



MUMBAI OFFICE
Human Resource Management Department
RECRUITMENT SECTION

Staff - Class IV - Recruitment of Security Guards in the Bank

Reserve Bank of India, Mumbai Regional Office, invites applications from eligible candidates to fill up 19 (nineteen) posts) of Security Guards (3 SC, 1 OBC and 15 unreserved). Only ex-servicemen with minimum qualification SSC and maximum undergraduate and those who have passed Army Special Certificate of Education are eligible to apply. Intending ex-servicemen candidates satisfying the eligibility norms such as educational qualification (SSC passed or under graduate), normal age limit of 25 years as on February 1, 2012, subject to maximum upper age limit of 45 years and having experience of handling arms and ammunition in the military, may send their applications along with photocopies of their certificates /testimonials to the Regional Director, Reserve Bank of India, Mumbai Regional Office, Human Resource Management Department, Recruitment Section, Main Building, Fort, Mumbai 400 001 on or before **February 27, 2012**. For full details such as qualification, age limit, experience, description of duties, pay and allowances, General important instructions, selection process, how to apply etc., candidates may refer to 'Employment News' or 'Rozgar Samachar' dated **February 04, 2012** or may contact Recruitment Section, Mumbai Regional Office or Bank's website www.rbi.org.in.



भारतीय रिजर्व बैंक
RESERVE BANK OF INDIA
www.rbi.org.in

(Advertisement No. 1/2012)

Recruitment in Class IV Cadre

Applications are hereby invited from Indian citizens who fulfill the eligibility criteria for enlistment in the waitlist to the posts of security guard in Class IV cadre at Mumbai Centre and within its Recruitment Zone.

Zone of Recruitment : Mumbai – State of Maharashtra (Excluding Vidharbha Region) State of Goa and Union Territory of Dadra and Nagar Haveli.

No. of posts and reservation

Sr N o	Category	No. of Vacan- cies	General	Reserve Vacancies (including short-fall)		
1	Security Guard	19	15	SC	ST	OBC
				3	-	1

Note: The Bank reserves its right to increase/decrease the number of vacancies or not to fill up the vacancies in the category as per its requirements.

The applicants must fulfill the following conditions:

N.B.- Only Ex-service men are eligible to apply.

a) Educational Qualifications:

Minimum Xth std pass. Maximum under graduate.

An Ex-Service Man having passed Army Special Certificate of Education will be deemed to be a Matriculate. The captioned qualification must have been entered in Soldier's Discharge Book and supported by the necessary certificate.

In the event of any certificate being unavailable, the candidate is advised to get the necessary endorsement made in the Soldier's Discharge Book.

The Service Test & Examination and the specialist service / courses etc. furnished in the Soldier's Discharge Book are specialist qualifications and are of no relevance to the Bank.

The candidates are requested to produce original certificates/testimonials etc. for examination at the time of interview and under no circumstances laminated certificate/s will be accepted by the Bank.

b) Age limit :

Normal age limit is 25 years as on February 1, 2012 (28 years for OBC and 30 years for SC/ST) is further relaxable to the extent of number of years of service in Armed Forces + 3 years subject to maximum upper age limit of 45 years. In case of dispute regarding age, the date of birth as recorded in the school leaving certificate shall be final.

c) Experience :

Ex-servicemen with proper military background who have been actually in military service. The candidates should have experience of handling arms and ammunition in the military.

d) Description of Duties : Guarding Office/Residential premises and Bank's Properties.

e) Pay and Allowances: Initial starting pay of Rs.6350 + A.S.P. Rs.170 per month in the scale of

Rs.6350-220-7230-260-8010-300-8910-400-9710-500-11710-680-13750 (20 years). Total emoluments at the current rate of allowances will be Rs.13,804/- (approx.)

4 3 3 2 4 3

f) Orthopaedically handicapped/disabled persons will not be eligible.

General Instructions

A) Graduates/Degree holders are not eligible and need not apply.

B) Date of Birth as recorded in the School Leaving Certificate/Transfer Certificate/Certificate of Domicile/Birth Certificate issued by Municipal Corporation will be accepted as a proof of age.

C) Candidates should have studied in an educational institution situated in the Recruitment Zone of Mumbai Office of RBI, viz., Institutions in State of Maharashtra (excluding Vidharbha Region), State of Goa and Union Territory of Dadra and Nagar Haveli.

D) The ex-servicemen, who have passed the qualifying examination from outside the recruitment zone, either before or after leaving military services are eligible.

E) Employees appointed in the Bank on or after January 01, 2012 will be governed by the defined contribution "New Pension Scheme".

