

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

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

Engagement of Office Assistant (One) for RSETIs (Rural Self Employment Training Institutes) at ETAWAH District. State Uttar Pradesh on contract basis for the Year 2022-23.

IMPORTANT: LAST DATE OF RECEIPT OF APPLICATION: 25.06.2022

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. The Society/Trust is looking for engaging the services of office Assistant on Annual Contract basis for our RSETI centres at ETAWAH Distt (UP). The vacancy to be filled up is as follow:

District: Etawah

Office Assistant- One

The details are given below:

1. AGE, QUALIFICATION & EXPERIENCE

| Sr. No. | Name of the Post | Age | Qualification | Experience / Other eligibility criteria. |
|---------|------------------|--|---|---|
| 1 | Office Assistant | Less than 40 years & above 22 years of age with sound health | <u>Essential:</u> 1. Shall be a Graduate viz. BSW/BA/B.Com with Computer knowledge (MS Office knowledge, internet knowledge, English and Hindi typing knowledge) Desirable: 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:

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 Written/ Computer test and 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 25.06.2022. No applications shall be entertained beyond the stipulated date. Incomplete applications will be rejected.

Address the application, super scribing "**Application for the post of Office Assistant at RSETI centre ETAWAH on contract for the year 2020-21**" to **REGIONAL MANAGER/CHAIRMAN, LOCAL ADVISORY COMMITTEE, CENTRAL BANK OF INDIA, REGIONAL OFFICE, 125, CIVIL LINES ETAWAH DISTT ETAWAH- 206001 (UP).**

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 fulfils 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 fulfil 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.

APPLICATION FOR THE POST OF OFFICE ASSISTANT OF RSETI
ON CONTRACTUAL BASIS

To,
REGIONAL MANAGER/CHAIRMAN, LAC
CENTRAL BANK OF INDIA,
REGIONAL OFFICE
125, CIVIL LINES ETAWAH
DISTT ETAWAH- 206001 (UP).

Paste Passport
size photograph

Please sign
across the
photograph

With reference to your advertisement on Bank's Website dated_____. I, submit my application for the post of **OFFICE ASSISTANT** in prescribed format as under:

| | | | |
|-----|---|---|--|
| 1. | NAME (in full) | : | |
| 2. | ADDRESS FOR CORRESPONDENCE | : | |
| 3. | CATEGORY | : | |
| 4. | If person with Disability: | : | |
| | Type of disability | : | |
| | Percentage of disability | : | |
| 5. | Date of Birth (as per School leaving Certificate) | : | |
| | Age in completed years as on <u>01.06.2022</u> | : | |
| 6. | Contact Details: | : | |
| | Mobile No. | : | |
| | Landline No. | : | |
| | e-mail ID | : | |
| 7. | GENDER | : | |
| 8. | NATIONALITY | : | |
| 9. | RELIGION | : | |
| 10. | MARITAL STATUS | : | |
| 11. | FATHER's / HUSBAND's NAME | : | |
| 12. | PERMANENT ADDRESS | : | |

13. EDUCATIONAL QUALIFICATION:

| Qualification | Details (SSC/HSC (10+2)/BA/B.Sc./M.A /MSc. Etc.) | Board / University | Full Time / Part-Time | Year of Passing | Subject | Marks (Rank if any) |
|----------------|--|--------------------|-----------------------|-----------------|---------|---------------------|
| SSC/HSC (10+2) | | | | | | |
| Graduation | | | | | | |

| | | | | | | |
|---|--|--|--|--|--|--|
| Professional Qualification | | | | | | |
| Other--- | | | | | | |
| Computer (Diploma/ Degree/ Certificate) | | | | | | |

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

14. FOR FACULTY ONLY:

A. RELATIVE EXPERIENCE (if any) -

Total (in years)

| Sr. No. | Institution | Designation | Duration from To | Responsibilities | Achievement |
|---------|-------------|-------------|------------------|------------------|-------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

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.

| | |
|-----|---|
| 16. | 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) |
| | |

| | |
|-----|--|
| 17. | Significant Achievement (if any) in respect of above assignments (for faculty only): |
| | |

| | | |
|-----|-----------------------------------|--|
| 18. | Name & Address of two references: | |
| | | |

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 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 invited 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.
- 6.