

Reserve Bank of India invites applications from Library and Information Science Graduates for appointment on contract basis in its DEPR Library located in Mumbai.

Job Profile

The Library and Information Science Graduates will attend to the work relating to creation of entire database of the books as well as completion of bar-coding and shelving of all the old books including creation of bibliographic details and other related work in the Bank's Central Office Library.

Number of Posts and Period of contract

Four Library and Information Science Graduates will be selected for being engaged on contract basis and their period of contract will be ninety (90) days from the date of their taking up the appointment.

Eligibility

Candidates having a Degree in the Library and Information Science obtained from a recognised Institute/College may apply for the contract appointment in the Bank.

Mode of Application

Eligible candidates should apply for the contract appointment in the format given below through their respective institutes. The Institutes / Colleges may forward the applications of eligible candidates alongwith their recommendations to the Officer-in-Charge, Department of Economic and Policy Research, Reserve Bank of India, Central Office, Fort, Mumbai-400001 in the prescribed form. If it is not possible to submit the applications through respective institutes, it may be submitted direct to the Bank.

Last date for receipt of applications is November 15, 2012.

Selection

An interview will be conducted to select the Library and Information Science Graduates for contract appointment. The candidates will be shortlisted from among the applications received on the basis of their academic qualifications and other record furnished by them. Interviews will be held for the shortlisted candidates at the office indicated above. The candidates will have to make their own arrangement for attending the interview. The Bank will not reimburse any expenses incurred by the candidates for attending the interview.

Remuneration

The Library and Information Science Graduates engaged on contract basis will be paid an all inclusive monthly stipend of ₹ 12,000/- (Rupees twelve thousand only) each. They will not be entitled to any other perquisites or reimbursements.

Bank's canteen facility

The canteen facility available to Bank's employees will also be made available to the Library and Information Science Graduates engaged on contract basis.

Bank's accommodation

Bank shall not provide any accommodation to the Library and Information Science Graduates engaged on contract basis.

No perquisites/allowances/reimbursements or facilities other than those mentioned above shall be available to the Library and Information Science Graduates engaged on contract basis.

The engagement of the Library and Information Science Graduates in the Bank shall be purely temporary and shall not entitle them to any right or claim to a job/appointment in the Bank.

Name and
Full address of the Institution :

Phone No. of the Institution :



BIO-DATA

1. Full name (Surname first) : Mrs. / Ms. / Mr.
2. Date of birth : 3. Age : ---- years ---- months
4. Full postal address for communication :
5. Telephone No. : Residence : Mobile :
6. E-mail :
7. Educational Qualifications :

Examination	University/Institute	Year of passing	Percentage of marks	Subjects (Arts/commerce/Science/Tech., etc.)

8. Work Experience :

Place : Signature :
Date : Name :

Authentication of particulars furnished above by the candidate

This is to certify that the information furnished above by Mrs. / Ms. / Mr. -----
----- is correct to the best of our knowledge.

Recommendations, if any :

**Signature and Seal of
the Authorised Official**