



## **RECRUITMENT FOR THE POST OF DRIVER IN RESERVE BANK OF INDIA, MUMBAI**

The Reserve Bank of India (RBI/Bank) invites applications from eligible candidates for **05 posts** of 'Driver' in Class IV cadre in Reserve Bank of India (RBI), Mumbai Office – 400001. Selection for the post will be through Online Test followed by a Skill / Driving Test. Please note that Corrigendum, if any, issued on the above advertisement, will be published only on the Bank's website [www.rbi.org.in](http://www.rbi.org.in).

The full text of the advertisement is available on the Banks' website [www.rbi.org.in](http://www.rbi.org.in) and is also being published in the Employment News / Rozgar Samachar.

Applications will be accepted only Online through the Bank's website [www.rbi.org.in](http://www.rbi.org.in). No other mode for submission of application is available.

### **Important Dates:**

Website Link Open	<b>March 27, 2023 to April 16, 2023</b>
Payment of Examination Fees (Online)	<b>March 27, 2023 to April 16, 2023</b>
Schedule of Online Test (Tentative)	<b>In the month of APRIL/MAY 2023. The online test could be conducted on a weekday or weekend.</b> <b>RBI reserves the right to modify the date and month of test depending on the number of applicants and other relevant factors.</b>

## **RECRUITMENT FOR THE POST OF DRIVER**

Applications are invited from **eligible Indian Citizens** for the post of "Driver" in Reserve Bank of India (RBI), Mumbai Office.

**Candidates may click on the link below for filling in the online application form.**

["Online Application Form for the post of Driver"](#)

## 1. Vacancy Position

Before applying, Candidates should ensure that they fulfil the eligibility criteria for the post. Candidates are requested to apply online through Bank's website [www.rbi.org.in](http://www.rbi.org.in).

**Helpline: In case of any problem in filling up the form, payment of examination fee or receipt of call letter, queries may be made at candidate grievance Redressal cell <http://cgrs.ibps.in/>.**

**Do not forget to mention 'RBI Recruitment of Driver' in the subject box of the email.**

The number of posts and eligibility criteria are given as under –

Post	Recruiting Office	Gen/UR	SC	ST	OBC	EWS	Total	EXS-2
Driver	Mumbai	03	01	01	-	-	05*	01

**\*The Bank reserves the right to increase/decrease the number of vacancies as per the requirement.**

**Abbreviations stand for: SC** – Scheduled Caste, **ST** – Scheduled Tribe, **OBC** – Other Backward Classes, **EWS** – Economically Weaker Section, **GEN/UR** – General i.e., Unreserved, **EXS 2** – Ex-Servicemen (normal).

The reservation under various categories will be as per prevailing Government Guidelines at the time of finalization of result. Reservation for Ex-Servicemen is horizontal and within the overall vacancies for the post.

### **Note (I) – For OBC/EWS candidates:**

No vacancy has been reserved for OBC/EWS category candidates. Hence candidates belonging to OBC/EWS and applying for the post of Driver will not be eligible for any concession/relaxation etc. Candidates must fulfil the eligibility criteria for age and educational qualification at par with unreserved candidates.

**Note (II) – This post is not identified for PwBD candidates.**

## 2. Definition of ex-serviceman:

### i) Ex-Serviceman:

Only those candidates shall be treated as Ex-Serviceman, who fulfil the revised definition as laid down by Government of India as under –

“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/her 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, viz. pension holders for continuous embodied service; person with disability attributable to military service, and gallantry award winners

**Note:**

1) Candidates, who are released / retired from Armed Forces, or whose **specified period of engagement (i.e. SPE)** is likely to be completed on or before 01/03/2024 only are eligible to apply under this recruitment. They will also be required to submit the release letter along with a self-declaration at the time of joining RBI that the candidate is entitled to the benefits admissible to Ex-Serviceman in terms of Govt. of India rules. Those candidates, who have already completed their initial period of engagement and are on extended assignment, are required to submit certificates to that effect. If selected, all such candidates mentioned above, should get released and join RBI on or before 01/03/2024. Forms of the certificates to be submitted by all these candidates are provided in [Annex I](#) and these certificates are required to be submitted to the Bank at the time of Skill Test / Document Verification/ any subsequent stage of recruitment.

2) The Territorial Army Personnel will be treated as Ex-Serviceman **w.e.f. 15.11.1986**.

3) An Ex-Serviceman who has once joined a Government job on the civil side after availing of the benefits given to him as an Ex-Serviceman for **his re-employment, his Ex-Serviceman status for the purpose of re-employment in Government ceases**.

