



भारतीय रिज़र्व बैंक
RESERVE BANK OF INDIA
www.rbi.org.in
ADVERTISEMENT NO. 01 / 2015

The Reserve Bank of India (RBI), Hyderabad invites applications from Indian Citizens (Ex-Servicemen – only) residing in the states of Telangana and Andhra Pradesh for the post of Security Guards. Before applying, candidates may ensure that they fulfil the eligibility criteria for the post. The number of posts and eligibility criteria are as given hereunder:

Post	Zone of Recruitment	Approximate No. of Vacancies*				Educational Qualifications	
		GEN	SC	ST	OBC	Minimum	Maximum
Security Guard	Telangana State and Andhra Pradesh State	11					
		6	1	2	2	10 th Pass	Under Graduation

* “The Bank reserves the right to increase/decrease the number of vacancies as per the requirement or not to fill up the vacancies”.

2. Age (As on 01.12.2015)

Between 18 and 25 years. Candidates born not earlier than 02.12.1990 and not later than 01.12.1997 (both days inclusive) are only eligible to apply.

Relaxation in the upper age limit:

The upper age limit will be relaxed as under subject to maximum age limit of 45 years.

SI. NO.	Category	Relaxation in age
I	Ex-servicemen belonging to Scheduled Caste (SC)/Scheduled Tribe (ST)	By 5 years plus in addition to the service rendered by them in Armed Forces plus an additional period of 3 years subject to maximum of 45 years.
II	Ex-servicemen belonging to Other Backward Classes(OBC)	By 3 years plus in addition to the service rendered by them in Armed Forces plus an additional period of 3 years subject to maximum of 45 years
III	Ex-Servicemen	To the extent of service rendered by them in Armed Forces plus an additional period of 3 years subject to maximum of age limit of 45 years
IV	Displaced persons from Jammu and Kashmir between 1.1.1980 and 31.12.1989, subject to production of certificate from the District Magistrate concerned or any other Authority designed by the Government of Jammu and Kashmir	By 5 Years
V	Ex-employees of Banking Institutions /Government Offices, who were retrenched after at least one year's service provided they apply through Employment Exchange subject to production of certificate from Establishment concerned	By 6 years

The upper age limit of 45 years is uniformly applicable to candidates belonging to all categories inclusive of reserved categories.

3. Educational Qualifications (as on December 01, 2015): -

- i. Minimum standard 10th pass. Maximum under-graduation. **Graduate / Degree holders are not eligible to apply.**
- ii. An Ex-servicemen holding the **Indian Army Special Certificate of Education** (or the Naval or Air-Force equivalent) will be deemed to be a **Matriculate**. Although Matriculate Ex-servicemen with 15 years of defence service are **considered as "Graduates", they are eligible to apply.** The captioned qualification must have been entered in Soldier's Discharge Book and supported by the necessary certificate.
- iii. In the event of any certificate being unavailable, the candidate is advised to get the necessary **endorsement made in the Soldier's Discharge Book.** (The service test and examination and the specialist service / courses etc. furnished in the soldiers discharge book are specialist qualification and are of no relevance to the bank).
- iv. The candidates are advised to produce **original certificates / testimonials etc.** for examination at the time of interview and under no circumstances laminated certificates will be accepted by the Bank.

4. **Eligibility:** The selection is confined to Ex-Servicemen with proper military background and having experience of handling arms and ammunition in the military.

Definition of ex-servicemen as notified by Government of India is reproduced below for information and benefit of candidates:

"Ex-serviceman means a person, who has served in any rank (whether as a combatant or an a non-combatant) in the regular Army, Navy and Air Force of the Indian Union but does not include a person who has served in the Defence Security Corps, the General Reserved Engineering Force, the Lok Sahayak Sena and the para Military forces and who has retired from such service after earning his pension; or who has been released from such service on medical ground attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or who has been released, otherwise than on his own request, from such service as a result of reduction in establishment; or who has been released from such service after completing the specific period of engagement otherwise than at this own request or by way of dismissal or discharge on account of misconduct or inefficiency, and has been given a gratuity and includes personnel of the Territorial army of the following categories, namely pension holders for continuous embodied service; person with disability attributable to military service, and gallantry award winners".

