



**RESERVE BANK OF INDIA – RECRUITMENT FOR THE POSTS OF LEGAL CONSULTANTS  
IN GRADE ‘F’ AND GRADE ‘C’/‘D’ (ALL ON CONTRACT BASIS)**

**IMPORTANT INSTRUCTIONS**

**1. Candidates to ensure their eligibility for the posts:**

Before applying, candidates should ensure that they fulfill the eligibility criteria for the advertised posts in the Reserve Bank of India (RBI / Bank). The Reserve Bank of India Services Board, hereinafter referred to as ‘Board’, would admit to the interviews all the candidates applying for this post with the requisite fee/intimation charges (wherever applicable) on the basis of the information furnished in the ON-LINE application and shall determine their eligibility only at the final stage i.e. interview stage. If at that stage, it is found that any information furnished in the ON-LINE application is false/ incorrect or if according to the Board, the candidate does not satisfy the eligibility criteria for the post, his/ her candidature will be cancelled and he/she will not be allowed to appear for interview.

**2. Mode of application:**

Candidates are required to apply only ON-LINE through the Bank’s website [www.rbi.org.in](http://www.rbi.org.in). No other mode for submission of application is available.

Instructions for filling up the "Online Application Form" are given in [Appendix-I](#).

**3. Important Dates:**

Events	Important Dates
Website Link Open – For On-Line Registration of Applications and Payment of Fees/Intimation Charges	September 28, 2018 to October 12, 2018
Last date for receipt of online applications with prescribed fee.	October 12, 2018

**4. Help Facility:** In case of any problem in filling up the form, payment of fee/intimation charges, or in downloading of Admission Letter, queries may be made through the link <http://cgrs.ibps.in>

Do not forget to mention the correct recruitment / post applied for in the subject of the email.

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



### DETAILED NOTICE

1. The Reserve Bank of India Services Board (Board) invites applications from eligible candidates for the posts mentioned below in Reserve Bank of India (RBI/Bank) on contract basis:

Post	Number of Vacancies				
	Unreserved i.e., General (GEN/UR)	Other Backward Classes (OBC)	Scheduled Castes (SC)	Scheduled Tribes (ST)	TOTAL
Legal Consultant (Grade 'F') on contract basis.	02	-	-	-	02
Legal Consultant (Grade 'C'/D') on contract basis.	02	01	01	-	04

**Note (I) – For Persons with Benchmark Disability (PwBD) candidates:**

Above Post have been identified suitable for the following categories of Persons with Benchmark Disabilities **having below mentioned** Physical Requirements and Functional Classifications:

Name of disability	Functional classification	Physical requirements
Blind and low vision	Blindness	Sitting, Walking, Communication, Bending, Standing, Hearing/ Speaking, Lifting, Kneeling and Crouching, Manipulation by Fingers, Pushing and Pulling, Read and Writing (in Braille/ software)
	Low vision	Sitting, Walking, Reading and Writing, Communication, Bending, Standing, Hearing/ Speaking, Lifting, Kneeling and Crouching, Manipulation by Fingers, Pushing and Pulling
Hard of hearing	Hard of hearing	Sitting, Walking, Seeing, Reading and Writing, Communication, Bending, Standing, Lifting, Kneeling and Crouching, Manipulation by Fingers, Pushing and Pulling



Locomotor disability including Cerebral Palsy, Muscular Dystrophy Leprosy Cured, Dwarfism, Acid Attack Victims	(i) One Arm, One Leg, Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victims	(i) Sitting, Walking, Seeing, Reading and Writing, Communication, Bending, Standing, Hearing/ Speaking, Lifting, Kneeling and Crouching, Manipulation by Fingers, Pushing and Pulling
	(ii) Both legs but not arms	(ii) Sitting, Seeing, Reading and Writing, Communication, Hearing/ Speaking, Lifting, Manipulation by Fingers, Pushing and Pulling.
	(iii) Muscular Dystrophy	(iii) Sitting, Seeing, Reading and Writing, Communication, Hearing/ Speaking, Manipulation by Fingers
Multiple disabilities	One Arm, One Leg, Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victims and	Sitting, Walking, Communication, Bending, Standing, Lifting, Kneeling and Crouching, Manipulation by Fingers, Pushing and Pulling and
	(i) blind/ low vision or (ii) hard of hearing	(i) Reading and Writing (in Braille/ software) and Hearing/ Speaking or (ii) Reading. Writing and Seeing - as applicable

