



RECRUITMENT FOR THE POST OF OFFICE ATTENDANTS - 2020

Reserve Bank of India invites applications from eligible candidates for **841** posts of “**Office Attendant**” in various offices of the Bank. Selection for the post will be through a country-wide competitive Test (Online Test) followed by Language Proficiency Test (in Regional Language) as per [Annex-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 www.rbi.org.in and is also being published in the Employment News/ Rozgar Samachar.

Applications will be accepted only Online through the Bank’s website www.rbi.org.in. No other mode for submission of application is available.

Important Dates:

Website Link Open	February 24, 2021 – March 15, 2021
Payment of Test Fees (Online)	February 24, 2021 – March 15, 2021
Tentative date of Online Test	April 09 & 10, 2021

RECRUITMENT FOR THE POST OF OFFICE ATTENDANTS - 2020

Applications are invited from eligible Indian Citizens for the post of “**Office Attendant**” in Reserve Bank of India (RBI).

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

[“Online Application Form”](#)

1. Vacancy position

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

Candidates are requested to apply online through Bank’s website www.rbi.org.in.

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 <http://cgrrs.ibps.in/>. Don’t forget to mention ‘RBI Recruitment of Office Attendants - 2020’ in the subject box of the email.

Office	Vacancies						PwBD#				EXS	
	SC	ST	OBC	EWS	GEN	Total	VI	HI	OH	4th Category	EX-1	EX-2
Ahmedabad	0	3	22	5	20	50	1	1	0	0	2	10
Bangalore	1	0	0	2	25	28	1	0	1	0	1	6
Bhopal@	0	10	0	2	13	25	0	1	0	0	1	5
Bhubaneswar	1	7	4	2	10	24	0	0	1	0	2	5
Chandigarh	5	0	10	3	13	31	0	0	1	0	2	6
Chennai %	0	0	23	7	41	71	1	0	1	1	3	14
Guwahati&	0	9	6	3	20	38	0	0	1	1	2	8
Hyderabad	8	5	15	5	24	57	0	1	1	1	3	11
Jammu	0	2	1	0	6	9	1	0	0	0	0	2
Jaipur	0	7	14	4	18	43	1	0	1	0	2	8
Kanpur**	0	0	33	6	30	69	0	1	0	1	3	14
Kolkata *	7	0	10	3	15	35	1	0	0	0	2	7
Mumbai \$	0	11	46	20	125	202	0	3	2	2	9	40
Nagpur	3	21	3	5	23	55	1	1	0	0	2	11
New Delhi	0	0	9	5	36	50	1	1	0	0	2	10
Patna ^	0	0	13	2	13	28	0	0	0	1	1	6
Thiruvananthapuram !	0	0	2	2	22	26	0	0	0	1	1	5
Total	25	75	211	76	454	841	8	9	9	8	38	168

@	Bhopal – 17, Raipur - 8	!	Thiruvananthapuram-26, Kochi-0
&	Guwahati-22, Agartala-4, Aizawl-4, Imphal-4, Shillong-4	%	Chennai-61, RBSC-9, ZTC Chennai-1
**	Kanpur-29, Lucknow-31, Dehradun-9	*	Kolkata-30, Gangtok-4, ZTC Kolkata-1
\$	Mumbai-180, Navi Mumbai-17, Panaji-1, RBI Academy-2, ZTC Mumbai-2	^	Patna-21, Ranchi-7

“The Bank reserves the right to increase/decrease the number of vacancies as per the requirement.”

Abbreviations stand for: **SC** – Scheduled Caste, **ST** – Scheduled Tribe, **OBC** – Other Backward Classes, **EWS** – Economically Weaker Section, **GEN** – General i.e. Unreserved, **PwBD** – Persons with Benchmark Disabilities, **VI** – Visually Impaired, **HI** – Hearing Impaired, **OH** – Orthopedically Handicapped, **EXS** – Ex-Servicemen, **EX-1** - Disabled Ex-servicemen/ Dependents of Ex-servicemen killed in action, **Ex-2** - Ex-servicemen (normal), **4th category** as defined under Right of Persons with Disabilities Act. 2016 (RPWD Act., 2016).

Only following categories of PwBD are eligible to apply for this post:

OH– Locomotor Disability candidates: OL – One Leg affected (Right or Left), OA - One Arm affected (Right or Left), OLA - One Arm & One Leg affected (Right or Left), **VI Candidates:** B – Blind, LV – Low Vision, **HI candidates:** PD - Partially Deaf; D – Deaf, **4th category (D)** such as autism and multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness **as defined under RPWD Act., 2016** may apply for the post.

Reservation for PwBD/ Ex-Servicemen is horizontal reservation and included in the vacancies of various categories. PwBD candidates applying for Offices where vacancies are not reserved for them will be eligible for upper age limit as available to PwBD candidates.

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

Reservation for Economically Weaker Section (EWS) in recruitment is governed by Office Memorandum No. 36039/1/2019-Estt (Res) dated 31.01.2019 of Department of Personnel & Training, Ministry of Personnel, Public Grievance & Pensions, Government of India.

Disclaimer: *"EWS vacancies are tentative and subject to further directives of Government of India and outcome of any litigation. The appointment is provisional and is subject to the income & Asset certificate being verified through proper channel"*.

Benefits of reservation under EWS category can be availed upon production of an "Income and Asset Certificate" issued by a Competent Authority in the format prescribed by Government of India. For submitting income and asset certificate by the candidate, the date may be treated as the closing date of receipt of applications for the post.

