



RESERVE BANK OF INDIA, KANPUR

RECRUITMENT SECTION

HUMAN RESOURCE MANAGEMENT DEPARTMENT

ADVERTISEMENT NO. 03 / 2012-13

RECRUITMENT OF SECURITY GUARDS IN RBI, Kanpur and Lucknow

(This advertisement and the format of the Application can be accessed on RBI's website www.rbi.org.in)

Applications are hereby invited from Indian Citizens (Ex-Servicemen only) who fulfill the eligibility criteria regarding age, qualification, reservation (where applicable) etc. as specified below for enlistment in the wait-list for the post of Security Guard (Temporary) in class IV cadre in Reserve Bank of India, Kanpur and Lucknow . The number of posts and eligibility criteria are as given hereunder:

Centre	Post	No. of Vacancies					Educational Qualification	
		UR	SC	ST	OBC	Total	Minimum	Maximum
Kanpur Office	Security Guards	09	04	-	04	17	Class X Pass	Under Graduation
Lucknow Office	Security Guards	02	-	-	01	03		

* Although matriculate ex-servicemen with 15 years of defence service are considered as 'Graduates', they are also eligible to apply.

1. Age (As on 01.05.2013)

The lower and upper age limit for the post is 18 and 25 years respectively as on 01.05.2013 i.e. candidates born on or before 01.05.1988 and after 01.05.1995 are not eligible. The upper age limit will be relaxed, **subject to a maximum age limit of 45 years**, for the following categories of candidates: -

- i) SC candidates by 5 years subject to production of certificate issued by the Competent Authority in the format as prescribed by the Government of India, at the interview stage, if called for interview.
- ii) OBC candidates by 3 years subject to production of certificates issued by competent Authority in the format prescribed by the Government of India, at the interview stage, if called for interview.
- iii) Ex-Servicemen candidates further to the extent of period of service rendered by them in the Armed Forces plus an additional period of 3 years.
- iv) Displaced persons from Jammu and Kashmir between 01.01.1980 and 31.12.1989 by 5 years, subject to production of certificate from the concerned District Magistrate or any other Authority designated by the Government of Jammu and Kashmir.
- v) Ex-employees of Banking Institutions / Government Offices who were retrenched after at least one year's service provided they apply through Employment Exchange, by 6 years, subject to production of certificate from concerned Establishment.

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

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

“Ex-serviceman means a person, who has served in any rank (whether as a combatant or as a non-combatant) in the regular Army, Navy and Air Force of the Indian Union but does not include a person who has served in the Defence Security Corps, the General Reserve Engineering Force, the Lok Sahayak Sena and the para military forces and who has retired from such service after earning his pension; or who has been released from such service on medical 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 his own request or by way of dismissal or discharge on account of misconduct or inefficiency, and has been given a gratuity and includes personnel of the Territorial army of the following categories, viz.

- a) pension holders for continuous embodied service;***
- b) person with disability attributable to military service, and***
- c) gallantry award winners”.***

3. Job Requirements / Description of Duties: Selected candidates would be required to guard Bank's property (residential / offices) and attend to other watch and ward duties at Kanpur and Lucknow office / Bank's residential quarters, operating X-Ray machines/DFMD for checking baggage at the entrance & other allied duties which may be assigned by the Bank. Selected Security Guards have to work in shifts.

4. **Scale of Pay and Emoluments:** A Starting pay of Rs. 6350/- per month, 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. 15,138/- per month approximately.

5. **Selection Process:** Subject to the conditions laid down, selection will be made through 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 interview commensurate with the number of vacancies. The decision of the Bank in this regard will be final.**

6. **How to apply:**

- i. Candidates must apply in the prescribed format of application published herewith. Application in any other format will be rejected.
- ii. The format of the application form published herewith **should not itself** be used as Application. A4 sheet (29.7 cm x 21 cm) should be used for the application. Application may be preferably typewritten or neatly handwritten in English (Block / Capital) or Hindi.
- iii. Application should be supported by the following documents:
 - Attested copies of certificates regarding age and educational qualifications.
 - Latest passport size self attested 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, attested copy of the relative caste 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 superscribed **“Application for the post of Security Guard at Kanpur – Class IV or Application for the post of Security Guard at Lucknow – Class IV.”**
- v. One envelope should contain application of one candidate only.
- vi. Application must be either of post for Kanpur office or Lucknow office and in no circumstances candidate can apply for both the offices. Application of a candidate for both the offices are liable to be rejected.
- vii. Application may be sent by **Ordinary Post** or deposited in the box kept at the Reception of Reserve Bank of India’s Kanpur Office on Week Days except Saturdays, Sundays and holidays, between 10.00 a.m. and 03.00 p.m. Applications should be addressed to the **REGIONAL DIRECTOR, RESERVE BANK OF INDIA, HUMAN RESOURCE MANAGEMENT DEPARTMENT, MAHATAMA GANDHI ROAD , KANPUR, UTTAR PRADESH – 208 001.**

7. **Ineligibility:**

- i. Orthopaedically Handicapped / Hearing Impaired or Visually Handicapped ex-servicemen will not be eligible.
- ii. 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 late shall be rejected. Bank's decision in this regard shall be final. The Bank reserves the right to reject any application / candidature at any stage of the recruitment process, without assigning any reasons.

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. **Closing Date:** Applications, complete in all respects, must reach Bank's Office at the aforesaid address latest by June 17, 2013.

10. **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) **Regional Director, Reserve Bank of India Complaint Redressal Cell, Human Resource Management Department, MAHATAMA GANDHI ROAD , KANPUR, UTTAR PRADESH – 208 001.**

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, Kanpur and Lucknow

(Advertisement No. 03 / 2012-13 dated May 18 , 2013)

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

1. Name of the Applicant in full (in CAPITAL) :							
2. Father's name (in CAPITAL) :							
3. Full address for communication (with District and Pincode):							
4. Date of birth (As recorded in the school leaving certificate):							
		D	D	M	M	Y	Y
5. Age as on 01.05.2013:							
		D	D	M	M	Y	Y
6. Educational Qualifications:							
Exam. Passed	Subjects	Year of passing	University/Board	Percentage of marks			
7. Name and place of Educational Institute last attended :							

8. Category (Tick the applicable box):	SC	ST	OBC	GEN
9. Details of service in the Armed Forces:				
i) Name of the Force served				
ii) Date of recruitment				
	D	D	M	M
	Y	Y	Y	Y
iii) Date of release				
	D	D	M	M
	Y	Y	Y	Y
iv) Length of service	_____ Years _____ Months			

10. Experience, if any, after discharge from Armed Forces:				
Name of Institution/s working with	From	To	Period (No. of years)	Remarks
11. Proficiency in sports / Extra-curricular activities, if any:				
12. Languages known:				
13. Contact No.	Residence: _____			
	Mobile: _____			

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. 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.