



सेन्ट्रल बैंक ऑफ़ इंडिया  
Central Bank of India

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क्षेत्रीय कार्यालय कोटा

RO/KOTA/ASBD/2023-24/856

Date : 08.01.2024

Reg : Engagement of Attender for RSETIs (Rural Self Employment Training Institutes) on annual contract basis.

**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 centres located in 51 Lead Districts allotted to the Bank in the country, is looking for engaging the services of Office Assistant on Annual Contract basis for our RSETI center Kota,

**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 8 <sup>th</sup> standard passed	<b>Essential:</b> 1. Should be resident of the same state preferably same or nearby district/residing at the head quarter of RSETI centre.

**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. ✓

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**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 23.01.2024. No applications shall be entertained beyond the stipulated date. Incomplete applications will be rejected.**

Address the application, Subscribing "Application for the post of **Office Assistant** at RSETI center on contract **for the year 2024-25**" to Regional Manager/Co-Chairman, Dist. Level RSETI Advisory Committee (DLRAC), Central Bank of India, Regional Office, Hotel Airlines Building , MBS Hospital k Samne , Nayapura Kota-324001

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

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- 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.

(Gulshan Khungar)

Regional Head

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रीजनल हेड  
रीजनल ऑफिस, कोटा