

ANNEXURE - I - GUIDELINES

In order to expedite the process of engagement of the services of **ONE** Attender/ Sub-Staff for Bank's RSETI/ FLCC center on Annual Contract basis, we give hereunder the guidelines which require to be followed scrupulously and without any deviation.

1. Advertisement: Regional Office should release advertisement **for publication in two newspapers i.e. one in Indian language in circulation of that area and other in the local/vernacular daily**, inviting application from eligible candidates. **For this window advertisement enclosed as Annexure II should be translated in to Indian language in circulation of that area and other in local/ vernacular language** and detailed advertisement should be got posted at Bank's website (**Annexure-III**). For posting the details at website matter should be taken up with web master, Central Office.

2. Application Fee: No application fee is prescribed.

3. Scrutiny of applications received: Applications received in the process, should be scrutinized by Regional Office, in respect of eligibility, age, experience, qualification etc. Thereafter, details of all applications received with remarks in respect of their eligibility as per Annexure should be put up to Regional Manager for approval.

4. Interview: After receiving the approval from Regional Manager, Regional Office will constitute a committee **headed by Regional Manager and two other officials not below the rank of Scale III and an eminent person or reputed NGO etc. as members.**

5. Selection: The duly signed rating sheet should be prepared by the Regional Office and after getting approval of the same, the Regional Manager will declare the result and issue engagement letter to the selected candidates.

6. Terms and Conditions of engagement: The engagement letter should be issued as per format enclosed (**Annexure**).

A list of selected candidates with their placement should be furnished to Zonal Office for their reference and record.

7. Renewal of Contract: The candidate, having worked for 12 months, if willing to work for the next 12 months, will give fresh offer in writing upon completion of said 12 months.

On satisfactory performance and at the request of applicant, the Contract can be renewed 3 times (i.e. the overall period including the period of One year of initial engagement should not exceed 4 years).

8. Re-appointment: Letter of renewal of contract will be given to the person engaged, in prescribed format, if the competent authority decides so in the matter.

9. Upper Age Limit for Renewal of Contract: No Contractual appointment for the post will be renewed upon completion of 60 years.

10. Reservation: There will be no reservation for single Post Cadres

11. Notification to Employment Exchange: Local Employment Exchange should be notified about the process under taken for Contractual Engagement.

ANNEXURE-III

(TO BE POSTED ON BANK'S WEBSITE)

Central Bank of India Samajik Utthan Avam Prashikshan Sansthan

(CBI-SUAPS)

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

Engagement of Attender/ Sub- Staff for RSETIs (Rural Self Employment Training Institutes) on contract basis for the year 2022.

IMPORTANT: LAST DATE OF RECEIPT OF APPLICATION: 06.07.2022

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 & 48 FLCC Centers located in 51 districts of the country, is looking for engaging the services of Attender/ Sub- Staff on Annual Contract basis for our RSETI Center at Darbhanga.

The details are given below:

1. AGE, QUALIFICATION & EXPERIENCE

Sr. No.	Name of the Post	Age	Qualification	Experience / Other eligibility criteria.
1.	Attender/ Sub-Staff	Between 18 years to 35 years as on the last date of the receipt of the application	Shall be 8th Standard passed	Should be resident of the same State, preferably same or nearby district/residing at the head quarter of RSETI.

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:

The contract amount shall be fixed at **Rs. 8000/-** 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:

Attender will perform the duties as sub-staff under and as per the direction/ instructions given by In-charge Cent RSETI.

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 06.07.2022. No applications shall be entertained beyond the stipulated date. Incomplete applications will be rejected.

Address the application, Subscribing “Application for the post of **Attender** at RSETI Darbhanga on contract **for the year 2022** to”:-

Regional Manager/Co-Chairman, Dist. Level RSETI Advisory Committee (DLRAC),
Central Bank of India, Regional Office Darbhanga
Near Naka No 6, PO Laheriasarai, Darbhanga Bihar

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 ATTENDER/ SUB-STAFF

ON CONTRACTUAL BASIS.

To

Regional Manager/Chairman, LAC

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	Name of the School with complete address	Year of Passing	Marks (Rank if any)
Standard 8 th			
Other Qualification			

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.**

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.

