

(B) Procedure for applying On-Line:

- (i) Candidates satisfying the conditions of eligibility as on September 01, 2015 are first required to visit the URL "Recruitment for the post of Assistant Librarian and Assistant Archivist (in Grade 'A') on Bank's website i.e. www.rbi.org.in > Opportunities@RBI > Current Vacancies > Vacancies and click on the hyperlink "Applications (Apps)" 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 in item 11 of the advertisement.
- (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. Visually Impaired candidates should fill the application form carefully and verify/ get the details verified to ensure that the same are correct prior to final submission.
- (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 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 & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed as given in item 11 of the advertisement.
- (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, signature uploaded and other details filled by you are correct.
- (xii) Click on 'Payment' Tab and proceed for payment.
- (xiii) Click on 'Submit' button.

(C) Mode of Payment for Application Fee/Intimation Charges

Candidates have to make the payment of requisite fee/intimation charges through the onlinemode 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 09-10-2015.

11. GUIDELINES FOR SCANNING AND 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:

- IN CASE THE FACE IN THE PHOTOGRAPH OR SIGNATURE IS UNCLEAR, THE APPLICATION MAY BE REJECTED.

- CANDIDATE MAY EDIT THE APPLICATION AND RE-UPLOAD THE PHOTOGRAPH/ SIGNATURE IN SUCH CASE.

(I) Photograph Image:

- Photograph must be a recent passport size colour picture, 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 is 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 head wear is allowed but it must not cover your face.

(II) Signature Image:

- The applicant has to sign on white paper in Black colour (in a box of 2 cm X 5 cm.).
- The signature must be signed only by the applicant and not by any other person.

(III) Scanning the Photograph & Signature:

(A) Photograph:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch).
- Set Colour to True Colour.
- Resolution 200 x 230 pixels (preferred).
- Size of file for photograph should be between 20KB-50KB.
- Ensure that the size of the scanned image is not more than 50KB. If the size of the file is more than 50KB, then adjust the settings of the scanner such as the DPI resolution, no. of colours, etc., during the process of scanning.

(B) Signature:

- Resolution 140 x 60 pixels (preferred).
- Size of file for signature should be between 10KB - 20KB.
- Ensure that the size of the scanned image is not more than 20KB.
- Crop the image of the signature in the scanner to the edge of the signature, then use the upload editor to crop the image to the final size (as specified above).

NOTE:

- (a) The images of photograph and signature files 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.
- (b) Candidates using MS Windows/MS Office can easily obtain photo and signature in .jpeg format not exceeding 50KB & 20KB respectively by using MS Paint or MS Office Picture Manager.
- (c) 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. Similar options are available in other photo editor also.
- (d) If the file size and format are not as prescribed, an error message will be displayed.
- (e) While filling in the OnlineApplication 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.

(IV) Procedure for Uploading the Photograph and Signature:

- (i) There will be two separate links for uploading Photograph and Signature.
- (ii) Click on the respective link "Upload Photograph / Signature".
- (iii) Browse and carefully select the location where the Scanned Photo/ Signature file has been saved.
- (iv) Select the file by clicking on it.
- (v) Click the 'Upload' button.

Your Online Application will not be registered unless you upload your photo and signature as specified.

NOTE: IN CASE OF ANY CORRIGENDUM ISSUED ON THE ABOVE ADVERTISEMENT, IT WILL BE PUBLISHED ONLY ON BANK'S WEBSITE.

(Hindi Version of this Advertisement is available in Rozgar Samachar and Hindi website of RBI i.e. www.rbi.org.in)



भारतीय रिज़र्व बैंक सर्विसेज़ बोर्ड
RESERVE BANK OF INDIA SERVICES BOARD
मुंबई/ MUMBAI -400 008

पासपोर्ट आकार का
नवीनतम हस्ताक्षरित फोटो
चिपकाएं /
Affix a signed latest
passport size
photograph