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

2. Definition:

i) Ex-Serviceman:

Only those candidates shall be treated as Ex-Serviceman who fulfill the revised definition as laid down in Government of India, Ministry of Home Affairs, Department of Personnel and Administrative Reforms Notification No.36034/5/85/Estt (SCT) dated 27th October 1986, as amended from time to time.

Disabled Ex-Serviceman: Ex-Serviceman, who while serving in Armed Forces of the Union, was disabled in operations against the enemy or in disturbed areas, shall be treated as 'Disabled Ex-Serviceman'.

Dependents of Serviceman killed in Action: Servicemen killed in the following operations would be deemed to have been killed in action attributable to Military Service (a) war (b) warlike operations or border skirmishes either with Pakistan on cease fire line or any other country (c) Fighting against armed hostiles in a counter insurgency environment viz. Nagaland, Mizoram, etc. (d) Serving with peace-keeping mission abroad (e) Laying or clearance of mines including enemy mines as also mine sweeping operation between one month before and three months after conclusion of an operation (f) Frost-bite during actual operations or during the period

specified by the Government (g) Dealing with agitating Para-Military forces personnel (h) IPKF personnel killed during the operations in Sri Lanka.

Note:

1) Candidates, who are released / retired from Armed Forces, or whose SPE is likely to be completed on or before **March 01, 2022** only are eligible to apply under this recruitment. They will also be required to submit the release letter along with a self-declaration at the time of joining RBI that he/she is entitled to the benefits admissible to Ex-Serviceman in terms of Govt. of India rules. Those candidates, who have already completed their initial period of engagement and are on extended assignment, are required to submit certificates to that effect. If selected, all such candidates mentioned above, should get released and join RBI on or before **March 31, 2022**. Forms of the certificates to be submitted by all these candidates are provided in [Annex II](#) and these certificates are required to be submitted at the time of LPT / Document Verification or at any subsequent stage of the recruitment process.

2) The Territorial Army Personnel will be treated as Ex-Serviceman w.e.f. 15.11.1986.

3) An Ex-Serviceman who has once joined a Government job on the civil side after availing of the benefits given to him as an Ex-Serviceman for his re-employment, his Ex-Serviceman status for the purpose of re-employment in Government **ceases**.

4) Dependents of Servicemen killed in action are eligible for reservation. 4.5% of the total vacancies are reserved for Disabled Ex-Serviceman and dependents of Servicemen killed in action, clubbed together. First priority in the matter of appointment will be given to the **Disabled Ex-Servicemen** and second priority will be given to **two dependents of Defence personnel killed in action or severely disabled** (with over 50% disability attributable to defence services). For the purpose of this concession, the member of the family would include his widow, son, daughter or his near relations who agree to support his family. The relaxation in upper age and educational qualifications available to Ex-Servicemen/Disabled Ex-Serviceman will not be available to Dependents of Servicemen killed in action.

5) 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. Reservation for Persons with Benchmark Disability (PwBD) in terms of RPWD Act., 2016:

A. Persons with Benchmark Disabilities (PwBD):

Under Section 34 of RPWD Act, 2016, Persons with Benchmark Disabilities (PwBD) are eligible for Reservation. The provisionally shortlisted candidates will have to produce latest disability certificate as prescribed vide RPWD Act, 2016, in accordance with the Government of India's instructions issued from time to time, in this regard.

Only following categories of PwBD candidates are eligible to apply for the post of Office Attendant:

Categories for which identified	Functional classification	Physical Requirements
Blind (B) and Low Vision (LV)	Blindness	Standing, Sitting, Walking, Bending, Hearing, Lifting, Manipulation by Fingers, Pushing and Pulling, Communication
	Low Vision (LV)	Standing, Sitting, Walking, Seeing, Writing, Bending, Hearing, Lifting, Manipulation by Fingers, Pushing and Pulling, Communication
Deaf (D) and Partially Deaf (PD)	Deaf and Partially Deaf	Standing, Sitting, Walking, Seeing, Reading, Writing, Bending, Hearing, Lifting, Manipulation by Fingers, Pushing and Pulling, Communication
Locomotor disability including Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victims, Muscular dystrophy	One Arm (R or L), One Leg (R or L), One Arm and One Leg (R or L), Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victims, Muscular dystrophy	Standing, Sitting, Walking, Seeing, Reading, Writing, Bending, Hearing, Lifting, Manipulation by Fingers, Pushing and Pulling, Communication
Autism	Autism	Standing, Sitting, Walking, Seeing, Bending, Hearing, Lifting, Manipulation by Fingers, Pushing and Pulling, Communication
Multiple Disabilities	One Arm (R or L), One Leg (R or L), One Arm and One	Standing, Sitting, Walking, Seeing, Reading, Writing,

	Leg (R or L), Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victims, Dwarfism, Muscular dystrophy, Autism and	Hearing, Communication, Bending, Lifting, Manipulation by Fingers, Pushing and Pulling
	(i) blind/ low vision or	Standing, Sitting, Walking, Bending, Reading, Writing, Seeing, Hearing, Lifting, Manipulation by Fingers, Pushing and Pulling, Communication
	(ii) deaf / partially deaf	Standing, Sitting, Walking, Seeing, Reading, Writing, Bending, Hearing, Lifting, Manipulation by Fingers, Pushing and Pulling, Communication

(i) Persons with Locomotor disability are those who are unable to execute distinctive activities associated with movement of self and objects resulting from affliction of musculoskeletal or nervous system or both including leprosy cured persons, persons suffering from cerebral palsy, dwarfism, muscular dystrophy and acid attack victims. The degree of disability should be minimum 40% in these cases.

(ii) For being considered as a Hearing-Impaired candidate, the candidate should fulfil either of the following conditions:

(a) 'Deaf' means persons having **70DB** hearing loss in speech frequencies in both ears.