Annexure - IV

सह-अध्यक्ष, जिला स्तरीय आरसेटी सलाहकार समिति/ Co-Chairman (District Level RSETI Advisory Committee)

सेंट्रल बैंक ऑफ इंडिया-सामाजिक उत्थान एवं प्रशिक्षण संस्थान (सीबीआय-सुएप)/ Central Bank of India- Samajik Utthan

Avam Prashikshan Sansthan (CBI-SUAPS)

C/o सेंट्रल बैंक ऑफ इंडिया/ Central Bank of India,

क्षेत्रीय कार्यालय/ Regional Office,

प्रिय महोदय/Dear Sir,

_____ के पद के लिए आवेदन-पत्र.

APPLICATION FOR THE POST OF _____

अपना पासपोर्ट आकार का
फोटोग्राफ लगाएं

AFFIX PASSPORT SIZE
PHOTOGRAPH HERE

मैं एतद्वारा आपकी संस्था में संविदा पर _____ के लिए आवेदन करता/करती हूँ./ I hereby apply for
the post of _____ in your organization on contract.

मैं संस्था द्वारा निर्धारित संविदा के निबंधनों एवं शर्तों और समय-समय पर संस्था में लागू नियमों, विनियमों तथा अनुदेशों के अनुसार चलने के लिए सहमत हूँ/ I
agree to conform to the terms and conditions of engagement laid down by the organization and to the rules regulations and instructions in
force in the organization from time to time.

मेरा व्यक्तिगत ब्यौरा नीचे दिया है./I give below my personal data.

भवदीय/Yours faithfully

स्थान/Place

दिनांक/Date

(आवेदक के हस्ताक्षर/Applicant's Signature)

कृपया ध्यान दें

- आवेदन-पत्र, आवेदक स्वयं साफ व स्पष्ट अक्षरों में भरें./Applicant to complete application in his/her own handwriting neatly and legibly.

PLEASE NOTE

- यदि किसी कॉलम में दी गई जगह कम पड़ जाए तो अलग कागज जोड़ा जा सकता है./If the space provided for is found insufficient in any column, a separate sheet may be attached.

1. पूरा नाम स्पष्ट अक्षरों में लिखें/Full Name write in Block Capitals Letters																									
श्री/Mr.																									
श्रीमती/Mrs. _____																									
व्यक्तिगत विवरण PERSONAL DATA	कु./Miss उपनाम/ Surname नाम/Name पिता/पति का नाम/Father's/Husband's Name																								
2. क) जन्म तिथि/Date of Birth	<table><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr><tr><td colspan="2">तिथि</td><td colspan="2">माह</td><td colspan="4">वर्ष</td></tr></table>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	D	D	M	M	Y	Y	Y	Y	तिथि		माह		वर्ष			
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D	D	M	M	Y	Y	Y	Y																		
तिथि		माह		वर्ष																					
ख) जन्म स्थान/Place of birth																									
ग) आयु (दि. _____) Age (as on _____)	<table><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td>Y</td><td>Y</td><td>M</td><td>M</td><td>D</td><td>D</td></tr><tr><td colspan="2">वर्ष</td><td colspan="2">माह</td><td colspan="2">दिन</td></tr></table>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Y	Y	M	M	D	D	वर्ष		माह		दिन							
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Y	Y	M	M	D	D																				
वर्ष		माह		दिन																					
3. राष्ट्रियता/Nationality :																									

4.	क) श्रेणी/CATEGORY	अनुसूचित <input type="checkbox"/> अनुसूचित अन्य <input type="checkbox"/> सामान्य/ <input type="checkbox"/> जाति/S.C. जनजाति/S.T. पिछड़ा वर्ग Gen. <input type="checkbox"/> OBC (एससी/एसटी/ओबीसी उम्मीदवार जाति का प्रमाणपत्र संलग्न करें/ SC/ST/OBC Candidate to enclose Caste Certificate.)
	ख) धर्म/Religion :	
	ग) भूतपूर्व सैनिक (एक्स-एस)/ युद्ध में मारे गए सैनिक पर आश्रित (डीएसपीकेए) अपंग भूतपूर्व सैनिक (डीएक्स-एस) (पीएच)/Ex-Serviceman (Ex-S) Dependant of Service Personnel Killed in Action (DSPKA) Disable Ex-Serviceman (D.Ex-S) (PH)	भूतपूर्व <input type="checkbox"/> डीएसपीकेए <input type="checkbox"/> अपंग भूतपूर्व सैनिक <input type="checkbox"/> सैनिक/. D.S.P.K.A. Disabled Ex-Ser. <input type="checkbox"/> Ex-Serviceman (विवरण अलग पन्ने पर दें/Give details on a separate sheet..)
	घ) विकलांग/Physically Challenged उचित खाने में (✓) लगाए Tick (✓) appropriate box	नेत्रहीन/ <input type="checkbox"/> बधिर <input type="checkbox"/> शारीरिक <input type="checkbox"/> विकलांगता <input type="checkbox"/> Blind Deaf. विकलांग/ <input type="checkbox"/> का % of <input type="text"/> Or.ch. Handicapness शारीरिक अक्षमता का स्वरूप/Nature of Physical Disability:

5.	पूरा पता/Full Address स्थानीय/वर्तमान/Local/Present घर/स्थायी/Home/Permanent								
6.	जन्म स्थान पता (राज्य का भी उल्लेख करें) Native Place Address (Mention State also)								
7.	अधिवास/ Domicile	स्थान: Place		कब से :वर्ष Since when					
				Y	Y	Y	Y		
10.	वैवाहिक स्थिति (उचित खाने में (✓) लगाएं/ Martial Status Tick (✓) appropriate box)	अविवाहित	Single		विवाहित	Married		विधवा/विधुर	Widow(er)
यदि विवाहित हैं तो क्या आपके पति/पत्नी कार्यरत है ? If married, Whether your spouse is working यदि हाँ, तो विवरण दें/If yes, give details									
11.	क्या आपको कभी दिवालिया घोषित किया गया है और/अथवा किसी नैतिक चरित्रहीनता के कारण न्यायालय द्वारा दोषी सिद्ध किया गया है? या आपके विरुद्ध किसी भी न्यायालय में कोई मामला लंबित है/और अथवा क्या आपको किसी भी संस्था द्वारा अपनी परीक्षा में सम्मिलित होने/चयन हेतु विवर्जित/निर्हित किया गया है अथवा किसी भी प्रकार से परीक्षा में शामिल होने से विवर्जित, किसी विश्वविद्यालय अथवा किसी शैक्षणिक संस्था, प्राधिकारी द्वारा निष्कासित किए गए हैं ? यदि हां तो ब्यौरे दें. Have you ever been declared insolvent and/or been convicted by Court for any offence of moral turpitude and/or any case pending against you in any court and/or have you ever been declared/ disqualified by any institution from appearing at its examination/selection or debarred in any manner from any examination, rusticated by any University or any other Educational Institution/ Authority? If so, give details.								
12.	शैक्षणिक अर्हताएं/EDUCATIONAL QUALIFICATION उत्तीर्ण की हुई परीक्षाओं का ब्यौरा(एस.एस.सी.अथवा समकक्ष से शुरू करें) Particulars of Examinations passed &beginning with S.S.C. or equivalent)								
पास की गयी परीक्षा Examination passed	मुख्य विषय Principle subjects	बोर्ड/ विश्वविद्यालय Board/ University	शिक्षा का माध्यम Medium of Education	किस वर्ष में पास Year of Passing	कितनी बार में उत्तीर्ण No. of attempts made	अंकों का प्रतिशत Percentage of marks	प्राप्त श्रेणी Class obtained		

13.	क्या आपने खेलों/शिक्षेत्तर गतिविधियों ने भाग लिया है? यदि हाँ, तो पुरस्कार, प्रशंसा-पत्र यदि कोई हों, आदि सहित संपूर्ण ब्यौरा दें. आवश्यक हों, तो एक अलग कागज जोड़ें/Have you taken part in sports/extra curricular activities? If so, give details together with particulars of prizes, citations etc., If any awarded. Furnish on a separate sheet, If necessary.	
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14.	क्या आप जानते हैं Do you know:	
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	टंकण/Typing:	अंग्रेजी/English	नहीं/No.		हाँ/Yes		Speed		w.p.m.			
		हिंदी/Hindi	नहीं/No.		हाँ/Yes		गति(स्पीड)		श.प्र.क्रम.			
	आशुलिपि/Shorthand:	अंग्रेजी/English	नहीं/No.		हाँ/Yes		Speed		w.p.m.			
		हिंदी/Hindi	नहीं/No.		हाँ/Yes		गति(स्पीड)		श.प्र.क्रम.			
उचित खाने में (✓) लगाएं	कम्प्यूटर ज्ञान/ Computer Knowledge:		नहीं	No.		हाँ	Yes					
			यदि हाँ, कृपया ब्यौरा दिजिए.									
			If yes, Please give details.									
Tick (✓) in appropriate box	कोई अन्य विशिष्ट कार्य/ज्ञान Any other Specialized work/ Knowledge											