जीवनवृत्त फार्म/BIO-DATA FORM

| | | | | | |
|---|---|--|---|---|---|
| आवेदित पद/POST APPLIED FOR | | रोल नं./ ROLLNO..... | | | |
| साक्षात्कार का माध्यम/MEDIUM OF INTERVIEW:..... | | | | | |
| 1 | पूरा नाम श्री/श्रीमती/कु. Name in full Shri/Smt./Kum..... (जैसा मेट्रिकुलेशन अथवा समकक्ष प्रमाणपत्र में दिया गया है; यदि नाम बदला गया हो तो आवश्यक दस्तावेजी साक्ष्य प्रस्तुत करें) (As recorded in Matriculation or equivalent certificate; in case of change in name, please produce necessary documentary evidence) | | | | |
| 2 | वर्तमान डाक पता/Present Postal address: | नजदीकी रेलवे स्टेशन/ Nearest Railway Station: | | | |
| 3 | पिता/पति का नाम तथा व्यवसाय: Father's /Husband's name and Occupation:..... | | | | |
| 4 | वर्ग/ Category: | अजा/SC <input type="checkbox"/> | अजजा/ST <input type="checkbox"/> | अपिब/OBC <input type="checkbox"/> | सामान्य GENERAL <input type="checkbox"/> |
| (उचित बॉक्स पर टिक(√) करें/Tick (√)the appropriate box) (क) अजा/अजजा के मामले में जाति/उपजाति/जनजाति लिखें/ (a) in case of SC/ST, Indicate Caste/Sub-caste/Tribe..... | | | | | |
| (ख) निःशक्तजन उम्मीदवार/ (b) Persons with Disability (PWD) Candidate | | अ.वि./ Orthopedically Handicapped <input type="checkbox"/> | बधिर/ Hearing impaired <input type="checkbox"/> | दृ.वि./ Visually Handicapped <input type="checkbox"/> | |
| 4 क A | क्या आप अल्पसंख्यक समुदाय से संबंधित हैं? यदि हां तो समुदाय का नाम इंगित करें/Whether you belong to minority community? If so please indicate which community | | हां/नहीं:बौद्ध/ईसाई/मुस्लिम/सिक्ख/जोराष्ट्रियन Yes/No: Buddhist/Christian/Muslim/Sikh/Zoroastrian | | |
| 5 | राष्ट्रीयता/Nationality: | | | | |
| 6 | भूतपूर्व सैनिक/ Ex-Serviceman: | हां/नहीं Yes/No | प्रवासी/ Migrant: | हां/नहीं Yes/No | स्टाफ / Staff: हां/नहीं Yes/No |
| 7 | ईस्वी सन में जन्म तिथि/Date of Birth in Christian Era: | | / /(DD / MM / YYYY) | | |

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|----|---|---|--|---|-----------------------------------|--|---|---|
| 8 | अकादमिक/तकनीकी/व्यावसायिक अर्हता (मेट्रिकुलेशन/एस.एस.सी. परीक्षा से आगे)/ Academic/Technical/Professional qualification (Matriculation/S.S.C. Examination onwards) | | | | | | | |
| | उत्तीर्ण की गई परीक्षा/ Examinations Passed | महाविद्यालय/ विद्यालय/ College/ School | उत्तीर्ण करने का वर्ष/ Year of Passing | परीक्षा निकाय (बोर्ड/विश्वविद्यालय, आदि)/ Examination Body (Board/University etc.) | मुख्य विषय/ Main Subject | प्रयासों की संख्या/ No. of attempts made | अंशों सहित अंकों का शुद्ध % / Exact % of marks with fraction | श्रेणी ग्रेड* तथा रैंक/ Class Grade* and Rank |
| | 1. | | | | | | | |
| | 2. | | | | | | | |
| | 3. | | | | | | | |
| | 4. | | | | | | | |
| | 5. | | | | | | | |
| | 6. | | | | | | | |
| | * ग्रेड के मामले में उचित प्राधिकारी से प्राप्त प्रमाणपत्र से समर्थित समकक्ष अंक/ * In case of Grade exact numerical equivalent to be supported by a certificate from appropriate authority. | | | | | | | |
| 9 | (क) (a) | बैंक के लिए महत्वपूर्ण अति उच्च अकादमिक अथवा व्यावसायिक अर्हता/अनुभव के ब्यौरे Particulars of very high academic or professional qualifications/experience of value to the Bank. | | | | | | |
| | (ख) (b) | * पिछले/मौजूदा नियोक्ता से प्राप्त प्रति माह कुल वेतन (जैसा कॉलम 13 में दर्शाया गया है) Gross Salary per month drawn from previous/existing employer (As shown in column 13) | | | | | | |
| | (ग) (c) | चुने जाने पर क्या उम्मीदवार (क) तथा (ख) के आधार पर प्रस्तुत वेतन मान में अग्रिम वेतनवृद्धि/ वेतनवृद्धियां लेने के इच्छुक हैं। यदि ऐसा है तो, कितनी तथा इस अनुरोध के लिए औचित्य Whether on the basis of (a) & (b) the candidate would desire to have advance increment/s in the pay scale offered, if selected. If so, how many and the justification for the request. | | | | | | |
| 10 | प्राप्त पुरस्कारों/मैडलों/शिक्षावृत्तियों का ब्यौरा Particulars of Prizes/Medals/Scholarship obtained | | | | | | | |
| 11 | खेलों/अतिरिक्त पाठ्यक्रम गतिविधियों में प्रवीणता (श्रेय तथा सम्मान सहित, यदि कोई हो) Proficiency in sports/extra-curricular activities (including credits & distinctions obtained, if any) | | | | | | | |

