

**Regional Office: Ratlam**  
(Specimen for window advertisement)

**Recruitment for Office Assistant RSETI – Mandsaur /RATLAM**

The 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, through its 46 RSETI & 50 FLCC centres located in 50 districts of the country, engaged in imparting training to rural youth for their self employment and bringing awareness among rural mass on financial literacy.

The Central Bank of India Samajik Utthan Avam Prashikshan Sansthan (CBI-SUAPS), a Society/Trust sponsored by Central Bank of India is looking for engaging the services **of Office Assistant on Annual Contract basis**.

For full details regarding application format, emoluments, age, qualification, experience, etc., please refer to detailed advertisement displayed on the Bank's website <http://www.centralbankofindia.co.in>.

Application form can be downloaded from Bank's website given above. The last date for Receipt of application will be 13.03.2024.

Place: Ratlam  
(LAC)

Regional Manager/Chairman

**ANNEXURE-III**

(TO BE POSTED ON BANK'S WEBSITE)

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 for RSETIs (Rural Self Employment Training Institutes) SAGAR on contract basis for the

year...2023-24

IMPORTANT: LAST DATE OF RECEIPT OF APPLICATION: 13/03/2024

**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 centers located in 50 districts of the country, is looking for engaging the services of Office Assistant (Pl. strike off whichever is not applicable) on Annual Contract basis for our RSETI centers at—SAGAR

The details are given below:

**AGE, QUALIFICATION & EXPERIENCE**

Sr. No.	Name of the Post	Age	Qualification	Experience / Other eligibility criteria.

1.	<p>Office Assistant</p>	<p>35 years age with sound health.</p>	<p><b>Essential:</b></p> <p>1. Shall be a Graduate viz. BSW/BA/B.Com with computer knowledge.</p> <p><b>Desirable:</b> Knowledge in basic accounts &amp; book keeping.</p>	<p><b>Essential:</b></p> <p>1. Should be well conversant with the local language.</p> <p>2. Should be resident of the same or nearby district/residing at the head quarter of RSETI centre.</p>
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**\*\* 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 Office Assistant:

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

**4. LEAVE:**

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The candidates shall be entitled for 12 days leave per year with  
maximum of 02 days per month.

5. 000 000000000 JOB PROFILE:

000000000 00000 0000 For Office Assistant:

0000000 00 00000 000 00000 000 000000 00 000000 0000 Assisting the Director & Faculty in  
functioning of the institute.

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00000, 0000000 00 000 0000000 00 0000 00000000000 000 0000000000 0000000000 Maintaining  
Accounts, Vouchers, Books/Registers, Updating data, Periodicals Reports, Follow up and similar other  
activities of the centre.

6. 000 0000000000 SELECTION PROCEDURE:

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000000 0000000 00000000 /0000000 00 00 000000 The eligible candidates will be called for personal  
interview and the decision of the Society/Trust in this regard shall be final.

7. 000000 0000000000 0000 SUBMISSION OF APPLICATION:

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00000 0000000 0000000000 00000 00 0000000 00000 13.03.20234 0000 000000000000 00000000 00  
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Eligible candidates have to submit their applications in the given format (Annexure). Last  
date for receipt of application is 13.03.2024. No applications shall be entertained beyond  
the stipulated date. Incomplete applications will be rejected.

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000000 "Application for the post of office assistant at RSETI RATLAM center on contract  
for the year 2023" to Regional Manager/Chairman, Local Advisory Committee, Central  
Bank of India, Regional Office Near Hotel Lawanya Palace Mhow Neemuch Road  
Salakhedi Dist-Ratlam. (With complete address)

8. 000000 000000 APPLICATION FEE:

0000 00 000000000000 0000000 0000 0000 There is no application fee prescribed.

9. 000000000 0000000 GENERAL INSTRUCTIONS:

- (a) 00 00000 0000000 00000 0000 0000000 00 00 000000000000 00000 00000 00 00 0000000000  
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आवेदनकर्ता को आवेदन पत्र भरने के लिए आवश्यक सभी सूचनाएं दी गई हैं। While applying for the post, the applicant should ensure that he/she fulfills 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.

(b) आवेदनकर्ता को आवेदन पत्र भरने के लिए आवश्यक सभी सूचनाएं दी गई हैं। आवेदनकर्ता को आवेदन पत्र भरने के लिए आवश्यक सभी सूचनाएं दी गई हैं। आवेदनकर्ता को आवेदन पत्र भरने के लिए आवश्यक सभी सूचनाएं दी गई हैं। आवेदनकर्ता को आवेदन पत्र भरने के लिए आवश्यक सभी सूचनाएं दी गई हैं। 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.

(c) आवेदनकर्ता को आवेदन पत्र भरने के लिए आवश्यक सभी सूचनाएं दी गई हैं। आवेदनकर्ता को आवेदन पत्र भरने के लिए आवश्यक सभी सूचनाएं दी गई हैं। आवेदनकर्ता को आवेदन पत्र भरने के लिए आवश्यक सभी सूचनाएं दी गई हैं। आवेदनकर्ता को आवेदन पत्र भरने के लिए आवश्यक सभी सूचनाएं दी गई हैं। 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.

