

# Central Bank of India

## ANNEXURE-II

### **Recruitment/Engagement of Faculty and Office Assistant for RSETIs (Rural Self Employment Training Institutes) on Contract basis for the year 2024-25.**

**IMPORTANT : LAST DATE OF RECEIPT OF APPLICATION: 01.07.2024**

#### COMPANY PROFILE:

Central Bank of India, a leading Public Sector Bank, with Pan India Branch Network of near about **4600 branches** with total business of more than **5,00,000 crore**, driven by talented work force of **32000 + employees**, is looking for Post-graduate viz. MSW/MA in Rural Development/MA in Sociology/Psychology/ B.Sc. (Agri.)BA with B.Ed.etc. for recruitment on contract as Faculty for its RSETIs and BSW/BA/B.Com with computer knowledge for recruitment on contract as Office Assistant for its RSETIs.

The details are given below:

#### **1. AGE, QUALIFICATION & EXPERIENCE (As on 31.05.2024)**

<b>Sr. No.</b>	<b>Name of the Post</b>	<b>Age</b>	<b>Qualification</b>	<b>Experience / Other eligibility criteria.</b>
1.	<b>Faculty RSETI</b>	40 years with sound health.	<b>Essential:</b> (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.  <b>Desirable:</b> Retd. Bank Official with working experience as officer and candidate having experience of working as Faculty, Rural Development with qualification stated above, will get preference. **	<b>Essential:</b> (i) Should be well conversant with local language.  (ii) Should be resident of W.B., preferably Jalpaiguri/ nearby District.
2.	<b>Office Assistant</b>	35 years with sound health.	<b>Essential:</b> <b>1. Shall be a Graduate viz. BSW/BA/B.Com with computer knowledge.</b>  <b>Desirable:</b> Knowledge in basic accounts & book keeping.	<b>Essential:</b> 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.

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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:**

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

- To submit Performance Appraisal to Regional Head one month in advance of expiry of contract

**3. CONTRACT AMOUNT AND OTHER TRAVELLING EXPENSES:**

**(For FACULTY RSETI)** The contract amount shall be fixed at Rs.20,000/- per month. No other allowance/ benefit/ payment/ facility will be admissible.

Reimbursement of TA/DA for traveling as per requirement of the post shall be made as per revised rate Rs. 300/- per day and travelling expenses to be paid on actual basis.

No Diem allowances / reimbursement shall be payable where vehicle is provided.

**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 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.

**6. SELECTION PROCEDURE:**

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

## **7. SUBMISSION OF APPLICATION:**

Eligible candidates have to submit their sealed covered applications in the given format (Annexure-A). Last date for receipt of application is 01.07.2024, 4.00 p.m. No applications shall be entertained beyond the stipulated date & time. Incomplete applications will be rejected.

Address for the application, Super scribing “**Application for the post of Recruitment as Faculty of RSETI, Jalpaiguri, Central Bank of India, Regional Office address: Central Bank of India, Regional Office- Jalpaiguri, 4 No. Ghumti, Nilu Bhawan, P.O. & District – Jalpaiguri, PIN- 735101.**

**Further, if any candidate desires to submit the application by hand, he may submit the same at above mentioned Regional Office address.**

## **8. APPLICATION FEE:**

There is no application fee prescribed.

## **9. GENERAL INSTRUCTIONS:**

- While applying for the post, the applicant should ensure that he/she fulfills the eligibility 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 appointment, his / her contractual appointment 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. The Management 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-A**

**APPLICATION FOR THE POST OF FACULTY/COUNSELOR FOR RSETIs  
ON CONTRACTUAL BASIS.**

Paste Passport size  
photograph

Please sign across  
the photograph

To

Regional Head,  
Central Bank of India,

\_\_\_\_\_,  
\_\_\_\_\_,  
\_\_\_\_\_.

With reference to your advertisement on Bank's Website dated \_\_\_\_\_ I, submit my application in prescribed format.

