



REGIONAL OFFICE, AMRAVATI

Central Bank of India Samajik Utthan Avam Prashikshan Sansthan
(CBI-SUAPS)

(A Society/ Trust Sponsored by Central Bank of India)

Engagement of Faculty/ Office Assistant/ Watchman cum Gardener/ Attender for RSETI (Rural Self Employment Training Institutes) at Yavatmal on contract basis.

IMPORTANT: LAST DATE OF RECEIPT OF APPLICATION: 15.08.2023

Society/ Trust Profile:

Central Bank of India Samajik Utthan Avam Prashikshan Sansthan (CBI-SUAPS), a Society/ Trust, (registered under Society Registration Act 1860 with Head Office at Mumbai), sponsored by Central Bank of India and engaged in imparting training to rural youth for their self-employment and bringing awareness among rural masses on financial literacy through its 46 RSETI & 50 FLCC centres located in 51 districts of the country, is looking for engaging the services of Faculty/ Office Assistant /Watchman cum Gardener/ Attender (Pl. strike off whichever is not applicable) on Annual Contract basis for our RSETI Centres at.

The details are given below:

1. AGE, QUALIFICATION & EXPERIENCE:

| Sr. No. | Name of the Post | Age | Qualification | Experience / Other eligibility criteria. |
|---------|------------------|--------------------------------------|---|--|
| 1. | Faculty – 1 Post | Less than 65 years with sound Health | <u>Essential:</u> (i) Post-graduate viz. MSW/ MA in Rural Development/MA in Sociology/Psychology/BSc (Agri.)/BA with B.Ed. etc. Shall have a flair for teaching with Computer knowledge. <u>Desirable:**</u> Retd. Bank Official with | <u>Essential:</u> 1. Should be well conversant with local language. 2. Should be resident of the same State, preferably same or nearby district/residing at the |

| | | | | |
|----|--------------------------------|--|---|---|
| | | | working experience as officer and candidate having experience of working as Faculty, Rural Development with qualification stated above, will get preference. | head quarter of RSETI centre. |
| 2. | Office Assistant – 1 Post | 18-35 years with sound health. | Essential: 1. Shall be a Graduate viz. BSW/BA/B.Com with computer knowledge. Desirable: Knowledge in basic accounts & book keeping. | 1. Should be well conversant with the local language. 2. Should be resident of the same or nearby district/residing at the head quarter of RSETI Centre. |
| 3. | Watchman Cum Gardener – 1 Post | Between 18-40 years with sound health. | Essential: Shall be 8th standard passed Desirable: Person with above education qualification and working experience in horticulture and Agriculture field will get preference. | Should be resident of the same State, preferably same or nearby district/residing at the head quarter of RSETI Centre |
| 4. | Attender – 1 Post | Between 18-35 years with sound health | Essential: Shall be 8th standard passed | Should be resident of the same State, preferably same or nearby district/residing at the head quarter of RSETI Centre |

**** A Self attested copy of service certificate from the previous employer/experience of working as Faculty, Rural Development be submitted along-with the application. Original be produced at the time of interview.**

2. CONTRACT PERIOD, AMOUNT AND OTHER TRAVELLING EXPENSES:

The candidate shall be appointed on Contract basis for a period of **one year**. Renewal of contract may be considered at the sole discretion of Society/Trust and subject to satisfactory performance.

No person employed elsewhere will be allowed to work on instant advertised post after being selected for the contractual engagement.

3. CONTRACT AMOUNT AND OTHER TRAVELLING EXPENSES:

In case of Faculty:

The contract amount shall be fixed at **Rs.20000/-** per month. No other allowance/benefit/payment/facility will be admissible.

In case of Office Assistant:

The contract amount shall be fixed at **Rs.12000/-** per month. No other allowance/benefit/payment/facility will be admissible.

In case of Watchman Cum Gardener:

The contract amount shall be fixed at **Rs.6000/-** per month. No other allowance/benefit/payment/facility will be admissible

In case of Attender:

The contract amount shall be fixed at **Rs.8000/-** per month. No other allowance/benefit/payment/facility will be admissible

4. LEAVE:

The candidates shall be entitled for 15 days leave per year with maximum of 02 days per month.

5. JOB PROFILE:

For Faculty: The functioning of the Faculty shall be broadly to assist the Director in conducting Training and Awareness Programmes, Generation of Application & Selection of Candidate, Preparation of Annual Action Plan, Logistics for Training Programme, Handling Sessions, Preparation of Notes and similar other activities of the centre.