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|----|--|---|---------------------------|---|--|---------------------------------------|
| 12 | अंग्रेजी के अलावा भाषा का ज्ञान ((√) के निशान द्वारा बताएं)/ Knowledge of Languages other than English (indicate by a tick (√) mark) | | | | | |
| | भाषा/Language | बोल सकते हैं/ Can Speak | पढ़ सकते हैं/ Can read | लिख सकते हैं/ Can write | परीक्षा उत्तीर्ण, यदि कोई/ Examination passed, if any | |
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| 13 | वर्तमान तथा पिछले नियोजन के ब्यौरे/Particulars of present and previous employment | | | | | |
| | नियोक्ता का नाम तथा पता/Name & Address of employer | अवधि/period | | पदनाम तथा कार्य की प्रकृति/ Designation and nature of duties | प्रतिमाह कुल वेतन/ Gross Salary drawn p.m. | छोड़ने का कारण/ Reason for leaving |
| | | से/From | तक/To | | | |
| | | | | | | |
| 14 | भारतीय रिज़र्व बैंक सर्विसेज़ बोर्ड द्वारा विज्ञापित पद पर भर्ती के लिए पूर्व में किए गए प्रयास / Previous attempts for recruitments for post advertised by RBI Services Board | | | | | |
| | (क) (a) | पद का नाम Name of the Post | | | | |
| | (ख) (b) | परीक्षा की तारीख Date of Examination | | | | |
| | (ग) (c) | क्या साक्षात्कार के लिए बुलाया गया था तथा अंतिम परिणाम Whether called for interview and the final result | | | | |
| 15 | क्या आपको किसी लोकसेवा आयोग/किसी अन्य भर्ती बोर्ड जिसमें भारिबैं सर्विसेज़ बोर्ड भी शामिल है ने उनकी किसी परीक्षा/चयन के लिए विवर्जित किया अथवा अयोग्य ठहराया गया है? यदि उक्त का उत्तर "हां" है तो इसका ब्यौरा दें Have you ever been debarred or disqualified by any Public Service Commission/any other Recruitment Board including RBI Services Board for any of their Examination/Selections? If answer to above is "Yes" give details | | | | हां/नहीं Yes/No | |

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|----|--|--|--------------------------------------|
| 16 | (क) (a) | क्या आप ऋण- मुक्त हैं? Are you free from debt? | हां/नहीं Yes/No |
| | (ख) (b) | यदि आपकी शिक्षा अथवा किसी अन्य उद्देश्य के लिए किसी संस्थान अथवा पार्टी द्वारा दिए गए धन की चुकौती की देयता आप पर है तो इसका ब्यौरा दें। If you are under any liability to repay money advanced by any institution of party for your education or for any other purpose, state the particulars. यदि (क) का उत्तर "नहीं" है तो (ख) का उत्तर स्पष्ट रूप से दें / If answer to (a) is "No" answer question (b) clearly | हां/नहीं Yes/No |
| 17 | अतिरिक्त ब्यौरा जो उम्मीदवार देना चाहे Additional particulars which the candidate may like to furnish..... | | |
| 18 | संलग्न प्रमाणपत्रों की प्रतियों के ब्यौरे/Particulars of copies of certificates enclosed | | |
| | 1. | | |
| | 2. | | |
| | 3. | | |
| | 4. | | |
| | 5. | | |
| | 6. | | |

मैं प्रमाणित करता/करती हूँ कि प्रस्तुत किए गए उक्त ब्यौरे मेरी अधिकतम जानकारी एवं विश्वास के अनुसार सत्य , सही तथा पूर्ण हैं। मैं यह भी प्रमाणित करता/करती हूँ कि मैं पद के लिए संबंधित विज्ञापन में निर्धारित पात्रता मानदंडों को सभी रूपों में पूरा करता/करती हूँ। बैंक में नियोजन की मेरी उपयुक्तता को दुर्बल करने वाली किसी भी परिस्थिति से मैं अनभिज्ञ हूँ।

I certify that the particulars furnished above are true, correct and complete to the best of my knowledge and belief. I also certify that I fulfil the eligibility criteria laid down for the post in the relative advertisement in all respects. I am not aware of any circumstances which might impair my fitness for employment in the Bank.

उम्मीदवार के हस्ताक्षर/Signature of the candidate.

स्थान/Place:

दिनांक/Date:

भारतीय रिज़र्व बैंक/ RESERVE BANK OF INDIA
केंद्रीय कार्यालय/ CENTRAL OFFICE
मानव संसाधन प्रबंध विभाग/ HUMAN RESOURCE MANAGEMENT DEPARTMENT
मुंबई/ Mumbai – 400 001

पासपोर्ट आकार का
हस्ताक्षरित फोटो चिपकाएं
(3.5 सेमी. X 4.5 सेमी.)