(b) 'Hard of hearing' means persons having **60DB to 70DB** hearing loss in speech frequencies in both ears.

(iii) For being considered as a Visually Impaired candidate, the candidate should fulfill either of the following conditions:

(a) Total absence of sight.

(b) With visual acuity not less than **3/60 or less than 10/200 (Snellen)** in the better eye with best possible correction.

(c) With limitation of the field of vision subtending an angle of **10 degrees** or worse.

(d) Low vision means a condition where a person has visual acuity not exceeding **6/18 or less than 20/60 up to 3/60 or up to 10/200 (Snellen)** in the better eye with best possible corrections.

(e) Limitation of the field of vision subtending an angle of less than **40 degree up to 10 degree**.

The Persons with Benchmark Disability (PwBD) candidates should possess a latest Disability Certificate issued by a Competent Authority certifying that the degree of disability is not less than 40% of the specified disability. Such certificate shall be subject to verification/re-verification, as may be decided by the Bank.

Note: Within the overall notified total vacancies, Persons with Benchmark Disability (PwBD) candidates belonging to any of the above category of disability (who are eligible for the post as explained above) will be considered for selection, subject to their suitability, over and above the vacancies, notified/not notified for PwBD in this advertisement. PwBD candidates may belong to any category (i.e. General/SC/ST/OBC/EWS).

Reservation for PwBD is horizontal reservation and within the overall vacancies for the post.

B. GUIDELINES FOR PERSONS WITH BENCHMARK DISABILITIES USING A SCRIBE

The Visually Impaired candidates and candidates whose typing/ writing speed is affected permanently for any reason can use their own scribe at their cost during the online test, subject to limits as in (i) and (ii) below. In all such cases where a scribe is used, the following rules will apply:

- The candidate will have to arrange his / her own scribe at his/her own cost. The scribe may be from any academic stream.
- Both the candidate as well as scribe will have to give a suitable undertaking along with call letter at the time of test confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfill any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the test. [Proforma of undertaking is available on RBI website.](#)
- PwBD candidates who have physical limitation to type including that of speed shall be allowed compensatory time of 20 minutes per hour of the test whether availing the facility of scribe or not.

- The same scribe cannot be used by more than one candidate. In addition the scribe arranged by **the Candidate should not be a candidate for the test**. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled. Candidates eligible for and who wish to use the services of a scribe in the test should invariably and carefully indicate the same in the online application form. **Any subsequent request may not be favorably entertained.**
- Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system based, it shall not be possible for the test conducting agency to allow such time if he / she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.
- The candidate should opt for using scribe/compensatory time only if they are eligible for availing these services/concessions as per the rules and guidelines of Government of India (GoI) under RPWD Act, 2016 in this regard.
- The above guidelines are subject to change in terms of GOI guidelines/clarifications, if any, from time to time.

C. Guidelines for PwBD candidates

(i) With OH - locomotor disability and cerebral palsy:

An extra time of **twenty minutes per hour** shall be permitted for the candidates with OH-locomotor disability and cerebral palsy and PwBD candidates as defined under RPWD Act, 2016, where dominant (writing) extremity is affected to the extent of slowing the performance of function (**minimum of 40% impairment**).

(ii) Visually Impaired candidates:

- Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for **compensatory time of 20 minutes for every hour** of test.
- The facility of viewing the contents of the test in magnifying font will not be available to Visually Impaired candidates who use the services of a Scribe for the test.

The above guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.

(iii) The candidates as defined under Section 34 (d) (e) of RPWD Act, 2016 will have to indicate while applying online, whether they need scribe or otherwise.

4. Eligibility Criteria:

(a) Age (as on 01/02/2021)

Between 18 and 25 years. Candidates must have been born not **earlier than 02/02/1996** and **not later than 01/02/2003** (both days including) are only eligible to apply.

Relaxation in the Upper Age Limit:

Upper age limit will be relaxed as under:

Sr. No	Category	Relaxation in Age
(i)	Scheduled Caste / Scheduled Tribe (SC / ST)	By 5 years, i.e. up to 30 years
(ii)	Other Backward Classes (OBC)	By 3 years, i.e. up to 28 years
(iii)	Persons with Benchmark Disabilities (PwBD)	By 10 years (GEN/EWS) 13 years (OBC) & 15 years (SC/ST)
(iv)	Ex-Servicemen	To the extent of service rendered by them in Armed Forces plus an additional period of 3 years subject to maximum of 50 years.
(v)	Widows/divorced women/ women judicially separated who are not re-married	By 10 years
(vi)	Candidates having work experience in Reserve Bank of India	To the extent of number of years of such experience, subject to maximum of 3 years.

NOTE: Cumulative Age Relaxation will not be available either under the above items or in combination with any other items.

(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 should be 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 www.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/her 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/her based on his/her 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.

Candidates seeking age relaxation are required to submit copies of necessary certificate(s) from the designated/competent authorities at the time of LPT / Document Verification.

Guidelines for Reserved Category Candidates:

a) Reservation for Persons with Benchmark Disability (PwBD) shall be applied @4% of total vacancies, horizontally, within the overall Office-wise vacancies earmarked for various categories viz., UR, SC, ST, EWS & OBC as per the RPWD Act, 2016.

b) Reservation for EXS shall be applied @24.5% of total vacancies, which shall include reservation of 4.5% for disabled Ex-Servicemen and dependents of Servicemen killed in action, clubbed together, horizontally, within overall Office-wise vacancies earmarked for various categories viz., UR, SC, ST, EWS & OBC.

c) Reserved category candidates belonging to SC/ST/EWS/OBC (Non-Creamy Layer) may apply against unreserved vacancies if vacancies have not been reserved for their category under the Regional Jurisdiction of the Recruiting Office to which he/she is applying. However, they must fulfil the eligibility criteria for age and educational qualification at par with unreserved candidates. They will, however, be eligible for fee concession, wherever, applicable.

d) Candidates belonging to OBC category but coming in the 'Creamy Layer' are not entitled to OBC reservation. They should indicate their category as 'General' (UR).

e) OBC applicants, availing reservation benefit will have to produce OBC certificate issued on or after **January 01, 2021** with Non-creamy layer clause as per Govt. of India guidelines.

f) The reservation under various categories will be as per prevailing Government of India guidelines at the time of finalization of result.

(c) Educational Qualifications (as on 1/02/2021):

- i) A candidate should have passed 10th Standard (S.S.C./Matriculation) from the concerned State/UT coming under the Regional Jurisdiction of the Recruiting Office to which he/she is applying. Such qualification should be from a recognized board of that State/UT.
- ii) In addition to the above, the candidate should be a domicile of the State/UT coming under the Regional Jurisdiction of the Recruitment Office to which he/she is applying for.
- iii) The candidate should be an undergraduate as on the **1/02/2021**. Graduates and candidates possessing higher qualification are not eligible to apply.
- iv) Bank reserves the right to call for documents in support of domicile status of the candidate.
- v) A candidate belonging to Ex-servicemen category should have passed 10th Standard (S.S.C./Matriculation) and rendered at least 15 years of defence service, provided they have not graduated outside the Armed Forces.
- vi) Candidates applying to a recruiting office should be proficient in the language (i.e. know to read, write, speak and understand the language) of the state/UT falling under that office.

5. Scheme of Selection:

Selection would be done on the basis of Online Test (as given below) and Language Proficiency Test (LPT).

Online Test:

Sr. No.	Name of Tests (Objective)	No. of Questions	Maximum Marks	Composite Time
1	Reasoning	30	30	90 minutes
2	General English	30	30	
3	General Awareness	30	30	
4	Numerical ability	30	30	
	Total	120	120	

- i) Online test except the test of General English will be in bilingual, i.e. English and Hindi.
- ii) There will be negative marking for wrong answer in the Online Test. 1/4th mark will be deducted for each wrong answer.
- iii) Candidates will have to pass with minimum prescribed mark in each subject of Online Test.
- iv) LPT will be of Qualifying nature. The candidates provisionally selected from the Online Test will have to undergo a language proficiency test (LPT). LPT will be conducted in the Official

/ Local Language of the State concerned ([Annex-I](#)). **Candidate not qualifying LPT shall not be considered for selection.**

- v) Other detailed information regarding the test will be given in an Information Handout, which can be downloaded by the candidates from RBI's website along with call letter.
- vi) Roll No. of those candidates who have qualified for LPT on the basis of **Online test** will be displayed on RBI's website **in the month of April / May 2021 or after the completion of the process**. Date for LPT will also be displayed on the website along with a brief notice thereof. The successful candidates from the Online test will be intimated on Bank's website for submission of requisite documents to the Regional Office, within a period of ten / fifteen days and no email / SMS in this regard will be sent to them.
- vii) LPT is mandatory. No exemption of any sort will be given to any candidate from appearing in LPT, which will be conducted at respective offices. Final Selection will depend, on the performance in online test, qualifying in LPT, Medical fitness, verification of certificates and Biometric Data/Identity verification, etc. to the Bank's satisfaction. Decision of the Bank in this regard, will be final.

(A) Identity Verification- Biometric Data Capturing or by other mode

The Bank reserves its right to conduct biometric verification/other mode of verification any time during or after the selection. In case, if any candidate is found not to be genuine, then apart from taking legal actions against them, their candidature will be cancelled.

Accordingly, the Bank, at various stages, may capture photograph / thumb impression / IRIS Scan of the candidates in digital format for verification/biometric verification of the candidates. Candidate will ensure that their correct photograph/ thumb impression/ IRIS Scan is captured at various stages as any inconsistency will lead to rejection of their candidature. Candidates are advised to follow the guidelines that shall be provided to them in their call letter.

In case the Bank decides to utilize capturing of bio-metric data for the purpose of verification, the candidate has to take proper precaution while submitting for bio-metric verification. If the thumb impression / IRIS Scan to be captured is injured/damaged, the candidate shall immediately notify the concerned authority at the test centre. In such a situation, upon declaration being made by the candidate, the authorities would make some alternate provisions, impression of other fingers, toes etc. of the candidate may be captured for biometric data verification. The Bank will not entertain any complaint/correspondence, at the subsequent stage of the selection process, in the event the biometric data do not match with the original biometric data taken at the online test centre.

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.

6. Pre-examination Training for SC/ST/OBC/PwBD candidates

The Bank may arrange combined pre-test training at certain centres for a limited number of **SC/ST/OBC/PwBD candidates** in consonance with the guidelines issued by Government of India. Candidates belonging to the above categories who desire to avail themselves of such training may write to **the Regional Office of the Reserve Bank of India to whom the candidate is applying**. An indicative list of training centres is given below. Candidates opting for pre-examination training will be intimated about the training by the concerned Regional Office. All expenses regarding 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. Such trainings will be conducted under social distancing norms.

