

**Regional office, Chhindwara**

ANNEXURE-III

**Central Bank of India Samajik Utthan Avam Prashikshan Sansthan**

**(CBI-SUAPS)**

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

Engagement of Faculty, Office assistant and attendant at **RSETI – Pandhurna and Office Assistant at RSETI- Seoni** on contractual basis for the Year 2025-26

**IMPORTANT: LAST DATE OF RECEIPT OF APPLICATION: 09.07.2025**

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 51 Lead Districts allotted to the Bank in the country, is looking for engaging the services of Faculty and Watchman cum Gardener on Annual Contract basis for our RSETI centre at Chhindwara.

**Details of Qualifications and Experiences:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Position** | **Age** | **Qualification and Other Requirement** | **Experience / Other eligibility criteria.** | **Salary** |
| 1. | Faculty – RSETI Pandhurna | **Minimum 21 years & maximum 40 years** as on the last date of the receipt of the application \* | Essential:   * Shall be a Graduate (any ie. Science/Commerce/Arts)/Post-Graduate; however, preference may be given to MSW/MA in Rural Development/MA in Sociology/Phychology/B.Sc.(Veterinary), B.Sc. (Horticulture), B.Sc. (Agri), B.Sc.(Agri Marketing)/B.A. with B.Ed. etc. * Shall have a flair for teaching and possess sound Computer Knowledge. * Excellent communication skills in Local Language essential, fluency in English and Hindi will be an added advantage. * Skills in Typing in Local Language essential. * Typing skills in Hindi/English typing, an added advantage. * Previous experience as Faculty preferred. * Ability to read and write the local language preferred. | Essential:  1. Should be well conversant with local language.  2. Should be resident of the same district/ residing at the head quarter of RSETI Centre. | Rs. 20000/- and  allowances \* |
| 2. | Office assistant RSETI Pandhurna/Seoni | **Minimum 21 years & maximum 35 years** as on the last date of the receipt of the application \* | * Shall be graduate viz. BSW/BA/B.Com/with computer knowledge. * Knowledge in Basic Accounting is a preferred qualification. * Shall be fluent in spoken and written local language. Fluency in Hindi/English would be an added qualification. * Shall be proficient in MS Office (Word and Excel), Tally & Internet. * Skill in typing in local language is essential, Typing skills in English an added advantage. | 1. Should be resident of the same district/residing at the head quarter of RSETI centre. | Rs. 12000/- and  allowances \* |
| 3 | Attender -RSETI Pandhurna | **Minimum 21 years & maximum 35 years** as on the last date of the receipt of the application \* | * Shall be matriculate. * Ability to read and write the local language preferred. | 1. Should be resident of the same district & residing at the head quarter of RSETI centre or nearby. | Rs. 8000/- and allowances \* |

**\*\* A Self attested copy of service certificate from the previous employer/experience of working to be submitted along-with the application. Original be produced at the time of interview.**

**1. CONTRACT PERIOD:**

* The candidate shall be appointed on Contract basis for a period of one year. Renewal of contract shall be at the sole discretion of Society/Trust/Bank and subject to satisfactory performance.
* The contract will be valid for a period of 5 years subject to annual review and renewal of the contract by Central Office once in a Year subject to satisfactory performance and it is sole discretion of Society/Trust/Bank.

**No person employed elsewhere will be allowed to work on instant advertised post after being selected for the contractual engagement.**

**2. LEAVE:**

As per latest HR policy dated 27.06.2024

**3. JOB PROFILE:**

**For Faculty:**

The functioning of the Faculty shall be broadly to assist the Director in conducting Training and Awareness Programmes, Generation of Application & Selection of Candidate, Preparation of Annual Action Plan, Logistics for Training Programme, Handling Sessions, Preparation of Notes and similar other activities of the center.

**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.

**For Attender:**

Watchman will perform the duties as watchman cum gardener under and as per the direction/ instructions given by In-charge, Cent RSETI/ Cent FLCC centers.