15.	ज्ञात भाषाएँ/Languages Known	
	बोलना/To Speak :	
	पढ़ना/To Read :	
	लिखना/To Write :	
	मातृभाषा/Mother tongue :	

कार्य अनुभव

WORK EXPERIENCE

16.	(क) पूर्वानुभव (अंतिम नियोक्ता का नाम पहले दें) a. Previous Experience (List last employer first):
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नियोक्ता का नाम व पता Name & Address of Employer	कार्यग्रहण की तारीख Joining Date	छोड़ने की तारीख Leaving Date	पद Position held	अंतिम वेतन Last Salary	छोड़ने के कारण Reasons for leaving

:: 3 ::

(ख) (b)	क्या आपको पूर्व-सेवा के दौरान कभी भी आरोपित, निलंबित किया गया है अथवा आपके विरुद्ध कोई अनुशासनिक कार्रवाई की गयी है? यदि हों, तो पूर्ण विवरण दें. Have you at any time during your previous employment been charge-sheeted, suspended or have any disciplinary proceedings Instituted against you? If so, give full particulars.	
(ग)	क्या आपको कभी किसी पूर्व नियोक्ता द्वारा मुअत्तिल किया गया था अथवा इस्तीफा देने के लिए कहा गया था Were you ever	

(c)	discharged or asked to resign by a former employer?	
(घ)	स्कूल/कॉलेज छोड़ने के बाद से पूर्ण अवधि उपर्युक्त उत्तरों में न गिनी गयी हो तो बची हुई अवधि के लिए तारीखों समेत ब्यौरा दीजिए.	
(d)	your time since leaving the School/College is not fully accounted for by the replies given above, account for remainder with dates.	
17.	<p>क्या आप किसी व्यापार, कारोबार या पेशे से जुड़ हैं (ब्यौरा दें)</p> <p>Are you engaged in any trade, business or profession? (State details)</p> <p>नोट: संस्था के कार्यरत कर्मियों को प्रबंधन की लिखित अनुमति के बिना किसी व्यापार, कारोबार या पेशे से जुड़ने की अनुमति नहीं होगी.</p> <p>Note: Candidates engaged in the organization are not allowed to join in any trade, business, profession or calling without the written permission of the management.</p>	
18.	<p>क्या आपके पास आय का कोई अन्य स्रोत हैं ? (ब्यौरा दें)</p> <p>Have you any other source of income? (Give details)</p>	
19.	<p>(क) क्या आप कभी गंभीर रूप से बीमार हुए हैं ?</p> <p>यदि हों, तो बीमारी और किये गये उपचार के ब्यौरे दें.</p> <p>(a) Have you ever suffered from any serious illness? If so, give details of illness and Treatment taken.</p>	
	<p>(ख) क्या आप वर्तमान में किसी भी तरह से शारीरिक अथवा मानसिक रूप से अक्षम हैं ?</p> <p>यदि हों, तो अक्षमता के स्वरूप का संक्षिप्त उल्लेख करें.</p> <p>(b) Do you presently suffer from any disability, physical or mental? If so, state briefly The nature of disability.</p>	
20.	<p>अतिरिक्त सूचनाएं, यदि कोई हों.</p> <p>Remarks, If any :</p> <p>Additional</p>	
	<p>व्यक्तिगत संदर्भ</p> <p>PERSONAL REFERENCE</p>	
21.	<p>दो ऐसे सम्मानित व्यक्तियों के नाम दें जो आपके रिश्तेदार या पूर्व नियोक्ता न हों और कम से कम तीन साल से वे सम्मानित व्यक्ति आपको जानते हों, जिनका अपना विशेष स्थान हो और जो संस्था को मंजूर हों.</p> <p>Give names of two references who have a special standing, acceptable to the organization, other than relative or former employer. References should have known you for at least 3 years.</p>	
	<p>(i) नाम/Name:</p> <p>व्यवसाय/Occupation:</p>	

