



চেম্বেল বেঙ্ক অর ইণ্ডিয়া
सेन्ट्रल बैंक ऑफ़ इंडिया
Central Bank of India

आजादी का
अमृत महोत्सव
भारतीय स्वतंत्रता के 75 वर्ष का उत्सव

REGIONAL OFFICE, COOCH BEHAR

RO/RD/2023-24/

Dated: 17.06.2023

**Central Bank of India Samajik Utthan Avam Prashikshan Sansthan
(CBI-SUAPS)
(A Society/Trust Sponsored by Central Bank of India)**

Engagement of Faculty (One Post), Office Assistant (One Post) and Attendant (One Post) at RSETI-Coochbehar (W.B.) on contract basis.

IMPORTANT: LAST DATE OF RECEIPT OF APPLICATION: 05/07/2023

Society/Trust Profile:

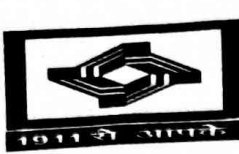
Central Bank of India Samajik Utthan Avam Prashikshan Sansthan (CBI-SUAPS), a Society/Trust, (registered under Society Registration Act 1860 with Head Office at Mumbai), sponsored by Central Bank of India and engaged in imparting training to rural youth for their employment and bringing awareness among 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 counselor and Attendant on Annual contract basis for our RSETI centre at Coochbehar (W.B.). The vacancy to be filled up is as follows:

District- Coochbehar: Faculty and Office Assistant- One and Attender/Sub-staff - One

The details are given below:

1. AGE, QUALIFICATION & EXPERIENCE

S.N.	Name of the Post	Age	Qualification	Experience/Other eligibility criteria
1.	Faculty	21 to 40 years	Essential: 1.Shall be a Graduate/Post graduate degree viz MSW/MA in Rural development/MA in Sociology/Psychology/B.Sc(Veterinary), B.Sc(Horticulture), B.Sc(Agri. Marketing)/B.A. with B.Ed. etc.	Essential: 1. Shall have a flair for teaching and process sound computer knowledge. 2. Excellent communication skills in the local language essential, fluency in English and Hindi will be an added advantage. 3.Skill in typing in local language essential 4. Typing skill in Hindi/English typing an added advantage. 5. Previous experience as faculty preferred.
2.	Office Assistant	Between 18 Years to 35 years as on the last date of the receipt of the application	Shall be a Graduate viz. BSW/BA/B.Com/ with computer Knowledge	1.Knowledge in Basic Accounting is a preferred qualification 2.Shall be fluent in spoken and written local language 3.Fluency in Hindi/English would be an added qualification 4.Shall be proficient in MS Office (Word and Excel), Tally & Internet 5.Skills in typing in local language is essential, Typing skills in English an added advantage.



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3.	Attendant/ Sub-Staff	Between 18 to 35 years as on the last date of the receipt of the application	Essential: Shall be 08 th Standard passed	Should be resident of the same state, preferably same or nearby district/residing at the head quarter of RESTI/FLCC 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:

For Faculty RSETI:

The contract amount shall be paid an amount equivalent to last pay & allowances drawn less the initial amount of pension fixed before commutation plus relief etc. For Faculty RESETI- Rs. 20000/- p.m. whichever is lower.

Reimbursement of TA/DA for travelling as per requirement of Post shall be made as per revised rate of Rs. 100/-per day for faculty and travelling expenses to be paid on actual basis.

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

For faculty and Office Assistant-RSETI

The candidate shall be appointed on contract basis for a period of one year. Renewal may be possible at Bank's sole discretion in terms of extant policies and rules.

Following conditions to be incorporated while issuing the Renewal of contract letter to the member concerned.

- To submit performance Appraisal to Director-RSETI through proper channel to concerned Regional Manager one month in advance of expiry of contract
- Subject to performance under other various parameters as per Bank's Performance Appraisal, the renewal of contract which will be sole prerogative of Bank's shall be considered keeping in view of the performance.

For Attendant

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:

Reimbursement of TA/DA for travelling as per requirement of Post shall be made as per revised rate of Rs.100/- per day and travelling expenses to be paid on actual basis.

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

For Office Assistant-RSETI:

The contract amount shall be paid an amount equivalent to last pay & allowances drawn less the initial amount of pension fixed before commutation plus relief etc. payable thereon or Rs. 12000/- p.m. whichever is lower.

For attendant:

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



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4. LEAVE:

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

5. JOB PROFILE:

For Faculty-RSETI:

These people shall be working as Faculty R-SETI and have to oversee the overall functioning of R-SETI.

For Office Assistant- RSETI:

These shall be working as assistant at RSETI to help the overall functioning of Training Centre.

For Attendant:

Generally all sub-ordinate work of the institute for assisting the director & other staff of the institute for smooth functioning of the day to day activity. Up keeping of premises including office, training class rooms, dormitory, bathrooms, filing cabinet, visitors lounge etc. Filing the documents in respective files as per direction of office assistant/faculty/Director. Going to bank branches for all bank work like for getting passbook updating etc. as per the instruction of director. Any other work entrusted by the director from time to time.

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. Last date for receipt of application is 05/07/2023. No application shall be entertained beyond the stipulated date. Incomplete applications will be rejected.

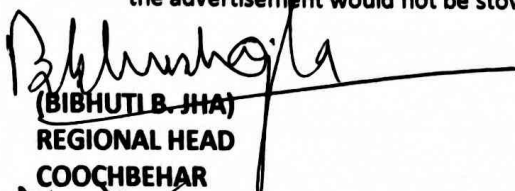
Applicants should write on envelope "Application for the post of Faculty/Office Assistant/Attender/Sub-Staff at RSETI center- Coochbehar (W.B.) on contract for the year 2023-24" and send to "REGIONAL HEAD, CENTRAL BANK OF INDIA, REGIONAL OFFICE, Bangchatara Road, Tirangi More, Coochbehar (W.B.) PIN-736101.

8. APPLICATION FEE: NIL

There is no application fee prescribed.

9. GENERAL INSTRUCTIONS:

- 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 shortcomings(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 be stow on him/her right to be called for interview.


(BIBHUT B. JHA)
REGIONAL HEAD
COOCHBEHAR

Date: 17.06.2023

Date: 17.06.2023

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

To
Regional Head
Central Bank of India
Regional office
Bangchatra Road, Tirangi More
Coochbehar (W.B.) 736101

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 Faculty/Office Assistant/Attendant (Whichever is applicable) 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						
Post-Graduation						
Professional Qualification						
Others--						
Computer (Diploma/ Degree/ Certificate)						

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

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

14.	Details of Present Employment		
	(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 Counselor FLCC only)

16.	Significant Achievement (if any) in respect of above assignments (for Counselor FLCC 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 requirement 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.