



RESERVE BANK OF INDIA

GUWAHATI-781001

Advertisement No. 1/2015-16

Applications are invited from Indian Citizens who fulfil the eligibility criteria and residing in the states of Assam, Arunachal Pradesh, Nagaland, Manipur, Mizoram, Meghalaya and Tripura as specified below for the post of 4 (four) Staff- Class IV – Technical Attendants cadre in its **Guwahati Office.**

2. Post:

Post	No. of Vacancy	General	Reserved vacancies		
			SC	ST	OBC
Technical Attendant	4	2	--	1	1

3. Eligibility Criteria:

i) **Age:** Minimum 18 years and maximum 25 years as on November 01, 2015 i.e. candidates born between November 01, 1990 and October 31, 2015 (both dates inclusive). Relaxation in upper age limit is given to candidates belonging to certain categories as under:

Category	Relaxation in age
Scheduled Caste/Scheduled Tribe (SC/ST)	By 5 years, i.e. up to 30 years
Other Backward Classes (OBC)	By 3 years, i.e. up to 28 years
Physically Handicapped (PH)	By 10 years, i.e. up to 35 years
Ex- Servicemen	To the extent of service rendered by them in Armed Forces plus an additional period of 3 years subject to maximum of 45 years for Security Guard and 50 years for any other post.
Widows/divorced women/ women judicially separated who are not remarried	Up to 35 years(40 years for SC/ST and 38 years for OBC)
Displaced persons from Jammu and Kashmir between 01.01.1980 and 31.12.1989.	By 5 years

Persons claiming relaxation in age should submit a certificate from the designated authorities in this regard. In case of dispute regarding age, the date of birth as recorded in the School Leaving Certificate shall be final.

ii) **Educational Qualification/ Experience:** Minimum Std. X (Pass). Maximum under Graduate. Candidate should possess 2nd Class Wireman's licence and should have some experience in operation of lifts and some knowledge of electrical work connected with lifts. Candidate is also required to possess Lift Attendant's authorization/licence/certificate from a competent authority. Applicant, who have passed the prescribed academic qualifying examination from the Boards/ Universities recognized by the state Government within the recruitment area of the office are only eligible to apply for the post.

4. Pay & Allowances: Initial starting pay of ₹ 6350/- per month, in the scale of ₹ 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 ₹17,845/-per month (approximately).

5. General Important Instruction:

- a) **Experience:** Candidate should have experience of handling work relating to operation of lift and knowledge of electrical work connected with lifts etc.
 - b) Graduate/ Degree holders are not eligible and need not apply.
 - c) Date of Birth as recorded in Scholl Leaving Certificate/ Transfer Certificate/ Certificate of Domicile/ Birth certificate issued by Municipal Corporation will be accepted as a proof of age.
 - d) Employees appointed in the on or after January 01, 2012 will be governed by the defined contribution "New Pension Scheme".
6. Selection Process: i) Selection will be made through written test/ or interview of eligible Candidates. The Candidates found suitable placed in the waiting list to be prepared subject to vacancy and reservation requirement.
- ii) Mere fulfilling the eligibility criteria does not entitle the candidate to be called for written test/ interview. The Bank reserves the right to raise the minimum eligibility standards etc., in order to restrict the number of candidates to be called for written test/ interview commensurate with the number of vacancies. The decision of the Bank in this regard will be final.

7. **How to apply:** i) Candidates must apply in the prescribed format of application published herewith. Application in any other format is liable to be rejected.
- ii) The format of the application form published herewith should not itself be used as application. A4 sheet (29.7cm x 21 cm) should be used for application. Application may be preferably typewritten or neatly handwritten in Hindi/ English (Block /Capital)/ Assamese.
- iii) Application should be supported by the following documents:
Attested copies of all relevant documents/ certificates regarding age and educational qualifications. (No originals should be sent with the application).
Latest passport size signed photograph (3 cm x 2.5 cm) should be affixed on the right hand top corner of the application.
- iv) The application must be sent by ordinary post only or may be deposited in the box kept at the 4th Floor, HRMD, Reserve Bank of India, Panbazar, Station Road Guwahati 781001 on any day between 10.00 hrs. and 16.00 hrs. on weekdays except Saturdays, Sundays and Holidays in a cover super scribed " Application for the post of Technical Attendant(Liftman-cum-Wireman)". Application should be addressed to The Regional Director, Reserve Bank of India, Human Resource Management Department, Recruitment Section, Panbazar, Station Road, Guwahati-781001.
- v) One envelope should contain application of one candidate only.
- vi) No application will be received in person or any acknowledgement given thereof.

8. **Ineligibility:** Orthopedically handicapped (Both Legs) and Blind who will not perform the duties described properly, will not be eligible.
Before applying for the post of Technical Attendant, 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 and/ or not accompanied by relevant documents/ certificates and/ or received late shall be rejected. Bank's decision in this regard shall be final. The Bank reserves the right to reject any application/ candidature at any stage of the recruitment process without assigning any reason/s.

9. **Closing date:** Applications complete all in respects must reach the Bank's Office on the aforesaid address latest by **November 25, 2015**.

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 the 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 the candidature using unfair means etc. shall be a disqualifying factor. If any unscrupulous person pretends to provide assistance by resorting to unfair means, a complaint may be lodged with any of the following:

a) Complaint Redressal Cell, Reserve Bank of India, Human Resource Management Department, Panbazar, Station Road, Guwahati-781001.

b) Central Vigilance Commission, Satarkata Bhavan, Block 'A' GPO Complex, INA New Delhi-110023.

Application for recruitment of Technical Attendant in Class- IV in Reserve Bank of India, Guwahati (Advertisement No _____) Dated _____ 2015 Application for the post of Technical Attendant <u>Original documents should not be attached with the application</u>												Affix recent photograph of size – 3 cm. X 2.5 cm with signature											
1. Full name of		NAME				MIDDLE NAME				SURNAME													
A) Applicant:																							
B) Father/Husband																							
2. Address for communication: (with Pin-Code):																							
										Pin code:													
3. Permanent Address (with Pin Code):																							
										Pin code:													
4. Date of Birth _____ (As recorded in School leaving certificate)										Age as on November 01, 2015: _____ Yrs. _____ Mths													
5. Educational Qualifications(As on November 01, 2015):																							
Name of Educational Institute, Place/State :																							
(Standard passed)				(Marks obtained)				(Out of)				(Percentage)											
6. Technical Qualifications(As on November 01, 2015):																							
Name of the Institute, Place/State:																							
7. Category												SC		ST		OBC		GEN					
8. Proficiency in Sports/ Extra Curricular Activities if any: (Give details)																							
9. Languages known:																							

Declaration:

I declare that all information & particulars furnished here in above are true and correct. I understand that if any of the information is found incomplete/incorrect, false or misleading, 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 criteria/conditions stipulated in the advertisement.

Place: _____

Date: _____

Encls:

Signature of Applicant _____