



RECRUITMENT FOR THE POST OF SECURITY GUARDS- 2018

Reserve Bank of India (hereinafter referred to as 'the Bank') invites applications from eligible ex-servicemen candidates for **270** posts of "**Security Guards**" in various offices of the Bank. Selection for the post will be through a country-wide competitive Test (Online Test) followed by Physical Test as per [Annexure I](#).

Please note that Corrigendum, if any, issued on the above advertisement, will be published only on the Bank's website www.rbi.org.in

Full text of the advertisement is available on the Banks' website <https://www.rbi.org.in/> and is also being published in the Employment News/ Rozgar Samachar.

Application can only be submitted online through the Bank's website www.rbi.org.in. No other mode of submission of application is available or acceptable.

Important Dates

Website Link Open	November 9, 2018 – November 30, 2018
Payment of Test Fees (Online)	November 9, 2018 – November 30, 2018
Schedule of Online Test (Tentative)	In the month of December 2018/January 2019. The online test could be conducted on a weekday or weekend. RBI reserves the right to modify the number of days and dates of test depending on the number of applicants.

RECRUITMENT FOR THE POST OF SECURITY GUARDS- 2018

Applications are invited from eligible Indian Citizens (Ex-Servicemen only) for the post of Security Guard in the Bank.

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

["Recruitment for the post of Security Guards- 2018"](#)

1. Vacancy Position

Before applying, Candidates should ensure that they fulfill the eligibility criteria for the post.

Candidates are requested to apply online through the Bank's website 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 candidate grievance Redressal cell <https://cgrs.ibps.in/>. Don't forget to mention 'RBI Recruitment for the post of Security Guards 2018- Online Test' in the subject box of the e-mail.

Sr. No.	Office	Vacancies				
		SC	ST	OBC	GEN	TOTAL
1	Ahmedabad	1	1	3	6	11
2	Bengaluru	1	--	2(1)	4	7
3	Bhubaneswar	2	--	--	7	9
4	Bhopal	--	2(1)	1	4	7
5	Chandigarh	--	--	2	5	7
6	Chennai	--	--	2	17	19
7	New Delhi	2	--	--	3	5
8	Guwahati	--	6	--	9	15
9	Hyderabad	1	2(2)	2	5	10
10	Jammu	--	1	2	4	7
11	Jaipur	2	2	4	8	16
12	Kanpur	3	--	3	6	12
13	Kolkata	4	1	4	10	19
14	Lucknow	1	--	3	5	9
15	Mumbai	6(1)	21(9)	15	38	80
16	Nagpur	1	--	1	2	4
17	Patna	3	1	2	7	13
18	Thiruvananthapuram	3(1)	--	6	11	20
	Total	30	37	52	151	270

Abbreviations stand for: **SC** – Scheduled Caste, **ST** – Scheduled Tribe, **OBC** – Other Backward Classes, **GEN** – General i.e. Unreserved;

Figures in brackets refers backlog vacancies.

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

Reservation under various categories will be as per the Government of India Guidelines

prevalent at the time of finalization of result. The Bank reserves the right to increase/decrease the number of vacancies as per requirement.

2. Definition

i) 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 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, viz. pension holders for continuous embodied service; person with disability attributable to military service, and gallantry award winners.”

Note:

1) Candidates, who are released / retired from Armed Forces, or whose specific period of engagement (SPE) is likely to be completed **on or before December 31, 2019** 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 in the Bank that the candidate 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 the Bank **on or before January 31, 2020**. Certificate formats to be submitted by these candidates are provided in **ANNEXURE II** and these certificates are required to be submitted at the time of **Physical Test** 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) The following rules applicable to Ex-Servicemen re-employed under the Central Government would apply to Ex-Servicemen candidates appearing for the online test:

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

3. Eligibility Criteria:

(a) Age (as on 01/11/2018)

Normal age limit of 25 years (28 years for OBC and 30 years for SC/ST as per category relaxation provided by the Government of India) as on November 1, 2018, is further relaxed to the extent of number of years of service in Armed Forces plus 3 years subject to maximum upper age limit of 45 years. **The upper age limit of 45 years is uniformly applicable to candidates belonging to all categories inclusive of reserved candidates.**

In case of dispute regarding age, the date of birth as recorded in the school leaving certificate shall be final.