4) The following rules applicable to Ex-Servicemen re-employed under the Central Government would apply to Ex-Servicemen candidates appearing for the online examination:

*Ex-Servicemen candidates who have already secured employment under the Central Government in Group 'C' & 'D' will be permitted the benefit of age relaxation as prescribed for Ex-Servicemen for securing another employment in a higher grade or cadre in Group 'C' / 'D' under*

Central Government. However, such candidates will not be eligible for the benefit of reservation on second occasion for Ex-Servicemen in Central Government jobs.

### 3. Eligibility Criteria:

#### a. Age (as on 01.03.2023)

Between 28 and 35 years. Candidate must have been born not earlier than **02/03/1988 and not later than 01/03/1995** (both days including) are only eligible to apply.

#### Relaxation in upper age limit:

Upper age limit will be relaxed as under:

Sr No.	Category	Relaxation in age
(i)	Scheduled Caste/Scheduled Tribe (SC/ST)	By 5 years, i.e. up to 40 years
(ii)	Ex-Servicemen	To the extent of service rendered by them in Armed Forces plus an additional period of 3 years subject to age not exceeding 50 years
(iii)	Widows/divorced women / women judicially separated who are not remarried	Up to 35 years (40 years for SC/ST)
(iv)	Candidates having work experience in Reserve Bank of India	To the extent of number of years of such experience, subject to maximum of 3 years.

**NOTE: Cumulative Age Relaxation will not be available either under the above items or in combination with any other items.**

Candidates seeking age relaxation are required to submit copies of necessary certificate(s) from the designated/competent authority at the time of Document Verification / specified date.

#### b. Caste Criteria:

- i. Candidates seeking reservation as SC/ST, shall have to produce a certificate in the prescribed proforma ONLY, meant for appointment to posts under the Government of India from the designated authority indicating clearly the candidate's caste, the Act/Order under which the caste is recognised as SC/ST and the Village/Town the candidate is ordinarily a resident of. They must also ensure that the name of their caste/community and its spelling in their caste/community certificate should be exactly as mentioned in the lists notified by the Central Government from time to time (**for ST category** the list of caste for each state is available on

the site <http://www.ncst.nic.in> and **for SC category** the list of castes for each state is available on the site <http://www.socialjustice.nic.in>). A certificate containing any variation in the caste name will not be accepted.

- ii. No change in the community status already indicated in the on-line application form by a candidate for this examination will be allowed.
- iii. Candidates seeking age relaxation are required to submit copies of necessary certificate(s) from the designated/competent authorities at the time of Skill Test / Document Verification.

**Guidelines for Reserved Category Candidates:**

a) Reservation for EXS shall be applied @24.5% of total vacancies, which shall include reservation of 4.5% for disabled Ex-Servicemen and dependents of Servicemen killed in action, clubbed together, horizontally, within overall Office-wise vacancies earmarked for various categories viz., UR/SC/ST/OBC/EWS.

b) Reserved category candidates belonging to SC/ST/EWS/OBC (Non-Creamy Layer) may apply against unreserved vacancies if vacancies have not been reserved for their category. However, they must fulfil the eligibility criteria for age and educational qualification at par with unreserved candidates. They will, however, be eligible for fee concession, wherever, applicable.

c) Candidates belonging to OBC category but coming in the 'Creamy Layer' are not entitled to OBC reservation. They should indicate their category as 'General' (UR).

d) The reservation under various categories will be as per prevailing Government of India guidelines at the time of finalization of result.

**c. Educational Qualification (as on 01/03/2023):**

- i. A candidate should have passed 10th Standard (S.S.C./Matriculation) from a recognized board.
- ii. The candidate should be a domicile within the Recruitment Zone of Mumbai Office of RBI, viz. State of Maharashtra (excluding Vidarbha\* region), Goa and Union Territories of Dadra and Nagar Haveli.

**\*Only Scheduled Tribe (ST) candidates from Vidarbha region can apply for this post.**

- iii. The candidate should be an undergraduate on 01/03/2023.

**Note:** Candidates who have completed Bachelor's degree and candidates possessing higher qualification are not eligible to apply.

- iv. Bank reserves the right to call for documents in support of domicile status of the candidate.

- v. A candidate belonging to Ex-servicemen category should have passed 10th Standard (S.S.C./Matriculation) and rendered at least 15 years of defence service, provided they have not graduated outside the Armed Forces.
- vi. Candidates applying for the post should be proficient in the local language i.e. Marathi (i.e. know to read, write, speak and understand the language).

