl /Guwahati/ Imphal/ Itanagar/ Kohima/Shillong centres); RB. No.1, Hyderabad-500004; RB. No.12, Jaipur-302004; RB. No.1, Jammu-180012; M.G. Road, Kanpur-208001; RB. No.3065, Kochi- 682018; RB. No.552, Kolkata-700001 (for Kolkata/Port Blair centres); RB. No.24, Lucknow-226001; RB. No.4528, Plot No.3, Sector 10, H.H. Nirmaladevi Marg, CBD Belapur, Navi Mumbai-400614; RB. No.15, Nagpur-440001; 6, Sansad Marg, New Delhi-110001; RB. No.20, Panaji-403001; RB. No.162, Patna-800001; College of Agricultural Banking, Ganeshkhind Road, Pune-411016; P.B. No.6507, Thiruvananthapuram- 695033.

### 3. EXAMINATION CENTRES:

'WE' will be held at the following centres (Code Numbers indicated in the brackets):

Name of the Centre	Code No.	Name of the Centre	Code No.	Name of the Centre	Code No.
Ahmedabad	(11)	Jammu	(21)	Thiruvananthapuram	(31)
Bangalore	(12)	Kanpur	(22)	Agartala	(32)
Bhopal	(13)	Kochi	(23)	Aizawl	(33)
Bhubaneswar	(14)	Lucknow	(24)	Imphal	(34)
Kolkata	(15)	Mumbai	(25)	Itanagar	(35)
Chandigarh	(16)	Nagpur	(26)	Kohima	(36)
Chennai	(17)	New Delhi	(27)	Port Blair	(37)
Guwahati	(18)	Panaji	(28)	Shillong	(38)
Hyderabad	(19)	Patna	(29)		
Jaipur	(20)	Pune	(30)		

Candidates can select only one centre and must indicate its Name and Code No. in the application. Centre and dates of written examination (WE1) are liable to be changed at the Board's discretion. In the event of cancellation of WE' at any centre, the Board may at its discretion allot an alternative centre to the candidates concerned. Candidates admitted to the WE' will be intimated dates, time table and venue of WE' through Admission Letters (AL). Candidates will not be admitted to the WE' without the AL. **Request for change of centre will not be entertained.**

### 4. RELAXATION IN THE UPPER AGE LIMIT:

Upper age is relaxable by:

- 3 years in the case of OBC candidates if the posts are reserved for them.
- 5 years in the case of: i) SC/ST candidates if the posts are reserved for them ii) Ex-employees of banking institutions whose services had to be terminated for reasons of economy or as a result of bank going into liquidation and personnel retrenched from Government Offices after at least one year's service and applying through Employment Exchanges, iii) Ex-servicemen (including Emergency Commissioned Officers/Short Service Commissioned Officers) provided applicants have rendered at least five years continuous Military Service and have been released on completion of assignment (including those whose assignment is due to be completed within one year) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or/on account of physical disability or have been released on account of physical disability attributable to Military Service or on invalidment, iv) Emergency Commissioned Officers/Short Service Commissioned Officers who have completed their initial period of assignment of five years of Military Service but whose assignment has been extended beyond five years and in whose case the Ministry of Defence issues certificates that they would be released on selection within three months from the date of receipt of offer of appointment, v) Candidates who had ordinarily been domiciled in Kashmir Division of the State of Jammu and Kashmir between 1 st January, 1980 and 31 st December, 1989.
- 10 years for PWD (GEN); 13 years for PWD (OBC) and 15 years for PWD (SC/ST) candidates.

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

### 5. SERVICE CONDITIONS / CAREER PROSPECTS:

**5. SERVICE CONDITIONS / CAREER PROSPECTS:****(i) Pay Scale:**

Selected Candidates will draw a starting basic pay of Rs.21,000/- p.m. in the scale of Rs.21000-1000-30000-EB-1000-32000-1100-36400 applicable to Officers in Grade B and they will also be eligible for Dearness Allowance, Local allowance, House Rent Allowance, Family Allowance as per rules in force from time to time. At present, initial monthly Gross emoluments to direct recruit Grade B Officers are approximately Rs.38,853/-.

**(ii) Perquisites:**

Bank's accommodation subject to availability, reimbursement of expenses for maintenance of vehicle for official purpose, newspaper, telephone charges, book grant, allowance for furnishing of residence, etc. as per eligibility. Free dispensary facility besides reimbursement of medical expenses for OPD treatment/hospitalization as per eligibility. Interest free festival advance, Leave Fare Concession (once in two years for self, spouse and eligible dependents). Loans and Advances at concessional rates of interest for Housing, Car, Education, Consumer Articles, Personal Computer, etc. The posts also carry benefits of Provident Fund, Pension and Gratuity. Total pay and allowances along with admissible perquisites attached to the post considering market value of housing in Mumbai work out at the minimum of Rs10.00 lakhs p.a. (approx.) on a cost to the Bank basis.