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

(b) Caste Criteria

(i) Candidate's seeking reservation as SC/ST/OBC, shall have to produce a certificate in the prescribed proforma ONLY, meant for appointment to posts under the Government of India from the designated authority indicating clearly the candidate's caste, the Act/Order under which the caste is recognised as SC/ST/OBC and the Village/Town the candidate is ordinarily a resident of. They must also ensure that the name of their caste/community and its spelling in their caste/community certificate is exactly as mentioned in the lists notified by the Central Government from time to time (for OBC category list of castes recognized by the Govt. of India as OBC castes in the central list is available on the site <http://www.ncbc.nic.in>, for ST category the list caste for each state is available on the site <https://ncst.nic.in> and for SC category the list of castes for each state is available on the site <http://www.socialjustice.nic.in>). A certificate

containing any variation in the caste name will not be accepted. Further, the OBC certificate should also clearly indicate that the candidate does not belong to creamy layer as defined by the Government of India for applying to posts and services under the Central Government.

(ii) The OBC claim of a candidate will be determined in relation to the State (or part of the State) to which his father originally belongs. A candidate who has migrated from one State (or part of the State) to another should, therefore, produce an OBC certificate which should have been issued to him based on his father's OBC certificate from the State to which he (father) originally belongs.

(iii) No change in the community status already indicated in the on-line application by a candidate for this examination will be allowed.

(c) Educational Qualifications (as on 1/11/2018)

The candidate should have passed 10th Standard (S.S.C./Matriculation) from recognized State Education Board or equivalent. Ex-servicemen who have passed the qualifying examination from outside the recruitment zone either before or after leaving the military service are eligible.

- i. In addition to the above, **the candidate should be a resident of the State/UT coming under the Regional Jurisdiction of the Recruitment Office** to which he is applying (Refer [Annexure III](#)).
- ii. The candidate should be an undergraduate as on 01/11/2018. Graduates and candidates possessing higher qualification are not eligible to apply.
- iii. Although matriculate Ex-servicemen with 15 years of experience are considered as "Graduates" they are eligible to apply.
- iv. The qualification as claimed by the candidate must have been entered in Soldier's Discharge Book and supported by necessary documents.
- v. Bank reserves the right to call for any document in support of residential status of the candidate.

(d) Experience: Only ex-servicemen with proper military background are eligible. The candidates should have experience of handling arms and ammunition in the military.

(e) Ineligibility : Orthopedically handicapped/Hearing Impaired/Visually Handicapped/disabled ex-servicemen/declared medically unfit, who cannot undertake the duties, mentioned under paragraph (4) of this advertisement, properly will not be eligible. Before applying for the post of Security Guard, the candidate should ensure that they satisfy the eligibility norms in all

respects as mentioned above. Applications incomplete in any respect and/or 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.

4 Job Requirements:

- i) Guarding Bank's property (official/Residential), other watch and ward duties round the clock.
- ii) Operating X-Ray machines/DFMD for checking baggage at the entrance and other allied duties which may be assigned by the Bank.
- iii) The Security Guards will have to work in shifts, including night shifts.
- iv) The above list is only indicative, not exhaustive. The Bank reserves the right to assign any other work in case of requirement.

5. Scheme of Selection:

Candidates will be shortlisted on the basis of marks in Online Test. The shortlisted candidates will have to appear for a Physical test which will be of qualifying in nature. From the candidates who qualify in the physical test, a merit list based on the marks scored in the online test shall be prepared. These provisionally shortlisted candidates will have to successfully complete document verification, biometric verification and any other procedure as may be decided by the Bank. They will also have to undergo the pre-recruitment medical test. Final selection will be done based on all these mandatory procedures.