**d. Experience:**

Candidate should have minimum 10 years experience as a Driver and good driving record. He should be able to attend to minor repairs. Candidate should possess a valid driving license for Light Motor Vehicle (LMV).

**e. Job requirements:**

- i. Driving of Bank's fleet of automobiles i.e. Motor Cars.
- ii. Candidate should be able to attend to minor repairs.
- iii. Should be able to converse freely in English and Hindi besides local language i.e. Marathi.

**4. Scheme of Selection:**

Candidates applying for the post of Driver will have to appear for Online Test and a Skill / Driving Test. Details of the Online test and Skill Test are provided below. The provisionally shortlisted candidates (from Online Test and Skill Test) will have to successfully complete Document Verification, identity verification and any other procedure as may be decided by the Bank. They will also have to undergo the pre-recruitment medical test. Final selection will be made on the basis of marks scored in Online test and Skill Test subject to notified vacancies, reservation requirements, document verification, identity verification and any other mandatory procedures decided by the Bank. Decision of the Bank in this regard will be final.

**A. Details of Online Test:**

Sr. No.	Name of the Test	No. of Questions.	Maximum Marks	Duration
1	Knowledge of traffic signs/rules	20	20	120 minutes
2	Driving Skills	20	20	
3	Motor mechanism and minor repairs	20	20	
4	Reasoning	20	20	

5	Comprehensive Passage* (English and Marathi Language)		40	
	<b>Total</b>		<b>120</b>	

\*One passage each to test English and Marathi

- i. The above online test/s except the Comprehensive Passage will be available bilingually, i.e. English and Hindi.
- ii. There will not be any negative marking for wrong answer.
- iii. Other detailed information regarding the test will be given in an Information Handout, which will be provided to candidates along with call letter.

Roll No. of those candidates who are shortlisted for Skill Test on the basis of Online test will be displayed on Bank's website. Call letters for Skill Test will be sent directly to the registered email ID of candidate or shall be made available for downloading from the Bank's website. **Candidates are advised to keep their e-mail ID/mobile number active till the completion of entire recruitment process for receiving advices such as Admission letters etc. Candidates may check e-mails (including spam and junk mailboxes)/SMS regularly. The Bank will not entertain any correspondence/complaint in case of non-access/ non-delivery of electronic message provided the same has been duly sent by the Bank.**

#### **B. Details of Skill / Driving Test:**

- i. Candidates provisionally shortlisted from the Online Test will have to undergo Skill / Driving Test.
- ii. Skill/ Driving Test will be conducted with Bank's Car.
- iii. Travelling expenses will be borne by the candidates appearing for Skill Test.

Only such number of candidates will be called for Skill / Driving Test who stand sufficiently high in merit based on the aggregate marks of the Online Test. Such merit will be decided by the Bank in relation to the number of notified vacancies to be filled in.

Skill Test is mandatory. No exemption of any sort will be given to any candidate from appearing in Skill Test. Final selection will be made on the basis of marks scored in Online test and Skill Test subject to notified vacancies, reservation requirements, document verification, identity verification and any other mandatory procedures decided by the Bank. Decision of the Bank in this regard will be final.

### **C. Identity Verification – Biometric Data Capturing or by other mode**

The Bank reserves its right to conduct biometric verification/other mode of verification any time during or after the selection. In case, if any candidate is found not to be genuine, then apart from taking legal actions against them, their candidature will be cancelled.

Accordingly, the Bank, at various stages, may capture photograph / thumb impression / IRIS Scan of the candidates in digital format for verification/biometric verification of the candidates. Candidate will ensure that their correct photograph/ thumb impression/ IRIS Scan is captured at various stages as any inconsistency will lead to rejection of their candidature. Candidates are advised to follow the guidelines that shall be provided to them in their call letter.

In case the Bank decides to utilize capturing of bio-metric data for the purpose of verification, the candidate has to take proper precaution while submitting bio-metric verification. If the thumb impression / IRIS Scan to be captured is injured/damaged, the candidate shall immediately notify the concerned authority at the test centre. In such a situation, upon declaration being made by the candidate, the authorities would make some alternate provisions; impression of other fingers, toes etc. of the candidate may be captured for biometric data verification. The Bank will not entertain any complaint/correspondence, at the subsequent stage of the selection process, in the event the biometric data do not match with the original biometric data taken at the online test centre.

Decision of the Biometric data verification authority as regards its status (i.e. matching or not-matching) shall be final and binding upon the candidates.