	पता/Address:	
	(ii) नाम/Name:	
		व्यवसाय/Occupation:
		पता/Address:

मैं एतद्वारा घोषणा करता/करती हूँ कि मेरे द्वारा दिये गये उपर्युक्त सूचना और विवरण सत्य व सही हैं और मैंने अपने संविदा पर नियुक्ति से पूर्व आपके ध्यान में लाए जाने वाले किसी भी तथ्य को छिपाया नहीं है. मैं इस बात से सहमत हूँ कि मेरी संविदा पर नियुक्ति (यदि की गयी) के बाद किसी भी समय यदि यह पाया गया कि मैंने गलत अथवा झूठी सूचना दी है या संस्था से कोई सूचना छिपाया है तो मैं संस्था की सेवा से बरखास्त किये जाने के लिए स्वयं जिम्मेवार होऊंगा/होऊंगी.

I HEREBY DECLARE THAT THE INFORMATION GIVEN AND THE STATEMENTS MADE BY ME ABOVE ARE TRUE AND CORRECT AND THAT I HAVE NOT OMITTED ANY FACT THAT I SHOULD HAVE BROUGHT TO YOUR NOTICE BEFORE MY ENGAGEMENT. I AGREE THAT EVEN AFTER MY ENGAGEMENT (IF MADE) I SHALL BE LIABLE TO BE DISCHARGED FROM THE SERVICE OF THE ORGANIZATION, IF AT ANY TIME HERE AFTER IT IS FOUND THAT I HAVE FURNISHED INCORRECT OR FALSE INFORMATION OR HAVE SUPPRESSED ANY INFORMATION FROM THE ORGANIZATION.

मैं एतद्वारा सहमत हूँ की मेरे इस आवेदन एवं/ या कथित विज्ञापन के संदर्भ में उत्पन्न दावा या विवाद की स्थिति मैं कोई भी कानूनी कार्यवाही मुंबई एवं मुंबई स्थित न्यायालय/ न्यायाधिकरण/ मंच के अधिकार क्षेत्र में स्थापित की जा सकेगी.

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 WITHIN THE JURISDICTION OF MUMBAI/ COURTS / TRIBUNALS / FORUMS AT MUMBAI.

संलग्नक/Enclosures:

आवेदक के हस्ताक्षर/Applicant's Signature

2.
3.
4.
5.
6.

Annexure – V (A)

Specimen (Letter of Engagement on Contract of Attender)

Dear Sir,

Reg: Your application for the post of Attender/ Sub-Staff at RSETI/ FLCC Center.

This has reference to your application **dated**for the above mentioned post. We are pleased to inform you that consequent upon the interview, you have been found suitable for engagement of your services on contract as Attender/ Sub-Staff under following terms & conditions:

1. Your services will be utilized at_____ (name of the Center), RSETI/ FLCC Center. Accordingly, you are advised to report at RSETI/ FLCC, _____ (name of the Center) on _____ (mention date) at 10.00 AM.
2. The initial contract will be for one year effective from the date of your reporting at the Center **i.e. from** _____ **to** _____.
3. Renewal of contract may be considered at the request of applicant and at Society's sole discretion subject to evaluation of performance, compliance of eligibility criteria and other terms & conditions as decided by Bank's Society/Trust from time to time.

4. Your Contract Amount shall be fixed at Rs.5,000/- per month.
5. No other benefit, allowances, reimbursement of expenses will be payable or admissible.
6. You shall be entitled for 15 days leave per year with maximum of 2 days per month.
7. It is clarified that if found employed elsewhere you will not be allowed to work on instant advertised post after being selected for the contractual engagement.
8. Please note that no claim of compassionate appointment or Ex gratia will be entertained in case person engaged on contract expires during the period of contract.
9. Notwithstanding the above, Bank reserves the right to reduce the tenure of your engagement on Contract by Serving one month's notice.
10. As agreed upon while submitting declaration form along with your application, the dispute if any, with regard to selection, appointment/ engagement or any claim arising out of the advertisement will be subject to the jurisdiction of Courts/Tribunals/Forums at Mumbai only.

If you agree to the terms and conditions stated above, please sign duplicate copy of this letter as a token of their acceptance.

REGIONAL MANAGER/ CO-CHAIRMAN DLRAC