



RESERVE BANK OF INDIA



RECRUITMENT OF OFFICE ATTENDANTS - 2020
CALL LETTER FOR ONLINE EXAMINATION/TEST

ROLL NO./USER ID: 1831000185

PASSWORD: 37378201

CATEGORY: OBC

NAME AND ADDRESS:

AKASH ASHOK
THIRUVONAM
ADUTHILA NORTH
P.O.PAZHYANGADI
KANNUR
KERALA
670303

REGISTRATION NO.: 390230942

OFFICE APPLIED FOR: THIRUVANANTHAPURAM

VENUE CODE: 11107

VENUE OF TEST:

ION DIGITAL ZONE IDZ KANNUR
CYCORTECH INFOSOLUTION
PVT.LTD 3RD FLOOR BUS TERMINAL
NZW BUS STAND THAVAKKARA
KANNUR KERALA-670001

DATE OF ONLINE EXAMINATION/TEST: 09/04/21 Friday
REPORTING TIME*: 08:00 AM

STAFF/NON-STAFF: NON-STAFF

* Late comers will not be allowed to take the test.

Sir/ Madam,

Please affix your recent
passport size colour
photograph which
matches with the one
uploaded in the online
application form & sign
across



With reference to your Application for the above recruitment, you are hereby admitted provisionally to the online examination on the date and time at the venue mentioned above. Please bring this call letter with your recent photograph affixed thereon, photocopy of the ID proof stapled with call letter and same currently valid Photo Identity proof in original. - THIS IS ESSENTIAL. This call-letter alongwith photocopy of photo identity proof duly stapled together are to be submitted at the end of exam by putting it in the designated drop-box. Currently valid photo identity proof may be PAN Card/Passport/Permanent Driving Licence/Voter's Card with photograph/Bank Passbook with photograph/Photo Identity proof issued by a Gazetted Officer on official letter head alongwith photograph/Photo Identity proof issued by a People's Representative on official letter head alongwith photograph/Valid recent Identity Card issued by a recognized College/University/Aadhaar Card/E-Aadhaar Card with a photograph/Employee ID in original/Bar Council Identity card with photograph. Please Note - Ration Card and Learner's Driving License will NOT be accepted as valid ID proof for this purpose. Staff candidates should bring the Identity Card issued by RBI. You must report at the examination venue 30 minutes before the time as printed on this call-letter. Candidates reporting later than the time mentioned above will not be allowed to appear for the online examination. The candidates will not be allowed to leave the examination hall without the permission of the test administrator.

Handwriting Sample (to be copied from screen as instructed)

Left Thumb Impression (in the presence of the invigilator at the time of examination) (You must bring your own ink stamp pad for this purpose)	Candidate's Signature (To be signed in the presence of the invigilator at the time of examination)	Invigilator's Signature (Candidate's signature and left thumb impression obtained in my presence and photograph verified by me)

Deputy General Manager

IMPORTANT: Your photograph affixed on the call letter should match the one uploaded in the online application form, failing which you may not be allowed to appear for the examination. Registration at the exam venue will be done by photo capture. Photo captured will be matched with the photo uploaded by you in the application (as printed in the call letter). You must NOT change your appearance from the photo uploaded by you at the time of registration. Your signature should tally with the signature uploaded at the time of registration. In case of discrepancy, you will not be allowed to appear for the examination.

Candidates coming without a valid photo ID card/proof in original (bearing exactly same name as given above) and photocopy of the same ID proof stapled with the call letter will not be allowed to take the test. Photo ID should be valid as on the day of exam. The name on ID proof should exactly match the name as printed on Call letter. In case of candidates who have changed their name will be allowed only if they produce Gazette notification or their marriage certificate or affidavit.

* Taking into account the Social Distancing norms, email and sms will be forwarded to you a day prior to the examination specifying the exact time of reporting to avoid over-crowding at the venue and candidates are advised to report accordingly. However, we are providing you the common reporting time in the call letter. If you do not get any intimation prior to the exam, you should follow the Reporting Time printed in the call letter. Late comers (not reporting within the prescribed time limit) will not be allowed to take the test.

The examination will be conducted online. You will be required to enter USER ID and Password to enter the On-Line exam site. Please ensure that your name and other details which will subsequently appear on the screen are correct. Disclosure of User ID & Password to third party shall be at the risk & responsibility of the candidate.

➤ Please print and read the attached instructions from next page carefully.