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

Addresses of the Offices

RESERVE BANK OF INDIA ASHRAM ROAD, AHMEDABAD – 380014 rdahmedabad@rbi.org.in	RESERVE BANK OF INDIA 10/3/08, NRUPATUNGA ROAD, BENGALURU-560 001 rdbengaluru@rbi.org.in	RESERVE BANK OF INDIA HOSHANGABAD ROAD, BHOPAL - 462 011 rdbhopal@rbi.org.in
RESERVE BANK OF INDIA PT. JAWAHARLAL NEHRU MARG, BHUBANESWAR- 751 001 rdhubaneshwar@rbi.org.in	RESERVE BANK OF INDIA CENTRAL VISTA, OPP. TELEPHONE BHAWAN, SECTOR 17, CHANDIGARH - 160 017 rdchandigarh@rbi.org.in	RESERVE BANK OF INDIA FORT GLACIS, 16, RAJAJISALAI, CHENNAI – 600001 rdchennai@rbi.org.in
RESERVE BANK OF INDIA 6, SANSAD MARG, NEW DELHI - 110 001 rdnewdelhi@rbi.org.in	RESERVE BANK OF INDIA STATION ROAD, PANBAZAR, GUWAHATI - 781 001 rdguwahati@rbi.org.in	RESERVE BANK OF INDIA 6-1-56, SECRETARIAT ROAD, SAIFABAD, HYDERABAD - 500 004 rdhyderabad@rbi.org.in
RESERVE BANK OF INDIA RAIL HEAD COMPLEX, JAMMU - 180 012 rdjammu@rbi.org.in	RESERVE BANK OF INDIA RAMBAGH CIRCLE, TONK ROAD, JAIPUR- 302 004 rdjaipur@rbi.org.in	RESERVE BANK OF INDIA MAHATMA GANDHI ROAD, KANPUR-208 001 rdkanpur@rbi.org.in
RESERVE BANK OF INDIA 15, N. S. ROAD, KOLKATA - 700 001 rdkolkata@rbi.org.in	RESERVE BANK OF INDIA MAIN OFFICE BUILDING, DR. RAGHAVENDRA RAO ROAD, CIVIL LINES, NAGPUR - 440 001 rdnagpur@rbi.org.in	RESERVE BANK OF INDIA MAIN BUILDING, SHAHID BHAGAT SINGH ROAD, FORT, MUMBAI - 400 001 rdmumbai@rbi.org.in
RESERVE BANK OF INDIA, P.B. No. 162, SOUTH GANDHI MAIDAN, PATNA - 800001 rdpatna@rbi.org.in		

RESERVE BANK OF INDIA, BAKERY JUNCTION, THIRUVANANTHAPURAM - 695 033
rdthiruvananthapuram@rbi.org.in

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 [Annex IV](#).

(ii) As far as possible candidates will be allotted a centre of his/ her choice within the jurisdiction of the recruiting office from which he/ she is applying. The Bank however, reserves the right to add/cancel/modify any of the test venue/Centre within or outside the jurisdiction of recruiting office, depending upon the response, administrative feasibility, contingencies etc. and the candidate will be intimated of the change of centre well in advance. No correspondence will be entertained in this regard and the decision of the Bank shall be final.

(iii) Candidates will have to appear for the Online test as well as LPT at his/ her own risk and expenses at the test center allotted by the Bank. The Bank will not be responsible for any injury or losses etc. of any nature.

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

8. Service Conditions / Career Prospects:

(i) Pay Scale:

Selected candidates will draw a starting basic pay of ₹ 10,940/-- per month in the scale of 10940 – 380 (4) – 12460 – 440 (3) – 13780 – 520 (3) – 15340 – 690 (2) – 16720 – 860 (4) – 20160 – 1180 (1) - 23700 and other allowances, viz. Dearness Allowance, House Rent Allowance, City Compensatory Allowance, Grade Allowance etc., as admissible from time to time. At present, initial monthly Gross emoluments for Office Attendants is approximately ₹ 26,508/-. Office Attendants who will not be staying in the accommodation provided by the Bank will be eligible for House Rent Allowance @ 15% of pay.

(ii) Perquisites:

RBI's accommodation subject to availability, Medical Reimbursement on declaration basis, Reimbursement of education expenses, Reimbursement of cost of spectacles, Book Grant, News Paper Bill, Furnishing of Residence, Reimbursement of GSLI, Car Insurance, Conveyance allowance, Leave Fare Concession, etc. as per eligibility.

The recruits will be governed by the Defined Contribution New Pension Scheme, in addition to the benefit of Gratuity.

9. HOW TO APPLY

Candidates are required to apply only online using the website www.rbi.org.in from **February 24, 2021 – March 15, 2021**. 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 Bank and fee paid against one RID shall not be adjusted against any other RID.

Application Fees/ Intimation Charges (Non- Refundable) payable from February 24, 2021 to March 15, 2021.

(Online payment)

₹50/- for SC/ST/PwBD/EXS. (Intimation Charges)

₹450/- for OBC/EWS/General candidates (Test fee + Intimation Charges)

Test fee/Intimation charges waiver is only for those employees of RBI (Staff Candidates) who satisfy the eligibility criteria separately stipulated by the Bank vide its circular CO.HRMD.No.G-75/5599/05.01.01/2013-2014 dated December 20, 2013. Their status as staff candidate will be verified at the time of LPT/Document verification. In case they are not eligible to be treated as staff candidates (in terms of above referred HRMD circular), they are advised to indicate themselves as non-staff candidates and pay fees/ intimation charges as applicable to non-staff candidates.

10. General Rules/ Instructions:

(i) Candidates can apply for a vacancy existing in one office only and will have to opt for the online test from a centre within the same state/UT under the regional jurisdiction of that office. *For example, a candidate applying to Ahmedabad office can opt for centre only from the state/UT of Gujarat/Daman and Diu.*

(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/ her candidature/ appointment is liable to be cancelled/ terminated.

(iii) All educational qualifications should have been obtained from recognized Boards/ institutions in India or abroad. 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/she 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 (xiv) and also specified in the call letter. Photocopy of the same Photo Identity as brought in original.