Affix signed
passport size
(3.5 cm. x 4.5 cm.
approx) photograph

साक्ष्यांकन फार्म/ ATTESTATION FORM

चेतावनी/ Warning

टेली/मोबाईल नं./ Tel./Mob. No.....

- साक्ष्यांकन फार्म में गलत जानकारी देना अथवा किसी तथ्यात्मक जानकारी को छिपाना अयोग्यता माना जाएगा तथा यह उम्मीदवार को बैंक में नियोजन के लिए अनुपयुक्त बना देगा।
The furnishing of false information or suppression of any factual information in the Attestation Form would be a disqualification and is likely to render the candidate unfit for employment in the Bank.
- यदि यह फार्म जमा करने के बाद उम्मीदवार को हवालात में रखा गया है, अभिशस्त किया गया है तथा वंचित आदि किया गया है तो इसका ब्यौरे अविलंब बैंक अथवा उस प्राधिकारी जिसे पहले साक्ष्यांकन फार्म भेजा गया है, जो भी हो, को दें। ऐसा न होने पर इसे तथ्यात्मक जानकारी को छिपाना माना जाएगा।
If detained, convicted, debarred, etc. subsequent to the completion and submission of this form, the details should be communicated immediately to the Bank or the authority to whom the attestation form has been sent earlier, as the case may be, failing which it will be deemed to be a suppression of actual information.
- यदि व्यक्ति के सेवाकाल के दौरान किसी भी समय यह पाया गया कि साक्ष्यांकन फार्म में गलत जानकारी दी गई अथवा किसी तथ्यात्मक जानकारी को छिपाया गया है तो उसकी सेवाएं किसी भी नोटिस अथवा इसके बदले में क्षतिपूर्ति के बिना समाप्त की जा सकती हैं।
If the fact that false information has been furnished or that there has been suppression of any factual information in the attestation form, comes to notice at any time during the service of the person, his/her services would be liable to be terminated without any notice or compensation in lieu thereof.

| | | | | | | | | | |
|------------|--|---------------|----------|--|--|--|--|--|--|
| 1. | पूरा नाम उपनाम सहित, यदि कोई हो। (यदि किसी भी चरण पर आपने अपने नाम अथवा उपनाम में कुछ जोड़ा या घटाया है तो बताएं) Name in full (in block capitals) with aliases, if any. (Please indicate if you have added or dropped at any stage any part of your name or surname) | उपनाम/Surname | नाम/Name | | | | | | |
| | | | | | | | | | |
| 2. | वर्तमान में पूरा पता (अर्थात गांव, थाना तथा जिला अथवा घर नंबर, लेन/गली/रोड तथा शहर) Present address in full (i.e. Village, Thana and District or House Number, Lane/Street/Road and Town) | | | | | | | | |
| | | | | | | | | | |
| 3. | (क) (a) घर का पूरा पता (अर्थात गांव, थाना तथा जिला अथवा घर नंबर, लेन/गली/रोड तथा शहर तथा जिला मुख्यालय का नाम) Home address in full (i.e. Village, Thana and District or House Number, Lane/Street/Road and Town and name of the District Headquarters). | | | | | | | | |
| | | | | | | | | | |
| (ख) (b) | यदि मूल रूप से पाकिस्तान के निवासी हैं तो वहां का पता तथा भारतीय संघ में प्रवास की तारीख। If originally a resident of Pakistan, the address in that country and the date of migration to Indian Union. | | | | | | | | |
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| 4. उन स्थानों का ब्यौरा (आवास की अवधि सहित) जहां आप पिछले 5 वर्षों के दौरान एक बार में एक वर्ष से अधिक अवधि के लिए रहे हों। विदेश (पाकिस्तान सहित) में रहने के मामले में जहां आप 21 वर्ष की आयु प्राप्त करने के बाद एक वर्ष से अधिक समय के लिए रहे हों, उन स्थानों का ब्यौरा दिया जाना चाहिए। Particulars of places (with period of residence) where you have resided for more than one year at a time during the preceding five years. In case of stay abroad (including Pakistan), particulars of all places where you have resided for more than one year after attaining the age of 21 years, should be given. | | | | | |
| से/From | | तक/To | | आवास का पूरा पता (अर्थात गांव, थाना एवं जिला अथवा घर नं., लेन/गली/रोड तथा शहर।) Residential addresses in full (i.e. Village, Thana & District or House No., Lane/Street Road and Town). | पिछले कॉलम में लिखे गए स्थान का जिला मुख्यालय। Name of the District Headquarters of the place mentioned in the preceding column. |
| माह/ Mth. | वर्ष/ Yr. | माह/ Mth. | वर्ष/ Yr. | | |
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| 5. | | नाम Name | राष्ट्रीयता (जन्म से अथवा आवास स्थान से) Nationality (by birth and/or by domicile) | जन्म स्थान Place of birth | व्यवसाय (यदि नियोजित हों तो पदनाम तथा कार्यालय का पूरा पता दें) Occupation (if employed, give designation & full office address) | वर्तमान डाक पता (यदि मृत हों तो अंतिम पता दें) Present postal address (if dead, give last address) | घर का स्थायी पता Permanent Home address |
| i) | पिता (पूरा नाम उपनाम, यदि कोई हो, सहित) Father (Name in full with aliases, if any) | | | | | | |
| ii) | माता/Mother | | | | | | |
| iii) | पत्नी/पति/ Wife/Husband | | | | | | |

