

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

(Society/Trust Sponsored by Central Bank of India)

Engagement of Office Assistant for RSETIs (Rural Self Employment Training Institutes) on contract basis for the

year 2024-2025

IMPORTANT: LAST DATE OF RECEIPT OF APPLICATION: 22.04.2024

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 centres 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 centres at—Gwalior, Morena and Bhind

The details are given below:

AGE, QUALIFICATION & EXPERIENCE

| Sr. No. | Name of the Post | Age | Qualification | Experience / Other eligibility criteria. |
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| 1. | <p>Office Assistant</p> | <p>35 years age with sound health.</p> | <p>Essential:</p> <p>1. Shall be a Graduate viz. BSW/BA/B.Com with computer knowledge.</p> <p>Desirable: Knowledge in basic accounts & book keeping.</p> | <p>Essential:</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:

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

5. JOB PROFILE:

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.

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 22.04.2024. No applications shall be entertained beyond the stipulated date. Incomplete applications will be rejected.

'2023-24 Office Assistant' Address the application, Superscribing "Application for the post of Office Assistant at RSETI centre on contract for the year 2024-25" to Regional Manager/Chairman, Local Advisory Committee, Central Bank of India Regional Office Gwalior Naka Chandravadani, pin code 474009 Regional Office, Gwalior. (With complete address)

8. APPLICATION FEE:

There is no application fee prescribed.

9. GENERAL INSTRUCTIONS:

- (a) [Detailed instructions regarding application process, including details about the Regional Manager/Chairman, Local Advisory Committee, Central Bank of India Regional Office Gwalior, Naka Chandravadani, pin code 474009, and the requirement to superscribe the application for the post of Office Assistant at RSETI centre on contract for the year 2024-25.]