2. **Legal Consultant (Grade 'F') (On Contract Basis)**

I. **Designation:** Legal Consultant (Grade 'F')

II. **Number of Posts :** Two

“Candidates who had applied in response to the previous advertisement/s for the said post, need not apply again. If such candidates apply, their candidature will not be considered for interview/ selection.”

**Reservation for SC, ST, OBC and PwBD:** The post is not reserved for any category. Even if there is no vacancy reserved for SC/ST/OBC category candidates, such candidates can still apply. However, they will not be eligible for any concession/ relaxation etc. SC/ST/PwBD



candidates are exempt from payment of application fee but will have to pay specified intimation charges.

### III. Job Responsibility:

- a) Providing legal opinion on the matters referred by the Bank.
- b) Providing legal advice on policy issues, support and guidance on any legal matters as desired by the Top Management.
- c) Assisting Governor / Deputy Governor / Top Management whenever they are required to depose before the various committees of Parliament or any other such forum.
- d) Providing support for finalizing the strategies for dealing with Court cases of importance for the Bank.
- e) Vetting of draft legislation and sub-ordinate legislation.
- f) Attending Conference with Legal Counsels whenever outside opinion is sought by the Bank and participating in meetings with Senior Government officials, when required by the Bank.
- g) Preparing draft pleadings, briefing the Bank's Advocates, attending proceedings before the court, etc.
- h) Any other work as may be assigned by the Bank from time to time.

**IV. Nature of Appointment:** Appointment will be on contract basis as Legal Consultant equivalent to the post of officer in Grade 'F'.

**V. Period:** The period of contract appointment will be three years from the date of taking up the assignment. The performance of the appointees on contract basis will be reviewed annually.

### VI. Educational Qualifications (as on 01-09-2018)

- a) Bachelor's Degree in Law recognized by the Bar Council of India for the purpose of enrollment as an Advocate with a minimum of 50% marks or equivalent in the aggregate of all semesters/years; and
- b) Master's Degree / Ph.D in Law from a recognized university.

### VII. Experience (as on 01-09-2018)

- a) **Essential:** At least 'fifteen years' experience as an Advocate or as a Law Officer in the Legal Department of a large bank/financial institution /statutory corporation or in the Legal Department of Central/State Government or as a partner in a Law firm providing legal advice.
- b) **Desirable:** Experience in Taxation laws, International laws, laws relating to Banking, Payment Systems, Forex and Cyber / IT Laws.

**VIII. Age (as on 01-09-2018):** Should not be below 45 years and above 55 years.

**IX. Selection Procedure:** Selection will be through interview only. Familiarity and capability of the candidate to deal with issues relating to Banking Regulation Act, 1949, RBI Act 1934 and FEMA ,1999, etc., inter alia may be judged during the interview.



**X. Remuneration:** The compensation package (without providing housing) will be equal to Cost-to Company (CTC) equivalent of Grade 'F' Officers in the Bank (presently Rs. 36 lakh per annum subject to tax (pre-revised). The selected candidate will be offered a compensation package on CTC basis. The minimum consolidated monthly emoluments in Mumbai will be as under:

Consolidated Emoluments (Under revision)	Without Housing	With Housing (subject to availability)
	Rs 3,00,000/-	Rs 1,75,000/-

**XI.** The selected candidate will be governed by the Bank's "Code of Conduct".

**XII.** Other terms and conditions will be as applicable to contract appointees in the Bank.

**XIII.** RBI Services Board reserves the right to limit the number of candidates called for interview by enhancing the minimum qualification requirements indicated above or through any other appropriate method, in case, the number of applications far exceed the number of advertised vacancies.