The persons serving in the Armed Forces of the Union of India, who on retirement from services would come under the category of 'ex-serviceman', are eligible to apply for re-employment one year before the date of their proposed relief from services along with a no objection certificate. In this regard, certificates in forms A, B, C and D, as applicable, available on our website at www.rbi.org.in may be furnished by the candidate.

5. Job Requirements / Description of Duties:-

- i) Selected candidates would be required to guard Bank's property (residential / offices) and attend to other watch and ward duties at Hyderabad office / Bank's residential quarters.
- ii) Operating X-Ray machines / Door Frame Metal Detector (DFMD) Hand Held Metal Detector (HHMD) for checking baggage at the entrance and other allied duties which may be assigned by the Bank.
- iii) The selected Security Guards will have to work in shifts, including night shifts.

6. Scale of Pay and Emoluments: A Starting pay of Rs.6350/- per mensem, in the scale of Rs. 6350-220-7230-260 – 8010 – 300 – 8910 – 400 – 9710 – 500 –11710-680-13750 (20 years) + allowances as admissible from time to time. The total emoluments at the starting scale at the time of issue of advertisement works out to be Rs. 17,666/- per month approximately. (Pay scales are subject to revision)

7. General Instructions: -

- a) Candidate should be a resident within recruitment zone i.e. Telangana State or Andhra Pradesh State.
- b) 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 a proof of age.
- c) Ex-Serviceman who have passed the qualifying examination from outside the recruitment zone either before or after leaving military service are eligible.

8. New Pension Scheme: Employees appointed in the Bank on or after January 01, 2012 will be governed by the Defined Contribution **New Pension Scheme**.

9. Selection Process: Subject to the conditions laid down, selection will be made through written test and / or interview of eligible candidates. Candidates found suitable will be placed on **waitlist** to be prepared subject to vacancy and reservation requirements. Mere fulfilling of eligibility criteria does not entitle a candidate to be called for interview. **The Bank reserves the right to raise the minimum eligibility standards etc. in order to limit the number of candidates to be called for written test and / or interview commensurate with the number of vacancies. The decision of the Bank in this regard will be final.**

10. How to apply:

- i. Candidates must apply in the prescribed format of application available on our website at www.rbi.org.in , application in any other format will be rejected.
- ii. A4 sheet (29.7 cm x 21 cm) should be used for the application. Application may be preferably typewritten or neatly handwritten in Hindi / English (Block / Capital).
- iii. Application should be supported by the following documents:
 - Attested copies of certificates regarding age and educational qualifications.
 - Latest passport size signed photograph (3 cm x 2.5 cm) should be affixed on the right hand top corner of the application.
 - In case of candidates belonging to SC/ST/OBC category, attested copy of the relative certificate from the competent authority.
 - Attested copies of the discharge certificate / service book issued by the Armed forces.
- iv. The envelope containing the application must be super scribed **“Application for the post of Security Guard.”**
- v. One envelope should contain application of one candidate only.
- vi. Application may be sent by **POST** or deposited in the box kept at the Reception of Reserve Bank of India’s Hyderabad office on Week Days except Saturdays, Sundays and Public holidays, between 10.30 a.m. and 03.30 p.m. Applications should be addressed to the **REGIONAL DIRECTOR, RESERVE BANK OF INDIA, HUMAN RESOURCE MANAGEMENT DEPARTMENT, SECRETARIAT ROAD, SAIFABAD, HYDERABAD – 500 004.**

11. Ineligibility: Handicapped / Disabled ex-servicemen will not be eligible. Before applying for the post, the candidates should ensure that they satisfy the eligibility norms in all respects as mentioned in the advertisement as on the date specified. Applications, incomplete in any respect, not accompanied by relevant documents / certificates and / or received after the closing date shall be rejected. Bank’s decision in this regard shall be final.

The Bank reserves the right to reject any application / candidature at any stage of the recruitment process, without assigning any reasons.

