

COMPENDIUM BROCHURE FOR LOs: CCS&P

Apart from the "Responsibilities of the Liaison Officer" as circulated vide DOP&T OM No. 36034/2/2017-Estt. (Res.) dated 31st Dec 2021, the Liaison Officers has to ensure the following at the time of publishing the vacancy circular/ Notification for recruitment: -

1. Total No. of vacancies and percentage of vacancies reserved for ESM, category wise- ESM UR, ESM SC etc. -

As per DOP&T Notification No. 36034/1/2006-Estt. (Res) dated 04th Oct 2012, 10% of vacancies in the posts upto the level of Assistant Commandant in all Para Military Forces, 10% vacancies in Group 'C' posts and 20% vacancies in Group 'D' posts, including permanent vacancies filled initially on a temporary basis and temporary vacancies which are likely to be made permanent or are likely to continue for three months and more, to be filled by Direct Recruitment in any year shall be reserved for being filled by Ex-Servicemen (ESM).

Further as per Govt of India, Min of Finance, Bureau of Public Enterprises OM No. 6/55/79-BPE (GM-I) dated 13 Mar 1980, 14.5% vacancies in Group 'C' and 24.5% vacancies in Group 'D' Jobs are reserved for ESM, including 4.5% for Disabled ESM & Dependents of Service personnel killed in action in Central Public Sector Enterprises (CPSEs).

And, also Govt of India, Min of Finance, Department of Economic Affairs (Banking Division) Vide OM No. F/2/11/79-SCT (B) dated 09 Jun 1980, 14.5% vacancies in Group 'C' and 24.5% vacancies in Group 'D' Jobs are reserved for ESM, including 4.5% for Disabled ESM & Dependents of Service personnel killed in action in Public Sector Banks.

Apart from that all states except few have declared reservation for ESM in various State Govt. / State PSUs Jobs. Eight States have extended the reservation in all groups i.e Group 'A', 'B', 'C' & 'D' with reservation ranging from one (01)% to 20%.

Reservation for backward classes of citizens (SC, STs and OBCs) is called vertical reservation and the reservation for ex-servicemen is called horizontal reservation. Horizontal reservation cuts across vertical reservation (in what is called inter-locking reservation) and persons selected against the quota for ESM have to be placed in the appropriate category viz. SC/ST/OBC/General candidate depending upon the category to which they belong in the roster meant for reservation of SCs/STs/OBCs. To illustrate, if in a given year there are two vacancies reserved for the ex-servicemen and out of two ex-servicemen appointed, one belongs to a Scheduled Caste and the other to general category then the ESM (SC) candidate shall be adjusted against the SC point in the reservation roster and the ESM (UR) against unreserved point in the relevant reservation roster. In case none of the vacancies falls on point reserved for the SCs, the ex-servicemen belonging to SC shall be adjusted in future against the next available vacancy reserved for SCs.

Since the ex-servicemen have to be placed in the appropriate category viz. SC/ST/OBC General in the roster meant for reservation of SCs/STs/OBCs, the application form for the post should require the candidates applying under the quota reserved for ex-servicemen to indicate whether they belong to SC/ST/OBC or General category. (FAQ on the policy of reservation to ESM: DOP&T website)

Action for LOs: - The LO must ensure that the reservation to ESM is not compromised and is fairly adhered to. LOs should also ensure implementation of reservation in CPSEs under the AOR of their Ministry. Like-wise MoF (Banking & Financial) should ensure that the instruction in this regard are fully implemented in Public Sector Banks, MHA for CAPFs & LO MoD for Defence Organisations whether Civil organization or DPSEs under their AOR.

2. EQs - Must mention details regarding acceptance of Graduation Certificate, Equivalency Certificate & other RPL Certificate.

As per DOP& T Notification No. 15012/8/82 Estt. (D) dated 12 Feb 1986, For appointment to any reserved vacancy in Gp 'C' posts, a matriculate Ex-Servicemen, who put in not less than 15 years of service in the Armed Forces of the Union may be considered eligible for appointment to the posts for which the essential educational qualification is graduation.

Further, Recruitment in Armed Forces is carried out at an age of about 18 years with an endeavour to catch them young. Hence, at the time of enrolment Armed Forces personnel cannot be expected to hold any formal academic qualification beyond 10+2. As the organizational training is skill based, it is difficult for them to acquire academic qualification while in service. The Armed Forces in India are technologically advanced military specialist organizations requiring highly skilled manpower. Accordingly, the training and development system have been focused on developing and refining individual skills. Skills acquired through such organizational training can be grouped under non-formal training. These personnel at the time of retirement had good amount of professional knowledge and skill in their respective domains of deployment, which are well equated with the civil job requirements in the light of National Classification of Occupations Code issued by Min of Labour & Employment. These trade equations certificates are issued by the respected Service from which the ESM belongs to at the time of their discharge from active service, in this connection DGE&T OM No. DGE&T-5/1/07-VG/OI dated 26th Sep 2012 may be referred.

Action for LOs: - The ibid OMs are Govt Policies issued by DOP&T and DGET respectively and therefore all CCS&Ps/ PSUs/ PSBs must accept these OMs. Apropos, LOs must ensure that no ESM loses out on a job opportunity on the basis of Civil Qualification.

3 Vacancy Circulars/ Notifications should mention the Relaxed Standards as specified vide DOP&T Notification No. 15012/8/82-Estt. (D) dated 12th Feb 1986

In terms of DOP&T Notification dated 12th Feb 1986, in case of direct recruitment, if sufficient number of candidates belonging to the category of ESM are not available on the basis of general standard to fill all the vacancies reserved for them, candidates belonging to the category of ESM may be selected under a relaxed standard of selection to makeup the deficiency in the reserved quota subjected to the condition that such relaxation will not affect the level of performance by such candidates.

Action for LOs: - The ibid OM being a Govt Policy, LO must ensure that the contention of the OM is fairly adhered to.

4 Fees Exemption or Concession

In accordance with DP&AR OM No. 39018/1/79-Estt (SCT) dated 20th Sep 1979, ESM have been exempted from payment of examination and application fee, however most of the organizations do not adhere to the same.

Action for LOs: - The LO should be aware of the Instructions of MHA issued with the consent of MOF, vide ibid OM and must ensure that these are fairly adhered to.

5 Benefit of reservation to Ex-servicemen, who applies for various examinations / vacancies before joining civil posts/ services in the Government as derived by DOP&T OM dated 14th Aug 2014

In terms of DOP&T OM dated 14th Aug 2014, if an ex-serviceman applies for various vacancies before joining any civil employment, he/she can avail of the benefit of reservation as ex-serviceman for any subsequent employment. However, to avail of this benefit, an ex-serviceman as soon as he/she joins any civil employment, should give self declaration / undertaking to the concerned employer about the date-wise details of application -2- for various vacancies for which he/she had applied for before joining the initial civil employment. Further, this benefit would be available only in respect of vacancies which are filled on direct recruitment and wherever reservation is applicable to the ex-servicemen.

However, vide DOP&T OM No. 36034/3/90-Estt (ECT) dated 02nd April, 1992, those ESM who have already secured employment under the Central Govt. in Groups 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 the Central Govt. However, such candidate will not be eligible for the benefit of reservation for ex-servicemen in Central Govt. jobs.

Further, vide DOP&T OM No. 36034/3/90-Estt (ECT) dated 10th Oct, 1994, this concession has been extended to Group 'A'&'B' Posts.

Thus, ESM who have already secured civil employment under Central Government in Group C & D (including PSUs, autonomous bodies/statutory bodies, nationalized banks etc.) after availing of the benefits given to Ex-Servicemen will be permitted only 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. Such candidates will not be considered against the vacancies reserved for ESM in the Central Government jobs.

Action for LOs: - The ibid OMs are Govt Policies issued by DOP&T, therefore all CCS&Ps/ PSUs/ PSBs must accept these OMs, Apropos, LOs must ensure that the benefit of these OMs is extended to ESM.

6. **Age limit - MS+ 3 years must be mentioned** as age relaxation for ESM SC, ST etc

As per Re-employment in Central Civil Services and Posts) Rules, 1979, Promulgated vide Govt. of India, MHA Notification No. 39016/10179 Estt.(C), dated the 15th December, 1979, the applicable Age limit has been prescribed for ESM (UR), ESM (SC/ ST) etc. Due recognition may be given to the relevant provisions of said Notification while drafting the Vacancy Circular/ notifications for recruitment.

Action for LOs: - The LO should be aware of the Instructions of MHA issued vide ibid notification and must ensure that these are fairly adhered to.

7 Definition of ESM

The term Ex-Servicemen means a person who has served in any rank (whether as a Combatant or non-Combatant) in the regular Army, Navy or 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

- a. Who has either has been retired or relieved or discharged ofrom such service whether at his/her own request or being relieved by the employer after earning his or her pension; (or)
- b. Who has been relieved from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; (or)
- c. who has been released from such service as a result of reduction in establishment; (or)
- d. Who has been released from such service after completing the specific period of engagement, otherwise than on 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, namely, pension holders for continuous embodied service or broken spells of qualifying service; (or)

- e. Personnel of Army Postal Service who are part of Regular Army and retired from the Army Postal Service without reversion to their parent service with pension, or are released from the Army Postal Service on medical grounds attributable to or aggravated by military service or circumstances beyond their control and awarded medical or other disability pension; (or)
- f. Personnel who were on deputation in Army Postal Service for more than six months prior to 14th April 1987; (or)
- g. Gallantry Award winners of the Armed forces including personnel of Territorial Army; (or)
- h. Ex-recruits boarded out or relieved on medical ground and granted medical disability pension w.e.f. 01.02.2006.
- i. Vide DoP&T Notification No. 36034/1/2019-Estt. (Res) dated 13th Feb 2020 SSC Officers retired from service after completing initial terms of engagement otherwise than by way of dismissal or discharge on account of misconduct or inefficiency and have been given gratuity shall be eligible to the status of Ex-servicemen.

Definition of ESM has also been elaborated by GoI vide various Govt Orders/ Guidelines. A summary of such orders/ guidelines is highlighted on DGR website i.e. www.dgrindia.gov.in.

Action for LOs: - The LO should be aware of the instructions of the GOI issued vide ibid OMs/Notifications and must ensure that these are fairly adhered to.

8. Policy regarding Armed Forces Personnel yet to retired and applying for civil post.

Persons serving in the Armed Forces of the Union, who on retirement from service would come under the category of Ex-Servicemen are eligible to apply for re-employment one year before the completion of the specific terms of engagement and avail themselves of all concessions available to Ex-Servicemen but such persons shall not be permitted to leave the uniform until they complete the specific terms of engagement in the Armed Forces of the Union.

Action for LOs: - The LO should ensure that these are fairly adhered to

9 Documents required verifying ESM status-

Candidature of an ESM applying for a Job against ESM reserved vacancy may be checked from his Discharge book, PPO, ESM I Card etc.

6

ESM candidates, who qualify on the basis of relaxed standards viz. age limit, experience or qualifications, permitted number of chances, extended zone of consideration etc., irrespective of his merit position, is to be counted against reserved vacancies and not against un-reserved vacancies. Such candidate may also be recommended at the relaxed standards to the extent of number of vacancies reserved for them, to make up for the deficiency in the reserved quota, irrespective of their rank in the order of merit. In so far as cases of ex-servicemen are concerned, deduction of the military service rendered from the age of ex-servicemen is permissible against the reserved or unreserved posts and such exemption will not be termed as relaxed standards in regard to age.

9 Two sample recruitment notifications are enclosed for ready reference and necessary guidance please -

- a) SSC- CHSL
- b) RBI-Assistant

(To be uploaded on the website of the Commission on dated 01-02-2022)



सामान्य सरकार,
कार्मिक, लोक निकाषत तथा पेंशन मंत्रालय,
कार्मिक एवं प्रशिक्षण विभाग,
कार्मिकी मण्डल आयोग,
ब्लॉक नं.12, केन्द्रीय कार्यालय परिसर,
लोधी रोड, नई दिल्ली-110003.

Government of India,
Ministry of Personnel, Public
Grievances & Pensions,
Department of Personnel and Training,
Staff Selection Commission,
Block No. 12, CGO Complex, Lodhi
Road, New Delhi - 110003.

(Website of the Commission: <https://ssc.nic.in>)

Notice

Combined Higher Secondary (10+2) Level Examination, 2021

Dates for submission of online applications	01-02-2022 to 07-03-2022
Last date and time for receipt of online applications	07-03-2022 (23:00)
Last date and time for making online fee payment	08-03-2022 (23:00)
Last date and time for generation of offline Challan	09-03-2022 (23:00)
Last date for payment through Challan (during working hours of Bank)	10-03-2022
Dates of 'Window for Application Form Correction' and online payment of Correction Charges.	11-03-2022 to 15-03-2022 (23:00)
Schedule of Computer Based Examination (Tier-I)	May, 2022
Dates of Tier-II Examination (Descriptive Paper)	To be notified later

"GOVERNMENT STRIVES TO HAVE A WORKFORCE WHICH REFLECTS GENDER BALANCE AND WOMEN CANDIDATES ARE ENCOURAGED TO APPLY"

E. No. 3/7/2021-P&P-I (Vol-1): The Staff Selection Commission will hold a competitive examination for recruitment to the posts of Lower Divisional Clerk/ Junior Secretariat Assistant, Postal Assistant/ Sorting Assistant and Data Entry Operators for various Ministries/ Departments/ Offices of the Government of India and various Constitutional Bodies/ Statutory Bodies/ Tribunals, etc. The details of the examination are as under:

1. Pay Scale:

- 1.1 Lower Division Clerk (LDC)/ Junior Secretariat Assistant (JSA): Pay Level-2 (Rs. 19,900-63,200).
- 1.2 Postal Assistant (PA)/ Sorting Assistant (SA): Pay Level-4 (Rs. 25,500-81,100).

1.3 Data Entry Operator (DEO): Pay Level-4(Rs. 25,500-81,100) and Level-5(Rs. 29,200-92,300).

1.4 Data Entry Operator, Grade 'A': Pay Level-4(Rs. 25,500-81,100).

2. Vacancies:

2.1 Vacancies will be determined in due course. Updated vacancy position will be uploaded on the website of the Commission (<https://ssc.me.in>->Candidate's Corner-> Tentative Vacancy).

3. Reservation:

3.1 Reservation for the Scheduled Castes (SC), Scheduled Tribes (ST), Other Backward Classes (OBC), Economically Weaker Sections (EWS), ~~Excluded Communities (ESM)~~ and Persons with Disabilities (PwD) etc. categories is available as per extant Govt. Orders.

3.2 The Commission makes selection of candidates in pursuance to the vacancies reported by the User Departments concerned for various posts. The Commission does not have any role in deciding the number of vacancies of any User Department. Implementation of reservation policy, maintaining reservation roster and earmarking of vacancies for different categories come under the domain of the User Departments.

4. Permissible disabilities for PwD candidates:

4.1 Except for the Border Roads Organisation (BRO), the posts have been identified suitable for following disabilities, which is as per Notification No. 38-16/2020-DD-III dated 04.01.2021 issued by Department of Empowerment of Persons with Disabilities (Divyangjan), M/o Social Justice and Empowerment:

S No	Name of Post	Functional Requirement	Suitable Category of Benchmark Disability
1	Data Entry Operator	S, ST, W, MF, RW, SE, H	a) LV b) D, HH c) OA, BA, OL, BL, OALCP, LC, Dw, AAV, MDy d) ASD (M), ID, SLD, MI e) Multiple Disabilities involving (a) to (d) above
2	Lower Division Clerk (LDC) / Junior Secretarial Assistant (ISA)	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy d) ASD (M, MoD), ID, SLD, MI e) Multiple Disabilities involving (a) to (d) above
3	Postal Assistant/ Sorting Assistant	S, ST, W, MF, SE, H, C	a) LV b) D, HH c) OL, LC, Dw, AAV d) ASD (M), ID, SLD, MI e) Multiple Disabilities involving (a) to (d) above

Abbreviation used:

Nature of Physical Disabilities: B=Blind, LV=Low Vision, D=Deaf, HH=Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, CP=Cerebral Palsy, LC=Leprasy Cured, Dw=Dwarfism, AAV=Acid Attack Victims, MDy=Muscular Dystrophy, ASD=Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID=Intellectual Disability, SLID=Specific Learning Disability, MI=Mental Illness.

Physical Requirements: S=Sitting, ST=Standing, W=Walking, BN=Bending, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication.

- 4.2 Requirement of Physical Standard, Physical Efficiency Tests and Medical Standards for the post of Lower Division Clerk in BRO is available at **Annexure-XVI**. Candidates may ensure that they fulfill all the required standards before opting for any post in BRO. Posts once allocated as per merit-cum-preference of candidates will not be changed subsequently due to failure of candidates to qualify in these Standards.
- 4.3 Only male candidates are eligible for the posts in the Border Roads Organization.
5. **Nationality/ Citizenship:**
- 5.1 A candidate must be either:
- a citizen of India, or
 - a subject of Nepal, or
 - a subject of Bhutan, or
 - a Tibetan refugee who came over to India, before the 1st January, 1962, with the intention of permanently settling in India, or
 - a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania (Formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India.
- 5.2 Provided that a candidate belonging to categories (b), (c), (d) and (e) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.
- 5.3 A candidate in whose case a certificate of eligibility is necessary may be admitted to the Examination but the offer of appointment will be given only after, the necessary eligibility certificate has been issued to him/her by the Government of India.

6. **Age Limit (As on 01-01-2022):**

- 6.1 Age limit for the posts is 18-27 years as on 01-01-2022 i.e. Candidates born not before 02-01-1995 and not later than 01-01-2004 are eligible to apply.
- 6.2 Permissible relaxation in upper age limit for different categories are as under:

Code No.	Category	Age-relaxation permissible beyond the upper age limit
01	SC/ ST	5 years

02	OBC	3 years
03	PwD (Unreserved)	10 years
04	PwD (OBC)	13 years
05	PwD (SC/ ST)	15 years
06	Ex-Servicemen (ESM)	03 years after deduction of the military service rendered from the actual age as on closing date of receipt of online application.
08	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof.	03 years
09	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof (SC/ ST).	08 years
10	Central Government Civilian Employees: Who have rendered not less than 3 years regular and continuous service as on closing date for receipt of online applications.	Up to 40 years of age
11	Central Government Civilian Employees: Who have rendered not less than 3 years regular and continuous service as on closing date for receipt of online applications (SC/ ST).	Up to 45 years of age
12	Widows/ Divorced Women/ Women judicially separated and who are not remarried.	Up to 35 years of age
13	Widows/ Divorced Women/ Women judicially separated and who are not remarried (SC/ ST).	Up to 40 years of age

6.3 Date of birth filled by candidate in the online application form and the same recorded in the Matriculation/ Secondary Examination Certificate will be accepted by the Commission for determining the age and no subsequent request for change will be considered or granted.

6.4 ~~Ex-Servicemen who have already secured employment in civil side under Government in Group 'C' & 'D' posts on regular basis after availing of the benefit of reservation given to ex-servicemen for their employment are not eligible for reservation in ESM category and full concession.~~ However, such candidates can avail of the benefit of reservation as ex-serviceman for subsequent employment if he (hereinafter may be read as 'he/ she') immediately after joining civil employment, has given self-declaration/ undertaking to the concerned employer about the date-wise details of applications for various vacancies for which he had applied for before

joining the initial civil employment as mentioned in the OM No. 36034-1/2014-Estt (Res) dated 14th August 2014 issued by DoP&T.

- 6.5 The period of "Call up Service" of an Ex-Serviceman in the Armed Forces shall also be treated as service rendered in the Armed Forces for purpose of age relaxation as per rules.
- 6.6 For any serviceman of the three Armed Forces of the Union to be treated as Ex-Serviceman for the purpose of securing the benefits of reservation, he must have already acquired, at the relevant time of submitting his (hereinafter may be read as 'his/her') application for the Post/ Service the status of ex-servicemen or is in a position to establish his acquired entitlement by documentary evidence from the competent authority that he would complete specified term of engagement from the Armed Forces within the stipulated period of one year from the closing date for receipt of applications. Such candidates must also acquire the status of an ex-serviceman within the stipulated period of one year from the closing date of receipt of application.
- 6.7 **Explanation: An 'ex-serviceman' means a person:**
- 6.7.1 Who has served in any rank whether as a combatant or non-combatant in the Regular Army, Navy or Air Force of the Indian Union, and
- i. who either has been retired or relieved or discharged from such service whether at his own request or being relieved by the employer after earning his or her pension; or
 - ii. who has been relieved from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or
 - iii. who has been released from such service as a result of reduction in establishment;
- or
- 6.7.2 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 namely, pension holders for continuous embodied service or broken spells of qualifying service;
- or
- 6.7.3 personnel of the Army Postal Service who are part of Regular Army and retired from the Army Postal Service without reversion to their parent service with pension, or are released from the Army Postal service on medical grounds attributable to or aggravated by military service or circumstance beyond their control and awarded medical or other disability pension;
- or
- 6.7.4 Personnel, who were on deputation in Army Postal Service for more than six months prior to the 14th April, 1987;
- or

6.7.5 Gallantry award winners of the Armed forces including personnel of Territorial Army.

or

6.7.6 Ex-recruits boarded out or relieved on medical ground and granted medical disability pension.

EQ

6.8 A matriculate Ex-Serviceman (which includes an Ex-Serviceman who has obtained the Indian Army Special Certificate of education or corresponding certificate in the Navy or the Air Force), who has put in not less than 15 years of service as on closing date of receipt of applications with the Armed Forces of the Union shall be considered eligible for appointment to the Group 'C' posts against posts reserved for ESM only. Thus, those matriculate Ex-Servicemen who have not completed 15 years of service as on the closing date for receipt of applications are not eligible for these posts.

6.9 Age relaxation is not admissible to sons, daughters and dependents of Ex-Servicemen. Therefore, such candidates should not indicate their category as ex-servicemen.

7. Process of certification and format of certificates:

7.1 Candidates who wish to be considered against reserved vacancies or seek age-relaxation must submit ~~requisite certificate from the competent authority~~. In the prescribed format when such certificates are sought by Regional Offices concerned at the time of Skill Test/ Document Verification. Otherwise, their claim for SC/ ST/ OBC/ EWS/ PwD/ ESM category will not be entertained and their candidature/ application will be considered under Unreserved (UR) relevant category. The formats of the certificates are annexed with the Notice of this Examination. The certificate of disability issued under the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (1 of 1996) will also be valid. Certificates in any other format are liable to be rejected.

7.2 Crucial date for claim of SC/ ST/ OBC/ EWS/ PwD status or any other benefit viz. fee concession, reservation, age-relaxation, etc, where not specified otherwise, will be the closing date for receipt of online applications i.e. 07-03-2022.

7.3 A person seeking appointment on the basis of reservation to OBCs must ensure that he possesses the caste/ community certificate and does not fall in creamy layer on the crucial date.

7.4 Candidates may also note that in respect of the above, their candidature will remain provisional till the veracity of the concerned document is verified by the Appointing Authority. Candidates are cautioned that they will be debarred from the examination conducted by the Commission in case they fraudulently claim SC/ ST/ OBC/ EWS/ PwD/ ESM status or avail any other benefit.

8. Provision of Compensatory Time and assistance of scribe:

8.1 In case of persons with benchmark disabilities in the category of blindness, locomotor disability (both arms affected-BA) and cerebral palsy, the facility of scribe is provided, if desired by the candidate.

8.2 In case of remaining categories of persons with benchmark disabilities, the provision of scribe will be provided on production of a certificate at the time of examination to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his behalf, from the Chief Medical Officer/ Civil

cancelled. Specimen of photographs which are acceptable/ not acceptable is given at Annexure-V.

- 10.4 Last date and time for submission of online applications is 07-03-2022 (23:00).
- 10.5 Candidates are advised in their own interest to submit online applications much before the closing date and not to wait till the last date to avoid the possibility of disconnection/ inability or failure to login to the SSC website on account of heavy load on the website during the closing days.
- 10.6 The Commission will not be responsible for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the Commission.
- 10.7 Before submission of the online application, candidates must check that they have filled correct details in each field of the form.

11. Application Fee:

- 11.1 Fee payable: Rs 100/- (Rs one hundred only).
- 11.2 Women candidates and candidates belonging to Scheduled Castes (SC), Scheduled Tribes (ST), Persons with Disabilities (PwD) and Ex-servicemen (ESM) eligible for reservation are exempted from payment of fee.
- 11.3 Fee can be paid online through BHIM UPI, Net Banking or by using Visa, MasterCard, Maestro, RuPay Credit or Debit cards or in cash at SBI Branches by generating SBI Challan.
- 11.4 Online fee can be paid by candidates up to 08-03-2022 (23:00 hours). However, candidates who wish to make cash payment through the challan of SBI, may make payment in cash at the Branches of SBI within the working hours of bank up to 10-03-2022 provided the challan has been generated by them before 09-03-2022 (23:00 hours).
- 11.5 Candidates who are not exempted from fee payment must ensure that their fee has been deposited with SSC. If the fee is not received by SSC, status of the Application Form is shown as 'Incomplete' and this information is printed on the top of the printout of online Application Form. Further, status of fee payment can be verified at the 'Payment Status' link provided in the candidate's login screen. Such applications which remain incomplete due to non-receipt of fee will be SUMMARILY REJECTED and no request for consideration of such applications and fee payment after the period specified in the Notice of Examination shall be entertained.
- 11.6 Fee once paid shall not be refunded under any circumstances nor will it be adjusted against any other examination or selection.

12. Window for Application Form Correction [11-03-2022 to 15-03-2022 (23:00 hours)]:

- 12.1 After the closing date for receipt of online applications, the Commission will provide a period of 5 days to enable candidates to correct/ modify online application parameters, wherein candidates will be allowed to re-submit applications after making requisite corrections/ changes in the one-time registration/ online application data as per their requirement.
- 12.2 A candidate will be allowed to correct and re-submit his modified/ corrected application two times during the 'Window for Application Form Correction'

16. Document Verification (DV):

- 16.1 All the candidates qualified for Document Verification (DV) are required to appear for DV along with the photocopies and original documents as mentioned at Para no. 16.4.
- 16.2 Detailed options for various posts and Departments will be taken from candidates either online before DV or at the time of document verification. A candidate will not be considered for a Post and Ministry/ Department/ Organization, if he has not indicated his preference for it. Options confirmed at the time of Document Verification will be treated as final and will not be changed subsequently under any circumstances. Therefore, candidates must be careful in exercise of such options.
- 16.3 Candidates have to bring two passport size recent colour photographs and one original valid Photo ID Proof as listed at Para 13.7 above while appearing for the Document Verification.
- 16.4 Candidates will have to submit copies of various documents like:
 - 16.4.1 Matriculation/ Secondary Certificate.
 - 16.4.2 Educational Qualification Certificate.
 - 16.4.3 Order/ letter in respect of equivalent Educational Qualifications claimed, indicating the Authority (with number and date) under which it has been so treated, in respect of equivalent clause in Essential Qualifications, if a candidate is claiming a particular qualification as equivalent qualification.
 - 16.4.4 Caste/ Category Certificate, if belongs to reserved categories.
 - 16.4.5 Persons with Disabilities Certificate in the required format, if applicable.
 - 16.4.6 ~~Probationary Service Commission (PSC)~~
 - 16.4.6.1 ~~Indicating as per Annexure-VIII.~~
 - 16.4.6.2 ~~Serving Defence Personnel Certificate as per Annexure-VII, if applicable.~~
 - 16.4.6.3 ~~Discharge Certificate, if discharged from the Armed Forces.~~
 - 16.4.7 Relevant Certificate if seeking any age relaxation.
 - 16.4.8 No Objection Certificate, in case already employed in Government/ Government undertakings.
 - 16.4.9 A candidate who claims change in name after matriculation on marriage or remarriage or divorce, etc. the following documents shall be submitted:
 - 16.4.9.1 In case of marriage of women: Photocopy of Husband's passport showing names of spouses or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from husband and wife along with a joint photograph duly sworn before the Oath Commissioner;
 - 16.4.9.2 In case of re-marriage of women: Divorce Deed/ Death certificate as the case may be in respect of first spouse; and photocopy of present husband's passport showing names of spouse or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from the husband and wife along with joint photograph duly sworn before the Oath Commissioner.
 - 16.4.9.3 In case of divorce of women: Certified copy of Divorce Decree and Deed Poll/ Affidavit duly sworn before the Oath Commissioner.
 - 16.4.9.4 In other circumstances for change of name for both male and female: Deed

Poll/Affidavit duly sworn before the Oath Commissioner and paper cuttings of two leading daily newspaper in original (One daily newspaper should be of the area of applicant's permanent and present address or nearby area) and Gazette Notification.

16.4.10 Any other document specified in the Admission Certificate for DV.

17. Post Preferences:

- 17.1 The Examination is being held for multiple posts for various Ministries/ Departments/ Offices. Detailed options for various posts and Ministries/ Departments/ Offices will be taken from candidates either online before document verification or at the time of document verification. A candidate will not be considered for a post/ Ministry/ Department/ Offices, if he has not indicated his preference for it. Options confirmed at the time of Document Verification will be treated as final and will not be changed subsequently under any circumstances. **Therefore, candidates must be careful in exercise of such options.**
- 17.2 Requirement of Physical Standard, Physical Efficiency Tests and Medical Standards for the post of Lower Division Clerk in BRO is available at Annexure-XVI. Candidates should ensure that they fulfill all the required standards before opting for the post of Lower Division Clerk in BRO. Posts once allocated as per merit-cum-preference of the candidates will not be changed subsequently due to failure of the candidates to qualify in these Standards.

18. Mode of Selection:

- 18.1 Candidates will be shortlisted for Tier-II Examination on the basis of their performance in Tier-I Examination. Normalized scores of candidates will be used to determine merit and for final selection.
- 18.2 There may be separate category-wise cut-offs in Tier-I and subsequent Tiers for different posts i.e. (i) DEO, (ii) DEO Grade 'A' and (iii) LDC/ JSA and PA/ SA.
- 18.3 Candidates will be shortlisted for Tier-III Examination on the basis of their performance in Tier-I + Tier-II subject to having scored a minimum of 33% marks in Tier-II Examination. Tier-III Examination i.e. Skill Test/ Typing Test is qualifying in nature.
- 18.4 Skill Test in Tier-III for DEOs is mandatory for all the qualified candidates.
- 18.5 Typing Test in Tier-III for posts other than DEOs is mandatory for all candidates except those who are exempted from appearing in the Typing Test as per Para-14.7.7.7.
- 18.6 Candidates will be shortlisted for appearing in the Document Verification on the basis of their performance in Tier-I + Tier-II subject to their qualifying the Skill Test as per the qualifying standards fixed by the Commission.
- 18.7 **Candidates belonging to Schedule Castes, Scheduled Tribes, OBC, EWS, ESM and PwD categories may be qualified by applying relaxed standards if the Commission is of the opinion that sufficient numbers of candidates of these categories are not likely to be available in order to fill up the vacancies reserved for these categories.**
- 18.8 Final selection and allocation of Ministries/ Departments/ Offices to the candidates qualified in the Document Verification will be made on the basis of their performance in Tier-I + Tier-II Examinations and the preference of Posts/ Departments confirmed

by them at the time of Document Verification.

- 18.9 Requirement of Physical Standard, Physical Efficiency Tests and Medical Standards for the post of Lower Division Clerk in BRO is available at Annexure-XVI. Candidates should ensure that they fulfill all the required standards before opting for the post of Lower Division Clerk in BRO. Posts once allocated as per merit-cum-preference given by candidates will not be changed subsequently due to failure of the candidates to qualify in these Standards.
- 18.10 Once a candidate has been allocated first available preference, as per merit, he will not be considered for any other option. **Therefore, candidates must exercise preference of Posts/ Departments very carefully.** The option/ preference once exercised and confirmed by the candidates will be treated as **FINAL and IRREVERSIBLE**. Subsequent request for change of Posts/ Departments by candidates will not be entertained under any circumstances.
- 18.11 The final allotment of posts is made on the basis of merit-cum-preferences of Posts/ Departments of candidates and once a post is allocated, no change of posts will be made by the Commission due to non-fulfillment of any post specific requirements of physical/ medical/ educational standards. In other words, for example, if a candidate has given higher preference for a post and is selected for that post; in that case, if he fails to meet the physical/medical/ educational standards of that post, his candidature will be rejected and he will not be considered for other preferences and no correspondence in this regard will be entertained by the Commission.
- 18.12 SC, ST, OBC, EWS, ESM and PwD candidates, who are selected on their own merit without relaxed standards, will not be adjusted against the reserved share of vacancies. Such candidates will be accommodated against the unreserved vacancies in the post as per their position in the overall merit or vacancies earmarked for their category, whichever is advantageous to them. The reserved vacancies will be filled up separately from amongst the eligible SC, ST, OBC, EWS, ESM and PwD candidates.
- 18.13 SC, ST, OBC, EWS, ESM, and PwD candidates who qualify on the basis of relaxed standards viz age limit, experience or education, reserved number of chances/ extended zone of consideration etc., irrespective of his merit position, will be counted against reserved vacancies and not against un-reserved vacancies. Such candidates may also be recommended at the relaxed standards to the extent of number of vacancies reserved for them, to make up for the deficiency in the reserved quota, irrespective of their rank in the order of merit. In so far as cases of ex-servicemen are concerned, deduction of the military service rendered from the age of ex-servicemen is permissible against the reserved or unreserved posts and such exemption will not be termed as relaxed standards in regard to age. Similarly, for PwD candidates, relaxation of 10 years in upper age limit will not be termed as relaxed standards.
- 18.14 A person with disability who is selected on his own merit can be appointed against an unreserved vacancy provided the post is identified suitable for Persons with Disability of relevant category.
- 18.15 Success in the examination confers no right of appointment unless the Government is satisfied after such enquiry, as may be considered necessary, that the candidate is suitable in all respects for appointment to the service/ post.
- 18.16 The candidates applying for the examination should ensure that they fulfill all the eligibility conditions for admission to the examination. Their admission at all stages of the examination will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If, on verification, at any time before or after the examination, it is found that they do not fulfill any of the eligibility conditions, their

ANNEXURE- VIIForm of Certificate for serving Defence Personnel

I hereby certify that, according to the information available with me (No.) _____
(Rank) _____ (Name) _____ is
due to complete the specified term of his engagement with the Armed Forces on
the (Date) _____.

(Signature of Commanding Officer)

Office Seal

Place:

Date:

UNDERTAKING TO BE GIVEN BY THE EX-SERVICEMEN

I bearing Roll No.
 appearing for the Document Verification of the
 Examination, 20..... do hereby undertake that:

- (a) I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen Re-employment in Central Civil Services and Posts Rules, 1979, as amended from time to time;
- (b) I have not joined the Government job on civil side (including Public Sector Undertakings, Autonomous Bodies/Statutory Bodies, Nationalized Banks, etc.) in Group 'C' and 'D' posts on regular basis after availing of the benefits of reservation given to ex-serviceman for re-employment; or
- (c) I have availed the benefit of reservation as ex-serviceman for securing Government job on civil side. I have joined as in the office of I hereby undertake that I have submitted the self-declaration/undertaking to my current employer about date wise detail of the application for the above mentioned examination for which I had applied for before joining the present civil employment; or
- (d) I have already availed the benefit of reservation as ex-serviceman for securing Government job on civil side. I have joined as in the office of Therefore, I am not eligible for the benefit of reservation provided to ex-servicemen;

I hereby declare that the above statements are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage, my candidature/ appointment is liable to be cancelled/ terminated.

Signature:

Name:

Roll Number:

Date:

Date of appointment in Armed Forces:

Date of Discharge:

Last Unit/ Corps:

Mobile Number:

Email ID:

Recruitment for the Post of Assistant - 2021

The Reserve Bank of India (RBI) invite applications from eligible candidates for 550 posts of "Assistant" - 2021 in various Offices of the Bank. Selection for the post will be through a country-wide competitive examination in two phases i.e. Preliminary and Main examination followed by a Language Proficiency Test (LPT). Please note that, Conjointment, if any issued on the above advertisement, will be published only on the Bank's website - www.rbi.org.in.

The full text of the advertisement is available on the Bank's website www.rbi.org.in and is also being published in the Employment News / Rajgar Samachar.

Applications will be accepted online only through the Bank's website www.rbi.org.in, no other mode for submission of application is available.

Important Dates

Website Link Open	17.02.2022 to 08.03.2022
Payment of Examination Fees (Online)	17.02.2022 to 08.03.2022
Schedule of Online Preliminary Test (Tentative)	March 26 & 27, 2022*
Schedule of Online Main Test (Tentative)	May 2022*

*RBI reserves the right to change the dates of examination.

Applications are invited from eligible Indian Citizens for the post of "Assistant" in Reserve Bank of India (RBI).

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

"Recruitment for the post of Assistant - 2021"

1. Application fees

Subject to terms, Candidates should ensure that they fulfil the eligibility criteria for the post. Candidates are requested to apply online through the Bank's website www.rbi.org.in.

However, 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://rbi.grievance.rbi.org.in>.

Do not forget to mention "RBI Assistant Examination - 2021" in the subject box of the email.

Office	Vacancies*					Total	V ¹	PwBD			10% Category	EXS	
	SC	ST	OBCs	EWS	GEN			HI	OH			EX-1	EX-2
Adenabad	4	3(2)	9	3	16	35	1	1(1)	0		1(1)	0	3
Bangalore	11	9(1)	4	7	43	74	1(1)	1	1		1	3	7
Bhopal	7	11(6)	0	3	16	37	0	1(1)	1		1(1)	1	3
Bhubaneswar	6	10(2)	0	3	12	31	0	1(1)	0		1	1	3
Chandigarh	10	1	19	8	31	79	1	1(1)	1		1	4	7
Chennai	13	0	20	5	27	65	1	2(1)	2(1)		1(1)	3	6
Cuttack	2	12(7)	0	3	16	32	0	1(1)	1(1)		1	1	3
Hyderabad	7	3(1)	10	4	16	40	1	2(1)	0		0	2	4
Jalandhar	13	1	4	4	26	48	0	1	2(1)		1(1)	2	3
Jammu	0	3(1)	3	1	5	12	1(1)	0	0		0	0	1
Kanpur & Lucknow	26	1	36	13	33	131	2(1)	3(1)	1(1)		3	6	13
Kolkata	9(7)	4	0	2	11	26	0	0	1(1)		1	1	3
Mumbai	8	41(26)	0	13	74	136	4(2)	7(6)	3(4)		5(4)	8	12
Nagpur	5	14(2)	10	6	22	56	1(1)	1	1		0	2	6
New Delhi	19	0	18	7	31	75	2	1(1)	1		1(1)	3	7
Patna	1(1)	4	0	3	25	33	0	1(1)	1		1(1)	1	3
Thiruvananthapuram & Kottai	1	1	13	5	25	54	0	1	0		1	2	5
Total	151(2)	123(48)	110	98	440	900	16(3)	25(16)	18(7)		18(10)	40	60

*Vacancies in brackets () indicate backlog.

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

Shaded includes 10 vacancies for Kanpur; Chandigarh includes 32 vacancies for Shirom; Chennai includes 11 vacancies for Reserve Bank Staff College; Cuttack includes 04 vacancies for Agartala; 01 for Aizawl; 05 for Shimla and 01 for Imphal; Kanpur & Lucknow includes 20 vacancies for Lucknow and 04 for Ghatampur; Kolkata includes 05 for Durgam; Mumbai includes 08 vacancies for Pune and 06 vacancies for Thane; and 03 vacancies for Bhiwadi; and Patna includes 03 vacancies for Ranchi.

Abbreviations stand for: SC – Scheduled Caste, ST – Scheduled Tribe, OBC – Other Backward Classes, EWS – Economically Weaker Section, GEN – General, Unreserved, PwBD – Persons with Benchmark Disabilities, VI – Visually Impaired, HI – Hearing Impaired, OH – Orthopaedically Handicapped, ~~Ex-Servicemen~~ PwD – Disabled Ex-Servicemen/Dependents of Ex-Servicemen killed in action ~~Ex-Servicemen~~ Ex-Servicemen (warrior) 4th category as defined under RPWD Act, 2016.

Candidates belonging to OBC category but coming in the 'Creamy Layer' are not entitled to OBC reservation.

Reservation for Economically Weaker Section (EWS) in recruitment is governed by Office Memorandum No. 360367/2019-Estt (Res) dated 21.05.2019 of Department of Personnel & Training, Ministry of Personnel, Public Grievance & Pensions, Government of India.

Disclaimer: 'The appointment is provisional and is subject to the Income & Asset certificate being verified through proper channel.' Benefits of reservation under EWS category can be availed upon production of an 'Income and Asset Certificate' issued by a Competent Authority in the format prescribed by Government of India, for the Financial Year 2020-21 and valid for the Year 2021-22.

The reservation under various categories will be as per prevailing Government Guidelines at the time of finalization of result.

2. Definition:

2.1 Ex-Servicemen:

Only those candidate shall be treated as Ex-Servicemen, who fulfil the required condition as laid down in Government of India, Ministry of Home Affairs, Department of Personnel and Administrative Reforms Notification No. 360367/2019-Estt (SC) dated 27th October 1999 as amended from time to time.

Disabled Ex-Servicemen: Ex-Servicemen, who while serving in Armed Forces of the Union, was disabled in operation against the enemy or in disturbed areas, and he treated as Disabled Ex-Servicemen.

Dependents of Servicemen killed in Action: Servicemen killed in the following operations would be deemed to have been killed in action attributable to Military Service: (a) war (b) warlike operations or border skirmishes either with Pakistan or across the line or any other country (c) Fighting against armed hostilities in a desert or insurgency environment etc. Nagaland, Mizoram, etc. (d) Serving with peace-keeping mission abroad (e) Laying or clearance of mines, including enemy mines as also mine sweeping operation between one month before and three months after conclusion of an operation (f) Front-line during actual operations or during the period specified by the Government (g) Serving with special Para Military force personnel (h) IPKF personnel killed during the operations in Sri Lanka.

Note:

1) Candidates, who are released / retired from Armed Forces, in whose specified period of engagement (i.e. SPE) is likely to be completed on or before 01.03.2023 only are eligible to apply under this recruitment. They will also be required to submit the release letter along with a self-declaration of the time of joining RBI. But facilities is entitled to the benefits admissible to Ex-Servicemen 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 01.03.2023. Forms of the certificate to be submitted by all these candidates are provided in Annex I and those certificates are required to be submitted to the Bank.

2) The Territorial Army Personnel will be treated as Ex-Servicemen w.e.f. 15.11.1996.

3) ~~As per Government of India~~ ~~As per Government of India~~ has been joined in Government job on the dual basis availing of the benefits given to him as an Ex-Servicemen for his re-employment, his Ex-Servicemen status for the purpose of re-employment in Government service.

4) Dependents of Servicemen killed in action are eligible for reservation. 4.5% of the total vacancies are reserved for Disabled Ex-Servicemen and dependents of Servicemen killed in action, subject together. First priority in the matter of appointment will go to the Disabled Ex-Servicemen and second priority will be given to dependents of Defence personnel killed in action or severely disabled (with over 50% disability attributable to defence service). For the purpose of this concession, the member of the family would include his widow, son, daughter or his near relations, who agree to support his family. The relaxation is applicable and educational qualifications available to Ex-Servicemen/Disabled Ex-Servicemen will not be available to Dependents of Servicemen killed in action or severely disabled.

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

(i) 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. Reservation for Persons with Benchmark Disability (PwBD):

A. Persons with Benchmark Disabilities:

(i) Persons with Locomotor disability are those who are unable to execute distinctive activities associated with movement of self and objects resulting from affliction of musculoskeletal or nervous system or both including leprosy cured persons, persons suffering from cerebral palsy, dwarfism, muscular dystrophy and spinal attack victims. The degree of disability should be minimum 40% in three cases.

(ii) For being considered as a hearing impaired candidate, the candidate should fulfil either of the following conditions:

(a) Deaf means persons having 2000 hearing loss in speech frequencies in both ears.

(b) Hard of hearing means persons having 80dB to 100dB hearing loss in speech frequencies in both ears.

(c) For being considered as a visually impaired candidate, the candidate should fulfil either of the following conditions:

(a) Total absence of sight.

(b) With about equal loss than 20/60 or less than 10/200 (Snellen) in the better eye with best possible correction.

(c) With limitation of the field of vision subtending an angle of less than 10 degrees.

(d) Low vision means a condition where a person has visual acuity not exceeding 6/18 or less than 20/60 up to 3/60 or up to 10/200 (Snellen) in the better eye with best possible correction. Or limitation of the field of vision subtending an angle of less than 40 degree up to 10 degree.

(e) The Persons with Benchmark Disability (PwBD) candidates should present a Medical Certificate to that effect issued by Competent Authority. Such certificate in the event of selection of such person for any post, will be subject to such verification/confirmation as may be decided by the competent authority.

Reservation for Persons with Benchmark Disabilities

Under section 34 of RPWD Act, 2016, persons with benchmark disabilities are eligible for Reservation. The provisionally shortlisted candidates will have a grievance disability certificate as prescribed vide RPWD Act, 2016. Government of India's instructions issued time to time in this regard.

The functional classification and physical requirements for the post of Assistant are as under:

Categories for which Identified	Functional classification	Physical Requirements
Blind and low vision	Blindness	Strong, Walking, Communication, Sitting, Standing, Hearing*, Speaking, Lifting, Kneeling and Crouching, Manipulation by Fingers, Pushing and Pulling, Reading and Writing (in Braille software)
	Low vision	Strong, Walking, Reading and Writing, Communication, Sitting, Standing, Hearing*, Speaking, Lifting, Kneeling and Crouching, Manipulation by Fingers, Pushing and Pulling

Deaf / Partially Deaf	Deaf / Partially Deaf	Sitting, Walking, Seeing, Reading and Writing, Communication (non-verbal), Bending, Standing, Lifting, Kneeling and Crouching, Manipulation by Fingers, Pushing and Pulling
Upper limb disability including Cerebral Palsy, Leprosy Cured, Leprosy, Acid Attack Victims	Leg, Both Legs, Cerebral Palsy, Standing, Hearing, Speaking, Lifting, Kneeling and Crouching, Manipulation by Fingers, Pushing and Pulling	
Muscular Weakness	One Arm, One Leg, One Arm One Leg, Both Legs, Cerebral Palsy, Crouching, Manipulation by Fingers, Pushing and Pulling and	
	Leprosy Cured, Dwarfism, Acid Attack Victims, Autism, Intellectual disability, Reading and Writing (in Braille software) and Hearing, Speaking or Reading specific learning disability and mental and Writing and Seeing- as applicable	
	Others: multiple disabilities from amongst persons under classes (a) to (d) including deaf- blindness, or the four categories under the Act and	
	(i) blind low vision or	
	(ii) deaf partially deaf	

Reservation for PwSD is horizontal and within the overall vacancies for the post.

B. GUIDELINES FOR PERSONS WITH BENCHMARK DISABILITIES USING A SCRIBE

The facility of Scribe shall be allowed to a candidate with benchmark disability as defined under section 2(d) of the RPWD Act, 2016 and has limitation in writing including that of speed, if so specified by him/her. Candidates with benchmark disabilities in the category of blindness, locomotor disability (both arm affected-BA) and cerebral palsy, the facility of scribe may be availed, if so desired by them. In case of other categories of persons with benchmark disabilities, the provision of scribe shall be allowed on production of a certificate issued in form of Office Memorandum dated August 29, 2018 of Ministry of Social Justice & Empowerment, Department of Empowerment of Persons with Disabilities (Dywangard) to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his/her behalf. In all such cases where a scribe is used, the following rules will apply:

- Please ensure that you are eligible to use a scribe as per the Government of India rules governing the recruitment of Persons with Disabilities.
- The candidate will have to arrange his/her own scribe at his/her own cost.
- The notification of the scribe should be one step below the qualification of the candidate taking examination.
- Such candidate who uses a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination. (Blind/Low Vision candidates and other candidates whose writing speed is affected permanently for any reason, whether availing the facility of scribe or not shall be allowed compensatory time of 20 minutes and/or part thereof for every hour of the examination.)
- The candidate will have to give a suitable undertaking along with call letter at the time of examination confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further, in case it later transpires that he/she did not fulfil any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled irrespective of the result of the examination. Proforma of undertaking is available on RSI web site.
- The same scribe cannot be used by more than one candidate. In addition, the scribe engaged by the Candidate should not be a candidate for the examination. Candidates eligible for and who wish to use the services of a scribe in the examination should carefully indicate the same in the online application form. Any subsequent request will not be favorably entertained.

The candidate should not be using Scribe/ compensatory time only if they are eligible for availing these scribe/compensations as per the rules and guidelines of Government of India under RPWD Act, 2016 in this regard.

- Only candidates registered for compensatory time will be allowed such compensations. Since compensatory time given to candidates shall be system based, it shall not be possible for the host conducting agency to allow such time if he/she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such compensations.

- The above guidelines are subject to change in terms of Govt. of India guidelines/notifications, if any, from time to time.

Violation of all or any of the said instructions or suppression of material facts by the candidate or any stage in the process shall entail cancellation of his/her candidature, in addition to any other action that the Bank may deem fit against the candidate and the scribe.

4. Eligibility Criteria:

(a) Age (as on 01/02/2022)

Between 25 and 28 years. Candidates must have been born not earlier than 02/02/1994 and not later than 01/02/2002 (both days including) are only eligible to apply.

Relaxation in the 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 30 years
(ii)	Other Backward Classes (OBC)	By 3 years, i.e. up to 31 years
(iii)	Persons with Benchmark Disabilities (PwSD)	By 10 years (GEN & UR), 12 years (OBC) & 15 years (SC & ST)
(iv)	Ex-servicemen	To the extent of service rendered by him in Armed Forces plus an additional period of 3 years subject to maximum of 50 years
(v)	Widow/widowed woman/woman judicially separated who were not re-married	By 10 years
(vi)	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.

caste Criteria:

- Candidates seeking reservation as SC/ST/OBC shall have to produce a certificate in the prescribed proforma ONLY, issued by a gazetted officer 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/OBC and the Village/Town the candidate is originally 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 list notified by the Central Government from time to time (for OBC category list of castes recognised by the Government of India as OBC castes in the central list is available on the site <http://www.nepc.nic.in>, for ST category the list of castes for each state is available on the site <http://www.nepc.nic.in> and for SC category the list of castes for each state is available on the site <http://www.nepc.nic.in>). A certificate having any variation in the caste name will not be accepted. Further, the OBC certificate should also clearly indicate that the candidate does not belong to creamy layer as defined by the Government of India for applying to posts and services under the Central Government.
- The OBC status of a candidate will be determined in relation to the State (or part of the State) to which his/her father originally belongs. A candidate who has migrated from one State (or part of the State) to another should, therefore, produce an OBC certificate which should have been issued to him/her based on his/her father's OBC certificate from the State to which his/her father originally belongs.
- No change in the community status already indicated in the online application by a candidate for this examination will be allowed.

22

Candidates seeking reservation are required to submit copies of necessary documents at the time of document verification.

Guidelines for Reserved Category Candidates:-

- Reservation for Persons with Benchmark Disability (PwBD) shall be applied @4% of total vacancies, horizontally, within the overall Office-wise vacancies earmarked for various categories viz., UR/SC/ST/OBC/WS as per the RPWD Act 2016.
- Reservation for EWS shall be applied @14.9% of total vacancies, which shall include reservation of 4.9% for disabled EWS-candidates and dependents of Servicemen killed in action, clubbed together, horizontally, within overall Office-wise vacancies earmarked for various categories viz., UR/SC/ST/OBC/WS.
- Reserved category candidates belonging to SC/ST/OBC (Non-Creamy Layer)/EWS may apply against unreserved vacancies if vacancies have not been reserved for their category in their state. However, they must still be eligible to apply for age and educational qualification as per unreserved categories. They will, however, be eligible for fee concession, wherever applicable.
- 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).
- OBC applicants, availing reservation benefit will have to produce OBC certificate issued after 01 February 2021 with Non-Creamy Layer status as per list of India guidelines.
- The reservation under various categories will be as per prevailing Government of India guidelines at the time of finalisation of result.

(b) Educational Qualifications (as on 01.02.2021):-

- At least a Bachelor's Degree in any discipline with a minimum of 50% marks (pass class for SC/ST/PwBD candidates) in the aggregate and the knowledge of word processing in PC.

A candidate belonging to reserved category (except dependents of servicemen) should either be a graduate from a recognized University or should have passed the matriculation or its equivalent examination of the Armed Forces and rendered at least 15 years of defence service.

- Candidates applying for post in a particular recruiting office should be proficient in the language (i.e. know to read, write, speak and understand the language) of the state/any of the states falling under the recruiting Office.

Note:

- The date of passing eligibility will be the date appearing on the mark sheet or provisional certificate issued by the University/Institute. In case the result of a particular examination is posted on the website of the University/Institute, a certificate issued by the competent authority of the University/Institute indicating this date as well as the result, and posted on the website will be taken as the date of passing.

- Candidate should indicate the percentage obtained in Graduation calculated to the nearest two decimals in the online application. Where CGPA/OGPA is awarded, the same should be converted into percentage and indicated in online application. If called for document verification, the candidate will have to produce a certificate issued by the appropriate authority indicating the name of the University regarding conversion of grade into percentage and the percentage of marks by the candidate in terms of marks.

- Calculation of Percentage: The percentage marks shall be arrived at by dividing the total marks obtained by the candidate in all the subjects in all the semester(s)/years by aggregating maximum marks in all the subjects irrespective of before / optional / additional optional subject, if any. This will be applicable for those Universities where Graduation is decided on the basis of honours marks only. The fraction of percentage as arrived will be ignored i.e. 49.99% will be treated as less than 50%.

(c) Scheme of Selection:

I. Preliminary Examination (Multiple Choice):

Sr. No.	Name of Tests (Objective)	No. of Questions	Maximum Marks	Total Time
1	English Language	30	30	30 minutes
2	Numerical Ability	25	25	20 minutes
3	Reasoning Ability	25	25	20 minutes
	Total	100	100	60 minutes

II. Main Examination (Multiple Choice):

Sr. No.	Name of Tests (Objective)	No. of Questions	Maximum Marks	Duration
1	Test of Reasoning	40	40	30 minutes
2	Test of English Language	40	40	30 minutes
3	Test of Numerical Ability	40	40	30 minutes
4	Test of General Awareness	40	40	25 minutes
5	Test of Computer Knowledge	40	40	20 minutes
	Total	200	200	135 minutes

III. Language Proficiency Test (LPT) - The candidates successfully shortlisted from the main on-line examination will have to undergo a language proficiency test (LPT). The language proficiency test will be conducted in the Office / Local Language of the State concerned as detailed below. Candidates not specified in the Office / Local Language shall be disqualified.

The Office / Local Language/s where as follows:-

- Assamese - Assam
- Bengali - Karnataka
- Bhojp - Haryana
- Gujarati - Gujarat

- Chandigarh – Punjab / Hindi
- Chennai – Tamil
- Guwahati – Assamese / Bengali / Khasi / Manipuri / Bodo / Mizo
- Hyderabad – Telugu
- Jaipur – Hindi
- Jammu – Urdu / Hindi / Kashmiri
- Kanpur & Lucknow – Hindi
- Kolkata – Bengali / Nepali
- Mumbai – Marathi / Konkani
- Nagpur – Marathi / Hindi
- New Delhi – Hindi
- Patna – Hindi / Maithili
- Thiruvananthapuram – Malayalam

i) The paper online test(s) except the Test of English Language will be available bilingually, i.e. English and Hindi.

ii) Candidates will have to pass in each of the objective tests of the online examination.

iii) A candidate has to qualify in Preliminary Examination for appearing in Main Examination.

iv) There will be negative marks for wrong answers in the Objective tests (Preliminary and Main examination). 1/4th marks will be deducted for each wrong answer.

v) Detailed information regarding the examination will be given in an information Handbook, which will be made available for the candidates to download along with the call letter for examination from the RBI website.

vi) Roll Number of the candidates successful in preliminary online examination will be made available on RBI website in April 2022. The Roll Number of candidates successful in main online examination will be made available on RBI website in May/June 2022. The successful candidates from the main online examination will be intimated on Bank's website for submission of requisite documents to the Regional Offices, within a period of fifteen days and no email/ sms in this regard will be sent to them.

vii) Only such number of candidates will be called for Language Proficiency Test who stand sufficiently high in merit based on the aggregate marks of the Main on-line examination. Such merit will be decided by the Bank in relation to the number of notified vacancies to be filled in.

viii) LPT is mandatory. No exemption of any sort will be given to any candidate from appearing in LPT, which will be conducted at respective Offices of the Bank. Final Selection will depend on the performance in online test, qualifying in LPT, Medical fitness, verification of certificates, etc. to the Bank's satisfaction. Decision of the Bank in this regard, shall be final. LPT is qualifying in nature and the final selection will be based only on performance in the Main on-line examination.

ix) Appointment of selected candidates will be subject to neither being declared medically fit as per the rules of the Bank.

x) **Identity Verification- Biometric Data Capturing or by other mode**

The Bank reserves its right to adopt 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 require photograph / thumb impression / IRIS Scan of the candidates in digital format for verification/biometric verification of the candidates. Candidates will ensure that their correct photograph / thumb impression / IRIS Scan is captured at various stages as any discrepancy 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 biometric verification. If the thumb impression / IRIS does to be captured as injured/damaged, the candidate shall immediately notify the concerned authority at the test centre. In such a situation, upon deliberation being made by the employees, the authority would make some alternate provision; impression of other fingers, take-also of the candidate may be captured for biometric data verification. The Bank will not entertain any complaint/representation, 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.

Service Conditions / Career Prospects:

(i) **Pay Scale**

Appointees will make a starting basic pay of ₹ 23,700/- per month in the scale of ₹ 20700 – 1250 (3) – 24300 – 1440 (4) – 30000 – 1820 (6) – 41500 – 2080 (7) – 48740 – 2470 (15) – 54000 – 2850 – 55700 (25 years) and other allowances, viz. Dearness Allowance, House Rent Allowance, City Compensatory Allowance, Transport Allowance etc., as admissible from time to time. At present, initial monthly Gross emoluments for Appointees will be approximately ₹ 45,050/-.

*House Allowance of 15% of Pay will be paid to employees additionally, if they are not staying in Bank's accommodation.

(ii) **Perquisites:**

Bank's accommodation subject to availability; reimbursement of expenses for maintenance of vehicle for official purpose; Newspaper, Brief case, Book Grant, Allowance for kitchening of residence, etc. will be available as per eligibility. Dispensary facility includes reimbursement of medical expenses for OPD treatment/hospitalization as per eligibility. Privilege Pass/Festival Advance, Leave Fare Concession (once in ten years for self, spouse and eligible dependents) will be available. Loans and Advances at concessional rates of interest for Housing, Car, Education, Consumer Article, Personal Computer, etc. will be available to regular employees who will put in at least two years of service. The recruits will be governed by the General Conditions New Pension Scheme, in addition to the benefit of Gratuity.

(iii) There are reasonable prospects for promotion to higher grades.

(iv) Selected candidates will be initially posted to RBI's Office within the Metropolitan Zone for which they had applied. However, they are liable to be transferred to administrative assignments to other graded and classified HQ West, South, North and East Zone offices as under:

(a) **West Zone:**

Ahmedabad Office (including Rajpur), Mumbai (including Borspur, Pune and Panaji), Nagpur.

(b) **South Zone:**

Bengaluru, Chennai, Hyderabad, and Thiruvananthapuram (including Kochi).

(c) **North Zone:**

Chandigarh (including Shimla), Jaipur, Jammu / Srinagar, Kanpur (including Lucknow & Dehradun), New Delhi.

(d) **East Zone:** Bhubaneswar, Guwahati (including all North Eastern states excluding Gangtok), Kolkata (including Gangtok), Patna (including Ranchi).

General Instructions to Candidates regarding submission of on-line application etc.

A – Guidelines for Pre-examination Training for SC/ST/OBC/PwBD candidates

RBI may arrange suitable pre-examination Online training for a limited number of SC/ST/OBC/PwBD candidates in consonance with the guidelines issued by Department of India. Candidates belonging to the above categories, who desire to avail themselves of such training may write through email to the Regional Office of the Reserve Bank of India, to which the candidate is applying, latest by March 05, 2022. Candidates opting for pre-examination training will be intimated about the training

18	Maharashtra	Ahmednagar, Aurangabad, Chandrapur, Dhule, Jalgaon, Kolhapur, Latur, Mumbai/Thane/Navi Mumbai, Nagpur, Nanded, Nashik, Pune, Solapur	Ahmednagar, Aurangabad, Jalgaon, Kolhapur, Mumbai/Thane/Navi Mumbai, Nagpur, Nanded, Nashik, Pune
19	Madhya Pradesh	Bhopal	Bhopal
20	Odisha	Shillong	Shillong
21	Mizoram	Aizawl	Aizawl
22	Karnataka	Kollegal	Kollegal
23	Goa	Bellary, Bhamblur/Bangalore, Chhatrapur, Cuttack, Dhenkanal, Raychoudhary, Sombhar	Bellary, Bhamblur/Bangalore, Chhatrapur, Cuttack, Raychoudhary
24	Puducherry	Puducherry	Puducherry
25	Tamil Nadu	Arundel, Baramba, Jalandhar, Ludhiana, Mohali, Patiala	Arundel, Jalandhar, Ludhiana, Patiala
26	Rajasthan	Ajmer, Alwar, Bikaner, Jaipur, Jodhpur, Kota, Sikar, Udaipur	Ajmer, Bikaner, Jaipur, Jodhpur, Sikar, Udaipur
27	Sikkim	Gangtok	Gangtok
28	Tamil Nadu	Chennai, Coimbatore, Madurai, Namakkal, Salem, Tiruchengudi, Tirunelveli, Vellore	Chennai, Coimbatore, Tiruchengudi, Tirunelveli, Vellore
29	Telangana	Hyderabad, Karimnagar, Khanapur, Warangal	Hyderabad
30	Uttar Pradesh	Agra, Aligarh, Bareilly, Goranpur, Jhansi, Kanpur, Lucknow, Meerut, Moradabad, Noida, Varanasi	Agra, Aligarh, Bareilly, Goranpur, Jhansi, Kanpur, Lucknow, Meerut, Moradabad, Noida, Varanasi
31	Uttarakhand	Dehradun, Haridwar, Roorkee	Dehradun, Haridwar
32	West Bengal	Asansol, Durgam Chakravarti, Kolkata, Siliguri	Asansol, Durgam Chakravarti, Kolkata, Siliguri

C - Application Procedure

- Candidates may go to the IBI-website@wvva.org.in and click on the option "Registration for the post of Assistant" which will open a new screen.
- To register Application, choose the link "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. Candidates should note down the Provisional Registration Number and Password. An Email & SMS regarding the Provisional Registration number and Password will also be sent.
- 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. Invalidly entered candidates should fill the application form carefully and verify get the details verified to ensure that the same are correct prior to final submission.
- 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 FINAL SUBMIT BUTTON.
- The Name of the candidate or his/her Father's name etc. should be spell correctly in the application as it appears in the Certificate/Mark sheets/Identify proof. Any misrepresentation found may disqualify the candidate.
- Validate your details and Save your application by clicking the "Validate your details" and "Save and Next" button.
- Candidates can proceed to upload Photo & Signature as per the applications given in the Guidelines for Scanning and Upload of Photograph and Signature.
- Candidates can proceed to fill other details of the Application Form.
- Click on the Preview Tab to preview and verify the entire Application form before FINAL SUBMIT.
- Modify details, if required, and click on FINAL SUBMIT ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
- Click on Payment Tab and proceed for payment.
- Click on Submit button.

D- HOW TO APPLY

Candidates can apply online only from 17.02.2022 to 08.03.2022 and no other mode of application will be accepted.

IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION

Before applying online, candidates should:-

- Scan their photograph and signature ensuring that both the photograph and signature adhere to the required specifications as given under Guidelines for photograph & signature scan and upload.
- Have a valid personal email ID and mobile no., which should be kept active till the completion of the Recruitment Process. Bank may send call letters for the Examination only through the registered e-mail ID. Under no circumstances, a candidate should share with someone's mail id to any other person. In case a candidate does not have a valid personal email ID, he/she should create a valid new email ID and mobile no. before applying online and must maintain that email account and mobile number.

(A) Examination Fee/ Information Charges (Non-Refundable)

Payable from 17.02.2022 to 08.03.2022 (Online payment)

• ₹ 500 fee-SC/ST/PwBD/ES, Information Charges

• ₹ 450/- for OBC/General/EWS candidates (Examination Fee+ Information Charges)

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

Bank transaction charges for Online Payment of examination fee/information charges will have to be borne by the candidate.

E- Instructions regarding online examination fees etc.

- This application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
- The payment can be made by using Debit Cards (RuPay/VISA/MasterCard/Novalia), Credit Cards, Internet Banking, NPS, Cash Centre/Mobile Wallets.
- After submitting your payment information in the online application form, PLEASE WAIT FOR THE INFORMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE.

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 examinations, 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 during the process of registration) should exactly match the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. 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 (preliminary as well as main).

(iii) 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 (preliminary as well as main) or in a subsequent selection procedure, if a candidate is (or has been) found guilty of –

(a) using unfair means or

(b) impersonating or using impersonation by any person or

(c) misbehaving in the examination (preliminary as well as main) hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the textual 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 examination (preliminary as well as main) hall, such a candidate may in addition to rendering himself/herself liable to criminal prosecution, be liable:

(i) to be disqualified from the examination (preliminary as well as main) for which he/she is a candidate

(ii) to be detained either permanently or for a specified period from any examination conducted by RBI.

(iii) for termination of service, if he/she has already joined the Bank.

(iv) RBI would be applying 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.

(v) Cheating in any form will be a disqualification.

(vi) It is correspondence with RBI. Registration number received on submission of application and Roll number indicated in Call Letter must be quoted.

(vii) Final matters regarding eligibility, conduct of examinations, LPT assessment, prescribing minimum qualifying standards in online examination & LPT in relation to number of attempts and computation of result, RBI's are reserved to be final and binding on the candidates and no correspondence shall be entertained in this regard.

(viii) The availability for attendance of some centres in administration of the examination (preliminary as well as main) 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 as to conduct another examination (preliminary as well as main) if considered necessary. Decision of RBI in this regard shall be final. Candidates not willing to accept such change shall lose further candidature for this exam (preliminary as well as main).

(ix) If the examination (preliminary as well as main) 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 materials used across sessions. More than one session are required if the venue capacity is less or some technical disruption takes place at any centre or for any candidate.

(x) Mobile phones or any other communication devices are not allowed inside the premises, where the examination (preliminary as well as main) is being conducted. Any infringement of these examinations shall entail disqualification including ban from future examinations.

(xi) Candidates are not permitted to use or have in possession of calculators in examination premises.

(xii) Candidates are advised in their own interest not to bring any of the banned item including mobile phones to the venue of the examination (preliminary as well as main), as arrangement for safekeeping cannot be provided.

(xiii) RBI will not furnish the mark-sheet to candidates. However, the online examination (preliminary as well as main) marks may be available on RBI website after the declaration of the final result.

(xiv) The bank is also open to the employees of RBI (staff candidates) who satisfy the eligibility criteria.

(xv) Any legal proceedings in respect of any matter of claim or dispute arising out of the 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.

(xvi) Candidate's submission to the on-line tests (LPT) is purely provisional. The mere fact that the call letter has been issued to the candidate does not imply that his candidature has been finally cleared by RBI.

(xvii) In case it is established 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 at 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.

(xviii) Cancellation 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 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.

(xix) 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.

G - GUIDELINES FOR SCANNING THE PHOTOGRAPH & SIGNATURE

Below everything is if 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:-

- Photograph must be a recent passport size colour picture.
- The picture should be in colour, against a light-colored, preferably white background.
- Look straight at the camera with a relaxed face.
- If the female candidate is a newly married, have the hair tied up, or please do not wear a headscarf or headwrap, so that you are not veiling and there are no harsh shadows.
- Don't have to use both hands to hold your "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. But you may wear a headband if it does not cover your face.
- Dimensions 292 x 230 pixels (suggested).
- Size of file should be between 20KB-60 KB.

- Ensure that the size of the scanned image is not more than 50KB. 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 Hall Ticket and wherever necessary.
- The Applicant's signature obtained on the roll label and attendance sheet at the time of the examination should match the submitted signature. In case of mismatch, the candidate may be disqualified.
- Dimension 140 x 50 pixels (suggested)
- Size of file should be between 10 KB – 20 KB
- Ensure that the size of the scanned image is not more than 20KB

28

(iii) SCANNING THE PHOTOGRAPH & SIGNATURE:

- 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 to the scanner at the edge of the photograph/signature. (You can use any photo editor to crop the image to the final size as specified above)
- The image file should be in .JPG or .JPEG format. An example file name is image01.jpg or image01.jpeg. Image file extension can be changed by using the below flow 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 MS Office Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced (minimum 50KB photograph & 20KB signature) by using crop and then resize option. (Please see point (i) & (ii) above for the pixel size) in the 'Image' menu. Similar options are available in other photo editor also.

If the file size and format are not as prescribed, an error message will be displayed.

While filling up the Online Application Form the candidate should fill in all fields as given on Page 1. After verifying that the details filled in are correct and clicking on the 'Submit Next' button a link will be provided on Page 2 of the online application form to upload his/her photograph and signature.

(iv) PROCEDURE FOR UPLOADING THE PHOTOGRAPH AND SIGNATURE

- There will be two separate links for uploading Photograph and Signature.
- Click on the respective link "Upload Photograph / Signature"
- Browse & Select the location where the Scanned Photo / Signature file has been saved.
- Select the file by clicking on it
- Click the 'Upload' button
- Your Online Application will not be registered unless you upload your photo and signature as specified.

Note:

- In case the face in the photograph or signature is unclear the candidate's application will be rejected.
- Candidates are advised to take a printout of their details generated online application form after registering.
- In case the photograph or signature is unclear, the candidate may edit his/her application and re-upload his/her photograph or signature.

* Candidate should also ensure to upload photo at the place of photo and signature at the place of signature. If photo is place of photo and signature is place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.

Frequently Asked Questions (FAQs) on the policy of reservation to Ex-servicemen

Q.1 What is the policy of reservation for ex-servicemen?

Ans.: The policy of reservation for ex-servicemen is governed by the Ex-servicemen (Re-employment in Central Civil Services and Posts) Rules, 1979. These rules apply to all the Central Civil Services and Posts, Group 'C' and Group 'D' and the posts of the level of Assistant Commandant in all para-military forces.

Q.2 What is the percentage of reservation provided to the ex-servicemen?

Ans. Ten per cent of the vacancies in the posts of the level of Assistant Commandant in all para-military forces, ten per cent of the vacancies in each of the categories of Group 'C' and of such posts in Group 'C' services, including permanent vacancies filled initially on a temporary basis and temporary vacancies which are likely to be made permanent or are likely to continue for three months and more, to be filled by direct recruitment in any year are reserved for ex-servicemen;

Provided the percentage of reservation so specified for ex-servicemen in a category of post shall be increased or decreased in any one recruitment year to the extent to which the total number of vacancies reserved for ex-servicemen, Scheduled Castes and Scheduled Tribes (including the carried forward reservation for Scheduled Castes and Scheduled Tribes) and for any other categories taken together, falls short or is in excess, as the case may be, of fifty per cent of the vacancies in that category of posts filled in that year;

Provided further that in case of an increase in the reservation for the ex-servicemen under the preceding proviso, the additional vacancies so made available for them shall be utilised first for the appointment of disabled ex-servicemen and if any such vacancies still remain unfilled thereafter the same shall then be made available to other ex-servicemen.

Q.3 What is vertical reservation and what is horizontal reservation?

Ans. Reservation for backward classes of citizens (SCs, STs and OBCs) is called vertical reservation and the reservation for ex-servicemen is called horizontal reservation. Horizontal reservation cuts across vertical reservation (in what is called inter-locking reservation) and persons selected against the quota for persons with disabilities have to be placed in the appropriate category viz. SC/ST/OBC/General candidates depending upon the category to which they belong in the roster meant for reservation of SCs/STs/OBCs. To illustrate, if in

a given year there are two vacancies reserved for the ex-servicemen and out of two ex-servicemen appointed, one belongs to a Scheduled Caste and the other to general category then the disabled SC candidate shall be adjusted against the SC point in the reservation roster and the general candidate against unreserved point in the relevant reservation roster. In case none of the vacancies falls on point reserved for the SCs, the ex-serviceman belonging to SC shall be adjusted in future against the next available vacancy reserved for SCs.

Since the ex-servicemen have to be placed in the appropriate category viz. SC/ST/OBC/ General in the roster meant for reservation of SCs/STs/OBCs, the application form for the post should require the candidates applying under the quota reserved for ex-servicemen to indicate whether they belong to SC/ST/OBC or General category.

Q.4 What is the definition of Ex-serviceman?

Ans.: The Ex-serviceman (Re-employment in Central Civil Services and Posts) Rules, 1979 as modified by the Gazette Notification dated 27th October, 1986, defines ex-serviceman as a person who has served in any rank whether as combatant or non-combatant in a Regular Army, Navy and Air Force of the Indian Union and

- (i) Who retired from such service after earning his/her pension; or
- (ii) 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
- (iii) Who has been released, otherwise than on his own request, from such service as a result of reduction in establishment; or
- (iv) Who has been released from such service after completing the specific period of engagements, 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) Persons with disability attributable to military service; and
 - (iii) Gallantry award winners.

As per the clarification issued in the Notification No.36034/5/85-Estt.(SCT) dated 27.3.1987 any person who has been released upto 30th June, 1987 -

- (a) At his own request after completing 5 years' service in the Armed Forces of the Union; or

- (21)
- (b) After serving for a continuous period of six months after attestation, otherwise than at his own request or by way of dismissal or discharge on account of mis-conduct or inefficiency or has been transferred to the reserve pending such release;

shall also deemed to be an ex-serviceman.

Q.5 What are the relaxations/concessions available to the ex-servicemen?

Ans.: For appointment to vacancies in any Group C or Group D posts in Central Government, an ex-serviceman shall be allowed to deduct the period of actual military service from his actual age and if the resultant age does not exceed the maximum age limit prescribed for the post for which he is seeking appointment by more than three years he shall be deemed to satisfy the condition regarding age limit.

The upper age limit shall be relaxed by the length of military service increased by three years in the case of ex-servicemen and commissioner officers including ECOs/SSCOs for appointment to any vacancy in Group A and Group B services/posts filled by direct recruitment otherwise than on the results of an open All India Competitive Examination held by the UPSC.

For appointment to any vacancy in Group A and Group B services/posts filled by direct recruitment on the results of an All India Competitive Examination held by UPSC the ex-servicemen and Commissioned Officers including ECOs/SSCOs who have rendered at least 5 years military service and have been released, (1) on completion of assignment (including those whose assignment is due to be completed within 1 year) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency, or (2) on account of physical disability attributable to military service or on invalidment, shall be allowed maximum relaxation of five years in the upper age limit.

Relaxation in Educational Qualification- For appointment to any reserved vacancy in Group 'C' posts, the appointing authority may, at its discretion, relax the minimum educational qualification, where such qualification prescribed is a pass in the Middle School Education or any lower examination, in favour of ex-servicemen who have put in at least three years service in the Armed Forces of the Union and who are otherwise considered fit and suitable for appointment to such posts, in view of their experience and other qualifications.

For appointment to any reserved vacancy in Group 'C' posts, to be filled partly by direct recruitment and partly by promotion or transfer where the minimum qualification or technical qualification prescribed for appointment by direct recruitment is higher than that prescribed for promotes or transferees, an

ex-servicemen shall be deemed to satisfy the prescribed education or technical qualification if he;

- (i) satisfied the educational or technical qualification prescribed for direct recruitment to the post from which promotion or transfer to the post in question is allowed, and
- (ii) has identical experience of work in a similar discipline and for the same number of years in the Armed Forces of the Union, as prescribed for promotes or transferees.

Q.6 *Is the benefit of reservation available to the ex-serviceman, who has already joined a civil appointment?*

Ans. An ex-serviceman who has already secured employment under the Central Government in Groups C and 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 and D under the Central Government. However, such candidate will not be eligible for the benefit of reservation for ex-servicemen in Central Government jobs.

Q.7 *Can a vacancy reserved for ex-serviceman be filled by general candidate?*

Ans. No vacancy reserved for ex-servicemen in a post to be filled otherwise than on the results of an open competitive examination shall be filled by the appointing authority by any general candidate, until and unless the said authority ;

- (i) has obtained a "Non-availability Certificate" from the employment exchange (where a requisition is placed on an employment exchange);
- (ii) has verified the non-availability of a suitable candidate by reference to the Director General Resettlement and recorded a certificate to that effect ; and
- (iii) has obtained approval of the Central Government.

In case of number of posts reserved for ex-servicemen is not filled by candidates who are ex-servicemen the number of posts not so filled can be added to the number of post falling to the share of ex-servicemen in the next year. However, addition will be subject to adjustments with the reservation available for the other categories in accordance with the general policy of the Government and also subject to the upper ceiling and 50% of the total vacancies being reserved.

CHAPTER - 5

RESERVATION REGISTERS AND ROSTER REGISTERS

5.1 In case of cadres having more than 13 posts, all appointing authorities should maintain reservation registers in the format given in Annexure-I.

5.2 Reservation roster registers will be maintained in format given in the Annexure-II for cadres having less than 14 posts.

5.3 Following principles shall be followed for preparation and maintenance of reservation registers and reservation roster registers:

- (a) Separate registers/ roster registers shall be maintained for appointments made by direct recruitment and promotion. In case of promotion, separate registers / roster registers shall be maintained for each mode of promotion viz. limited competitive examination, selection, non-selection, etc.
- (b) A common register / roster register shall be maintained for permanent appointments and temporary appointments likely to become permanent or to continue indefinitely.
- (c) A separate register / roster register shall be maintained for purely temporary appointments of 45 days or more but which have no chance whatever of becoming permanent or continuing indefinitely.
- (d) Immediately after an appointment is made, the particulars of the person appointed shall be entered in the register / roster register in the appropriate columns and the entry signed by the appointing authority or by an officer authorized to do so.
- (e) No gap shall be left in completing the register / roster register.
- (f) The register / roster register shall be maintained in the form of a running account year after year. For example if recruitment in a year stops at point 6, recruitment in the following year shall begin from point 7.
- (g) If reservation register becomes unwieldy or difficult to manage, a fresh register may be started by applying the method of initial preparation of registers.
- (h) In case of cadres where reservation is given by rotation, fresh cycle of roster shall be started after completion of all the points in the roster.

- (i) Since reservation does not apply to deputation/absorption, where the recruitment rules prescribe a percentage of posts to be filled by these methods, such posts shall be excluded for determining reservations.
- (j) After every recruitment year, an account shall be noted in the reservation register indicating representation of Scheduled Castes/Scheduled Tribes/Other Backward Classes and details of backlog reserved vacancies etc.

Note: Reservation registers / roster registers are only an aid to ensure that Scheduled Castes, Scheduled Tribes and Other Backward Classes get quota reserved for them. These registers/roster registers do not determine seniority.

Grouping of Posts

5.4 In the case of posts filled by direct recruitment, small cadres may be grouped with posts in the same group for the purpose of reservation orders taking into account the status, salary and qualifications prescribed for the posts in question.

5.5 The posts of Sweepers should not be grouped for the purpose of reservation, with other categories of Group D posts, even though the number of posts of Sweepers may not be large in an office/establishment.

5.6 Proposals for grouping of posts should be referred to the Department of Personnel & Training for prior approval together with full particulars of the posts proposed to be grouped together in the following respect:

- (i) Designation and number of each post.
- (ii) Group to which the posts belong i.e. Group A, Group B, Group C or Group D.
- (iii) Scale of pay of each post.
- (iii) Method of recruitment for each post as provided in the recruitment rules.
- (iv) Minimum qualifications prescribed for direct recruitment to each post.

5.7 While reservations would be made according to the groups as provided above, the total reservation in any of the posts/services so grouped should not exceed 50 per cent of the vacancies to be filled in it i.e. in the particular post/service, in a recruitment year. The total reservation for SCs, STs and OBCs in any post or service should also not exceed 50 percent of the total number of posts in the particular post/service.

Initial Preparation of Reservation Register / Roster

5.8 In order to prepare the reservation register initially, names of all the candidates holding the post as on the date of starting the reservation register may be entered in the register starting with the earliest appointee who was in the cadre as on the date of start of register. If an appointee in the cadre is a Scheduled Caste candidate, SC may be entered in column 4 of the register against his name. If that candidate was appointed by reservation, SC may be written in column 5 also but if he was appointed on his own merit, UR will be written in column 5. If the next appointee is a general category candidate, general shall be written in column 4 against his name and UR in column 5, and so on till all the appointments are adjusted. After making entries as indicated above, details about the number of SC, ST and OBC candidates appointed by reservation, backlog reserved vacancies, if any, may be indicated in 'Remarks' column.

5.9 After initial preparation of the register, the names of persons appointed thereafter may be added by filling up the columns as stated above.

5.10 Roster registers shall be maintained for cadres with 2 to 13 posts. For preparing roster, names of all the incumbents in the cadre as on 2.7.1997 may be entered in the register starting from the earliest appointee. If an appointee in the cadre is a Scheduled Caste candidate, SC may be entered in column 5 of the register against his name. If that candidate was appointed by reservation, SC may be written in column 6 also but if he was appointed on his own merit, UR will be written in column 6. If the next appointee is a general category candidate, general shall be written in column 5 against his name and UR in column 6, and so on till all appointments are adjusted. In doing so, a general category candidate may appear on a reserved point and an SC/ST/OBC candidate may appear against an unreserved point. If name of an SC/ST/OBC candidate appointed by reservation is entered against a general point, entries may be made in remarks column against that point and also against nearest point reserved for SCs/STs/OBCs, as the case may be, to the effect that such a candidate is to be treated to have been adjusted against the relevant reserved point. Likewise, entries will be made in remarks column for candidates who are appointed as general category

candidates but whose names appear against reserved points. Similar adjustments will be made in respect of SC candidates appearing against a point reserved for STs or OBCs and so on. After all the 14 points are consumed, fresh cycle of the roster may be started. As many roster points may be treated to have been consumed on the date of start of the roster register as many employees occupy the roster points as on the date of start of the register. From that point onward, vacancies may be filled as per roster points subject to adjustment of reserved category candidates appointed by reservation and general category candidates as explained above.

SC/ST/OBC Candidates Appointed on Merit

5.11 SC, ST and OBC candidates in case of direct recruitment and SC and ST candidates in case of promotion, appointed on their own merit and not owing to reservation should not be shown against reserved quota. They will be adjusted against unreserved quota.

5.12 If an unreserved vacancy arises in a cadre and there is any SC/ST candidate within the normal zone of consideration in the feeder grade, such SC/ST candidate cannot be denied promotion on the plea that the post is not reserved. Such a candidate will be considered for promotion along with other candidates treating him as if he belongs to general category. In case he is selected, he will be appointed to the post and will be adjusted against the unreserved point.

5.13 Only such SC/ST/OBC candidates who are selected on the same standard as applied to general candidates shall be treated as own merit candidates. If any SC/ST/OBC candidate is selected by getting any relaxation in experience qualification, number of permitted chances in written examination, zone of consideration etc., he/she shall be counted against reserved vacancies. Such a candidate cannot be considered for appointment against an unreserved vacancy.

5.14 SC/ST candidates appointed on their own merit (by direct recruitment or promotion) and adjusted against unreserved points will retain their status of SC/ST and will be eligible to get benefit of reservation in future/further promotions, if any.

5.15 50% limit on reservation will be computed by excluding such reserved category candidates who are appointed/ promoted on their own merit.

[OMs No.36028/17/2001-Estt(Res) dated 11/07/2002, 36028/17/2001-Estt(Res) dated 31/01/2005 and 36012/45/2005-Estt.(Res.) 10/08/2010]

Adjustment of Compassionate Appointees

5.16 A person selected for appointment on compassionate grounds should be adjusted in the reservation register/ reservation roster register against the appropriate category viz. SC/ST/OBC/UR category depending upon the category to which he belongs. For example, if he belongs to SC, he shall be adjusted against a vacancy reserved for SCs. Similarly if he is an ST or OBC candidate, he shall be adjusted against vacancy reserved for STs or OBCs, as the case may be. An unreserved category candidate shall be adjusted against an unreserved vacancy. (O.M.No.14014/6/1995-Estt(D) dated 26.09.1995)

Relevant Office Memoranda etc.

1	MHA OM NO. 7/2/55-Estt(SCT)	14.10.1955
2	MHA OM No. 31/10/63-SCT(I)	27.3.1963 and 2.5.1963
3	MHA OM NO. 1/11/69-Estt(SCT)	22.4.1970
4	DOP&T O.M. No. 1/4/70-Estt. (SCT)	11.11.1971
5	DPAR OM NO. 10/52/72-Estt(SCT)	24.5.1974
6	DOP&T O.M. No.8/1/74 -Estt. (SCT)	12.12.1974
7	DPAR OM NO. 36011/1/76-Estt(SCT)	6.3.1976
8	DOP&AR OM NO. 36011/33/81-Estt(SCT)	5.10.1981
9	DPAR OM No. 36011/46/81-Estt(SCT)	4.2.1982
10	DOP&AR OM No. 36012/3/1978-Estt(SCT)	9.2.1982
11	DPAR OM NO. 36011/12/82-Estt(SCT)	26.6.1982
12	DPAR OM No. 36011/28/83-Estt(SCT)	12.3.1984
13	DOPT's O.M.No.14014/6/1995-Estt(D)	26.09.1995
14	DOPT's OM No. 36011/1/98-Estt(Res)	1.7.1998
15	DOPT's OM NO. 36028/17/2001-Estt(Res)	11.7.2002
16	DOP&T O.M.No.36017/1/2004-Estt.(Res)	5.7.2005
17	DOPT OM No.36017/1/2007-Estt.(Res)	4.7.2007
18	DOPT OM No. 36012/45/2005-Estt(Res)	10.8.2010

Annexure-1 to Chapter- 5

- | Sl. No. | Name | Date of appointment | Whether belongs to SC/ST/OBC/General | Filled as UR or as reserved for SC/ST OBC | Signature of appointing authority or other authorised officer | Remarks |
|---------|------|---------------------|--------------------------------------|---|---|---------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| | | | | | | |

MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS
NOTIFICATION

New Delhi, the 4th October, 2012

G.S.R. 757(E).—In exercise of the powers conferred by the proviso to article 309 of the Constitution, the President hereby makes the following rules further to amend the Ex-servicemen (Re-employment in Central Civil Services and Posts) Rules, 1979, namely:-

1. (1) These rules may be called the Ex-servicemen (Re-employment in Central Civil Services and Posts) Amendment Rules, 2012.
- (2) They shall come into force from the date of their publication in the Official Gazette.

2. In the Ex-servicemen (Re-employment in Central Civil Services and Posts) Rules, 1979
(1) In rule 2, for clause (c), the following clause shall be substituted, namely:-

(c) An 'ex-serviceman' means a person -

(i) who has served in any rank whether as a combatant or non-combatant in the Regular Army, Navy and Air Force of the Indian Union, and

(a) who either has been retired or relieved or discharged from such service whether at his own request or being relieved by the employer after earning his or her pension; or

(b) who has been relieved from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or

(c) who has been released from such service as a result of reduction in establishment;

or

(ii) 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, namely, pension holders for continuous embodied service or broken spells of qualifying service;

or

(iii) personnel of the Army Postal Service who are part of Regular Army and retired from the Army Postal Service without reversion to their parent service with pension, or are released from the Army Postal service on medical grounds attributable to or aggravated by military service or circumstance beyond their control and awarded medical or other disability pension;

or

(iv) Personnel, who were on deputation in Army Postal Service for more than six months prior to the 14th April, 1987;

or

(v) Gallantry award winners of the Armed forces including personnel of Territorial Army;

or

(vi) Ex-recruits boarded out or relieved on medical ground and granted medical disability pension.

(2) for rule 3, the following rule shall be substituted, namely:-

"3. Application - These rules shall apply to all the Central Civil Services and Posts and the posts upto the level of Assistant Commandant in all paramilitary forces."

(3) in rule 4,-

(a) for sub-rule(1), the following sub-rule shall be substituted, namely:-

"(i) Reservation of vacancies. - Ten per cent of the vacancies in the posts upto of the level of the Assistant Commandant in all para-military forces, ten per cent of the vacancies in

Group 'C' posts; and twenty per cent of the vacancies in Group 'D' posts, including permanent vacancies filled initially on a temporary basis and temporary vacancies which are likely to be made permanent or are likely to continue for three months and more, to be filled by direct recruitment in any year shall be reserved for being filled by ex-servicemen."

(b) for sub-rule(2), the following sub-rule shall be substituted, namely:-

"(2) The Scheduled Castes, the Scheduled Tribes and the Other Backward Class candidates selected against the vacancies reserved for ex-servicemen shall be adjusted against vacancies reserved for Scheduled Castes, Scheduled Tribes and Other Backward Classes, respectively.

Provided that if a the Scheduled Caste or the Scheduled Tribe or the Other Backward Class ex-servicemen is selected against the vacancy reserved for ex-servicemen and vacancy reserved for the Scheduled Castes or the Scheduled Tribes or the Other Backward Classes, as the case may be, is not available to adjust such ex-servicemen, he shall be adjusted in future against the next available vacancy reserved for the Scheduled Castes or the Scheduled Tribes or the Other Backward Classes, as the case may be."

(c) after sub-rule (3), the following proviso shall be substituted, namely:-

"Provided that in case of recruitment to the vacancy reserved for Ex-servicemen in the Central Para Military Forces, the reserved vacancy remained unfilled due to non-availability of eligible or qualified candidates, the same shall be filled by candidates from non-ex-servicemen category".

(4) for rule 5, the following rule shall be substituted, namely:-

"(5) (a) For appointment to vacancies in Group B(Non-Gazetted), Group C or Group D posts in Central Government, an ex-serviceman shall be allowed to deduct the period of actual military service from his actual age and if the resultant age does not exceed the maximum age limit prescribed for the post for which he is seeking appointment by more than three years, he shall be deemed to satisfy the condition regarding age limit.

(b) For appointment to any vacancy in Group A and Group B services or posts filled by direct recruitment otherwise than

on the results of an Open All India Competitive Examination, the upper age limit shall be relaxed by the length of military service increased by three years in the case of ex-servicemen and commissioned officers including Emergency Commissioned Officers or Short Service Commissioned Officers.

- (c) For appointment to any vacancy in Group A and Group B services or posts filled by direct recruitment on the results of an All India Competitive Examination, the ex-servicemen and Commissioned Officers including Emergency commissioned Officers or Short Service Commissioned Officers who have rendered atleast five years military services and have been released -
- (i) on completion of assignment (including those whose assignment is due to be completed within one year) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency; or
- (ii) on account of physical disability attributable to military service or on invalidment, shall be allowed maximum relaxation of five years in the upper age limit.

[P. No. 36034/1/2006-Estt. (Res.)]

MANOJ JOSHI, Jr. Secy.

Note: The principal rules were published in the Gazette of India, Extraordinary, Part II, Section 3, Sub-section (i), vide number G.S.R. 1530, dated the 15th December, 1978 and subsequently amended by G.S.R. 973 dated 27th October, 1986, and was last amended by notification No. G.S.R. 333(E), dated 27th March, 1988.

टिप्पण : मूल नियम भारत के राजपत्र, भाग II, खण्ड 3, उप-खण्ड (ii) में सा.का.नि. संख्यांक 1530, तारीख 15 दिसंबर, 1979 द्वारा प्रकाशित किए गए थे और तत्पश्चात् निम्नानुसार संशोधित किए गए:-

1. सा.का.नि. 973, तारीख 27 अक्टूबर, 1986;
2. सा.का.नि. 333(अ), तारीख 27 मार्च, 1987; और
3. सा.का.नि. 757(अ), तारीख 4 अक्टूबर, 2012

MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS

(Department of Personnel and Training)

NOTIFICATION

New Delhi, the 13th February, 2020

G.S.R. 116(E).—In exercise of the powers conferred by the proviso to article 309 of the Constitution, the President hereby makes the following rules further to amend the Ex-servicemen (Re-employment in Central Civil Services and Posts) Rules, 1979, namely:—

1. Short title and commencement:—

- (1) These rules may be called the Ex-servicemen (Re-employment in Central Civil Services and Posts) Amendment Rules, 2020.
- (2) They shall come into force on the date of its publication in the Official Gazette.

2. In the Ex-servicemen (Re-employment in Central Civil Services and Posts) Rules, 1979, in rule 2, in clause (c) in sub-clause (ii), the following proviso shall be inserted, namely:—

“Provided that Short Service Commissioned Officers released from service after completing initial terms of engagement otherwise than by way of dismissal or discharge on account of misconduct or inefficiency and have been given gratuity shall be eligible to the status of Ex-servicemen.”

[F. No. 36034/1/2019-Estt. (Res)]

SUJATA CHATURVEDI, Addl. Secy.

Note : The Principal rules were published in the Gazette of India, Part II, Section 3, Sub-section (ii), vide G.S.R. 1530, dated the 15th December, 1979 and subsequently amended as follows:—

1. G.S.R. 973, dated 27th October, 1986;
2. G.S.R. 333(E), dated 27th March, 1987; and
3. G.S.R. 757(E), dated 4th October, 2012.

(45)

Government of India
Ministry of Finance
Bureau of Public Enterprises
No. 6(55)/79-BPE (GM-I)

New Delhi, the 13th March, 1980

OFFICE MEMORANDUM

Subject : Reservation of posts in Public Enterprises for ex-servicemen and dependents of killed in action.

The undersigned is directed to refer to BPE's O.M. of even number dated 22 Jan. 1980 on the subject mentioned above, circulating Deptt of Personnel & Administrative Reform's Notification No. 39016/79-Estt (C) dated 15th Dec. 79 which makes available to the ex-servicemen certain facilities, including reservations in posts and services on a permanent basis. A point has been raised for clarification as to whether the same percentage of reservations in public enterprises as was in force w.e.f. 1-7-74 viz. 17 1/2% in Group III and 27 1/2% in Group IV should continue to be followed:

2. In this connection, attention is also invited to para 4 of BPE's OM No. BPE/GL 006/78/MA or/2(58)/76 BPE(GM-I) dated 30 March 78 in which it has been stated that the Central Public Enterprises where the ceiling of 50% reservation has reached, taking together reservations for SC/ST's Ex-servicemen and dependents of those killed in action and also promotions, from Group D to Group C, the quota for ex-servicemen and dependents of those killed in action would be correspondingly reduced so as to enable reservations for physically handicapped. The net percentages of reservation for ex-servicemen and dependents of those killed in action have, therefore been reduced to 14 1/2% and 24 1/2% in Group C and D posts respectively in public enterprises after reserving 3% of posts both in Group C and D for physically handicapped vide BPE's OM dated 30th Mar. 78 mentioned above.

3. The Ministry of Industry etc. are requested to bring this to the

(46)

- notice of all public sector enterprises under their administrative
- control for guidance and compliance.

Sd/
(S.S. SAMADDAR)
Under Secretary of the Govt. of India

To
All Ministries/Depts. of the Govt. of India etc.

(47)

**Government of India
Ministry of Finance
Department of Economic Affairs
(Banking Division)
F.No. 2/11/79-SCT(B)**

New Delhi, dated the 9th June 1980

To

Chairman & M.Dirs : All Nationalised Banks
Chairman, SBI Bombay
MDs : Subsidiary banks of SBI
Chief Manager (DAP) RBI
Chief Executives : IFCI, IICI & IDBI
Chairman : BSRBs
Chairman, CRB(SBI), Bombay

**Subject : Ex-servicemen- Reservation In Clerical and
Subordinate cadres in Banks for-Reservation on
Permanent Basis.**

Dear Sir,

I am directed to invite a reference to this Department's letter No. 2/11/79-SCT(B) dated 20-3-80 on the above subject.

In supresession of the instructions contained in the above letter it has now been decided to reserve 14% and 24% of the vacancies in the posts of Group 'C' and Group 'D' respectively for ex-servicemen and dependents of those killed in action. A copy of Bureau of Public Enterprises O.M. No. 6(55)/79-BPE(GM-I), dated 13-3-80 is enclosed herewith for information and guidance.

The action taken in this regard may please be intimated to us. Receipt of this letter may please be acknowledged.

Yours faithfully

Sd/

(AHMED FAREED)

Under Secretary to the Government of India