TWO PAGES INSTRUCTIONS + ONE PAGE DECLARATION

INSTRUCTIONS

1. The test will be conducted online. You will be required to enter Login ID and Password to enter the On-Line test site. Please ensure that your Name and other details which will subsequently appear on the screen are correct.
2. You are required to bring this call letter along with photo affixed thereon and currently valid photo identity proof in original and photocopy of the photo identity proof. Please note that your name as appearing on the call letter (provided by you 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 you will not be allowed to appear for the test.
3. A handout giving information about the type of test is available on the website of the RBI. Please download the handout and study it carefully.
4. Candidates should put their Left Thumb Impression clearly and sign in the respective space provided on the call-letter in the presence of the invigilator.
5. You must bring a ball point pen and a stamp pad (blue/black ink) with you. A sheet of paper will be provided which can be used for rough work or taking down the question number you would like to review at the end of the test before submitting your answers. After the test is over you MUST drop this sheet of paper along with the Call Letter in the designated drop-box.
6. You are called for the on-line test without verifying your personal details viz age, qualification etc. with your certificates. Before appearing for the on-line test, you must ensure that you fulfill the eligibility criteria stipulated by the RBI in all respects. For the final selection, your eligibility for the applied post and the details given in the application form will be duly verified, once you qualify in the Online Test / LPT.
7. No candidate shall leave the Examination Hall without prior permission of the Supervisor / Invigilator.
8. Your responses (answers) will be analysed with 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, your candidature may be cancelled and/or the result may be withheld.
9. You must report at the test venue 30 minutes before the time as printed on this call-letter. Candidates arriving late will not be permitted to appear for the on-line test.
10. Use of books, notebooks, calculators, watch calculators, pagers, mobile phones etc. is not permitted in this test. All belongings of the candidates will be kept outside the room/ lab/ test hall and candidates are not allowed to take their belongings prior to the end of the test. Candidates are advised not to bring any of the banned items including mobile phones/pagers/ to the venue of test as safety arrangement cannot be assured. Any candidate found resorting to any unfair means or malpractice or any misconduct while appearing for the test including giving/receiving help to/from any candidate during the test will be disqualified. The candidate should be vigilant to ensure that no other candidate is able to copy from his/her answers. The candidate shall display Aarogya Setu status/declaration at the entry gate, candidates will be required to switch off their mobile phones, and deposit it at the designated location, to be collected while exiting.
11. Any request for change of date/session/centre/venue will not be entertained.
12. You may please note that this call-letter does not constitute an offer of employment with the RBI.
13. 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.
14. The possibility of occurrence of some problem in the administration of the test cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problem, which may include movement of candidates, delay in test. Conduct of a re-test is at the absolute discretion of test conducting body. Candidates will not have any claim for a re-test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.
15. Anyone found to be disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of test contents in any form or any information therein in whole or part thereof or by any means verbal or written, electronic or mechanical or taking away the papers supplied in the test hall or found to be in unauthorised possession of test content is likely to be prosecuted.
16. Please note that a candidate is allowed to appear only once in the online Test. Multiple appearance in online Test will result in cancellation of candidature. In case more than one call letter has been generated, candidates are advised to appear only once on the date and at the time mentioned on the respective call letter. All other call letters are to be surrendered.
17. You will have to affix your signature and left thumb impression, in the space provided in the call letter, in the presence of the Invigilator. (Candidates must bring their own blue/black stamp pad for affixing thumb impression).
18. No hard copy of Call Letter and Information Handout will be sent by Post to you. The same has to be downloaded from RBI website www.rbi.org.in only.
19. Please read instructions related to Social Distancing mode of Exam given on next page.