### **5. Pre-examination Training for SC/ST/OBC candidates**

The Bank may arrange combined pre-test training for a limited number of **SC/ST/OBC candidates** in consonance with the guidelines issued by Government of India. Candidates belonging to the above categories who desire to avail themselves of such training may write to **The Regional Director, Human Resource Management Department, Recruitment Section, Reserve Bank of India, Mumbai Regional Office, Shahid Bhagat Singh Road, Fort, Mumbai – 400001**, latest by April 16, 2023. Candidates opting for pre-examination training will be intimated about the training by the RBI Mumbai Office.

Please note that all expenses regarding travelling, boarding, lodging etc, if any, for the training will be borne by the candidate. The Bank reserves the right to cancel/modify mode of training or make alternate arrangement depending on the response received and administrative feasibility.

[Format of the Application form for pre-examination training is as attached.](#)



## 6. Service Conditions / Career Prospects:

i. **Pay Scale and Allowances:** Drivers will draw a starting basic pay of ₹17270/- per month in the scale of 17270 -590(4) – 19630- 690(3) – 21700 -840(3) – 24220 -1125(2) – 26470- 1400(4) -32070-1900(3) – 37770 (20 years) and other allowances viz. Dearness Allowance, City Compensatory Allowance, House Rent Allowance, Transport Allowance etc. as admissible from time to time. At present, initial monthly Gross emoluments for Drivers is approximately ₹35,962/- House Rent Allowance of 15% of Pay will be paid to employees additionally, if they are not staying in Bank's accommodation.

ii. **Perquisites:** As per Eligibility

The recruits will be governed by the Defined Contribution New Pension Scheme, in addition to the benefit of Gratuity.

## 7. How to apply:

Candidates are required to apply only online using the website [www.rbi.org.in](http://www.rbi.org.in) from March 27, 2023 to April 16, 2023. No other means/mode of application will be accepted. Detailed instructions for filling up online applications are available at [Appendix-I](#) which is available on the Bank's website [www.rbi.org.in](http://www.rbi.org.in). The applicants are advised to submit only single application; however, if due to any unavoidable situation, if the candidate submits another/multiple applications, then the candidate must ensure that application with the higher Registration ID (RID) is complete in all respects like applicants' details, examination centre, photograph and signature, fee etc. The applicants who are submitting multiple applications should note that only the last completed applications with higher RID shall be entertained by the Bank and fee paid against one RID shall not be adjusted against any other RID.

**Application Fees/ Intimation Charges (Non- Refundable) payable from March 27, 2023 to April 16, 2023.**

**(Online payment)**

**₹50/- + 18% GST for SC/ST/EXS. (Intimation Charges)**  
**₹450/- + 18% GST for OBC/EWS/General candidates (Test fee + Intimation Charges)**

**Staff candidates are exempted from payment of examination fee and intimation charges.**

**Bank Transaction charges for Online Payment of examination fees/intimation charges will have to be borne by the candidate.**

**Test fee/Intimation charges waiver is only for those employees of RBI (Staff Candidates) who satisfy the eligibility criteria separately stipulated by the Bank vide its circular**

**CO.HRMD.No.G-75/5599/05.01.01/2013-2014 dated December 20, 2013. Their status as staff candidate will be verified at the time of Skill Test/Document verification. In case they are not eligible to be treated as staff candidates (in terms of above referred HRMD circular), they are advised to indicate themselves as non-staff candidates and pay fees/ intimation charges as applicable to non-staff candidates.**

#### **8. Test Centres:**

- i. Online Test may be held at the Mumbai/Thane and/or Navi Mumbai/MMR centre.
- ii. The Centre and date(s) of Examination are liable to be changed at Bank's discretion. In the event of cancellation of examination at a given centre, the Bank may at its discretion allot an alternative centre to the candidates concerned. Candidates admitted to the examination will be intimated dates, timetable and venue of examination through Admit Card. **Request for change of centre will not be entertained.**
- iii. Candidates will appear for the Online test as well as Skill Test at their own risks and expenses. The Bank does not make any arrangements for boarding/lodging of candidates. Bank will not be responsible for any injury or losses etc. of any nature during the course of Test.
- iv. Venue for Skill / Driving Test will be intimated after declaration of online test result.

