

# Recruitment in Reserve Bank of India

## Reserve Bank of India Services Board, Mumbai

Advt. No. 1A/2000-01:

Telegraphic address: "SERVEBOARD" MUMBAI

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

S.No.	Post	No. of vacancies				
		General	OBC	SC	ST	TOTAL
1.	Officer, Gr-'B'	20	11	05	03	39\$
2.	Asst. Rajbhasha Officer, Gr -'A'	03	01	01	01	06
3.	Asst. Librarian (Asst. Manager), Gr - 'A'	02	-	01	01	04 #
4.	Asst. Chief Librarian (Manager), Gr - 'B'					01*
5.	Archivist, Gr - 'B'					01* @
6.	Asst. Archivist, Gr - 'A'					01* @
7.	Asst. Chemist, Gr - 'A'					01* @

(\$ ) One post reserved for physically handicapped (PH) candidates. (The degree of disability should be minimum 40% in the case of Orthopaedically handicapped and between 40% and 75% in the case of hearing impaired and they should possess a Certificate to this effect issued by an authorized Government of India/ State Government Department/ Hospital) # The Bank reserves the right to reduce the number of posts.

(\*) The posts are open to candidates of all categories satisfying the eligibility criteria stipulated. (@) Posts are for Central Records and Documentation Centre at Pune.

### 1) OFFICER, GR - 'B':

**a) Educational Qualifications (as on 01-09-2000):** 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 with a Bachelor's Degree OR v) A Post Graduate Diploma in Management from any IIM. NOTE: SC/ST/PH 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.

**b) Age (as on 01-09-2000):** Between 21 and 30 years. For candidates possessing M.Phil/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 the upper age limit should not exceed 33 years including experience. For experience, probationary period will not be reckoned. Refer item 8 below for relaxation in age for specified categories.

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

**i) First Phase- Paper -I(Objective Type):** This paper of 3 hours duration for 200 marks will be held on Sunday, 11-02-2001. 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. Roll No. of the successful candidates are likely to be published in the month of April, 2001, in Employment News/ Rozgar Samachar and on the RBI website and a brief notice thereof in leading newspapers.

**ii) Second Phase (Descriptive Type):** The second Phase Examination will be conducted only for those candidates who were successful in Paper I. The date and Time-table will be intimated to the candidates concerned. The Examination will consist of two Descriptive Type papers -

**1) Paper II - English; 2) Paper III-Economic and Social Problems.** Each of these papers is of 3 hours duration carrying 100 marks.

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

**Syllabus for Paper II -English:** Essay, Precis writing, Comprehension, Business/Office Correspondence. **iv) Syllabus for Paper III - Economic and Social Problems: Economic problems facing India:** Population, poverty, inflation, unemployment, agriculture, rural and industrial development, industrial relations and Trade Union movement and urbanization - Current efforts to solve the problems.

**Social problems facing India:** Structure of Indian society, Institution of caste, joint family and nuclear family. Problems of Minorities and Tribals, education and human resources development.

**International problems:** Current world economic problems, relations between the developed and the developing economies and international finance and trade.

**NOTE:** A candidate has to qualify in each of the Descriptive Papers separately. Candidates will be short-listed for interview based on the aggregate marks obtained only in Papers II and III. The minimum cut off marks for being short-listed 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 the WE and Interview.

**d) Number of attempts:** Candidates belonging to General 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 OBC/SC/ST/PH.

**e) Examination Centres:** WE will be held at the following centres (Code Numbers indicated in brackets)

Ahmedabad	(11)	Chennai	(17)	Kochi	(23)*
Bangalore	(12)	Guwahati	(18)	Lucknow	(24)*
Bhopal	(13)	Hyderabad	(19)	Mumbai	(25)
Bhubaneswar	(14)	Jaipur	(20)	Nagpur	(26)
Calcutta	(15)	Jammu	(21)	New Delhi	(27)
Chandigarh	(16)	Kanpur	(22)	Panaji	(28)*
Patna	(29)	Agartala	(32)*	Kohima	(36)*
Pune	(30)*	Aizawl	(33)*	Port Blair	(37)*
Thiruvananthapuram	(31)	Imphal	(34)*	Shillong	(38)*
		Itanagar	(35)*		

(\* See item 2.f) below)

Candidates should select only one centre and indicate its name and Code No. in the App.