**NOTE:** For candidates possessing very high academic or professional qualification/ experience of significant value to the Bank, the Bank may, at its sole discretion, consider granting up to four advance increments. The Board, at the sole discretion, will consider requests for higher emoluments on account of higher qualification/special experience of value to the Bank at the interview stage only. Such information may be furnished in the Bio-data form in the appropriate column. The number of maximum increments will be 4. The Board/Bank will not entertain any request received after the interview.

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

(iv) Initial appointment will be on probation for a period of two years which may, at Bank's discretion, be extended upto a maximum period of four years.

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

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

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

**7. GENERAL RULES/ INSTRUCTIONS :**

(i) APPLICATION FORMAT (FOR OFF-LINE MODE) IS GIVEN AT THE END. CANDIDATES APPLYING BY OFF-LINE MODE SHOULD APPLY STRICTLY IN CONFORMITY WITH THE FORMAT AS PRESCRIBED.

(ii) APR NOT ACCOMPANIED BY PRESCRIBED FEES (UNLESS EXEMPTED) OR INCOMPLETE/ILLEGIBLE/NOT IN THE PRESCRIBED FORMAT/WITHOUT PHOTOGRAPH/WITHOUT SIGNATURE WILL BE REJECTED AND NO CORRESPONDENCE IN THIS REGARD WILL BE ENTERTAINED BY THE BOARD.

(iii) APPLICATION MUST BE COMPLETED IN ALL RESPECTS. INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

(iv) CANDIDATES **SHOULD NOT ENCLOSE** ANY CERTIFICATES OR COPIES THEREOF WITH THE APPLICATION. THEIR CANDIDATURE WILL BE CONSIDERED ON THE STRENGTH OF THE INFORMATION DECLARED IN THE APPLICATION. IF AT ANY STAGE, IT IS FOUND THAT ANY INFORMATION FURNISHED IN THE APR IS FALSE/INCORRECT OR IF ACCORDING TO THE BOARD, THE CANDIDATE DOES NOT SATISFY THE ELIGIBILITY CRITERIA, HIS/HER CANDIDATURE/APPOINTMENT IS LIABLE TO BE CANCELLED/TERMINATED.

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

(vi) CANDIDATES SHOULD SATISFY THEMSELVES ABOUT THEIR ELIGIBILITY FOR THE POST APPLIED FOR. THE BOARD WOULD ADMIT TO THE WE' ALL THE CANDIDATES APPLYING FOR THIS POST WITH THE REQUISITE FEE (WHEREVER APPLICABLE) ON THE BASIS OF THE INFORMATION FURNISHED IN THE APR AND SHALL DETERMINE THEIR ELIGIBILITY ONLY AT THE FINAL STAGE I.E. INTERVIEW STAGE.

(vii) THE BOARD SHALL NOT ENTERTAIN REQUESTS FROM THE CANDIDATES SEEKING ADVICE ABOUT THEIR ELIGIBILITY TO APPLY.

(viii) THE LIST OF ADMITTED CANDIDATES FOR WE' WILL BE DISPLAYED ON RBI WEBSITE AT APPROPRIATE TIME. IF A CANDIDATE DOES NOT RECEIVE ADMISSION LETTER (AL) FOR WE'/ANY OTHER COMMUNICATION FROM THE BOARD, HE/SHE SHOULD CONTACT THE IN-CHARGE OF THE RBI OFFICE (SBI OFFICE IN CASE OF AGARTALA, AIZAWL, IMPHAL, ITANAGAR, KOHIMA, PORT BLAIR AND SHILLONG) DURING OFFICE HOURS, AT THE EXAMINATION CENTRE INDICATED IN THE APPLICATION ALONG WITH DULY SIGNED PASSPORT SIZE PHOTOGRAPH, ON ANY DAY STARTING FROM FOUR DAYS BEFORE THE DATE OF EXAMINATION FOR NECESSARY GUIDANCE. FAILURE TO COMPLY WITH ABOVE INSTRUCTIONS WILL DEPRIVE THE CANDIDATE OF ANY CLAIM FOR CONSIDERATION.