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| 6. | राष्ट्रीयता/Nationality | | |
| 7. | (क) (a) | जन्म की तारीख (ईस्वी सन में) Date of birth (in Christian era) | |
| | (ख) (b) | वर्तमान आयु/Present Age | |
| | (ग) (c) | मैट्रिकुलेशन के समय आयु/ Age at Matriculation | |
| 8 | (क) (a) | जन्म स्थान, जिला तथा राज्य जिसमें यह स्थित है Place of birth, District and State in which situated | |
| | (ख) (b) | जिला तथा राज्य जिससे आप संबंधित हैं District and State to which you belong | |
| | (ग) (c) | जिला तथा राज्य जिससे आपके पिता मूल रूप से संबंधित हैं District and state to which your father originally belongs | |
| 9. | (क) (a) | आपका धर्म Your Religion | |
| | (ख) (b) | क्या आप अनुसूचित जाति/अनुसूचित जनजाति अथवा अपिब के सदस्य हैं? 'हां' या 'नहीं' में उत्तर दें यदि उत्तर 'हां' है तो उसका नाम बताएं। Are you a member of a Scheduled Caste/Scheduled Tribe or OBC? Answer 'Yes' or 'No' and if the answer is "Yes" state the name thereof. | |
| | (ग) (c) | यदि अपिब हैं तो क्या क्रीमी लेयर से संबंधित हैं? If OBC whether you belong to creamy layer? | |

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| 10. | 15 वर्ष की आयु से शिक्षा का स्थान तथा स्कूल व कॉलेज में वर्ष दिखाते हुए शैक्षिक अर्हता: Educational qualification showing places of education with years in Schools and Colleges since 15 th year of age: | | | |
| | स्कूल/कॉलेज का नाम पूरे पते सहित/ Name of school/College with full address | प्रवेश की तारीख/ Date of entering | छोड़ने की तारीख/ Date of Leaving | परीक्षा उत्तीर्ण/ Examination passed |
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| 11. | (क) | यदि किसी भी समय आप नियोजित थे तो ब्यौरे दें | | | |
| | (a) | If you have, at any time, been employed give details: | | | |
| | | धारित पदों के पदनाम अथवा कार्य का प्रकार Designations of posts held or description of work | अवधि / Period से/From तक/To | | कार्यालय, फर्म अथवा संस्थान का पूरा पता Full address of the office, firm or institutions |
| | | | | | पिछली सेवा छोड़ने के पूरे कारण Full reasons for leaving previous service |
| | | | | | |
| (ख) | यदि पिछला नियोजन भारत सरकार/राज्य सरकार/भारत सरकार अथवा राज्य सरकार के स्वामित्व अथवा नियंत्रण वाले उपक्रम/ स्वायत्त निकाय/विश्वविद्यालय/स्थानीय निकाय में था: | | | | |
| (b) | <p>क्या आपने केंद्रीय लोकसेवा (अस्थायी सेवाएं) नियम, 1949 के नियम 5 अथवा इसी तरह के किसी अन्य नियम के अंतर्गत एक माह का नोटिस देकर सेवा छोड़ी थी, क्या आपके विरुद्ध अनुशासनिक कार्यवाही शुरू की गई थी अथवा जब आपने सेवा समाप्त करने का नोटिस दिया अथवा बाद में, आपकी सेवाएं समाप्त होने से पहले, आपसे आपके किसी मामले में आचरण के संबंध में स्पष्टीकरण मांगा गया ?</p> <p><u>If the previous employment was under the Government of India/a state Government/an Undertaking owned or controlled by the Govt. of India or a State Government/an Autonomous Body/a University/a local body:</u></p> <p>If you had left service on giving a month's notice under rule 5 of the Central Civil Services (Temporary Services) Rules, 1949, or any similar corresponding rules, were any disciplinary proceedings framed against you, or had you been called upon to explain your conduct in any matter at the time you gave notice of termination of services, or at a subsequent date, before your services were actually terminated?</p> | | | | |