(A) Details of Online Test:

Sr. No.	Name of the subject (Objective)	No. of Questions	Maximum Marks	Duration (in Minutes)
1	Test of Reasoning	40	40	30
2	General English	30	30	25
3	Numerical Ability	30	30	25
	Total	100	100	80

- i. Out of the above three papers, Test of Reasoning and Numerical Ability will be in bilingual, i.e. English and Hindi.
- ii. There will be negative marking for wrong answer and 1/4th mark will be deducted for each wrong answer.
- iii. Candidates will have to pass with minimum prescribed mark in each subject.

- iv. Other detailed information regarding the test will be given in an Information Handout, which can be downloaded by the candidates from the Bank's website along with call letter.

Roll No. of those candidates who are shortlisted for Physical Test on the basis of Online test will be displayed on Bank's website. Call letters for physical test will be sent directly from the concerned Recruiting Office or shall be made available for downloading from the Bank's website. **Candidates are advised to keep their e-mail ID/mobile number alive till the completion of entire recruitment process for receiving advices such as Admission letters etc. Candidates may check e-mails (including spam and junk mailboxes)/SMS regularly.**

(B) Details of Physical Test

- i. Details are given in [Annexure-I](#).
- ii. Physical Test will be of qualifying nature.
- iii. Candidates appearing for Physical test will have to produce a medical certificate (as per [Annexure V](#)) from a medical officer not below the rank of Civil Surgeon/Asst. Surgeon certifying that the candidate is medically fit to undergo physical test. Further, the candidates will have to give an undertaking as per [Annexure IV](#).

(C) Biometric Data-Capturing and Verification

Biometric data (thumb impression or otherwise) and photograph of the candidates will be captured during Online Test and verified/recaptured subsequently during and even after the Physical Test. **The Bank reserves the right to capture/recapture/verify bio-metric data multiple times.** Decision of the Biometric data verification authority as regards its status (i.e. matching or not-matching) shall be final and binding upon the candidates.

Candidates are advised to take note of the following points:

- i. If fingers are coated (stamped ink/mehndi/coloured etc.), ensure to wash them thoroughly so that coating is completely removed before the exam.
- ii. If fingers are dirty or dusty, ensure to wash them and dry them before the finger print (biometric) is captured.
- iii. Ensure that fingers of both hands are dry. If fingers are moist, wipe each finger to dry them.

- iv. If the primary finger (left thumb) to be captured is injured/ damaged, immediately notify the concerned authority at the test centre. In such cases impression of other fingers etc. may be captured.

6. Pre-test Training for SC/ST/OBC candidates

The Bank may arrange combined pre-test training at certain centres for a limited number of **SC/ST/OBC candidates** in consonance with the guidelines issued by Government of India. Candidates desirous to avail such training may write to the concerned Regional Office(RO) of the Bank to whom the candidate is applying. An indicative list of training centres is given below. Those candidates will be intimated about the training by the concerned RO. All expenses i.e. travelling, boarding, lodging etc. for the training will be borne by the candidate. The Bank reserves the right to cancel/add/alter/modify any test centre/address or make alternate arrangement depending on the response received and administrative feasibility.

[Format of the Application form for pre-test training is as attached.](#)