1.	<b>NAME (in full)</b>	:	
2.	<b>ADDRESS FOR CORRESPONDENCE</b>	:	
3.	<b>CATEGORY</b>	:	
4.	<b>If person with Disability:</b>		
	Type of disability	:	
	Percentage of disability	:	
5.	<b>Date of Birth (as per School leaving Certificate)</b>	:	
	Age in completed years as on _____	:	
6.	<b>Contact Details:</b>		
	Mobile No.	:	
	Landline No.	:	
	e-mail ID	:	
7.	<b>GENDER</b>	:	
8.	<b>NATIONALITY</b>	:	
9.	<b>RELIGION</b>	:	
10.	<b>MARITAL STATUS</b>	:	
11.	<b>FATHER's / HUSBAND's NAME</b>	:	
12.	<b>PERMANENT ADDRESS</b>	:	

13. **EDUCATIONAL QUALIFICATION:**

Qualification	Details (B.A/ B. Sc. / M.A / M. Sc. Etc.)	Board / University	Full Time / Part-Time	Year of Passing	Subject / Specialization	Marks (Rank if any)
Graduation						
Post Graduation						
Professional Qualification						
Others / Computer Knowledge						

Note: Please attach copy of certificate duly self-attested.

14. **RELATIVE EXPERIENCE** – Total (in years) \_\_\_\_\_.

Sr. No.	Name of Bank	Designation	Duration	Responsibilities	Pay Scale	Extra Ordinary Achievements

15. For Faculty only:

Relative Experience (if any) \_\_\_\_\_ Total in years \_\_\_\_\_

Sl No	Institution	Designation	Duration From To	Responsibilities	Achievements

16. For retired Officials:

Retired on VRS / Superannuation	:	
Date of Retirement	:	
Total years of Service	:	Years.
Out of which as an Officer	:	Years.
No. of years worked as Rural Branch Managers	:	Years.
Date of issue of Service Certificate of previous Employer	:	

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

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

18.	<b>Brief details of experience in the Bank in respect of working in Rural Area / as Rural Development In-Charge / As Faculty / As LDM.</b>	

19.	<b>Significant Achievement (if any) in respect of above assignments:</b>	

20.	<b>Name &amp; Address of two references:</b>	
	(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 am willing to serve anywhere in India. I agree that Bank has right to transfer me to any part of the country at its discretion.

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 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.

### **ANNEXURE-III**

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

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

#### **Engagement of Office Assistant for RSETI (Rural Self Employment Training Institutes) JALPAIGURI on Contract basis for one year**

IMPORTANT: LAST DATE OF RECEIPT OF APPLICATION:

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 & 48 FLCC centres located in 51 Lead Districts allotted to the Bank in the country, is looking for engaging the services of Faculty/Office Assistant (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.	Office Assistant	35 years with sound health.	<b><u>Essential:</u></b> <b>1. Shall be a Graduate viz. BSW/BA/B.Com with computer knowledge.</b> <b><u>Desirable:</u></b> Knowledge in basic accounts & book keeping.	<b><u>Essential:</u></b> 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.

#### 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:

The candidates shall be entitled for 15 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 \_\_\_\_\_. No applications shall be entertained beyond the stipulated date. Incomplete applications will be rejected.

The application should be sent in the following address in a closed envelope super scribing "**Application for the post of Recruitment as Office Assistant at RSETI JALPAIGURI on contract basis**" on the envelope itself,

**Regional Head,  
Central Bank of India,  
'Nilu Bhawan, 4 No. Ghumti  
Jalpaiguri-735101  
(West Bengal).**

8. APPLICATION FEE:

There is no application fee prescribed.

9. GENERAL INSTRUCTIONS:

- (a) 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) 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) 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 OFFICE ASSISTANT OF RSETI**

**ON CONTRACTUAL BASIS.**

To

**Regional Head,**

**Central Bank of India,**

**'Nilu Bhawan, 4 No. Ghumti**

**Jalpaiguri-735101**

**(West Bengal).**

Paste Passport  
size photograph

Please sign across

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

13:

A. RELATIVE EXPERIENCE (if any)--

Total (in years) \_\_\_\_\_.

Sr. No.	Institution	Designation	Duration		Responsibilities	Achievements
			From	To		

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	:		

Note: Attach **self-attested** letter/**certificate of employer/institution/organization**.

15.	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.