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| 12 | (क) | क्या आपको कभी गिरफ्तार किया गया, अभियोग चलाया गया, नजरबंद किया गया अथवा रोका गया / दंडित किया गया, किसी अपराध के लिए न्यायालय द्वारा अभिशस्त किया गया अथवा किसी लोक सेवा आयोग अथवा किसी अन्य संस्थान द्वारा परीक्षा/ चयन के लिए उपस्थित होने से वंचित किया गया हो/ अयोग्य ठहराया गया हो अथवा विश्वविद्यालय अथवा किसी अन्य शिक्षा प्राधिकरण/संस्थान द्वारा इसकी परीक्षा से वंचित, निष्कासित किया गया हो ? | |
| | (a) | <p>Have you ever been arrested, prosecuted, kept under detention or bound down/fined, convicted by a court of law for any offence, or debarred/disqualified by any Public Service Commission or any institution from appearing at its examination/selection or debarred from any examination, rusticated by any University or any other educational authority/institution?</p> | |
| | (ख) | यह साक्ष्यांकन फार्म भरते समय क्या आपके विरुद्ध कोई मामला न्यायालय, विश्वविद्यालय अथवा किसी अन्य शिक्षा प्राधिकरण/संस्थान में लंबित है? | |
| | (b) | Is any case pending against you in any court of law, University or any other educational authority/institution at the time of filling up this attestation form? | |

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| | <p>(यदि (क) अथवा (ख) का उत्तर 'हां' है तो यह फार्म भरने के समय मामले, गिरफ्तारी, नज़रबंदी, दंड, दोषी ठहराने, सज़ा आदि तथा न्यायालय/विश्वविद्यालय/शिक्षा प्राधिकरण आदि में लंबित मामले की प्रकृति के बारे में पूरा ब्यौरा दिया जाना चाहिए) (If the answer to (a) or (b) is 'Yes' full particulars of the case, arrest, detention, fine, conviction, sentence, etc. and the nature of the case pending in the Court/University/Education authority etc. at the time of filling up of this form should be given)</p> |
| | <p>(टिप्पणी: कृपया साक्ष्यांकन फार्म के शीर्ष पर दी गई चेतावनी भी पढ़ें) (Note Please also see the 'Warning' at the top of this attestation form)</p> |

| | | |
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| 13 | संदर्भ/References | |
| | नाम तथा पते/Names and addresses of: | |
| (क) (a) | आपके मोहल्ले/इलाके के दो जिम्मेदार व्यक्तियों के two responsible persons of your locality (अथवा/OR) | (1) |
| | | पिन/Pin |
| (ख) (b) | आपको पहचानने वाले दो व्यक्तियों के two persons to whom you are known | (2) |
| | | पिन/Pin |
| | संदर्भ रिश्तेदारों से इतर होने चाहिए तथा आपको तीन से अधिक वर्षों से जानते हों। The references should be other than relatives and should be known to you for more than three years. | |

मैं प्रमाणित करता/करती हूँ कि पूर्ववर्ती सूचना मेरी अधिकतम जानकारी तथा विश्वास के अनुसार सही तथा पूर्ण है। सरकार/बैंक में नियोजन के लिए मेरी उपयुक्तता को दुर्बल करने वाली किसी भी स्थिति से मैं अनभिज्ञ हूँ।
 I certify that the foregoing information is correct and complete to the best of my knowledge and belief. I am not aware of any circumstances which might impair my fitness for employment under Government/Bank.

स्थान/Place:

दिनांक/Date:

उम्मीदवार के हस्ताक्षर/Signature of candidate

(टिप्पणी/कृपया किसी भी कॉलम तथा उप कॉलम को रिक्त/ बिना भरे न छोड़ें।)

आप 'हां' अथवा 'नहीं' अवश्य लिखें। 'लागू नहीं' नहीं लिखें)

**(NOTE: PLEASE DO NOT LEAVE ANY COLUMN AND SUBCOLUMN BLANK/UNFILLED.
YOU MUST WRITE EITHER 'YES' OR 'NO'. DO NOT WRITE NOT APPLICABLE)**

पहचान प्रमाणपत्र
IDENTITY CERTIFICATE

प्रमाणपत्र निम्नलिखित में से किसी एक द्वारा हस्ताक्षरित हो/ Certificate to be signed by any one of the following:

- (i) केंद्रीय अथवा राज्य सरकार के राजपत्रित अधिकारी/Gazetted Officers of Central or State Government;
- (ii) उस निर्वाचन क्षेत्र जहां उम्मीदवार अथवा उसके माता-पिता/अभिभावक सामान्यतः रहते हैं से संबंधित राज्य विधानसभा अथवा संसद का सदस्य;/Member of Parliament or State Legislature belonging to the Constituency where the candidate or his/her parent/guardian is ordinarily resident;
- (iii) उपमंडलीय मजिस्ट्रेट/अधिकारी/Sub-Divisional Magistrates/Officers;
- (iv) तहसीलदार अथवा नायब/उप तहसीलदार जो मैजिस्टीरीअल शक्तियों का प्रयोग करने के लिए प्राधिकृत हैं;/Tehsildars or Naib/Deputy Tehsildars authorized to exercise magisterial powers;
- (v) मान्यता प्राप्त स्कूल/कॉलेज/संस्थान जहां उम्मीदवार ने पढाई की है के प्रधानाचार्य तथा प्रधानाध्यापक/Principals and Head Masters of the recognized School/College/Institution where the candidate studied last;
- (vi) खंड विकास अधिकारी/Block Development Officers;
- (vii) पोस्ट मास्टर; तथा/Post Masters; and
- (viii) पंचायत निरीक्षक/Panchayat Inspector

प्रमाणित किया जाता है कि मैं श्री/श्रीमती/कुमारी..... पुत्र/पुत्री
श्री को पिछले.....वर्षों.....माह से जानता हूं तथा
मेरी अधिकतम जानकारी तथा विश्वास के अनुसार उनके द्वारा दिए गए विवरण सही हैं।

Certified that I have known Shri/Shrimati/Kumari..... son/daughter
of Shri..... for the last Years months and that
to the best of my knowledge and belief the particulars furnished by him/her are correct

हस्ताक्षर/Signature _____

पदनाम अथवा स्थिति/Designation or status _____

तथा पता/& address _____

स्थान/Place: _____

दिनांक/Date: _____

(कार्यालय की रबड़ स्टैम्प/Rubber stamp of office)

कार्यालय द्वारा भरा जाए/TO BE FILLED BY THE OFFICE

नियुक्तिकर्ता प्राधिकारी का नाम, पदनाम तथा पता:

Name, designation and address of the appointing authority:

भारतीय रिज़र्व बैंक/Reserve Bank of India

पद जिसके लिए उम्मीदवार पर विचार किया जा रहा है:

Post for which the candidate is being considered:

FORM OF SC / ST CASTE CERTIFICATE

Form of Certificate to be produced by a
Candidate belonging to Scheduled Caste
or Scheduled Tribe in support of his/her
claim

This is to certify that Shri / Shrimati / Kumari * -----
----- Son / Daughter * of -----
of village / Town * ----- in District / Division * -----
----- of the State/Union Territory * -----
----- belongs to the ----- Caste / Tribe* which
is recognized as a Scheduled Caste / Scheduled Tribe*
under :

The Constitution (Scheduled Castes) Order, 1950.

The Constitution (Scheduled Tribes) Order, 1950.

The Constitution (Scheduled Castes) (Union Territories) Order, 1951.

The Constitution (Scheduled Tribes) (Union Territories) Order, 1951.

[As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification) Order, 1956, the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisation) Act, 1971 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976.]

The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956.

The Constitution (Andaman & Nicobar Islands) Scheduled Castes Order, 1959, as amended by Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976.

The Constitution (Dadra & Nagar Haveli) Scheduled Castes Order, 1962.

The Constitution (Dadra & Nagar Haveli) Scheduled Tribes Order, 1962.

The Constitution (Pondicherry) Scheduled Castes Order, 1964.

The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967.

The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968.

The Constitution (Goa, Daman & Diu) Scheduled Tribes Order, 1968.

The Constitution (Nagaland) Scheduled Tribes Order, 1970.

The Constitution (Sikkim) Scheduled Castes Order, 1978.

The Constitution (Sikkim) Scheduled Tribes Order, 1978.

% 2. Applicable in the case of Scheduled Castes / Scheduled Tribes persons who have migrated from one State / Union Territory Administration

This certificate is issued on the basis of the Scheduled Caste / Scheduled Tribe Certificate issued to Shri / Shrimati * _____
 Father/Mother of Shri/Shrimati/Kumari * _____
 of village / Town * _____ in District/Division * _____ of State / Union Territory * _____ who belongs to the _____ Caste/Tribe* which is recognized as a Scheduled Caste / Scheduled Tribe * in the State/Union Territory * _____ issued by the _____ (name of prescribed authority) vide their No. _____ dated _____

% 3. Shri/Shrimati/Kumari* _____ and/or * his / her * family ordinarily reside(s) in village/ town * _____ of _____ District/Division * of the State/Union Territory * of _____.

Place _____ State/ _____ Signature _____
 Union Territory

Date _____ * * Designation _____
 (with Seal of Office)

* Please delete the words which are not applicable.