Addresses of the Offices

RESERVE BANK OF INDIA ASHRAM ROAD, AHMEDABAD – 380014	RESERVE BANK OF INDIA 10/3/08, NRUPATUNGA ROAD, BENGALURU - 560 001	RESERVE BANK OF INDIA HOSHANGABAD ROAD, BHOPAL - 462 011
RESERVE BANK OF INDIA 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 CLACIS, 16, RAJAJISALAI, CHENNAI - 600 001
RESERVE BANK OF INDIA 6, SANSAD MARG, NEW DELHI - 110 001	RESERVE BANK OF INDIA STATION ROAD, PANBAZAR, GUWAHATI - 781 001	RESERVE BANK OF INDIA 6-1-56, SECRETARIAT ROAD, SAIFABAD, HYDERABAD - 500 004
RESERVE BANK OF INDIA RAIL HEAD COMPLEX, JAMMU - 180 012	RESERVE BANK OF INDIA RAMBAGH CIRCLE, TONK ROAD, JAIPUR- 302 004	RESERVE BANK OF INDIA MAHATMA GANDHI ROAD, KANPUR-208 001
RESERVE BANK OF INDIA 15, N. S. ROAD, KOLKATA - 700 001	RESERVE BANK OF INDIA BLDG.8-9, VIPIN KHAND, GOMTI NAGAR LUCKNOW - 226 010	RESERVE BANK OF INDIA MAIN BUILDING, SHAHID BHAGAT SINGH ROAD, FORT, MUMBAI - 400 001
RESERVE BANK OF INDIA MAIN OFFICE BUILDING, DR. RAGHAVENDRA RAO ROAD, CIVIL LINES, NAGPUR - 440 001	RESERVE BANK OF INDIA P.B. No. 162 SOUTH GANDHI MAIDAN PATNA	RESERVE BANK OF INDIA BAKERY JUNCTION THIRUVANANTHAPURAM - 695 033

7. Test Centres:

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

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

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

(iv) Candidates will have to appear for the online test as well as Physical test at his own risk and expenses. The Bank will not be responsible for any injury or losses etc. of any nature.

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

(vi) Centers for the Physical test will be intimated after declaration of online test result.

8. Service Conditions / Career Prospects:

(i) Pay Scale: Security Guards will draw a starting basic pay of ₹ 10940/- per month in the scale of 10940-380 (4)-12460- 440(3) -13780-520(3)-15340-690 (2)-16720- 860(4) – 20160-1180 (3)-23700 (20 years) and other allowances , viz: Dearness Allowance, House Rent Allowance, Local Compensatory Allowance, Transport Allowance, Personal Fixed Allowance, Shift Allowance, Special Functional Allowance, Special Allowance (I), Grade Allowance, Washing Allowance etc. as admissible from time to time. At present, initial monthly Gross emoluments for Security Guards is approximately ₹ 24,052/- including House Rent Allowance @ of 15 %.

(ii) Perquisites:

RBI's accommodation subject to availability, Reimbursement of education expenses, Reimbursement of cost of spectacles, Book Grant, News Paper Bill, Furnishing of residence, Reimbursement of GSLI, Car Insurance, Conveyance Allowance etc. as per eligibility. Dispensary facility besides reimbursement of medical expenses of 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. Selected candidates will be governed by 'the defined contribution New Pension Scheme (NPS)'.

9. How to apply

Candidates are required to apply only online using the website www.rbi.org.in from November 9, 2018 to November 30, 2018. No other means/mode of application will be accepted. Detailed instructions for filling up online applications are available at [Appendix-I](#) which is available on the Bank's website www.rbi.org.in. The applicants are advised to submit only single application; however, if due to any unavoidable situation, if the candidate submits another/multiple applications, then the candidate must ensure that application with the higher Registration ID (RID) is complete in all respects like applicants' details, examination centre, photograph and signature, fee etc. The applicants who are submitting multiple applications should note that only the last completed applications with higher RID shall be entertained by the Board and fee paid against one RID shall not be adjusted against any other RID.

Intimation charges (Non- Refundable) of Rs.50/- shall be payable from November 9, 2018 to November 30, 2018. Staff candidates are exempted from payment of this fee.

10. General Rules/ Instructions:

(i) Candidates can apply for a vacancy existing in one office only, under which jurisdiction (refer [Annexure III](#)) they are resident as on the date of application and accordingly, will have to opt for the online test from a centre within the states/UTs under the regional jurisdiction of that office. *For example, a candidate residing in the state/UT of Gujarat/Daman and Diu can apply only for vacancy existing in Ahmedabad office and opt for a centre under the jurisdiction of the Ahmedabad office.*

(ii) Candidates need not submit /send application printouts or copies of any other certificates at the time of online application to the Bank. 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 the Bank, the candidate does not satisfy the eligibility criteria, his candidature/ appointment is liable to be cancelled/ terminated.