#### **9. General Rules / Instructions:**

- i. Candidates need not submit /send application printouts or copies of any other certificates at the time of online application to the Bank. Their candidature will be considered on the strength of the information declared in the application. If at any stage, it is found that any information furnished in the online application is false/ incorrect or if according to the Bank, the candidate does not satisfy the eligibility criteria, his/her candidature/ appointment is liable to be cancelled/ terminated.
- ii. All educational qualifications should have been obtained from recognized boards/universities/ institutions in India. If grades are awarded instead of marks, candidates should clearly indicate its numerical equivalent.
- iii. Candidates should satisfy themselves about their eligibility for the post and the Bank shall not entertain request from candidates seeking advice about their eligibility to apply.
- iv. 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 proof of age.

- v. Candidates will have to visit Bank's website for downloading call letters of online test and an intimation to that effect will also be sent through email/SMS. Once the candidate clicks the relevant link, he can access the window for call letter download. The candidate is required to use (a) Registration Number/Roll Number, (b) Password/Date of Birth for downloading the call letter. Candidate needs to affix recent recognizable photograph on the call letter preferably the same which was provided during registration. The candidate must appear at the test centre with (a) Call Letter (b) Photo Identity Proof as stipulated in clause (xii) and call letter. Original Photo Identity Proof may be brought along with a photocopy.
- vi. The candidates will have to appear for the exam at their own cost.
- vii. **CANDIDATES REPORTING LATE i.e. after the reporting time specified on the call letter for Online Test will not be permitted to take the examination. The reporting time mentioned on the call letter is prior to the Start time of the test. Though the duration of the examination is 02 hours, candidates may be required to be at the venue for about 3 to 4 hours (approximately) including the time required for completion of various formalities such as verification and collection of various requisite documents, identity verification, logging in, giving of instructions etc.**
- viii. Documents relating to Age/Qualification/Category etc. will have to be submitted by the candidates at the time of Skill Test / Document Verification or at subsequent stages of selection process.
- ix. Caste certificate submitted by candidate seeking reservation as SC/ST in the prescribed proforma from the competent authority should clearly indicate the candidate's caste, the Act/Order under which the caste is recognized as SC/ST and the village/town the candidate is originally a resident of.
- x. Candidates seeking age relaxation are required to submit copies of necessary certificate(s) at the time of Document Verification / specified date.
- xi. All candidates working in Government Sector, Government owned industrial undertakings, Public Sector Undertakings/Financial Institutions/Banks, Public Enterprises or other similar organizations, whether in a permanent or temporary capacity or as work-charged employees other than casual or daily rated employees, are required to inform their employer (Head of Office/Department) in writing, about applying for this recruitment, prior to the submission of their online application to the Bank. At the time of applying online, candidates working in such organizations, are required to submit an undertaking that they have informed in writing about applying for this recruitment to their Head of Office/Department. Candidates should note that

in case a communication is received at Bank from their employer, withholding permission to the candidate applying for this recruitment/ appearing at the examination, their application/candidature will be liable to be rejected/ cancelled. Such candidates shall produce valid NoC issued by their respective employer at the time of Document Verification.

At the time of joining, the recommended candidates will have to bring proper Unconditional Relieving Letter from their PSU/Government/Quasi-Government employer.

- xii. **In the examination (Online test) hall, as well as Skill Test, the call letter along with a photocopy of the candidate's currently valid photo identity (bearing exactly the same name as it appears on the call letter) such as Aadhar card with a photograph /PAN Card/ Passport/ Permanent Driving License / Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer on official letterhead/ Photo identity proof issued by a People's Representative on official letterhead/ valid recent Identity Card issued by a recognized college/ university / Employee ID/ Bar Council Identity card with photograph should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted and biometric data verification (depending on feasibility). If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination (Online as well as Skill Test).**

**Ration card & Learners Driving License will not be considered as valid Identity proof.**

**Note: Candidates have to produce in original the photo identity proof and submit photocopy of the photo identity proof along with Examination call letter while attending the online test, without which they will not be allowed to take up the examination. Candidates must note that the name as appearing on the call letter (provided in the application form) should exactly match the name as appearing on the photo identity proof. If there is any mismatch between the name indicated in the Call Letter and Photo Identity Proof the candidate will not be allowed to appear for the examination (Online as well as Skill Test).**

- xiii. Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application.