**f) Pre-examination training for SC/ST/PH candidates:** The Bank arranges for pre-examination training for phases I and II of the examination for SC/ST/PH candidates, free of cost, at the centres where the Bank has its offices. Candidates who desire to avail of the training may apply in the format given below:

#### **FORM OF APPLICATION FOR TRAINING**

The Regional Director,  
Reserve Bank of India,

Place

Date:

\*\*\*

Dear Sir,

#### **Pre-examination training- Officers, Gr-'B'**

I have applied to The RBISB for the post of Officer Gr 'B'. 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,

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

(Signature)

Name and Address

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

**\*\*Addresses:** P.B.No. 1, Ahmedabad-380014; P.B.No. 5467, Bangalore-560001; P.B.No. 32, Bhopal-462011; P.B.No. 16, Bhubaneswar-751001; P.B.No. 4528, Byculla, Mumbai -400008; P.B.No.552, Calcutta-700001( for Calcutta/Port Blair centers); Sector-17, Chandigarh-160017; P.B.No.40, Chennai-600001; P.B.No. 120, Guwahati-781001 (for Agartala/Aizawl/Guwahati/ Imphal/Itanagar/Kohima/Shillong centers);P.B.No.1, Hyderabad 500004; P.B.No.12, Jaipur-302004; P.B.No.1, Jammu-180012; M.G. Road, Kanpur-208001; P.B.No. 3065, Kochi-682018; P.B.No. 24, Lucknow-226001;P.B.No. 15, Nagpur-440001; 6, Sansad Marg, New Delhi-110001; P.B.No. 20, Panaji-403001; P.B.No. 162, Patna-800001;

Ganeshkhind Road,Pune-411016; P.B.No.6507, Thiruvananthapuram-695033.

## **2. ASST. RAJBHASHA OFFICER, GR - 'A':**

**a) Job requirements:** i) Translation from English into Hindi and vice-versa of various references, documents, manuals and other publications of the Bank and arranging for printing thereof. ii) Implementation of Government instructions regarding use of Hindi. iii) Administration of Hindi Teaching Scheme for the Bank's staff.

### **b) Educational qualifications (as on 01-09 -2000 ):**

Essential: Second class Master's Degree in Hindi with English as one of the subjects at Bachelor's Degree level OR Second class Master's Degree in Sanskrit/ English/ Economics/ Commerce with Hindi as a subject at Bachelor's Degree level or with Hindi qualification equivalent to a Bachelor's Degree. Candidates who are Second Class Master's Degree holders in Economics/ Commerce with Hindi medium or in Sanskrit must have also taken English as one of the subjects at Bachelor's Degree level.

Desirable: Knowledge of bi-lingual word-processing.

### **c) Experience (as on 01-09-2000):**

Essential: 3 years' experience in translation work from English to Hindi and vice-versa or terminology work in Hindi, in an organization/institution of repute.

Desirable: i) Study of Sanskrit/ any other modern Indian language/ linguistics at Bachelor's Degree level. ii) Published literary work.

**d) Age (As on 01-09-2000):** Not above 30 years. For candidates with Ph.D qualification, the upper age limit will be 32 years. Refer item 8 below for relaxation in age for specified categories.

**e) Scheme of Selection:** Selection will be through Written Examination (WE) and Interview. WE will be held on Sunday, 11-03-2001. The WE will be of 3 hours carrying 100 marks to assess the candidate's ability to undertake translation from Hindi to English and vice-versa and their knowledge of terminology in Hindi vis-a-vis English with greater emphasis on technical terms pertaining to Banking, Economics, Commerce and allied subjects and ability to express themselves in Hindi and English. Those candidates who qualify in the WE will be interviewed for final selection.

**f) Examination Centres:** WE will be held at the centres (Code Numbers indicated in brackets) indicated under item 1. e) above, **except those marked ' \* '**

## **3. ASST LIBRARIAN (ASST. MANAGER) , GR - 'A'**

**a) Job requirements:** Classification, cataloguing and subject indexing and developing computer data base using ' Libsys ' software, bringing out periodical current awareness bulletins, conducting Internet and other online searches, attending to readers'/visitors' services, and other routine library operations.

### **b) Educational qualifications (as on 01-09-2000):**

Essential: Master's Degree in Library and Information Science. Desirable: i) Social Science background viz. a Degree in Economics, Commerce, Banking & Finance, Business

Administration, ii) Diploma in Computer Science viz. UNIX, SCO UNIX, Windows - NT or MS Office.

### **c) Experience (as on 01-09-2000):**

Desirable: 3 year's experience after obtaining Master's Degree in Library and Information Science in any major automated library.

**d) Age (as on 01-09-2000):** Not above 30 years. Refer item 8 below for relaxation in age for specified categories.

e) **Scheme of Selection:** Selection will be through an Interview of the short-listed candidates.

