



REGIONAL OFFICE: NASIK

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**Office Assistant at R-Seti Dhule**  
On annual contract basis.

**Last date of Receipt of application at Regional Office: 30<sup>th</sup> August 2022**  
**Date of interview: It will be decided after receipt of applications.**



REGIONAL OFFICE: NASIK

**The details of recruitment guidelines & eligibility criteria of Office Assistant at R-Seti Dhule as given below:**

**1. AGE, QUALIFICATION & EXPERIENCE:**

<b>Office Assistant</b>	Min. 18 years & Less than 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 (preferably Dhule District) or nearby district/residing at the head quarter of RSETI Dhule center.
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**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.

**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 and Faculty in functioning of the institute. Maintaining Accounts, Vouchers, Books/ Registers, Updating data, Periodicals Reports, Follow up and similar other activities of the center.

**6. SELECTION PROCEDURE:**

The eligible candidates will be called for personal interview and the decision of



REGIONAL OFFICE: NASIK

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-A). **Last date for receipt of application is 30th August 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 R-Seti – Dhule on contract”** to **‘Regional Manager, Central Bank of India, Regional Office, P-63, Near Glenmark company, MIDC Satpur Nashik-422007’.**

#### **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 fulfill 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.