At the time of examination (Online as well as Skill Test) or in a subsequent selection procedure, if a candidate is (or has been) found guilty of –

- a) using unfair means or
- b) impersonating or procuring impersonation by any person or
- c) misbehaving in the Online examination as well as Skill Test or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or
- d) resorting to any irregular or improper means in connection with his/ her candidature or
- e) obtaining support for his/ her candidature by unfair means, or
- f) carrying mobile phones or similar electronic devices of communication in the Test hall / Skill Test, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable:
  - I. to be disqualified from the test for which the candidate appears.
  - II. to be debarred either permanently or for a specified period from any examination conducted by RBI.
  - III. for termination of service, if the candidate has already joined the Bank.
- xiv. The Biometric data of a candidate may be verified at the time of Skill Test or in a subsequent selection procedure to establish identity of the candidate. In case the biometric data of the candidate do not match with the one taken at the examination centre (first time), the candidate shall be disqualified and his/ her candidature shall be treated as cancelled. The Bank will not entertain any correspondence in this regard.
- xv. RBI would be analyzing the responses (answers) of individual candidates with those of other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, RBI reserves right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.
- xvi. Canvassing in any form will lead to disqualification.
- xvii. In all correspondence with the Bank, Registration number received on submission of application and Roll no. indicated in 'Call Letter' must be quoted.
- xviii. In all matters regarding eligibility, conduct of online & skill test, prescribing minimum qualifying standards in online/skill test, in relation to number of vacancies and communication of result,

RBI's decision shall be final and binding on the candidates and no correspondence shall be entertained in this regard.

- xix. The possibility for occurrences of some problem in administration of the test cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify the problem, which may include shifting the candidates to the other centres or to conduct another test if considered necessary. Decision of RBI in this regard shall be final. Candidates not willing to accept such change shall lose his/her candidature for this exam.
- xx. If the test is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session are required if the nodes capacity is less or some technical disruption takes place at any centre or for any candidate.
- xxi. Mobile phones, pagers or any other communication devices are not allowed inside the premises, where the test is being conducted. Any infringement of these instructions shall entail disqualification including ban from future tests.
- xxii. Candidates are not permitted to use or be in possession of calculators in test premises.
- xxiii. Candidates are advised in their own interest not to bring any of the banned item including mobile phones/ pagers to the venue of the test, as arrangement for safekeeping cannot be assured.
- xxiv. The Bank will not furnish the mark-sheet to candidates. However, marks scored by a candidate & category wise cut-off for the above examinations, will be displayed on the website of the Bank after completion of the selection process and declaration of final results of the recruitment
- xxv. The post is also open to the employees of the Bank (**Staff candidates**) who satisfy the eligibility criteria and they will be eligible for age relaxation. Part-time employees of the Bank will not be treated as staff candidates.
- xxvi. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and / or an application in response thereto can be instituted only in Mumbai and courts/ tribunals/ forums at Mumbai only shall have sole and exclusive jurisdiction to try any cause / dispute.
- xxvii. Candidate's admission to the test / skill test/document verification/biometric verification is strictly provisional. The mere fact that the call letter/advice has been issued to the candidate

to appear for these procedures does not imply that his/her candidature has been finally cleared by the Bank.

- xxviii. The Biometric data of a candidate may be verified at the time of Skill Test or in a subsequent selection procedure to establish identity of the candidate. In case the biometric data of the candidate do not match with the one taken at the examination centre (Online test), the candidate shall be disqualified and his/her candidature shall be treated as cancelled. The Bank will not entertain any correspondence in this regard.
- xxix. In case it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and / or that he / she has furnished any incorrect / false information or has suppressed any material fact(s), his /her candidature will stand cancelled. If any of these shortcomings is / are detected even after appointment, his /her services are liable to be terminated. Decisions of Bank in all matters regarding eligibility, conduct of written examination, other tests and selection would be final and binding on all candidates. No representation or correspondence will be entertained by the Bank in this regard.
- xxx. Candidature of the registered candidate is liable to be rejected at any stage of recruitment process or even after recruitment or joining if any information provided by the candidate is found false or is not found in conformity with the eligibility criteria mentioned in the advertisement. Further, applicants are required to apply online only. No manual / paper application will be entertained. The candidature of the candidates shall be provisional and will be subject to verification of eligibility conditions with reference to original documents. Screening and selection will be based on the details provided by the candidate. Hence it is necessary that applicants should furnish accurate, full and correct information in the online application. In the event of the candidate furnishing wrong or false information, his/her candidature may be rejected at any stage of the selection process. Requests for change of mailing address, category as declared in the online application, will not be entertained.

**NOTE:** Please note that Corrigendum, if any, issued on the above advertisement, will be published only on the Bank's website [www.rbi.org.in](http://www.rbi.org.in)

(Hindi version of this advertisement is available on Hindi website of Bank)

**HOW TO APPLY**

Candidates have to apply only online through the Bank's website i.e. [www.rbi.org.in](http://www.rbi.org.in) from **March 27, 2023 to April 16, 2023**. No other means/mode of applications will be accepted.