**4) ASST. CHIEF LIBRARIAN (MANAGER), GR - 'B':**

a) **Job requirements:** Management of library LAN System, Intranet System, C D Net System and Internet Services, Website, networking among Banking and Financial Institutions' libraries through VSAT for resource sharing etc.

b) **Educational Qualifications (as on 01-09-2000):**

Essential: i) Master's Degree in Library and Information Science ii) Diploma in Computer Applications i.e minimum Pass Certificate in One year course from a recognized institute i.e. university, NCST,CMC,APTECH, NIIT, etc., in any one of the areas viz. UNIX,SCO UNIX or Windows NT.

Desirable: i) Social Science background viz. a Degree in Economics, Commerce, Banking & Finance, Business Administration etc. ii) Ph.D in Library and Information Science.

c) **Experience (as on 01-09-2000) :** 5 years' experience in a major automated and networked library and information system after obtaining Master's Degree in Library and Information Science.

d) **Age (as on 01-09-2000):** Not above 35 years. For candidates with M.Phil/Ph.D qualification, upper age limit will be 36 and 38 years respectively.

e) **Scheme of selection:** Selection will be through an Interview of the short-listed candidates.

**5. ARCHIVIST, GR. 'B':**

a) **Job requirements:** He would be in charge of Archives and Record Management Section as well as Repair & Preservation and Microfilming Sections. He should have a wide historical perspective and knowledge of archives , methods of archives administration, preservation and microfilming. He would look after the work relating to accession arrangements, care and description of records, research and reference, retrieval services, liaison work with record creating agencies, identification of records requiring repair & restoration.

b) **Educational qualifications ( as on 01-09-2000) :** i) Second class Master's Degree in Modern Indian History ii) Diploma in Archival Studies.

c) **Experience (as on 01-09-2000) :**

Essential: 3 years' experience of research in Modern Indian History/ teaching of Modern Indian History in a recognized institution. Desirable: 3 years' experience in an archives office, in a supervisory post.

d) **Age ( as on 01-09-2000) :**

Not exceeding 35 years. For candidates possessing M.Phil or Ph.D Degree in the specified subject, upper age limit will be 36 and 38 years respectively.

e) **Scheme of selection:** Selection will be through Interview of the short-listed candidates.

f) **Advance increments:** Two advance increments to candidates possessing Ph.D or 5 years' or more archival experience in a supervisory capacity after acquiring essential qualification prescribed. Candidates possessing **both** Ph.D qualification and 5 years' archival experience (besides essential qualification) would be eligible for maximum of 4 increments (2+2)

**6) ASST. ARCHIVIST, GR 'A':**

a) **Job requirements:** He would assist the Chief Archivist and the Archivist in executing record management and archives administration policies, shifting & arrangement of records of permanent value, preparation of reference media to records retrieval services, organizing exhibitions on records and documents, selection of records for repair, preservation and microfilming review & appraisal of records.

b) **Educational qualifications (as on 01.09.2000) :** Same as at 5 b) above.

**c) Experience (as on 01-09-2000):**

Essential: 2 years' experience of research in Modern Indian History/ teaching of Modern Indian History in a recognized institution.

Desirable: 2 years' experience in an Archives Office in a supervisory capacity.

**d) Age (as on 01-09-2000):** Not exceeding 30 years. For candidates possessing M.Phil or Ph.D Degree in the specified subjects, upper age limit will be 31 and 33 years respectively.

**e) Scheme of selection:** Selection will be through Interview of the short-listed candidates.

**f) Advance increments:** Same as at item 5. f) above.

**7) ASST. CHEMIST, Gr. 'A':**

**a) Job requirements:** He would receive brittle or damaged/faded records and after examining them, decide the type of repair to be undertaken, render technical guidance for scientific treatment of records, supervise lamination, fumigation, air cleaning, de-acidification process and procure preservative and chemical treatment of records.

**b) Educational qualifications (as on 01-09-2000):** i) First Class Master's Degree in Chemistry/Physics. ii) Training in Modern methods of repairs, rehabilitation and preservation of records from a leading archival institution.

**c) Experience( as on 01-09-2000):**

Essential: 2 years' experience in repairs/rehabilitation and preservation of records in a leading archival institution.

Desirable: 2 years' experience of research/teaching in a recognized educational institution.

**d) Age (as on 01-09-2000):** Not exceeding 30 years. For candidates possessing M.Phil or Ph.D Degree in the specified subject upper age limit will be 31 and 33 years respectively.

