



Engagement of Office Assistant for RSETI (Rural Self Employment Training Institutes) on contract basis for the Year 2020-2021 at Coochbehar centre.

IMPORTANT: LAST DATE OF RECEIPT OF APPLICATION: 04/04/2020

### 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 Office Assistant on Annual Contract basis for our RSETI centre at Coochbehar.

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>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.	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.

**\*\* 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:

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:

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 IV). Last date for receipt of application is **04/04/2020**. No applications shall be entertained beyond the stipulated date. Incomplete applications will be rejected.

Address the application, Subscribing “Application for the post of **Office Assistant** at RSETI centre on contract **for the year 2020-2021** to The Regional Manager, Central Bank of India, Regional Office, Coochbehar, Bangchatra Road, P.S- Kotwali, Pin- 736101.

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 Manager/Co-Chairman (DLRAC)

Central Bank of India,

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_.

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)						

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

13.	<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.	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)

16.	Significant Achievement (if any) in respect of above assignments (for faculty only):

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.