**(A) PRE-REQUISITES FOR APPLYING ONLINE:**

Before applying online, candidates should—

(i) scan their :

- photograph (4.5 x 3.5 cm)
- signature (with black ink)
- left thumb impression (on white paper with black or blue ink)
- hand written declaration (on a white paper with black ink) (text given below)

ensuring that all these scanned images adhere to the required specifications as given below.

(ii) Signature in CAPITAL LETTERS will NOT be accepted.

(iii) The left thumb impression should be properly scanned and not smudged. (If a candidate is not having left thumb, he/she may use his/ her right thumb for applying.)

(iv) The text for the hand-written declaration is as follows –

*“I, \_\_\_\_\_ (Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required.”*

(v) The above-mentioned hand-written declaration has to be in the candidate's hand writing and in English only. If it is written and uploaded by anybody else or in any other language, the application will be considered as invalid.

(vi) Keep the necessary details/documents ready to make Online Payment of the requisite fees/intimation charges.

(vii) Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. Bank may send intimation to download call letters for the Examination etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he should create his/ her new e-mail ID and mobile no. before applying online and must maintain that email account and mobile number. **The Bank shall not be liable if**



**any email communication is delivered to the SPAM/JUNK folder of the candidates' email account. Candidates are advised to check their SPAM/JUNK folders also.**

(viii) **The Bank reserves the right not to send any communication by any other mode than Email/SMS.** No change in E-mail ID will be entertained during the entire process of the recruitment.

**(B) PROCEDURE FOR APPLYING ONLINE:**

(i) Candidates satisfying the conditions of eligibility as on **March 01, 2023** are first required to visit the URL "Recruitment for the post of Driver" on Bank's website i.e. [www.rbi.org.in](http://www.rbi.org.in) > Opportunities@RBI > Current Vacancies > Vacancies and click on the hyperlink "[Online Application Form](#)" 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.

(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.

**(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 COMPLETE REGISTRATION 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 Photo identity proof / 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, Left Thumb Impression and Hand-written declaration as per the specifications given in the Guidelines for Scanning and Upload of the same.

(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 COMPLETE REGISTRATION.

(xi) Modify details, if required, and click on 'COMPLETE REGISTRATION' ONLY after verifying and ensuring that the photograph and signature are uploaded and other details filled by you are correct.

(xii) Click on 'Payment' Tab and proceed for payment.

(xiii) Click on 'Submit' button.

(xiv) Candidates shall be solely responsible for filling up the online applications correctly. In case of invalid applications due to errors committed by the applicant no claims for refund of intimation charges so collected shall be entertained by the Bank.

(xv) To avoid last minute rush, candidates are advised to pay the intimation charges and register online at the earliest.

(xvi) Please note that all the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Address, Mobile Number, Email ID, Domicile etc. will be considered as final and no modifications will be allowed after submission of the online application form. Candidates are hence requested to fill in the online application form with the utmost care as no correspondence regarding change of details will be entertained. RBI will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the application or omission to provide the required details in the application form.

(xvii) An online application which is incomplete in any respect such as without photograph signature, left thumb impression and hand-writing declaration or illegible/ unclear photographs uploaded in the online application form will not be considered as valid. Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till the last date for depositing the fee to avoid the possibility of disconnection/inability/failure to log on the RBI's website on account of heavy load on internet/website jam.

(xviii) Bank does not assume any responsibility for the candidates not being able to submit their applications within the last day on account of aforesaid reasons or any other reason.

(xix) Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.

(xx) Any information submitted by an applicant in his/ her application shall be binding on the candidate personally and he/ she shall be liable for prosecution/ civil consequences in case the information/ details furnished by him/ her are found to be false at a later stage.

**(C) MODE OF PAYMENT FOR APPLICATION FEES/ INTIMATION CHARGES:** Candidates have to make the payment of requisite fee/intimation charges through the online mode 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 **April 16, 2023**.