(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 90 minutes, 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 by the candidates at the time of LPT, Document Verification or at subsequent stages of selection process. 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. For submitting income and asset certificate by the EWS candidate, the date may be treated as the closing date of receipt of applications for the post.

(xi) Candidates seeking age relaxation are required to submit copies of necessary certificate(s) at the time of Document Verification / specified date.

(xii) The OBC certificate containing the non-creamy clause should have been issued on or after **January 01, 2021**. 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 LPT/specified date.

(xiii) All candidates working in Government Sector, Government owned industrial undertakings, Public Sector Undertakings/Financial Institutions/Banks, Public Enterprises or other similar organizations, whether in a permanent or temporary capacity or as work-charged employees other than casual or daily rated employees, are required to inform their employer (Head of Office/Department) in writing, about applying for this recruitment, prior to the submission of their application online to the Bank. At the time of applying online, candidates working in such organizations, are required to submit an undertaking that they have informed in writing about applying for this recruitment to their Head of Office/Department. Candidates should note that in case a communication is received at Bank from their employer, withholding permission to the candidate applying for this recruitment/ appearing at the examination, their application/candidature will be liable to be rejected/ cancelled. Such candidates shall produce valid NoC issued by their respective employer at the time of Document Verification.

At the time of joining, the recommended candidates will have to bring proper Unconditional Relieving Letter from their PSU/Government/Quasi-Government employer.

(xiv) **In the test hall as well as at the time of LPT, 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/ her details on the call letter, in the Attendance List, requisite documents submitted and bio-metric data verification (depending on feasibility). If identity of the candidate is in doubt the candidate may not be allowed to appear for the Online Test, in LPT and subsequent stages of selection process.**

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 LPT Call Letter while attending the online tests as well as LPT, without which they will not be

allowed to take up the online test/ LPT. 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 online test as well as in LPT.

(xv) 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, LPT 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 / LPT hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or
- (d) resorting to any irregular or improper means in connection with his/ her candidature or
- (e) obtaining support for his/ her candidature by unfair means, or
- (f) carrying mobile phones or similar electronic devices of communication in the test / LPT hall, such a candidate may, in addition to rendering himself/ herself 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.

(xvi) The Biometric data of a candidate may be verified at the time of LPT or in a subsequent selection procedure to establish identity of the candidate. In case the biometric data of the candidate do not match with the one taken at the examination centre (first time), the candidate shall be disqualified and his/ her candidature shall be treated as cancelled. The Bank will not entertain any correspondence in this regard.

(xvii) 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.

(xviii) In all correspondence with the Bank, **Registration number received on submission of application and Roll no. indicated in 'Call Letter' must be quoted.**

(xix) In all matters regarding eligibility, conduct of tests, LPT assessment, prescribing minimum qualifying standards in online test and LPT, 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.

(xx) 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/ her candidature for this exam.

(xxi) If the test is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session are required if the nodes capacity is less or some technical disruption takes place at any centre or for any candidate.

(xxii) 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.

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

(xxiv) 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.

(xxv) Candidates are required to follow the extant COVID-19 protocol/guidelines issued by the Government of India. The Candidates in their own safety and for the safety of others may wear personal face mask, carry his/her own hand sanitizer (small size) in transparent bottle and water bottles.

(xxvi) 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.

(xxvii) 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.**

(xxviii) 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.

(xxix) Candidate's admission to the test / LPT/Document 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/ her candidature has been finally cleared by the Bank.

(xxx) In case it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and / or that he / she has furnished any incorrect / false information or has suppressed any material fact(s), his /her candidature will stand cancelled. If any of these shortcomings is / are detected even after appointment, his /her services are liable to be terminated. Decisions of Bank in all matters regarding eligibility, conduct of written examination, other tests and selection would be final and binding on all candidates. No representation or correspondence will be entertained by the Bank in this regard.

(xxxi) Candidature of the registered candidate is liable to be rejected at any stage of recruitment process or even after recruitment or joining if any information provided by the candidate is found false or is not found in conformity with the eligibility criteria mentioned in the advertisement. Further, applicants are required to apply online only. No manual / paper application will be entertained. The candidature of the candidates shall be provisional and will be subject to verification of eligibility conditions with reference to original documents. Screening and selection will be based on the details provided by the candidate. Hence it is necessary that applicants should furnish accurate, full and correct information in the online application. In the event of the candidate furnishing wrong or false information, his/ her candidature may be rejected at any stage of the selection process. Requests for change of mailing address, category as declared in the online application, will not be entertained.

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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 **February 24, 2021 to March 15, 2021**. 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/ her new e-mail ID and mobile no. before applying online 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 to 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 **February 01, 2021** are first required to visit the URL "Recruitment for the post of Office Attendants - 2020" 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/ she 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/ her Father/ Husband 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) Please note that all the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Address, Mobile Number, Email ID, Centre of Online test etc. will be considered as final and no modifications will be allowed after submission of the online application form. Candidates are hence requested to fill in the online application form with the utmost care as no correspondence regarding change of details will be entertained. RBI will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the application or omission to provide the required details in the application form.

(xvii) An online application which is incomplete in any respect such as without photograph and signature or illegible/ unclear photographs uploaded in the online application form will not be considered as valid. Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till the last date for depositing the fee to avoid the possibility of disconnection/inability/failure to log on the RBI's website on account of heavy load on internet/website jam.

(xviii) 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.

(xix) Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.

(xx) Any information submitted by an applicant in his/ her application shall be binding on the candidate personally and he/ she shall be liable for prosecution/ civil consequences in case the information/ details furnished by him/ her are found to be false at a later stage.