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**आवेदन पत्र ANNEXURE-IV**

आवेदनकर्ता को आवेदन पत्र भरने के लिए आवश्यक सभी सूचनाएं दी गई हैं।

**APPLICATION FOR THE POST OF OFFICE ASSISTANT OF RSETI-Mandsaur / RATLAM**

**ON CONTRACTUAL BASIS.**

आवेदनकर्ता को

आवेदनकर्ता को आवेदन पत्र भरने के लिए आवश्यक सभी सूचनाएं दी गई हैं।  
Regional Manager/Chairman, LAC

आवेदनकर्ता को आवेदन पत्र भरने के लिए आवश्यक सभी सूचनाएं दी गई हैं।  
Paste Passport  
size photograph

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_.

.....03-03-2024..... With reference to your advertisement on Bank's Website dated \_\_\_\_03.03.2024\_ I, submit my application for the post of ----- in prescribed format as under:

1.	नाम (पूर्णा) NAME (in full)	:	
2.	पता पत्राचार के लिए ADDRESS FOR CORRESPONDENCE	:	
3.	यदि विकलांगता है: If person with Disability:		
	विकलांगता का प्रकार Type of disability	:	
	विकलांगता का प्रतिशत Percentage of disability	:	
4.	जन्म तिथि (स्कूल छोड़ने के प्रमाण के अनुसार) Date of Birth (as per School leaving Certificate)	:	
	वय (पूर्ण वर्षों में) Age in completed years as on _____	:	
5.	संपर्क विवरण Contact Details:		
	मोबाइल नं. Mobile No.	:	
	लैंडलाइन नं. Landline No.	:	
	ई-मेल आईडी e-mail ID	:	
6.	लिंग GENDER	:	
7.	राष्ट्रियता NATIONALITY	:	
8.	धर्म RELIGION	:	
9.	विवाह स्थिति MARITAL STATUS	:	
10.	पिता/पति का नाम FATHER's / HUSBAND's NAME	:	
11.	स्थायी पता 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 certificateduly 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

B - For retired Officials:

Retired on VRS / Superannuation	:	
Name of the Organization from which retired	:	
Date of Retirement	:	

	<p>कुल सेवा का कुल वर्षों की संख्या Total years of Service</p>	:	<p>कुल वर्षों की संख्या Years.</p>
	<p>कुल सेवा का कुल वर्षों की संख्या / कुल सेवा का कुल वर्षों की संख्या / कुल सेवा का कुल वर्षों की संख्या / कुल सेवा का कुल वर्षों की संख्या Out of which as an Officer in organization/rural development institution/faculty in training centre.</p>	:	<p>कुल वर्षों की संख्या Years.</p>
	<p>कुल सेवा का कुल वर्षों की संख्या / कुल सेवा का कुल वर्षों की संख्या / कुल सेवा का कुल वर्षों की संख्या / कुल सेवा का कुल वर्षों की संख्या No. of years worked as Rural Branch Managers/Field Officer in case of Bank's services.</p>	:	<p>कुल वर्षों की संख्या Years.</p>
	<p>कुल सेवा का कुल वर्षों की संख्या / कुल सेवा का कुल वर्षों की संख्या / कुल सेवा का कुल वर्षों की संख्या / कुल सेवा का कुल वर्षों की संख्या Date of issue of Service Certificate of previous Employer</p>		

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

14.	<p><u>कुल सेवा का कुल वर्षों की संख्या / कुल सेवा का कुल वर्षों की संख्या / कुल सेवा का कुल वर्षों की संख्या / कुल सेवा का कुल वर्षों की संख्या Details of Present Employment</u></p>		
	(a) कुल सेवा का कुल वर्षों की संख्या Organization	:	
	(b) कुल सेवा का कुल वर्षों की संख्या Full Address	:	
	(c) कुल सेवा का कुल वर्षों की संख्या Position	:	
	(d) कुल सेवा का कुल वर्षों की संख्या Reporting to	:	
	(e) कुल सेवा का कुल वर्षों की संख्या / कुल सेवा का कुल वर्षों की संख्या / कुल सेवा का कुल वर्षों की संख्या / कुल सेवा का कुल वर्षों की संख्या Salary / Compensation Presently drawn	:	

कुल सेवा का कुल वर्षों की संख्या / कुल सेवा का कुल वर्षों की संख्या / कुल सेवा का कुल वर्षों की संख्या / कुल सेवा का कुल वर्षों की संख्या Note: Attach **self attested** letter/**certificate of employer/institution/organization.**

15.	<p>कुल सेवा का कुल वर्षों की संख्या / कुल सेवा का कुल वर्षों की संख्या / कुल सेवा का कुल वर्षों की संख्या / कुल सेवा का कुल वर्षों की संख्या 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)</p>
16.	<p>कुल सेवा का कुल वर्षों की संख्या / कुल सेवा का कुल वर्षों की संख्या / कुल सेवा का कुल वर्षों की संख्या / कुल सेवा का कुल वर्षों की संख्या Significant Achievement (if any) in respect of above assignments (for faculty only):</p>



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.
- 2.
- 3.
- 4.
- 5.