SOCIAL DISTANCING MODZ CONDUCT OF EXAM RELATED INSTRUCTIONS

- 1 Candidate is required to report at the exam venue strictly as per the time slot mentioned in the Call Letter AND/OR informed via SMS/Mail on their registered mobile number/mail prior to exam date. It is expected that candidate strictly adhere to this time slot – as entry into the exam venue will be provided based upon the individual's time slot ONLY. Candidates should report at least 30 minutes before the Reporting time indicated on the call Letter.
- 2 Mapping of 'Candidate Roll Number and the Lab Number' will NOT be displayed outside the exam venue, but the same will be intimated to the candidates individually at the time of entry of the candidate to the exam venue.
- 3 Items permitted into the venue for Candidates
Candidates will be permitted to carry only certain items with them into the venue.
 - a. Mask (WEARING A MASK is COMPULSORY)
 - b. Gloves
 - c. Personal transparent water bottle (Candidate should bring his / her own water bottle)
 - d. Personal hand sanitizer(50 ml)
 - e. A Ball point pen and a stamp pad (Black / Blue ink).
 - f. Exam related documents (Call Letter and Photocopy of the ID card stapled with it, ID Card in Original.)
 - g. Call Letter should be brought with the Photocopy of the Photo ID stapled with it. Original ID (same as Photocopy) is also to be brought for verification. The name on the ID and on the Call Letter should be exactly the same.
 - h. In case of Scribe Candidates - Scribe form duly filled and signed with Photograph affixed.No other Items are permitted inside the venue.
- 4 Candidate should not share any of their personal belonging/material with anyone.
- 5 Candidate should maintain safe social distance with one another.
- 6 Candidate should stand in the row as per the instructions provided at venue.
- 7 If candidate is availing services of a scribe, then scribe also should bring their own Gloves, Mask, sanitizer (50ml) and transparent water bottle. Wearing a mask is compulsory. Both candidate and Scribe are compulsorily required to be wearing Mask.
- 8 Candidate to ensure that AarogyaSetu App is installed on his/her mobile phone. The AarogyaSetu status must show candidate's risk factor. A candidate will have to display this status to the Security Guard at the entry into the exam venue. In case a candidate does not have a smart phone, he/she will have to bring in a signed declaration to this effect (declaration is provided along with this Call Letter) and show the same to the Security Guard at the entry into the exam venue. If candidate is availing services of a Scribe, then Scribe should also follow the same instructions.
- 9 After AarogyaSetu status display at the entry gate, candidates will be required to switch off their mobile phones, and deposit it at the designated location, to be collected while exiting.
- 10 All candidates (and Scribe, if applicable) will be checked with Thermo guns at the entry point for temperature. Candidate having/showing any COVID-19 symptoms will be allowed to appear for the test in a separate arrangement with all precautions.
- 11 Candidate registration:
 - a. Candidate registration will be done through photo capture. Photo captured will be matched with the photo uploaded by you in the application (as printed in the call letter). You must NOT change your appearance from the photo uploaded by you.
 - b. Photograph will be taken while candidate is standing.
 - c. Seat number will be given to the candidate.
- 12 Rough sheet, call letter and ID proof management
 - Rough sheet(s) kept at each candidate desk will be used by candidate.
 - Candidate must follow the instructions related to dropping the call letter with the ID proof copy in the boxes provided at the exit of lab/venue while leaving or at the designated place. Those candidates who avail the services of Scribe should submit Scribe form also along with the Call Letter and ID proof copy
 - Candidate must drop the rough sheets, call letter, ID proof copy in the boxes provided at the exit of lab/venue while leaving or at the designated place indicated by Exam officials.
- 13 Post Examination Controls
 - On completion of examination, the candidates should move out in an orderly manner without crowding as instructed by the venue staff.

Self-Declaration

We are concerned about your health, safety & hygiene. In the interest of your well-being and that of everyone at the venue, you are requested to declare if you have any of the below listed symptoms by using a ✓ (Yes, I have) or ✗ (No, I do not have).

- | | |
|--------------------------|--------------------------|
| Cough | <input type="checkbox"/> |
| Fever | <input type="checkbox"/> |
| Sore Throat / Runny Nose | <input type="checkbox"/> |
| Breathing Problem | <input type="checkbox"/> |
| Body Ache | <input type="checkbox"/> |

I have NOT been in close contact with a person suffering from Covid 19 and am NOT under mandatory quarantine

I may be liable to legal action as applicable for hiding any facts on Covid 19 symptoms/infection and causing health hazard to others. I also understand that my candidature is liable to be canceled at any stage for furnishing false/wrong information.

I am aware RBI has taken measures as per advisories of Government of India related to norms of social distancing and sanitization at the Examination Center.

I'm asked to fill this Self-Declaration, since I do not have "Aarogya Setu" App on my mobile phone.

I'm certifying that I've NOT tested Positive for the Corona virus or identified as a potential carrier of the COVID-19 virus.

Candidate Name : _____

Candidate Roll No : _____

Date of Exam : _____

Exam Center Name : _____

Signature of
Candidate _____

(In case candidate is using Scribe Services and Scribe does not have Aarogya Setu App, Self-Declaration Form is to be filled by the Scribe also)