STARTING FROM FOUR DAYS BEFORE THE DATE OF EXAMINATION FOR NECESSARY GUIDANCE. FAILURE TO COMPLY WITH ABOVE INSTRUCTIONS WILL DEPRIVE THE CANDIDATE OF ANY CLAIM FOR CONSIDERATION.

(ix) **CANDIDATES WILL HAVE TO APPEAR FOR THE 'WE' AT THEIR OWN EXPENSES.** HOWEVER, THOSE CALLED FOR INTERVIEW, WILL BE REIMBURSED TO AND FROM ACTUAL FIRST CLASS FARE OR II AC RAILWAY FARE BY THE SHORTEST ROUTE FROM THE PLACE OF THEIR RESIDENCE/PLACE OF WORK TO THE PLACE OF INTERVIEW WHICHEVER IS NEARER.

(x) IN ALL CORRESPONDENCE WITH THE BOARD, ROLL NO. INDICATED IN 'AL' MUST BE QUOTED.

(xi) CHANGE OF ADDRESS, IF ANY, SHOULD BE INFORMED TO THE BOARD IMMEDIATELY. ALTHOUGH EVERY EFFORT WILL BE MADE TO TAKE ON RECORD SUCH CHANGES, THE BOARD DOES NOT ACCEPT ANY RESPONSIBILITY IN THE MATTER, PARTICULARLY WHEN THE TIME GAP BETWEEN RECEIPT OF INTIMATION AND DATE OF EXAMINATION / INTERVIEW IS VERY SHORT.

(xii) CANDIDATES ALREADY IN SERVICE OF GOVT./QUASI-GOVT. ORGANISATIONS AND PUBLIC SECTOR BANKS / UNDERTAKINGS WILL HAVE TO PRODUCE A "NO OBJECTION CERTIFICATE" FROM THEIR EMPLOYER, AT THE TIME OF INTERVIEW. HOWEVER, BEFORE APPOINTMENT IN RBI, A PROPER DISCHARGE CERTIFICATE FROM THE EMPLOYER WILL HAVE TO BE PRODUCED. IF THE APR IS REQUIRED TO BE ROUTED THROUGH THE EMPLOYER AND IN THE PROCESS IT REACHES THE BOARD'S OFFICE AFTER THE CLOSING DATE, IT WILL NOT BE CONSIDERED EVEN THOUGH THE APPLICANT SUBMITTED THE APR TO THE EMPLOYER BEFORE THE CLOSING DATE. IN SUCH CASES, APR MARKED 'ADVANCE COPY SHOULD BE SENT TO THE BOARD'S OFFICE DIRECT, TOGETHER WITH FEE AND THE REGULAR COPY (WITHOUT FEE) SHOULD BE ROUTED THROUGH THE EMPLOYER.

(xiii) CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.

(xiv) IN ALL MATTERS REGARDING ELIGIBILITY CONDUCT OF EXAMINATIONS, INTERVIEW, ASSESSMENT, PRESCRIBING MINIMUM QUALIFYING STANDARDS IN 'WE' AND INTERVIEW, IN RELATION TO NUMBER OF VACANCIES AND COMMUNICATION OF RESULT, THE BOARD'S DECISION SHALL BE FINAL AND BINDING ON THE CANDIDATES AND NO CORRESPONDENCE SHALL BE ENTERTAINED IN THIS REGARD.

(xv) MOBILE PHONES, PAGERS OR ANY OTHER COMMUNICATION DEVICES ARE NOT ALLOWED INSIDE THE PREMISES, WHERE THE EXAMINATION IS BEING CONDUCTED. ANY INFRINGEMENT OF THESE INSTRUCTIONS SHALL ENTAIL DISQUALIFICATION INCLUDING BAN FROM FUTURE EXAMINATIONS.

(xvi) THE BOARD DOES NOT FURNISH THE MARK-SHEET TO CANDIDATES. HOWEVER, THE PHASE II 'WE' AND INTERVIEW MARKS MAY BE AVAILABLE ON THE BANKS WEBSITE AFTER THE DECLARATION OF THE FINAL RESULT.

(xvii) THE POST IS ALSO OPEN TO THE EMPLOYEES OF RBI (STAFF CANDIDATES) WHO SATISFY THE ELIGIBILITY CRITERIA SEPARATELY STIPULATED BY THE BANK.

(xviii) ANY RESULTANT DISPUTE ARISING OUT OF THIS ADVERTISEMENT SHALL BE SUBJECT TO THE SOLE JURISDICTION OF THE COURT SITUATED IN MUMBAI ONLY.

