

RESERVE BANK OF INDIA, CHANDIGARH
HUMAN RESOURCE MANAGEMENT DEPARTMENT
RECRUITMENT SECTION
ADVERTISEMENT No. 1/2014-15

RECRUITMENT OF SECURITY GUARDS IN RESERVE BANK OF INDIA, CHANDIGARH

Applications are hereby invited from Indian citizens (**Male only**) who fulfill the eligibility criteria (set below) and are residing in either Punjab or Haryana or Union Territory of Chandigarh for appointment/enlistment in the Wait List to the post of Security Guard in Class-IV cadre at Reserve Bank of India, Chandigarh-160017.

1. **Zone of Recruitment:-** Punjab, Haryana, Union Territory of Chandigarh

2. **Posts and Eligibility criteria**

Category- wise distribution of vacancies

Category	Total number of vacancies	Unreserved Vacancies	Reserved Vacancies			Educational Qualifications	
			SC	ST	OBC	Minimum	Maximum
Security Guard	05	03	00	00	02	10 th Pass	Undergraduate

Note: The Bank reserves its right to increase/decrease the number of vacancies or not to fill up the vacancies in the category as per its requirements.

The applicants must fulfill the following conditions:-

Note: Only Ex-servicemen are eligible to apply

a) Educational Qualifications:

- Minimum Std 10th pass. Maximum Undergraduate. **Graduate / Degree holders are not eligible to apply.**
- An Ex-Serviceman having passed **Army Special Certificate of Education** 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.

- 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 & Examination and the specialist service / courses etc. furnished in the Soldier's Discharge Book are specialist qualifications and are of no relevance to the Bank).
- The candidates are advised to produce **original certificates/testimonials etc.** for examination at the time of interview and under no circumstances laminated certificate/s will be accepted by the Bank.

b) Age limit

The lower and upper age limit for the post is 18 and 25 years respectively as on January 01, 2015. However, the upper age limit is relaxable for:

- (i) SC & ST candidates by 5 years, OBC by 3 years,
- (ii) Ex-serviceman candidate to the extent of number of years of service in the armed forces plus additional 3 years, subject to maximum upper age limit of 45 years,
- (iii) 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. .

c) Experience: Only ex-Servicemen with proper military background are eligible. The candidates should have experience of handling of arms and ammunition in the military.

3. Description of Duties:

- (i) Guarding Bank's property, other watch and ward duties at Chandigarh office round the clock.
- (ii) Operating X-Ray machines/ DFMD for checking baggage at the entrance & other allied duties which may be assigned by the Bank.
- (iii) The Security Guards will have to work in shifts, including night shifts.

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 (20years)+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 ₹16, 215/- per month (approximately).

5. General Instructions:

- a) Candidate should be a resident within recruitment zone of Punjab, Haryana and Union Territory of Chandigarh
- 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-servicemen who have passed the qualifying examination from outside the recruitment zone either before or after leaving military service are eligible.
- d) **Definition of Ex-serviceman:** 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 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 grounds 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, namely

- (i) pension-holders for continuous embodied service;
- (ii) person with disability attributable to military service and
- (iii) Gallantry award winners. ”

(e) Employees appointed in the Bank on or after January 01, 2012 will be governed by the defined contribution “**New Pension Scheme**”.

6. Selection Process:

- a) Selection will be made through written test and/ or interview of eligible candidates. The candidates found suitable will be placed in the waiting list to be prepared subject to vacancies and reservation requirements.
- b) Merely fulfilling the eligibility criteria does not entitle the candidates 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. Application may be preferably **typewritten/printed** or **neatly handwritten** in **Hindi / English (Block/Capital) / Punjabi. A4 sheet (29.7 cm x 21 cm)** should be used for Application.
- 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.
 - In case of candidates belonging to SC/ST/OBC, 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 application must be sent by **ordinary post only** or may be **deposited in the box kept at the Reception Counter Reserve Bank of India**, Central Vista, Sector- 17, Chandigarh-160017 on any day between 10.00 am to 04.00 pm on week days except Saturdays, Sundays and Holidays in a cover super scribed **“Application for the post of Security Guard”**. Applications should be addressed to the **Regional Director, Reserve Bank of India, Human Resource Management Department, Recruitment Section, Central Vista, Sector- 17, Chandigarh-160017.**

- 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:

- Seriously Orthopedically handicapped/ Hearing Impaired or Visually Handicapped who cannot undertake, the duties described, properly will not be eligible.
- Before applying for the post of Security Guard, 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 in all respects must reach the Bank's office on the aforesaid address latest by February 16, 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, Central Vista, Sector- 17, Chandigarh
- b) Central Vigilance Commission, Satarkata Bhavan, Block 'A', GPO Complex, INA
New Delhi-110023

**APPLICATION FOR THE RECRUITMENT OF SECURITY GUARDS IN
CLASS IV STAFF IN RESERVE BANK OF INDIA, CHANDIGARH**

(Advertisement No 1 /2014-15) Dated

Affix recent
photograph of size –
3 cm. X 2.5 cm with
signature.

Application for the post of **Security Guards**

Original documents should not be attached with the application

1. Full name of SURNAME NAME FATHER'S NAME

A) Applicant:

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B) Father:

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2. Full address for communication: (with pin-code)

3. Date of Birth: A) _____ B) Age: As on January 01, 2015 Yrs. _____ Mths _____
(As recorded in School leaving certificate)

4. Educational Qualifications: As on January 01, 2015

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(Standard passed)

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Marks obtained

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Out of

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Percentage

5. Name of Educational Institution NAME: _____

last attended and place/State Place _____ State _____

6. Details of Service in Armed Forces:

- a. Name of the Force Served:
- b. Date of joining the Defence services:
- c. Date of discharge from the Defence services:
- d. Length of service:
(Number of years)
- e. Mode of discharge from the Armed forces / other eligible forces (Tick as applicable)

i. Whether retired after earning service pension:

OR

Has been released under medical ground and awarded medical/other disability pension: Y/ N/ NA

OR

Has been released (otherwise than at his own request) as a result of reduction of Establishment: Y/ N/ NA

OR

Has been released after completing specific period of engagement (otherwise than at his own request or by way of dismissal or discharge on account of misconduct or efficiency) and has been granted gratuity: Y/ N/ NA OR

Has been released at own request before completion of service and earning service pension: Y/ N/ NA

ii. Ex-servicemen employees of Banking Institutions/Government offices retrenched after at least one year's service

Y/N/NA

iii. Ex-servicemen displaced persons from Jammu & Kashmir Y/N/NA

7. Category:
(Tick appropriate box)

SC	ST	OBC	GEN
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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: _____

Signature of Applicant _____

Encl: