



REGIONAL OFFICE - ETAWAH

Regional Office Address: 125, Civil Lines Etawah (UP) PIN: - 206001

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

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

Engagement of Counselor FLCC (one) FLCC Auraiya Dist Auraiya and Attendant (two) for RSETIs (Rural Self Employment Training Institutes) at District Etawah & Auraiya State Utter Pradesh on contract basis.

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, is looking for engaging the services of counselor and Attendant on Annual Contract basis for our FLCC Auraiya Dist- Auraiya & RSETI centre at Distt-Etawah & Auraiya (UP). The vacancy to be filled up is as follows:

| | |
|---------------------------|----------------------------|
| District – Auraiya | Counselor FLCC- one |
| District – Etawah | Attendant- one |
| District – Auraiya | Attendant- one |

The details are given below:

1. AGE, QUALIFICATION & EXPERIENCE

| Sr. No. | Name of the Post | Age | Qualification | Experience / Other eligibility criteria. |
|---------|---------------------------|--------------------------------------|--|---|
| 1. | Counselor FLCC | Less than 65 years with sound Health | <p><u>Essential:</u></p> <p>(i) Graduate/Post-graduate degree from a UGC recognized University</p> <p><u>Desirable:**</u></p> <p>Officer with Rural Development Background I.e. Agriculture Finance Officer/ Rural Development Officer/ Agriculture Officers Converted to mainstream of banking /Lead District Managers and Faculty leaders/ faculty Members of Training Centers / Colleges with Specialization in Rural Development etc. shall be preferred.</p> | <p><u>Essential:</u></p> <p>1. Candidates should have retired on VRS or on attaining superannuation with minimum 20 years of service of which at least 15 years in Officers Cadre.</p> <p>2. He should have worked as branch manager in any scale in rural branch for at least 3 years OR as AFO (Agriculture Finance Officer) in a rural branch for a period of 3 years.</p> <p>3. He should have unblemished record and possess satisfactory service certificate from the previous employer.</p> <p>4. Should be well conversant with local language</p> <p>5. Should have retired from Scale II and Above</p> <p>6. Should be resident of the same State, preferably same or nearby district i.e. Etawah/Auraiya/Kanpur/Agra.</p> |

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|----|-----------|----------|--|---|
| 2. | Attendant | 22-40yrs | <u>Essential:</u> Shall be a matriculate Ability to read & write local language preferred | 1. Should be resident of the same State, preferably same or nearby district i.e. Etawah/Auraiya/Kanpur/Agra.. |
|----|-----------|----------|--|---|

**** 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:

For Counselor FLCC

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

- (a) To submit performance Appraisal to Regional Manager concerned one month in advance of expiry of contract
- (b) 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:

For FLCC Counselor:

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.15000/- p.m. whichever is lower. Further a lump sum amount of Rs.500/- p.m. shall be paid towards Mobile, conveyance etc. However, the condition of "last Pay & Allowances drawn by the Officer less the initial amount of pension fixed before commutation plus relief etc." will be applicable only to the pension co-opted retired Bank official of a Nationalized Bank and in case of Non Pensioner, the candidate will be eligible only for

Rs.15000/- p.m. together with lump sum amount of Rs.500/- towards Mobile, Conveyance etc. Please note that no other benefits or charges shall accrue or be payable.

Reimbursement of TA/DA for traveling as per requirement of Post shall be made as per revised rate of Rs.300/-per day and travelling expenses to be paid on actual basis.

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

For Attendant:

Consolidated salary of **Rs. 8000/-** per month as per HR policy applicable CO:PS:RSETI:2016-17:709 Dated 18/2/2017.

4. LEAVE:

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

5. JOB PROFILE:

For Counselor FLCC:

These Officers shall be working as Counselor FLCs and have to oversee the overall functioning of FLC.

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 25/06/2022. No applications shall be entertained beyond the stipulated date. Incomplete applications will be rejected.

Applicants should write on envelop **“Application for the post of Counselor FLC Auraiya / Application for the post of Attendant at RSETI center – Etawah & Auraiya on contract for the year 2022-23”** and send to **REGIONAL MANAGER, CENTRAL BANK OF INDIA, REGIONAL OFFICE,125, Civil Lines Near Balram Singh Chauraha, Etawah Pin-206001**

8. APPLICATION FEE: NIL

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

APPLICATION FOR THE POST OF FLCC COUNSELOR/ATTENDANT OF RSETI

ON CONTRACTUAL BASIS

To

**Regional Manager
Regional Office
Central Bank of India,
Etawah**

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 **Counselor FLCC /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 _01.06.2022 | : | |
| 5. | Contact Details: | | |
| | Mobile No. | : | |
| | Landline No. | : | |
| | e-mail ID | : | |
| 6. | GENDER | : | |
| 7. | NATIONALITY | : | |

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|-----|---------------------------|---|--|
| | | | |
| 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.**

13. For FLCC Counselor only:

A. RELATIVE EXPERIENCE (if any)--

Total (in years) _____.

| Sr. No. | Institution | Designation | Duration From To | Responsibilities | Achievements |
|---------|-------------|-------------|---------------------|------------------|--------------|
| | | | | | |
| | | | | | |

B – For retired Officials:

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|--|--|---|--------|
| | 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.**

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| 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) |
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| 16. | Significant Achievement (if any) in respect of above assignments (for Counselor FLCC only): |
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|-----|-----------------------------------|-----|
| 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.