**XIV.** The candidates called for interview shall be reimbursed Air Fare in economy class by the shortest distance.

### **3. Legal Consultant (Grade 'C'/D') on contract basis**

I. **Designation:** Legal Consultant (Grade C/D)

II. **Number of Posts:** Four

III. **Reservations for SC, ST, OBC and PWD Categories:** Out of the above 1 vacancy is reserved for SC and 1 for OBC. The posts are not reserved for ST and PwBD category. Even if there is no vacancy reserved for ST/PwBD category candidates, such candidates can still apply. However, they will not be eligible for any concession/ relaxation etc. ST/PwBD candidates are exempt from payment of application fee even in such case but will have to pay specified intimation charges.

IV. **Job Requirements/ Responsibility :**

- Assisting the Legal Advisers generally in (i) carrying out Legal research (ii) providing legal opinions (iii) preparation of drafts of show cause notices and speaking orders for consideration of the authority competent to issue the same, as also to handle litigation, if any, and to carry out such official tasks as are assigned by the HoD or the Legal Adviser.
- Providing legal opinion on the matters referred by the Bank.
- Providing legal advice on policy issues to Top Management.
- Examining inter-departmental references and to provide opinion on legal issues arising therein.



- e) Providing support for finalizing the strategies for dealing with important Court cases.
- f) Vetting of draft legislation and sub-ordinate legislation.
- g) Attending Conferences with Senior Counsels whenever outside opinion is required and participating in meetings with Senior Government officials.
- h) Providing support and guidance on any legal matters as desired by the Top Management.
- i) Any other work as may be assigned by the Bank from time to time.

V. **Nature of Appointment:** Appointment will be on contract basis (Full Time) as Legal Consultant equivalent to the post of officer in Grade C / D.

VI. **Period:** The period of contract appointment will be three years from the date of taking up the assignment subject to annual review of performance.

VII. **Educational Qualifications (as on 01-09-2018)**

- a) **Essential:** Bachelor's Degree in Law recognized by the Bar Council of India for the purpose of enrollment as an Advocate with a minimum of 50% marks or equivalent in the aggregate of all semesters/years and
- b) **Desirable:** Master's Degree /Ph.D. in Law from a recognized university.

VIII. **Experience (as on 01-09-2018)**

- a) **Essential:** At least seven years' experience as an Advocate or as a Law Officer in the Legal Department of a large bank / financial institution / statutory corporation or Solicitor's office or in the Legal Department of Central / State Government or as a partner in a Law firm providing legal advice.
- b) **Desirable:** Experience in dealing with Taxation laws, International laws, special laws administered by RBI such as BR Act, RBI Act, laws relating to Banking, Payment Systems, Foreign Exchange, Cyber / IT laws, SARFAESI Act, CIC Act, Government Securities Act, IBC, RERA, etc.

IX. **Age (as on 01-09-2018) Should not be below 30 years and above 45 years. Upper age is relaxable by-**

- (a) Three years in the case of OBC candidates, **if the posts are reserved for them.**
- (b) Five years in the case of: i) SC/ST candidates, **if the posts are reserved for them.**

X. **Selection Procedure:** Selection will be through interview only. The interview would among other things, assess the familiarity and capability of the candidate to deal with issues relating to Banking Regulation Act, 1949, RBI Act 1934 and FEMA ,1999, inter alia may be judged during the interview. Based on the qualifications, experience etc. of the candidates, the Board may offer a position equivalent to either Grade 'C' or Grade 'D' officer in the Bank (in CTC equivalent).



**XI. Remuneration:**

Post	Cost to Company basis (CTC)*	
	With Housing	Without Housing
Legal Consultant in Gr 'D (on contract basis)	Rs 1.35 lakh p.m.	Rs 2.10 lakh p.m.
Legal Consultant in Gr 'C (on contract basis)	Rs 1.25 lakh p.m.	Rs 1.80 lakh p.m.