For Office Assistant: Assisting the Director & Faculty in functioning of the institute. Maintaining Accounts, Vouchers, Books/ Registers, Updating data, Periodicals Reports, Follow up and similar other activities of the Centre.

For Watchman Cum Gardener: Candidate will perform duties as Watchman and will plant and protect trees in the surrounding of RSETI Campus.

For Attender: Attender will perform the duties as substaff under and as per the direction / instructions given by in-charge, CENT RSETI Centre

6. SELECTION PROCEDURE:

The eligible candidates will be called for personal interview and the decision of the Society/Trust in this regard shall be final.

7. SUBMISSION OF APPLICATION:

Eligible candidates have to submit their applications in the given format (Annexure). Last date for receipt of application is **15.08.2023**. No applications shall be entertained beyond the stipulated date. Incomplete applications will be rejected.

Address the application, Subscribing “Application for the post of **Faculty/Office Assistant/ Watchman cum Gardener/ Attender** at RSETI, Yavatmal on contract **for the year 2023-24**” to:-

**Regional Head,
Central Bank of India,
1st floor, Platinum Empire Building,
Opposite Teosa Jin, Amravati 444601**

8. APPLICATION FEE:

There is no application fee prescribed.

9. GENERAL INSTRUCTIONS:

While applying for the post, the applicant should ensure that he/ she fulfill the eligibility criteria and other norms mentioned above and that the particulars furnished are correct in all respects. In case it is detected at any stage of recruitment that a candidate does not fulfill 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 automatically stand cancelled. If any of the above shortcoming(s) is/ are detected even after engagement, his/ her contractual engagement is liable to be terminated without any notice.

In case of suitable and deserving cases, any of the requirements and conditions of eligibility mentioned above, may be relaxed at the discretion of the Management of Society/ Trust. The Management of Society/ Trust reserves the right to fill or not to fill the above advertised position without assigning any reason thereof.

Mere admission of application against the advertisement and apparently fulfilling the criteria as prescribed in the advertisement would not bestow on him/ her right to be called for interview.

ANNEXURE-IV

**APPLICATION FOR THE POST OF FACULTY/OFFICE ASSISTANT/ATTENDER OF RSETI
ON CONTRACTUAL BASIS**

**To,
Regional Head,
Central Bank of India,
1st floor, Platinum Empire Building,
Opposite Teosa Jin, Amravati 444601**

Paste Passport
size photograph

Please sign across
the photograph

With reference to your advertisement on Bank's Website dated _____ I, submit my application for the post of _____ in prescribed format as under:

| | | | |
|------------|--|---|--|
| 1. | Name (In Full) | : | |
| 2. | Address For Correspondence | : | |
| 3. | If Person With Disability: | | |
| | Type Of Disability _____ | : | |
| | Percentage Of Disability _____ | : | |
| 4. | Date Of Birth (As Per School Leaving Certificate) | : | |
| | Age In Completed Years As On _____ | : | |
| 5. | Contact Details: | | |
| | Mobile No. | : | |
| | Landline No. | : | |
| | E-Mail ID | : | |
| 6. | Gender | : | |
| 7. | Nationality | : | |
| 8. | Religion | : | |
| 9. | Marital Status | : | |
| 10. | Father's/ Husband's Name | : | |
| 11. | Permanent Address: | : | |

12. EDUCATIONAL QUALIFICATION:

| Qualification | Details (SSC/HSC (10+2)/B.A/ B. Sc. / M.A / M. Sc. Etc.) | Board / University | Full Time / Part-Time | Year of Passing | Subject | Marks (Rank if any) |
|--|--|--------------------|-----------------------|-----------------|---------|---------------------|
| SSC/HSC (10+2) | | | | | | |
| Graduation | | | | | | |
| Professional Qualification | | | | | | |
| Others | | | | | | |
| Computer (Diploma/Degree/ Certificate) | | | | | | |
| | | | | | | |

Note: Please attach copy of certificate duly attested by self or any Gazetted officer.