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

(iv) Candidates should satisfy themselves about their eligibility for the post and the Bank shall not entertain request from candidates seeking advice about their eligibility to apply.

(v) Date of birth as recorded in School Leaving Certificate/ Transfer Certificate/Certificate of Domicile/ Birth Certificate issued by Municipal Corporation will only be accepted as proof of age.

(vi) Canvassing in any form will lead to disqualification.

(vii) Candidates will have to visit Bank's website for downloading call letters of online test and an intimation to that effect will also be sent through email/SMS. Once the candidate clicks the relevant link, he can access the window for call letter download. The candidate is required to use (a) Registration Number/Roll Number, (b) Password/Date of Birth for downloading the call letter. Candidate needs to affix recent recognizable photograph on the call letter preferably the same which was provided during registration. The candidate must appear at the test centre with (a) Call Letter (b) Photo Identity Proof as stipulated in clause (xiii) and call letter. Original Photo Identity Proof may be brought along with a photocopy.

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

(ix) CANDIDATES REPORTING LATE i.e. after the reporting time specified on the call letter for Test will not be permitted to take the test. The reporting time mentioned on the call letter is prior to the Start time of the test. Though the duration of the test is 80 minutes for test, candidates may be required to be at the venue for about 3 to 4 hours including the time required for completion of various formalities such as collection and verification of biometrics, various requisite documents etc.

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

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

(xii) A declaration is required to be submitted in the prescribed format by candidate seeking reservation as OBC, that the candidate does not belong to the creamy layer as on date of Physical test/specified date. The OBC certificate containing the non-creamy clause should have been issued after **01.11.2018**.

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

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

Note: Candidates have to produce in original the photo identity proof and submit photocopy of the photo identity proof along with Test call letter as well as the Physical test Call Letter while attending the online tests as well as Physical test, without which they will not be allowed to take up the test/ Physical test. 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. If there is any mismatch between the names indicated in the Call Letter and Photo Identity Proof the candidate will not be allowed to appear for the test.

(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 test, Physical test or in a subsequent selection procedure, if a candidate is (or has been) found guilty of –

(a) using unfair means or

(b) impersonating or procuring impersonation by any person or

(c) misbehaving in the test / Physical test 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 candidature or
(e) obtaining support for his candidature by unfair means, or
(f) carrying mobile phones or similar electronic devices of communication in the test hall/
Physical test centre,
such a candidate may, in addition to rendering himself liable to criminal prosecution, be liable :

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

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

(xvi) The Bank 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, The Bank reserves right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.

(xvii) In all correspondence with the Bank, **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 tests, Physical test, assessment, prescribing minimum qualifying standards in online test and Physical test, in relation to number of vacancies and communication of result, the Bank'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 test cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify the problem, which may include shifting the candidates to the other centres or to conduct of another test if considered necessary. Decision of the Bank in this regard shall be final. Candidates not willing to accept such change shall lose his candidature for this exam.

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

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

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

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

(xxiv) The post is also open to the employees of the Bank (**staff candidates**) who satisfy the eligibility criteria and they will be eligible for age relaxation. **Part-time employees of the Bank will not be treated as staff candidates.**

(xxv) 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.

(xxvi) Candidate's admission to the test / Physical test/document verification/biometric verification is strictly provisional. The mere fact that the call letter/advice has been issued to the candidate to appear for these procedures does not imply that his candidature has been finally cleared by the Bank.

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HOW TO APPLY

Candidates have to apply only online through the Bank's website i.e. www.rbi.org.in from November 9, 2018 – November 30, 2018. No other means/mode of applications will be accepted.

(A) PRE-REQUISITES FOR APPLYING ONLINE:

Before applying online, candidates should—

(i) scan their :

- photograph (4.5cm × 3.5cm)

- signature

ensuring that the all these scanned images adhere to the required specifications as given below.