(C) MODE OF PAYMENT FOR APPLICATION FEES/ 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 **March 15, 2021.**

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

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

(i) Photograph Image:

- 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.

(ii) Signature Image:

- The applicant has to sign on **white paper** with **Black Ink pen**.
- The signature must be signed only by the applicant and not by any other person.
- The signature will be used to put on the Call Letter and wherever necessary.
- The Applicant's signature obtained on the attendance sheet and Call letter at the time of the examination should match the uploaded signature. In case of mismatch, applicant will be disqualified.
- Dimensions 140 x 60 pixels (preferred)
- Size of file should be between 10KB – 20KB for signature
- Ensure that the size of the scanned image is not more than 20 KB.
- Signature in CAPITAL LETTERS shall NOT be accepted.

(iii) Scanning the Photograph & Signature:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch).
- Set Colour to True Colour.
- File Size as specified above
- Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.

Candidates using MS Windows/MsOffice can easily obtain photo and signature in .jpeg format not exceeding 50KB & 20KB respectively by using MS Paint or MSOffice Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50KB (photograph) & 20KB (signature) by using crop and then resize option (Please see point (i) & (ii) above for the pixel size) in the 'Image' menu. Similar options are available in other photo editor also.

If the file size and format are not as prescribed, an error message will be displayed.

While filling in the Online Application Form the candidate should fill in all his/ her details on Page 1. After verifying that the details filled in are correct and clicking on the 'Submit/ Next' button a

link will be provided on Page 2 of the online application form to upload his/ her photograph and signature.

Procedure for uploading the photograph and signature:

- There will be two separate links for uploading Photograph and Signature
- Click on the respective link “Upload Photograph / Signature”
- Browse & Select the location where the Scanned Photo / Signature file has been saved.
- Select the file by clicking on it
- Click the ‘Upload’ button
- Your Online Application will not be registered unless you upload your photo and signature as specified.

Note:

- In case the face in the photograph or signature is unclear / smudged the candidate’s application will be rejected.
- 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/ her application and re-upload his/ her photograph or signature, prior to submitting the form.
- After registering online candidates are advised to take a printout of their system generated online application forms.
- **Candidate should also ensure to upload photo at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.**

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)

Language proficiency Test**Language**

The paper should be set in the local language of the State/s. The Regional Office wise local language/s are as follows:

- Ahmedabad – Gujarati
- Bangalore – Kannada
- Bhopal – Hindi
- Bhubaneswar - Oriya
- Chandigarh – Punjabi / Hindi
- Chennai – Tamil
- Guwahati – Assamese /Bengali / Khasi / Manipuri / Bodo /Mizo
- Hyderabad – Telugu
- Jaipur – Hindi
- Jammu – Urdu / Hindi /Kashmiri
- Kanpur & Lucknow – Hindi
- Kolkata – Bengali / Nepali
- Mumbai – Marathi / Konkani
- Nagpur – Marathi / Hindi
- New Delhi – Hindi
- Patna – Hindi / Maithili
- Thiruvananthapuram – Malayalam

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

(iv) 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:

Signature, Name and Designation of the

Date:

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 :

Signature, Name and Designation of

Date :

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.

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 and Ladakh
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 for Mumbai Office or Nagpur Office.

Annexure IV**Test Centres –**

State / UT	Regional Office	Centres
Andaman & Nicobar	Kolkata	Port Blair
Andhra Pradesh	Hyderabad	Chirala, Guntur, Kakinada, Kurnool, Nellore, Rajahmundry, Tirupati, Vijayawada, Vishakhapatnam, Vizianagaram
Arunachal Pradesh	Guwahati	Naharlagun
Assam	Guwahati	Dibrugarh, Guwahati, Jorhat, Silchar, Tezpur
Bihar	Patna	Arrah, Aurangabad, Bhagalpur, Darbhanga, Gaya, Muzzafarpur, Patna, Purnea
Chandigarh	Chandigarh	Chandigarh - Mohali
Chhattisgarh	Bhopal	Bhilai, Bilaspur, Raipur
	Nagpur	Amravati, Nagpur, Chandrapur
Delhi	New Delhi	Delhi-NCR, Faridabad, Ghaziabad, Greater Noida & Noida, Gurugram
Goa	Mumbai	Panaji
Gujarat	Ahmedabad	Ahmedabad, Anand, Gandhinagar, Himmatnagar, Mehsana, Rajkot, Surat, Vadodara
Haryana	Chandigarh	Ambala, Hissar, Karnal, Kurushetra, Panipat, Yamuna Nagar
	New Delhi	Delhi-NCR, Faridabad, Ghaziabad, Greater Noida & Noida, Gurugram
Himachal Pradesh	Chandigarh	Bilaspur, Hamirpur, Kangra, Mandi, Shimla, Solan, Una
Jammu & Kashmir	Jammu	Jammu, Samba
Jharkhand	Patna	Bokaro, Dhanbad, Hazaribagh, Jamshedpur, Ranchi
Karnataka	Bengaluru	Belagavi, Bengaluru, Kalaburgi, Hubli, Mangaluru, Mysuru, Shivamogga, Udupi, Ballary
Kerala	Thiruvananthapuram	Kannur, Kochi, Kottayam, Kozhikode, Thrichur, Thiruvananthapuram, Kollam,
Ladakh	Jammu	Leh