F) Merely fulfilling eligibility criteria does not entitle candidate to be called for interview. **The Bank reserves the right to raise the minimum eligibility standards etc., in order to restrict the number of candidates to be called for interview commensurate with the number of vacancies. The decision of the Bank in this regard shall be final.**

G) **‘Definition of Ex-serviceman’** –“ Ex-serviceman means a person, who has served in any rank (whether as a combatant or as a non-combatant) in the regular Army, Navy and Air Force of the Indian Union but does not include a person who has served in the Defence Security Corps, the General Reserve Engineering Force, the Lok Sahayak Sena and the Para Military forces and who has retired from such service after earning his/her pension, or who has been released from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension, or who has been released, otherwise than on his own request from such service as a result of reduction in establishment, or who has been released from such service after completing the specific period of engagement, otherwise than at his own request or by way of dismissal or discharge on account of misconduct or inefficiency, and has been given a gratuity and includes personnel of the Territorial Army of the following categories, namely:

Pension holders for continuous embodied service;

- i) Person with disability attributable to military service, and
- ii) Gallantry award winners”

H) Selection Process : The candidates shortlisted for the posts of security guard may have to undergo written test and/ or interview and their selection will be made on the basis of their performance in the written test and / or interview. Accordingly, candidates found suitable will be placed on list to be prepared for the post of Security Gaaard subject to vacancies and reservation requirements. Further, not more than 20% of the posts will be filled by the candidates having educational qualifications above std. X.

I) How to Apply:

i) Candidate must apply in the prescribed format of application published herewith. Application in any other format will be rejected.

ii) The format of the application form prescribed herewith **should not itself** be used as application. Foolscap sheet (A4) should be used for the application. Application may be preferably type written or neatly hand written in Marathi/Hindi/English.

iii) Attested Copies of relevant documents /Certificate should be attached. Latest signed passport photograph (3cm x 2.5cm) should be affixed on the right hand top corner of the application.

iv) The application should be sent by ordinary post only or may be deposited in the box kept at the entrance to the RBI's Main Office Building on any working day between 10.30 a.m. and 02.30 p.m. on week days (except Saturday, Sunday and bank holidays) in a cover superscribed **"Application for the post of Security Guard"**. Applications should be addressed to the Regional Director (Maharashtra & Goa), Reserve Bank of India, Mumbai Office, Human Resource Management Department, Recruitment Section, Main Building, Shahid Bhagat Singh Marg, Post Box No.901, Fort, Mumbai 400 001. No application will be received in person or any acknowledgement given thereof.

J)Ineligibility

Before applying for the posts mentioned in the advertisement, the candidates should ensure that they satisfy the eligibility norms in all respect as mentioned in the advertisement on the date specified. Applications incomplete in any respect not accompanied by relevant documents/certificates and/or received late shall be rejected. Bank's decision in this regard shall be final. The Bank reserves the right to reject any application/candidature at any stage of the recruitment process without assigning any reason/s.

K) Closing Date

Applications complete in all respects must reach the Bank's office on the aforesaid address latest by February 27, 2012.

Warning:

(i)No correspondence will be entered into with candidates not found eligible/not considered for written test and / or interview.

(ii)Canvassing in any form will be a disqualification. Any attempt on the part of the candidate to obtain support for his candidature by any means such as submitting fabricated documents/making statements which are incorrect/false, suppressing material information, resorting to irregular or improper means in connection with candidature using unfair means, etc. shall be a disqualification factor. If any unscrupulous person pretends to provide assistance by resorting to unfair means, a complaint may be lodged with any of the following :

a) Complaint Redressal Cell, Reserve Bank of India, Mumbai-400 001.

b) Central Vigilance Commission, Satarkata Bhavan, Block 'A', GPO Complex, INA, New Delhi-110 023.

The Regional Director (Maharashtra and Goa), Reserve Bank of India, Mumbai 400 001.
Application for the Recruitment of Class-IV Staff in Reserve Bank of India in Mumbai Centre.
(Advertisement Dated _____)

APPLICATION FOR THE POST OF _____

Affix Signed
photograph
3 cm x 2.5

1) **Full Name of**

a) **Applicant :**

b) **Father :**

(Surname)

(Name)

(Father / Husband's Name)

2) **Whether Male / Female**

(Tick appropriate box)

Male

Female

3) **Full Residential Address :**

(Indicate District

with PIN Code)

Tel. No. (if any)

4) **Date of Birth :**

(As recorded in
School Leaving
Certificate)

A) _____

Date

Month

Year

B) Age as on

Years

Months

Days

5) **Educational
Qualification :**

As on

Std. passed

Marks obtained

Out of

Percentage

6) **Name of Educational Institution
last attended :**

Place:

District:

State:

7) **Details of Experience :**

8) **Category :**

(Tick appropriate box)

i)

SC

ST

OBC

Gen

ii)

Ex- Serviceman

Disabled Ex- Serviceman

a) Date of joining the Army :

b) Date of Discharge from the Army :

iii) Displaced person from Jammu & Kashmir between
1-1-1980 and 31-12-1989

Yes

No

iv) Ex-employee of Banking Institutions/Govt. Office
retrenched after at least
one year's service

Yes

No

9) **Proficiency in Sports/Extra
Curricular Activities,**
if any :

10) **Languages known :**

DECLARATION

I declare that all information and particulars furnished herein above are true and correct. I understand that if any of the information is found incomplete / incorrect, false or misleading, my candidature is liable to be cancelled at any stage before appointment and if appointed, my appointment is liable to be terminated without notice or compensation in lieu thereof. I also understand that my candidature will be considered subject to criteria / conditions stipulated in the advertisement.

Place : _____

Date : _____

Signature of the Applicant

Enclosures :