“Disabled ex-serviceman means an ex-serviceman who while serving in the Armed forces of the Union was disabled in operations against the enemy or in disturbed areas, or disabled in peace time and boarded out on account of invalidment in medical category “EEE” provided the disability has been accepted as attributable to Military service by the concerned authorities.”

12. Closing Date: Applications, complete in all respects, must reach Bank's Office at the aforesaid address latest by **January 01, 2016**.

13 Warning:

- i. No correspondence will be entered into with candidates not found eligible/not considered for interview.
- ii. Canvassing in any form will be a disqualification. Any attempt on the part of a candidate to obtain support for his candidature by any means such as submitting fabricated documents, making statements which are incorrect/false, suppressing material information, resorting to irregular or improper means in connection with his candidature using unfair means etc. shall also be a disqualification. If any unscrupulous person/s pretends to provide assistance by resorting to unfair means, a complaint may be lodged with any of the following:
 - a) **Customer Education and Protection Cell, Reserve Bank of India, Secretariat Road, Saifabad , Hyderabad – 500 004**
 - b) **Central Vigilance Commission, Satarkata Bhavan, Block “A” G.P.O. complex, I.N.A., New-Delhi.110 023**

**APPLICATION FOR THE RECRUITMENT OF SECURITY GUARDS IN
CLASS IV CADRE IN RESERVE BANK OF INDIA, HYDERABAD
(ADVERTISEMENT NO. 01 / 2015)**

Affix Self-attested
recent
3 cm x 2.5 cm size
photograph

1. NAME OF THE APPLICANT IN FULL (IN CAPITALS)					
2. FATHER'S NAME (IN CAPITALS)					
3. FULL ADDRESS FOR COMMUNICATION (WITH PINCODE)					
4. DATE OF BIRTH		DD (DATE)	MM(MONTH)	YYYY(YEAR)	
5. AGE AS ON 01.12.2015		YY(YEARS)	MM(MONTH)	DD(DAYS)	
6. EDUCATIONAL QUALIFICATIONS					
EXAM PASSED	SUBJECTS	YEAR OF PASSING	OF	UNIVERSITY/BOARD	PERCENTAGE OF MARKS
7. CATEGORY (TICK THE APPLICABLE BOX)		SC	ST	OBC	GEN
8. DETAILS OF SERVICE IN THE ARMED FORCES					
a) NAME OF THE FORCE SERVED (WITH ARM/WING)					
b) DATE OF RECRUITMENT (DD-MM-YYYY)					
c) DATE OF RELEASE (DD-MM-YYYY)					
d) LENTH OF SERVICE		_____ YEARS _____ MONTHS			

9. EXPERIENCE, IF ANY, AFTER DISCHARGE FROM ARMED FORCES				
NAME OF INSTITUTION/S WORKING WITH	FROM	TO	PERIOD (NO. OF YEARS)	REMARKS

10. PROFICIENCY IN SPORTS / EXTRA-CURRICULAR ACTIVITIES, IF ANY:

11. LANGUAGES KNOWN:

12. CONTACT NO:

a) RESIDENCE:

b) MOBILE:

c) E-mail:

Declaration: I, hereby, declare that all information and particulars furnished in the application are true, complete and correct. I understand that if any of the information is found incomplete / incorrect, false, misleading or the eligibility criteria as prescribed by the Bank is not fulfilled, my candidature is liable to be cancelled at any stage before appointment and if appointed, my appointment is liable to be terminated without notice or compensation in lieu thereof. I also understand that my candidature will be considered subject to the eligibility criteria / conditions stipulated in the advertisement.

Place:

Date:

Encl:

Signature of applicant

Note: - Certified copies of the supporting documents as given in the application form may be enclosed.

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 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:

Signature. Name and Designation of the

Date:

Competent Authority**

SEAL

Delete the paragraph which is not applicable.

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.....Name.....is 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

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/Examination 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 in regard to the recruitment covered by this examination, 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 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

Date:

of the Competent Authority**

SEAL

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

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

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