(ii) Signature in CAPITAL LETTERS will NOT be accepted.

(iii) Keep the necessary details/documents ready to make Online Payment of the requisite intimation charges

(iv) Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. Bank may send intimation to download call letters for the Examination etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he should create his new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number. **The Bank shall not be liable if any email communication is delivered to the SPAM/JUNK folder of the candidates' email account. Candidates are advised to check their SPAM/JUNK folders also.**

(v) **The Bank reserves the right not send any communication by any other mode than Email/SMS.** No change in E-mail ID will be entertained during the entire process of the recruitment.

(B) PROCEDURE FOR APPLYING ONLINE:

(i) Candidates satisfying the conditions of eligibility as on November 1, 2018 are first required to visit the URL "Recruitment for the post of Security Guards 2018" on Bank's website i.e. www.rbi.org.in > Opportunities@RBI > Current Vacancies > Vacancies and click on the hyperlink

[“Online Application Form”](#) in the Advertisement page for filling the ‘Online Application’. It redirects the candidates to the online registration page.

(ii) Candidates will have to enter their basic details and upload the photograph and signature in the online application form as per the specifications given.

(iii) To register application, choose the tab "Click here for New Registration" and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.

(iv) In case the candidate is unable to complete the application form in one go, he can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required.

(v) Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the FINAL SUBMIT BUTTON.

(vi) The Name of the candidate or his Father etc. should be spelt correctly in the application as it appears in the Photo identity proof / Certificates/ Mark sheets. Any change/alteration found may disqualify the candidature.

(vii) Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.

(viii) Candidates can proceed to upload Photo and Signature as per the specifications given in the Guidelines for Scanning and Upload of the same.

(ix) Candidates can proceed to fill other details of the Application Form.

(x) Click on the Preview Tab to preview and verify the entire application form before FINAL SUBMIT.

(xi) Modify details, if required, and click on 'FINAL SUBMIT' ONLY after verifying and ensuring that the photograph and signature are uploaded and other details filled by you are correct.

(xii) Click on 'Payment' Tab and proceed for payment.

(xiii) Click on 'Submit' button.

(xiv) Candidates shall be solely responsible for filling up the online applications correctly. In case of invalid applications due to errors committed by the applicant no claims for refund of intimation charges so collected shall be entertained by the Bank.

(xv) To avoid last minute rush, candidates are advised to pay the intimation charges and register online at the earliest.

(xvi) Bank does not assume any responsibility for the candidates not being able to submit their applications within the last day on account of aforesaid reasons or any other reason.

(C) MODE OF PAYMENT FOR INTIMATION CHARGES: Candidates have to make the payment of requisite fee/intimation charges through the online mode only:

(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 Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.

(iii) 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.

(iv) On successful completion of the transaction, an e-Receipt will be generated.

(v) Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.

(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) 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.

(viii) To ensure the security of your data, please close the browser window once your transaction is completed.

(ix) There is facility to print application form containing fee details after payment of fees upto November 30, 2018.

(D) GUIDELINES FOR SCANNING & UPLOADING THE PHOTOGRAPH & SIGNATURE:

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

Photograph

- Image: (4.5cm × 3.5cm)
- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- If you have to use flash, ensure there's no "red-eye"
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between 20kb–50 kb
- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

Signature

- The applicant has to sign on white paper with Black Ink pen.
- The signature should be of the applicant and not by any other person.
- The signature will be used to put on the Call Letter and wherever necessary.
- If the Applicant's signature on the attendance sheet or Call letter, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified.
- Dimensions 140 x 60 pixels (preferred)
- Size of file should be between 10kb – 20kb for signature
- Signature in CAPITAL LETTERS shall NOT be accepted.

Note:

(1) In case the face in the photograph or signature is unclear / smudged the candidate's application may be rejected.

(2) After uploading the Photograph / signature in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature is not prominently visible, the candidate may edit his application and re-upload his photograph or signature, prior to submitting the form.