Please quote specific Presidential Order.

% Delete the paragraph which is not applicable.

Note: The term “Ordinarily reside(s)” used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.

** List of authorities empowered to issue Scheduled Caste/Scheduled Tribe Certificates :

1. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / 1st Class Stipendary Magistrate / City Magistrate / * Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner.
* (not below the rank of 1st class Stipendary Magistrate.)
2. Chief Presidency Magistrate / Additional Chief Presidency Magistrate/Presidency Magistrate.
3. Revenue Officers not below the rank of Tahesildar.
4. Sub-Divisional Officer of the area where the candidate and/or his family normally resides.
5. Administrator / Secretary to Administrator / Development Officer (Lakshadweep Islands).

भारत सरकार के पदों पर नियुक्ति के निमित्त आवेदन करने वाले अन्य पिछड़ा वर्गों के अभ्यर्थियों द्वारा दिए जाने वाला प्रमाण-पत्र का प्रपत्र

यह प्रमाणित किया जाता है कि श्री/ श्रीमती/ कुमारी सुपुत्र/ सुपुत्री श्री....., राज्य/ संघ राज्यक्षेत्र जिला/ मंडल ग्राम/ शहरके निवासी हैं जो समुदाय के हैं जिसे भारत सरकार, सामाजिक न्याय एवं सशक्तीकरण मंत्रालय के दिनांक के संकल्प संख्या के अंतर्गत पिछड़े वर्ग के रूप में मान्यता प्राप्त है* । श्री/ श्रीमती/ कुमारी तथा उनका परिवार सामान्यतया राज्य/ संघ राज्य क्षेत्र के जिला/ मंडल के निवासी हैं । यह भी प्रमाणित किया जाता है कि वे भारत सरकार, कार्मिक और प्रशिक्षण विभाग के दिनांक 8.9.1993** के कार्यालय ज्ञापन सं. 36012/ 22/ 93-स्था(एससीटी) की अनुसूची के कालम 3 में उल्लिखित व्यक्तियों/ वर्गों (नवोन्नत वर्ग) की श्रेणी से संबंधित नहीं हैं।**

जिलाधिकारी
उपायुक्त इत्यादि

दिनांक

मोहर

* प्रमाण-पत्र जारी करने वाले प्राधिकारी को भारत सरकार के संकल्प के ब्योरों का उल्लेख करना है जिसमें उम्मीदवार की जाति का अन्य पिछड़ा वर्ग के रूप में उल्लेख किया गया है।

**समय-समय पर यथासंशोधित

टिप्पणी: यहां प्रयुक्त शब्द "सामान्यतया" का अर्थ वही होगा जो जनप्रतिनिधित्व अधिनियम, 1950 कि धारा 20 में है।

Annexure

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES
APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA**

This is to certify that Shri/Smt./Kumari..... son/daughter of Shriof village/town.....in District/Division in the State/Union Territory belongs to the community which is recognized as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No. dated.....*. Shri/Smt./Kumari and/or his/her family ordinarily reside(s) in the District/Division of the State/Union Territory. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt. (SCT) dated 8.9.1993**.

District Magistrate
Deputy Commissioner, etc.

Dated:

Seal

*The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

**As amended from time to time.

Note: The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

घोषणा / DECLARATION

“मैं _____ पुत्र/पुत्री श्री _____

निवासी ग्राम/कस्बा/शहर _____ जिला _____ राज्य _____

एतद्वद्वारा यह घोषित करता/करती हूँ कि मैं _____ समुदाय का/की हूँ जो कि कार्मिक और प्रशिक्षण विभाग के दिनांक 08.09.1993 के कार्यालय - जापन सं.36012/22/93-स्था. (एस.सी.टी.) में निहित आदेश के अनुसार सेवाओं में आरक्षण के प्रयोजन से भारत सरकार वद्वारा एक पिछडे वर्ग के रूप में मान्य है। मैं यह भी घोषित करता/करती हूँ कि मैं दिनांक 08.09.1993 के उपर्युक्त संदर्भित कार्यालय जापन की अनुसूची के कॉलम 3 में उल्लिखित व्यक्तियों /वर्गों (सम्पन्न वर्ग) से संबंधित नहीं हूँ।”

I, _____ son/daughter of Shri _____ resident of Village/Town/City _____ District _____ State _____ hereby declare that I belong to the _____ community which is recognized as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No.36012/22/93-Estt.(SCT) dated September 08, 1993. It is also declared that I do not belong to persons/sections (Creamy Layer) mentioned in column 3 of the Schedule to the above referred Office Memorandum dated September 08, 1993.

हस्ताक्षर /Signature

नाम/Name :

पता /Address :