13. For Faculty only:

A. RELATIVE EXPERIENCE (if any) _____ Total (in years) _____.

| Sr. No. | Institution | Designation | Duration From To | Responsibilities | Achievements |
|---------|-------------|-------------|------------------|------------------|--------------|
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B. For retired Officials:

| | | |
|--|---|---------------|
| Retired on VRS/ superannuation | : | |
| Name of the organization from which retired | : | |
| Date of retirement | : | |
| Total years of service | : | Years. |
| Out of which as an officer in organization/ rural development institution/ faculty in training centre. | : | Years. |
| No. Of years worked as rural branch managers/ field officer in case of bank's services. | : | Years. |

| | | |
|---|--|--|
| Date of issue of service certificate of previous employer | | |
|---|--|--|

Note: Attach **self-attested** copy of **service certificate of previous employer/ experience of Faculty, Rural Development from organization/ institutions concerned.**

| | | | |
|------------|---|---------------------------------------|---|
| 14. | <u>Details of Present Employment</u> | | |
| | (a) | Organization | : |
| | (b) | Full Address | : |
| | (c) | Position | : |
| | (d) | Reporting to | : |
| | (e) | Salary / Compensation Presently drawn | : |

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| 15. | Brief details of experience in the Bank/other institution in respect of working in Rural Area as Rural Development In-Charge / Bank Official and Faculty in training centre. (for faculty only) |
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| 16. | Significant Achievement (if any) in respect of above assignments (for faculty only): |
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| 17. | Name & Address of two references: | |
| | (1) | (2) |

DECLARATION:

I hereby declare that the particulars furnished above are true and correct to the best of knowledge and belief and I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility criteria according to the requirements of the relative advertisement, my candidature/ appointment for the said post is liable to be cancelled/ terminated at any stage and if appointed, my service are liable to be terminated.

I hereby agree that any legal proceedings in respect of any matter of claims or disputes arising out of this application and/ or out of said advertisement can be instituted by me only at Mumbai and Courts/ Tribunals/ Forums at Mumbai and undertake to abide by all the terms and conditions mentioned in the advertisement displayed on Bank's website dated _____.

(Signature of applicant)

Place: _____.

Date: _____

Enclosures:

- 1. Copy of Educational Certificates.**
- 2. Copy of Computer Certificates (If Any)**
- 3. Identity Card (Adhar Card / PAN Card, etc.)**
- 4. Address Details (Adhar Card, etc)**
- 5. Experience Certificate (If Any)**

संविदा आधार पर आरसेटी यवतमाल में चौकीदार के लिये आवेदन

APPLICATION FOR CHOUKIDAR CUM MALI ON CONTRACT BASIS FOR RSETI Yavatmal.

उपरोक्त विषय एवं सन्दर्भ में , मैं अपना व्यक्तिगत विवरण नीचे प्रस्तुत कर रहा हूं : with reference to the above , I hereby furnish my Bio-data in brief as under

To,
Regional Head,
Central Bank of India,
1st floor, Platinum Empire Building,
Opposite Teosa Jin, Amravati 444601

Paste Passport size
photograph

Please sign across
the photograph

बैंक की वेबसाईट पर दिनांक.....के विज्ञापन के संदर्भ में, मैं पद हेतु आपना आवेदन निर्धारित प्रारूप में नीचे प्रस्तुत कर रहा हूं With reference to your advertisement on Bank's Website dated _____ I, submit my application for the post of ----- in prescribed format as under:

| | | |
|---|---------------------------------|--|
| 1 | नाम Name | |
| 2 | पिता का नाम | |
| 3 | पूरा पता स्थाई निवास का | |
| 4 | पत्राचार का पता | |
| 5 | मोबाईल न. | |
| 6 | श्रेणी (अजा/अजजा/ओबीसी/सामान्य) | |

| | | | | | | |
|----|--|-------------------|----------------|------------------|-------------|----------------|
| 7 | राष्ट्रीयता NATIONALITY | | | | | |
| 8 | धर्म | | | | | |
| 9 | जन्म दिनांक | | | | | |
| 10 | शैक्षणिक योग्यता | | | | | |
| | परीक्षा पास | बोर्ड/यूनीवर्सिटी | मीडियम /माध्यम | पास करने का वर्ष | प्रतिशत अंक | प्राप्त श्रेणी |
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| 11 | भाषायें जो आप जानते हैं | | | | | |
| | भाषाओं का नाम | बोलना | पढ़ना | लिखना | | |
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| 12 | माली के कार्य के लिये बागवानी/कृषि कार्य का अनुभव | | | | | |
| 13 | मूल निवासी Native Place | | | | | |
| 14 | यदि शारीरिक विकलांगता के व्यक्ति हैं If person with Disability | | | | | |
| 15 | विकलांगता का प्रकार एवं प्रतिशत Type of disability and % | | | | | |

| | | |
|----|--|--------------------------|
| 16 | लिंग GENDER | |
| 17 | वैवाहित स्थिति MARITAL STATUS | |
| 18 | दो संदर्भों के नाम एवं पते Name & Address of two references: | 1 2 |

दिनांक

स्थान

आवेदक के हस्ताक्षर

Enclosures:

1. Copy of Educational Certificates.