(3) After registering online candidates are advised to take a printout of their system generated online application forms.

NOTE: Please note that Corrigendum, if any, issued on the above advertisement, will be published only on the Bank's website www.rbi.org.in

(Hindi version of this advertisement is available on Hindi website of Bank)

Annexure - I**PHYSICAL TEST FOR THE RECRUITMENT OF SECURITY GUARDS**

Sr. No.	Event	Measurement as per age group	
		AGE 30-40	AGE 41-45
1	2.4 KM Run	10 Min 31 Sec to 11 Min 15 Sec	11 Min 31 Sec to 12 Min 15 Sec
		11 Min 16 Sec to 12 Min	12 Min 16 Sec to 13 Min
		12 Min to 15 Min	13 Min to 16 Min
		Over 15 Min	Over 16 Min
2	5 Meter Shuttle in One Min	14 to 15	12 to 13
		12 to 13	10 to 11
		10 to 11	8 to 9
		Below 10	Below 8
3	Push Ups	20	17
		16 to 19	13 to 16
		15	12
		Below 15	Below 12
4	Sit Ups	30	25
		28 to 29	23 to 24
		26 to 27	21 to 22
		24 to 25	19 to 20
		22 to 23	17 to 18
		20 to 21	15 to 16
		Below 20	Below 15

ANNEXURE II

FORM - A

Form of Certificate applicable for Released/Retired Personnel

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

2. He has been released from military services:

a) on completion of assignment otherwise than

(i) by way of dismissal, or

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

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

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

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

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

Place:

Date:

Signature, Name and Designation of the Competent Authority**

SEAL

Delete the paragraph which is not applicable.

FORM - B

Form of Certificate for Serving Personnel

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

It is certified that No.....Rank.....Nameis serving in the

Army/Navy/ Air Force from

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

3. No disciplinary case is pending against him.

Place:
Date:

Signature, Name and Designation of the
Competent Authority**

SEAL

FORM – C

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

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

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

Place:
Date:

Signature and Name of Candidate

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

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

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

till.....

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

Place :

Date :

Signature, Name and Designation of
the Competent Authority

SEAL

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

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

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

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

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

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

Annexure-IV**Undertaking by Candidate before appearing for Physical Test**

I.....(Name).....(Rank) hereby undertakes that I am appearing for the Physical Test for the recruitment of Security Guard in RBI at my own risk and I will not hold RBI responsible if any injury occurs to me during the test or on account of the test.

Certificate

I certify that the abovementioned undertaking is willingly given by me and I will abide by it.

Date:

Place:

Signature:

Name:

Service No:

Annexure V**CERTIFICATE OF MEDICAL FITNESS TO UNDERGO PHYSICAL TESTS****(Certificate to be issued not before 07 days of the date fixed for physical test)**

This is to confirm that I have medically examined No..... Ex/servicing soldier
 Rank.....Name.....S/o.....r/
 o.....having date of birth.....

It is hereby certified that the individual is medically fit to undergo following competitive physical tests:-

- a. 2.4 Km run
- b. 5 Mtr Shuttle
- c. Push ups
- d. Sit ups

Date :

Place:

Name:

Designation:

Name of Hospital/Institution:

Office Seal:

Annexure VI**Test Centres**

State/UT	Regional Office	Centres	State/UT	Regional Office	Centres				
Andaman & Nicobar	Kolkata Office	Port Blair			Bhopal				
Andhra Pradesh	Hyderabad	Chirala	Madhya Pradesh	Bhopal	Gwalior				
		Guntur			Indore				
		Kakinada			Jabalpur				
		Kurnool			Sagar				
		Nellore			Satna				
		Rajahmundry			Ujjain				
		Tirupati							
		Vijayawada							
		Visakhapatnam							
		Vizianagaram							
		Arunachal Pradesh			Guwahati	Itanagar-Naharlagun	Maharashtra	Mumbai	Aurangabad
		Assam			Guwahati	Dibrugarh	Maharashtra (Vidharbha region)	Nagpur	Jalgoan
Guwahati	Kolhapur								
Jorhat	Mumbai/Navi Mumbai/ Thane								
Silchar	Nanded								
Tejpur	Nasik								
Bihar	Patna	Arrah	Manipur	Guwahati	Pune				
		Aurangabad			Nagpur				
		Bhagalpur			Amaravati				
		Darbhanga			Chandrapur				
		Gaya							
		Muzzafarpur							
		Patna							
		Purnea							
Chandigarh	Chandigarh	Chandigarh-Mohali	Odisha	Bhubhaneshwar	Balasore				
Chattisgarh	Bhopal	Bhilai	Odisha	Bhubhaneshwar	Berhampur				
		Bilaspur			Bhubaneshwar				
		Raipur			Cuttak				
Delhi	New Delhi	Delhi NCR	Puducherry	Chennai	Puducherry				
		Faridabad	Punjab	Chandigarh	Amritsar				
		Ghaziabad			Bhatinda				
		Greater Noida			Jalandhar				
		Gurgaon			Ludhiana				
	Mohali								
Goa	Mumbai	Panaji	Rajasthan	Jaipur	Patiala				
Gujarat	Ahmedabad	Ahmedabad			Ajmer				
		Gandhinagar			Bikaner				
		Anand			Jaipur				
		Himatnagar			Jodhpur				
		Mehsana	Kota						
		Rajkot	Sikar						
		Surat							
Vadodara									

Haryana	Chandigarh	Ambala			Udaipur		
		Hissar	Sikkim	Kolkata	Gangtok- Bardang		
		Karnal	Tamilnadu	Chennai	Chennai		
		Kurukshetra			Coimbatore		
		Panipat			Madurai		
		Yamuna Nagar			Nagercoil		
Himachal Pradesh	Chandigarh	Hamirpur			Salem		
		Kangra			Thiruchirapalli		
		Mandi	Tirunelveli				
		Shimla	Erode				
		Solan	Telangana	Hyderabad	Hyderabad		
		Una			Karimnagar		
Jammu & Kashmir	Jammu	Jammu			Khammam		
		Samba			Warangal		
Jharkhand	Patna	Bokaro			Tripura	Guwahati	Agartala
		Dhanbad			Uttar Pradesh	Lucknow	Lucknow
		Hazaribagh	Varanasi				
		Jamshedpur	Gorakhpur				
		Ranchi	Bareilly				
Karnataka	Bengaluru	Bengaluru	Uttarakhand	Kanpur			Moradabad
		Kalaburgi			Meerut		
		Hubli			Muzaffarnagar		
		Mangalore			Agra		
		Mysuru			Aligarh		
		Shimoga			Allahabad		
		Belgaum			Jhansi		
		Udipi			Kanpur		
Kerala	Thiruvananthapuram	Kannur	Uttarakhand	Kanpur	Mathura		
		Calicut			Dehradun		
		Thrissur			Haldwani		
		Ernakulam	West Bengal	Kolkata	Roorkee		
		Kottayam			Asansol		
		Kollam			Durgapur		
		Thiruvananthapuram			Greater Kolkata		
			Hooghly				
			Kalyani				
			Kolkata				
			Siliguri				

Application for Pre examination Training

The Regional Director/General Manager
Reserve Bank of India

** _____

Dear Sir,

Pre-examination Training – Recruitment of Security Guard

I have applied to the RBI for the post of Security Guard. Please register my name for training in English/Hindi medium. I enclose an attested copy of the Caste/Tribe 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 :

Place:

Date:

Address:

Email:

Mobile:

Encl:

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

*** Addresses of our offices are given in the Advertisement. A candidate can select only that office for which he is applying for the post*

Delete inapplicable

(Note:

- 1. Training in Hindi will be held only if sufficient numbers of candidates are registered.**
- 2. The application must reach the concerned office latest by December 5, 2018. Kindly superscribe "Application for pre examination training for the post of Security Guard 2018" on the envelope.**