Madhya Pradesh	Bhopal	Bhopal, Gwalior, Indore, Jabalpur, Sagar, Satna, Ujjain
	Nagpur	Amravati, Nagpur, Chandrapur
Maharashtra	Mumbai	Mumbai/ Navi Mumbai / Thane, Aurangabad, Dhule, Jalgaon, Kolhapur, Latur, Nanded, Nasik, Pune, Ratnagiri, Satara
Maharashtra (Vidarbha region)	Nagpur	Amravati, Nagpur, Chandrapur
Manipur	Guwahati	Imphal
Meghalaya	Guwahati	Shillong
Mizoram	Guwahati	Aizawl
Nagaland	Guwahati	Kohima
Odisha	Bhubaneswar	Balasore, Berhampur (Ganjam), Bhubaneswar, Cuttack, Dhenkanal, Rourkela, Sambalpur
Puducherry	Chennai	Puducherry
Punjab	Chandigarh	Amritsar, Bhatinda, Jalandhar, Ludhiana, Mohali, Patiala, Sangrur
Rajasthan	Jaipur	Ajmer, Alwar, Bikaner, Jaipur, Jodhpur, Kota, Sikar, Udaipur
Sikkim	Kolkata	Gangtok
Tamil Nadu	Chennai	Chennai, Coimbatore, Madurai, Namakkal, Salem, Thiruchirapalli, Tirunelveli, Vellore, Erode, Virudhunagar, Nagercoil
Telangana	Hyderabad	Hyderabad, Karimnagar, Khammam, Warangal
Tripura	Guwahati	Agartala
Uttar Pradesh	Kanpur	Agra, Aligarh, Jhansi, Varanasi, Prayagraj, Mathura, Kanpur, Bareilly, Gorakhpur, Moradabad, Meerut, Muzaffarnagar, Lucknow
Uttarakhand		Haldwani, Roorkee, Dehradun
West Bengal	Kolkata	Asansol, Kolkata, Greater Kolkata, Hooghly, Kalyani, Siliguri, Berhampur (Murshidabad)

SCRIBE DECLARATION FORM

GUIDELINES REGARDING PERSONS WITH DISABILITIES

Those candidates who are visually impaired and other candidates whose writing speed is affected permanently for any reason can use own scribe at own cost during the online test. In all such cases where a scribe is used, the following rules will apply:

- * Please ensure you are eligible to use a scribe as per the Government of India rules governing the recruitment of Persons with Disabilities.
- * The candidate will have to arrange his/her own scribe at his/ her own cost.
- * The scribe can be from any academic stream.
- * Both, the candidate as well as the scribe, will have to give a suitable undertaking, in the prescribed format with passport size photograph of the scribe, confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe as mentioned above. Further, in case it later transpires that he/she did not fulfill any of the laid-down eligibility criteria or suppressed material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the test.
- * **Such candidate who uses a scribe shall be eligible for compensatory time of 20 minutes for every hour of the test. (Blind/Low Vision candidates and other candidates whose writing speed is affected permanently for any reason, whether availing the facility of scribe or not shall be allowed compensatory time of 20 minutes and or part thereof for every hour of the test.)**
- * **Visually Impaired candidates under Blind/Low Vision, who use scribe, may skip the non-verbal questions, if any, in Test of Reasoning and questions on Table/Graph, if any, in Test of Numerical Ability. The candidates will be awarded marks for such Section based on the overall average obtained in other Sections of the respective test.**

Please fill up the **DECLARATION** and submit along with the call letter.

DECLARATION

We, the undersigned, Shri/Smt/Kum. _____ **eligible**
Candidate for the _____ test and Shri/Smt/Kum.
_____ **eligible writer (scribe)** for the eligible candidate, do hereby
declare that :

1. The scribe is identified by the candidate at his/her own cost and as per own choice. The candidate is **blind/low vision and other candidates whose writing speed is affected permanently for any reason** and s/he needs a writer (scribe) as permissible under the Government of India rules governing the recruitment of Physically Challenged persons.
2. As per the rules, the candidate availing services of a scribe is eligible for compensatory time of 20 minutes for every hour of the test.
3. In view of the importance of the time element and the test being of a competitive nature, the candidate undertakes to fully satisfy the Medical Officer of the Organization that there was necessity for use of a scribe as his/her writing speed is affected by the disabilities mentioned in Paragraph '1' above.
4. In view of the fact that multiple appearance / attendance in the test are not permitted, the candidate undertakes that he/she has not appeared / attended the test more than once and that the scribe arranged by him/her is not a candidate for the test. Also, the same scribe cannot be used by more than one candidate. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled.

5. We hereby declare that all the above statements made by us are true and correct to the best of our knowledge and belief. We also understand that in case it is detected at any stage of recruitment that we do not fulfill the eligibility norms and/or that the information furnished by us is incorrect/false or that we have suppressed any material fact(s), the candidature of the applicant will stand cancelled, irrespective of the result of the test. If any of these shortcoming(s) is/are detected even after the candidate's appointment, his/her services are liable to be terminated. In such circumstances, both signatories will be liable to criminal prosecution.

I, _____ (Scribe), am not a candidate for this recruitment.

Given under our signature and contact details:-

Signature of the Scribe Candidate

Signature of the Candidate

Roll No. :

Registration No. :

Postal Address of the Scribe Candidate

Postal Address of the Candidate

Mobile No. of the Scribe Candidate

Mobile No. of the Candidate

Landline No. of the Scribe Candidate

Landline No. of the Candidate

Signature of Invigilator

Photograph of

the Scribe

Application for Pre examination Training

The Regional Director/General Manager

Reserve Bank of India

** _____

Dear Sir,

Pre-examination Training – Recruitment of Office Attendant - 2020

I have applied to the RBI for the post of Office Attendant - 2020. Please register my name for training in English/Hindi medium. I enclose an attested copy of the Caste/Tribe/Disability 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/Disability 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/she 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 March 15, 2021. Kindly super scribe "Application for pre-examination training for the post of Office Attendant 2020" on the envelope.