**(D) GUIDELINES FOR SCANNING & 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.

**(i) Photograph Image (4.5 cm x 3.5 cm):**

- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, taken 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's 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 headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between 20KB–50 KB
- Ensure that the size of the scanned image is not more than 50 KB. If the size of the file is more than 50 KB, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

**(ii) Signature Image:**

- The applicant has to sign on **white paper** with **Black Ink pen**.
- The signature must be signed only by the applicant and not by any other person.
- The signature will be used to put on the Call Letter and wherever necessary.
- The Applicant's signature obtained on the attendance sheet and Call letter at the time of the examination should match the uploaded signature. In case of mismatch, applicant will be disqualified.
- Dimensions 140 x 60 pixels (preferred)
- Size of file should be between 10KB – 20KB for signature
- Ensure that the size of the scanned image is not more than 20 KB.
- Signature in CAPITAL LETTERS shall NOT be accepted.

**(iii) Left Thumb Impression Image:**

- The applicant has to put his left thumb impression on a white paper with black or blue ink.
- Left thumb impression should be of the applicant and not by any other person.
- File type: jpg / jpeg
- Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e 3 cm \* 3 cm (Width \* Height)

- File Size: 20 KB – 50 KB

**(iv) Hand-written declaration Image:**

- The applicant has to write the declaration in English clearly on a white paper with black ink.
- Hand-written declaration should be of the applicant and not by any other person.
- File type: jpg / jpeg
- Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e 10 cm \* 5 cm (Width \* Height)
- File Size: 50 KB – 100 KB
- Hand-written declaration in CAPITAL LETTERS shall NOT be accepted.

**Scanning the documents:**

- Set the scanner resolution to a minimum of 200 dpi (dots per inch).
- Set Colour to True Colour.
- File Size as specified above
- Crop the image in the scanner to the edge of the photograph/signature/left thumb impression/hand-written declaration, then use the upload editor to crop the image to the final size (as specified above).
- The image file 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.
- Candidates using MS Windows/MsOffice can easily obtain photo and signature in .jpeg format not exceeding 50KB & 20KB respectively by using MS Paint or MsOffice Picture Manager. Scanned documents in any format can be saved in .jpg/ .jpeg format by using 'Save As' option in the File menu. Size can be adjusted by using crop and then resize option.

**Procedure for uploading the documents:**

- While filling in the Online Application Form the candidate will be provided with separate links for uploading Photograph, signature, left thumb impression and hand-written declaration.
- Click on the respective link "Upload Photograph / signature / Upload left thumb impression / hand-written declaration"
- Browse & Select the location where the Scanned Photograph / signature / left thumb impression / hand-written declaration file has been saved.
- Select the file by clicking on it
- Click the 'Upload' button
- If the file size and format are not as prescribed, an error message will be displayed.

- Preview of the uploaded image will help to see the quality of the image. In case of unclear / smudged image, the same may be re-uploaded to the expected clarity /quality.
- Your Online Application will not be registered unless you upload your photo, signature, left thumb impression and hand-written declaration as specified.

**Note:**

- In case the face in the photograph or signature or left thumb impression or the hand-written declaration is unclear / smudged the candidate's application may be rejected.
- After uploading the Photograph / signature/ left thumb impression/ hand-written declaration in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature or left thumb impression or the hand-written declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature, prior to submitting the form.
- **Candidate should also ensure to upload photo at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.**
- Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.
- If the photo is not uploaded at the place of Photo Admission for Examination will be rejected/denied. Candidate him/herself will be responsible for the same.
- Candidates should ensure that the signature uploaded is clearly visible
- After registering online candidates are advised to take a printout of their system generated online application forms.

**FORM - A****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 his 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 - B**

**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

**FORM – C**

**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/Test 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 with regard to the recruitment covered by this test, 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 – D**

**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 of

Date :

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.

## Application for Pre examination Training

The Regional Director  
Reserve Bank of India  
Mumbai Regional Office  
Shahid Bhagat Singh Marg  
Fort, Mumbai - 400001

Dear Sir,

### Pre-examination Training – Recruitment for the post of Driver

I have applied to the RBI for the post of Driver. Please register my name for training in English/Hindi medium. I enclose an attested copy of the Caste/Tribe Certificate. I note that I will have to make my own arrangements for stay and meet all my expenses. I also note that undergoing the training will not confer on me any right to be called for the Examination or for recruitment in the Bank's service.

Yours faithfully,

(Signature)

Name :

Place:

Date:

Address:

Email:

Mobile:

Encl:

1. Attested copy of the Caste/Tribe Certificate
2. Copy of e-receipt as proof for having applied for the exam

**(Note:**

- 1. Training in Hindi will be held only if sufficient numbers of candidates are registered.**
- 2. The application must reach the concerned office latest by April 16, 2023. Kindly super scribe "Application for pre-examination training for the post of Driver" on the envelope.)**