\*Pre-revised figures.

XII. The selected candidate will be governed by the Bank's "Code of Conduct".

XIII. Other terms and conditions will be as applicable to contract appointees in the Bank.

XIV. RBI Services Board reserves the right to limit the number of candidates called for interview by enhancing the minimum qualification requirements indicated above or through any other appropriate method, in case, the number of applications far exceed the number of advertised vacancies.

XV. The candidates called for interview shall be reimbursed Air Fare in economy class by the shortest distance.

**4. ELIGIBILITY CONDITIONS:**

I. **Nationality:** 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 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, Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India.

Provided that a candidate belonging to categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

A candidate in whose case a certificate of eligibility is necessary, may be admitted to the interview but the offer of appointment may be given only after the necessary eligibility certificate has been issued to him/her by the Government of India.

**5. APPLICATION FEE AND INTIMATION CHARGES:**

Sr. No.	Category	Charges	Amount *
1.	SC/ST/PwBD	Intimation Charges only	Rs.100/-
2.	GEN/OBC	Application fee including intimation charges	Rs.600/-

(\*Bank/Transaction charges are to be borne by the candidate).



**Note I:** Applications without the prescribed Fee / Intimation Charges shall be summarily rejected.

**Note II:** Fee once paid shall not be refunded under any circumstances nor can the fee be held in reserve for any other examination or selection.

**Note III:** Fee / Intimation Charges are required to be paid only in the manner prescribed in this advertisement.

## 6. HOW TO APPLY

- a. Candidates are required to apply only online using the website [www.rbi.org.in](http://www.rbi.org.in). No other means / mode of application will be accepted. Instructions for filling up online applications are available at Appendix –I which is available on the Bank's website [www.rbi.org.in](http://www.rbi.org.in). The applicants are advised to submit only single application; however, if due to any unavoidable situation, if he/she submits another/multiple applications, then he/she must ensure that application with the higher Registration ID (RID) is complete in all respects like applicants' details, photograph, signature, fee etc. The applicants who are submitting multiple applications should note that only the last completed applications with higher RID shall be entertained by the Board and fee paid against one RID shall not be adjusted against any other RID.
- b. All candidates, whether already in Government Service, Government owned industrial undertakings or other similar organisations or in private employment should submit their applications direct to the Board. Persons already in Government Service, whether in a permanent or temporary capacity or as work charged employees other than casual or daily rated employees or those serving under the Public Enterprises are however, required to submit an undertaking in the Online application that they have informed in writing to their Head of Office/Department that they have applied for the interview. Candidates should note that in case a communication is received from their employer by the Board withholding permission to the candidates applying for/appearing at the interview, their application will be liable to be rejected/candidature will be liable to be cancelled. At the time of joining, the recommended candidates will have to bring proper discharge certificates from their PSU/Government/Quasi –Government employer.

**NOTE:** Candidates are not required to submit along with their applications any original certificate in support of their claims regarding Age, Educational Qualifications, etc. which will be verified at the time of the Interview only. The candidates applying for the posts should ensure that they fulfill all the eligibility conditions. If on verification at any time before or after the Interview, it is found that they do not fulfil any of the eligibility conditions; their candidature for the interview will be cancelled by the Board. If any of their claims is found to be





incorrect, they may render themselves liable to disciplinary action by the Board. A candidate who is or has been declared by the Board to be guilty of:

- (i) Obtaining support for his/her candidature by the following means, namely:—
  - (a) offering illegal gratification to, or
  - (b) applying pressure on, or
  - (c) blackmailing, or threatening to blackmail any person connected with the conduct of the recruitment process, or
- (ii) impersonating, or
- (iii) procuring impersonation by any person, or
- (iv) submitting fabricated documents or documents which have been tampered with, or
- (v) making statements which are incorrect or false or suppressing material information, or
- (vi) violating any of the instructions issued to candidates along with their Admission Certificates permitting them to take the interview, or
- (vii) attempting to commit or as the case may be abetting the Commission of all or any of the acts specified in the foregoing clauses; may in addition to rendering himself/herself liable to criminal prosecution, be liable.
  - to be disqualified by the Board from the examination/interview for which he/she is a candidate and/or
  - to be debarred either permanently or for a specified period (i) by the Board from any examination or selection held by them; (ii) by the Bank from any employment under them; (iii) dismissal from service by the Bank if he / she is already in Bank's employment; and (iv) if he/she is already in some other service, the Board writing to his/her employer for taking disciplinary action.

Provided that no penalty shall be imposed except after (i) giving the candidate an opportunity of making such representation, in writing as he/she may wish to make in that behalf; and (ii) taking the representation, if any, submitted by the candidate within the period allowed to him/her into consideration.

**7. LAST DATE OF RECEIPT OF APPLICATIONS:** The Online Applications can be filled up to October 12, 2018 till 12:00 midnight.

**8. GENERAL INSTRUCTIONS:**

- a. Board does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of or for any reason beyond the control of the Board.



- b. Any canvassing by or on behalf of the candidates or to bring political or other outside influence with regard to their selection/recruitment shall be considered as disqualification.
- c. In all matters regarding eligibility, interviews, assessment, prescribing minimum qualifying standards in interview, in relation to number of vacancies and communication of result, the Board's decision shall be final and binding on the candidates and no correspondence shall be entertained in this regard.
- d. Please note that Corrigendum, if any, issued on the above advertisement, will be published only on the Bank's website [www.rbi.org.in](http://www.rbi.org.in)
- e. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Mumbai only.



### HOW TO APPLY ON LINE

Candidates have to apply only online through the Bank's website i.e. [www.rbi.org.in](http://www.rbi.org.in) from **28/09/2018 to 12/10/2018**. No other means/mode of applications will be accepted.

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

Before applying on-line, candidates should:

- (i) Scan their photograph and signature as detailed under guidelines for scanning the photograph and signature as detailed at (D) below.
- (ii) Keep the necessary details/documents ready to make online payment of the requisite application fee/intimation charges. The candidate is required to keep details about bio-data/necessary details ready to enable him/her to fill up the application form correctly and to make online payment of fees/intimation charges. The name of the candidate or his/her father/mother/husband, etc. should be spelt correctly in the application as it appears in the photo identity proof/ certificates/mark sheets.
- (iii) Candidates should have a valid E-mail ID which should be kept active till the declaration of final result. This is essential for him/her in getting communication/interview advice, etc. by E-mail. **The Board does not send any communication by any mode other than E-mail /SMS.** No change in E-mail ID will be entertained during the entire process of the recruitment.

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

- (i) Candidates satisfying the conditions of eligibility as on September 1, 2018 are first required to visit the URL "Recruitment for the post of **Legal Consultants (Grade 'F')** OR **Legal Consultants (Grade C/D)**" on Bank's website i.e. [www.rbi.org.in](http://www.rbi.org.in) >Opportunities@RBI>Current Vacancies > Vacancies and click on the hyperlink "Online Application Form" in the Advertisement page for filling the 'Online Application'. It redirects the candidates to the online registration page.
- (ii) Candidates will have to enter their basic details and upload the photograph and signature in the online application form as per the specifications given.
- (iii) To register application, choose the tab "Click here for New Registration" and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.
- (iv) In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission



of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required.