**e) Scheme of selection:** Selection will be through Interview of the short-listed candidates.

**f) Advance increments:** Same as at item 5. f) above

**8) RELAXATION IN THE UPPER AGE LIMIT:** Upper age limit is relaxable by:

**I)** 3 years in the case of OBC candidates,

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

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

**9) SERVICE CONDITIONS / CAREER PROSPECTS:**

i). Pay Scale:

For Grade - A Posts: Rs.4475-300-4775-325-8025-EB-325-9650. Depending upon the place of posting, total initial emoluments will be approx. Rs. 9,700/-

For Grade- B Posts: Rs. 4825-325-8400-EB-325-10350. Depending upon the place of posting, total initial emoluments will be approx. Rs. 10,400/-

(The pay scales are under revision)

NOTE: For candidates possessing very high academic or professional qualification/experience of significant value to the Bank, the Bank may, at its sole discretion, consider granting up to four advance increments.

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

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

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

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

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

**10) APPLICATION FEE:** Rs. 100/- (Rupees one hundred only). No fee is payable by SC/ST/PH candidates. Fee is payable by Demand Draft favouring Reserve Bank of India and payable at Mumbai. However, candidates from un-banked areas may pay fee by crossed Indian Postal Orders in favour of Reserve Bank of India payable at GPO, Mumbai. Payment in any other manner will not be accepted. Fee once paid will not be refunded.

**11) GENERAL RULES/ INSTRUCTIONS:**

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

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

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

iv) All educational qualifications must have been obtained from recognized Universities/Institutions in India or abroad. If Grades are awarded instead of marks, candidates should clearly indicate its numerical equivalent.

v) The candidates should ensure that they satisfy the eligibility criteria in all respects.

vi) App. not accompanied by prescribed fees (unless exempted) and incomplete App. will not be considered.

vii) Candidates already in service of Govt./Quasi-Govt. Organizations and Public Sector

Banks/Undertakings will have to produce a 'No Objection Certificate' from their employer, at the time of Interview. Before appointment in RBI, a proper discharge certificate from the employer will have to be produced. If the App. is required to be routed through the employer and in the process it reaches the Board's Office after the due date, it will not be considered even though submitted to the employer before the due date. In such cases, App., marked 'Advance Copy' should be sent to the Board's Office direct, together with fee and the regular copy (without fee) should be routed through the employer.

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

ix) Board does not furnish the mark-sheet to candidates.

x) where selection involves 'WE', candidates can select **only one centre** and must indicate its name and **code number** in the App. Centre and dates of 'WE' are liable to be changed at Board's discretion. In the event of cancellation of 'WE' at any centre, the Board may at its discretion, allot an alternative centre to the candidates concerned. Candidates admitted to the 'WE' will be intimated dates, timetable, and venue of 'WE', through Admission Letters(AL). Candidates will not be admitted to the 'WE' without 'AL'. Request for change of centre will not be entertained.

xi) Change of address, if any, should be informed to the Board immediately. Although every effort will be made to take on record such changes, the Board does not accept any responsibility in the matter.

xii) If a candidate does not receive 'AL' for 'WE'/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 App., along with a passport size, signed photograph, one day before the date of examination for necessary guidance. Failure to comply with the above instructions will deprive the candidate of any claim for consideration.

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

xiv) The posts are also open to the employees of RBI (Staff Candidates) who satisfy the eligibility criteria separately stipulated by the Bank.

xv) Board shall not entertain requests from the candidates seeking advice about their eligibility to apply.

xvi) **CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.**

### **12) CLOSING DATE:**

i) App. should reach the Board's Office latest by **05-10-2000.**

ii) In the case of App. received only by post from candidates living abroad; in Assam, Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim, Tripura; Ladakh division of Jammu and Kashmir State; Lahaul and Spiti Districts and Pangi Subdivision of Chamba district of Himachal Pradesh; Andaman and Nicobar Islands and Lakshadweep, the last date of receipt of App. will be **12 -10 -2000.** For App. received in any manner other than by post, the benefit of extended time will not be available. The Board takes no responsibility for any delay in receipt of App. or loss thereof in postal transit.

### **13) CHECK-LIST FOR SUBMISSION OF THE APPLICATION FORM:**

i) The Format of the Application Form given below should not itself be used as Application.

ii) The App., strictly in conformity with the Format, should be typed or neatly handwritten in Hindi or English, on white foolscap paper. App. not in the prescribed Format shall be rejected.

iii) Name and Address should be written in capital letters in English only, since processing is



computerized.

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

v) Candidates should ensure that all the entries have been correctly filled in and the App. as also the photograph are signed.

vi) On the cover containing the App., the post applied for, should be indicated.

vii) App. should be forwarded to the GENERAL MANAGER, RBI SERVICES BOARD, 6<sup>TH</sup> FLOOR, HONGKONG BANK BUILDING, M G ROAD, POST BAG NO.10009, MUMBAI - 400 001, only by ordinary post. App., in closed covers, may also be deposited in the box specially kept for the purpose at the Board's Office.