#### 8. SUBMISSION OF THE APPLICATION :

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

i **ON-LINE:** The candidate can apply ON-LINE using the link/URL <http://onlinedr.rbi.org.in>

Detailed 'Instructions for Applying ON-LINE' are available on this link. Candidates should read the instructions carefully and then click on "Apply" link.

Salient features of the system of On Line Application are given hereunder:

- a. Before starting filling up of ON-LINE application, a candidate must purchase the DD or IPO for Rs. 100/- (except SC/ST/ PWD candidates who are exempted from payment of fees).
- b. Fee exempted category candidates can straightway fill the ON-LINE application.
- c. **Candidates NEED to take a PRINTOUT (hard copy) of their ON-LINE Application after submission of the data through the system. A signed photograph must be pasted (not to be stapled) at the specified place on the printout and the candidate must sign on the printout of the application and attach DD or IPO of Rs,100/- (if required to pay fee).**
- d. Candidates **need to** send the system generated print out (hard copy) of the ON-LINE Application to the Reserve Bank of India Services Board's Office (RBISB) by ordinary post. In case the print out (hard copy) is not received by the Board by the CLOSING DATE mentioned in this advertisement, the ON-LINE application will not be entertained and will be rejected.
- e. Applications should not be submitted more than once. Duplicate applications will not be entertained and will be rejected.
- f. The ON-LINE applications can be submitted till **11.59 P.M. on September 26, 2011** after which the link will be disabled.

ii. **OFF-LINE :** The candidates must apply in the Application format published in this advertisement. It should be typed or neatly handwritten in Hindi or English on a good quality "White A- 4 size" paper. All the columns in the application (except PWD category and Fee, if not applicable) must be filled legibly or typed. Incomplete and illegible applications will be rejected.

iii. OFF-LINE Application or printout of the ON-LINE Application (hard copy), as the case may be, have to be sent by **ordinary post** to



iii. OFF-LINE Application or printout of the ON-LINE Application (hard copy), as the case may be, have to be sent by **ordinary post** to

**"The General Manager, Reserve Bank of India Services Board, Post Bag No. 14501, Mumbai Central Post Office, Mumbai-400008".**

The cover should be superscribed "APPLICATION FOR THE POST OF OFFICERS IN GRADE B'(GENERAL)-(DR)".

iv. OFF-LINE Application or printout of the ON-LINE Application (hard copy), as the case may be, in closed cover, may also be deposited in the box specially kept for the purpose at Reserve Bank of India, Opposite Mumbai Central Railway Station, Mumbai Central, Mumbai 400 008.

v. **Candidates should apply either by ON-LINE mode or OFF-LINE mode. They should not submit application by both the modes. Duplicate applications will be rejected.**

#### **9. CLOSING DATE:**

(i) ON-LINE applications can be submitted till **11.59 P.M. on September 26,2011.**

(ii) OFF-LINE Application or the printout of the ON-LINE Application (hard copy), as the case may be, should reach the Board's Office on or before **6.00 P.M. on October 3,2011.**

(iii) In the case of App. received **only by post** from candidates living abroad, in Assam, Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim, Tripura; Ladakh division of Jammu and Kashmir State; Lahaul and Spiti Districts and Pangi Sub-division of Chamba district of Himachal Pradesh; Andaman and Nicobar Islands and Lakshadweep, the last date of receipt of Applications will be on or before 6.00 RM. on October 10,2011. For Applications received in any manner other than by post, the benefit of extended time will not be available.

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

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

(i) The Format of the application given below should not itself be used as application.

(ii) The App. strictly in conformity with the Format as prescribed must be typed or neatly handwritten in Hindi or English on a good quality "White A4 size" paper and duly affixed (not stapled) with a signed latest passport size photograph. Candidates should ensure that all the entries have been correctly filled in and the Application, as also the photograph are signed. Application without signature, photo, fee (if applicable), not in prescribed Format-incomplete or illegible shall be rejected.

(iii) Name and Address in the application must be written **IN CAPITAL LETTERS in English only**, since processing is computerized.

(iv) Candidates should write their name and address on the reverse of the Demand Draft and in the space provided for the purpose on the Postal Orders (if fee is payable) and enclose them to the application with a pin (should not be stapled).

(v) The post applied for should be superscribed on top of the cover containing the Application.

(vi) **Candidates must ensure that the Application [either OFF-LINE or printout of the ONLINE] along with DD/IPO (if applicable) should reach the Board's office on or before the CLOSING DATE. Even after the successful submission of ON-LINE application through the system, unless the system generated print-out of the ONLINE application together with fee (if applicable), photograph and signature is received by post at the Board's office within the closing date, the ONLINE application is not valid and will be rejected.**