- (v) Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the FINAL SUBMIT BUTTON.
- (vi) The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Photo identity proof / Certificates/ Mark sheets. Any change/alteration found may disqualify the candidature.
- (vii) Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
- (viii) Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature.
- (ix) Candidates can proceed to fill other details of the Application Form.
- (x) Click on the Preview Tab to preview and verify the entire application form before FINAL SUBMIT.
- (xi) 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.
- (xii) Click on 'Payment' Tab and proceed for payment.
- (xiii) Click on 'Submit' button.
- (xiv) Candidates shall be solely responsible for filling up the online applications correctly. In case of invalid applications due to errors committed by the applicant no claims for refund of application fees/intimation charges so collected shall be entertained by the Board.
- (xv) To avoid last minute rush, candidates are advised to pay the application fees/ intimation charges and register online at the earliest.
- (xvi) Board does not assume any responsibility for the candidates not being able to submit their applications within the last day on account of aforesaid reasons or any other reason.

**(C) MODE OF PAYMENT FOR APPLICATION FEE/INTIMATION CHARGES:** Candidates have to make the payment of requisite fee/intimation charges through the on-line mode only:

- (i) The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
- (ii) The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets
- (iii) After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE.
- (iv) On successful completion of the transaction, an e-Receipt will be generated.
- (v) Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.



- (vi) Candidates are required to take a printout of the e-Receipt and online Application Form. Please note that if the same cannot be generated, online transaction may not have been successful.
- (vii) For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
- (viii) To ensure the security of your data, please close the browser window once your transaction is completed.
- (ix) There is facility to print application form containing fee details after payment of fees upto 12/10/2018.

#### **(D) GUIDELINES FOR SCANNING & UPLOADING THE PHOTOGRAPH & SIGNATURE:**

Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph and signature as per the specifications given below:

- In case the face in the photograph or signature is unclear, the application may be rejected.
- Candidate may edit the application and re-upload the photograph/ signature in such case.

##### **(I) Photograph Image:**

- Photograph must be a recent passport size colour picture, against a light-coloured, (preferably white) background.
- Look straight at the camera with a relaxed face
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- If you have to use flash, ensure there is no "red-eye"
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious head wear is allowed but it must not cover your face.

##### **(II) Signature Image:**

- The applicant has to sign on white paper in Black colour (in a box of 2 cm X 5 cm.).
- The signature must be signed only by the applicant and not by any other person.
- The Applicant's signature obtained on the admission letter and attendance sheet at the time of the interview should match with the uploaded signature. In case of mismatch the candidate may be disqualified.



### **(III) Scanning the Photograph & Signature:**

#### **(a) Photograph:**

- Set the scanner resolution to a minimum of 200 dpi (dots per inch).
- Set Colour to True Colour.
- Resolution 200 x 230 pixels (preferred).
- Size of file for photograph should be between 20KB-50KB.
- Ensure that the size of the scanned image is not more than 50KB. If the size of the file is more than 50KB, then adjust the settings of the scanner such as the DPI resolution, no. of colours, etc., during the process of scanning.

#### **(b) Signature:**

- Resolution 140 x 60 pixels (preferred).
- Size of file for signature should be between 10KB - 20KB.
- Ensure that the size of the scanned image is not more than 20KB.
- Crop the image of the signature in the scanner to the edge of the signature, then use the upload editor to crop the image to the final size (as specified above).

#### **NOTE:**

- (a) The images of photograph and signature files should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg. Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- (b) Candidates using MS Windows/MS Office can easily obtain photo and signature in .jpeg format not exceeding 50KB & 20KB respectively by using MS Paint or MS Office Picture Manager.
- (c) 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 below 50KB (photograph) & 20KB (signature) by using crop and then resize option. Similar options are available in other photo editor also.
- (d) If the file size and format are not as prescribed, an error message will be displayed.
- (e) While filling in the Online Application Form the candidate should fill in all his/ her details 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:**

- (i) There will be two separate links for uploading Photograph and Signature.



- (ii) Click on the respective link "Upload Photograph / Signature".
- (iii) Browse and carefully select the location where the Scanned Photo/ Signature file has been saved.
- (iv) Select the file by clicking on it.
- (v) Click the 'Upload' button.

Your Online Application will not be registered unless you upload your photo and signature as specified.

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

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