**4. SELECTION PROCESS:**

The selection process will comprise of:

* The eligible candidates will be called for personal interview.
* Personal interview to assess communication skills, leadership qualities, attitude, problem solving abilities to get along with the trainees, developmental approach.
* The decision of the Society/Trust/Bank in this regard shall be final.

**5. SUBMISSION OF APPLICATION:**

Eligible candidates have to submit their applications in the given format (Annexure). **Last date for receipt of application is 09.07.2025** No applications shall be entertained beyond the stipulated date. Incomplete applications will be rejected.

Address the application, Subscribing **“Application for the post of Faculty/ Office Assistant/Attender at RSETI center Pandhurna & Seoni on contract for One year”** to

**Regional Head**

**Central Bank of India,**

**Regional Office, Chhindwara**

**Near Panjab Bhavan, Chitnavis Ganj,**

**Narsinghpur Road, Chhindwara**

**Pin - 480002**

**Further, it is informed that the applications can also be submitted by hand at the above address.**

**6. APPLICATION FEE:**

There is no application fee prescribed.

**7. GENERAL INSTRUCTIONS:**

1. 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.
2. 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.
3. 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.
4. Society/Trust/Bank reserves the right to cancellation of candidature at any time without any notice.
5. If candidate is found committing any type of fraud, malpractices, misconduct, the bank reserves the right to cancel the candidature.

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**ANNEXURE-IV**

**APPLICATION FOR THE POST OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_AT RSETI (PANDHURNA/SEONI) ON CONTRACTUAL BASIS.**

Paste Passport size photograph

&

Please sign across the photograph

**To**

**Regional Head/Co-Chairman (DLRAC)**

**Central Bank of India,**

**Regional Office**

**Chhindwara 480002.**

**-------------------------------------------------------------------------------------------------------------------------------------------------------------------------**

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 31.01.2025 | : |  |
| 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 | 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 |  |  |  |  |  |  |
| Professional  Qualification |  |  |  |  |  |  |
| Others --- |  |  |  |  |  |  |
| Computer  (Diploma/Degree/  Certificate) |  |  |  |  |  |  |

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

**13. For Faculty only:**

**A. RELATIVE EXPERIENCE (if any)-- Total (in years) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

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

**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 working,**

**Rural Development from organization/institutions concerned.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 14. | Details of Present Employment | |  |  |
| (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**.

|  |  |
| --- | --- |
| 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 faculty only) |
|  |

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

|  |  |  |
| --- | --- | --- |
| 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 25.06.2025.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(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**

**सेन्‍ट्रल 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 ऑफ़ इंडिया/ Central Bank of India,**

**क्षेत्रीय कार्यालय/ Regional Office, छिन्दवाडा /CHHINDWARA**

|  |
| --- |
| अपना पासपोर्ट आकार का फोटोग्राफ लगाएं  AFFIX PASSPORT SIZE PHOTOGRAPH HERE |

प्रिय महोदय/Dear Sir,

**अटेंडर /सब स्टाफ के पद के लिए आवेदन-पत्र.**

**APPLICATION FOR THE POST OF ATTENDER /SUB STAFF**

मैं एतदद्वारा आपकी संस्था में. संविदा पर अटेंडर / सब स्टाफ के लिए आवेदन करता/करती हूं./ 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 हूं/ 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)

|  |  |
| --- | --- |
| कृपयाध्‍यान दें | * आवेदन-पत्र, आवेदक स्‍वयं साफ व स्‍पष्‍ट अक्षरों में भरें./Applicant to complete application in his/her own handwriting neatly and legibly. |
| कृपया नोट करें 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. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

कु./Miss उपनाम/ Surname नाम/Name पिता/पति का नाम/Father’s/Husband’s Name

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 2. | क) जन्‍म तिथि/Date of Birth | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  | | D | D | M | M | Y | Y | Y | Y |   तिथि माह वर्ष |
|  | ख) जन्‍म स्‍थान/Place of birth |  |
|  | ग) आयु(दि.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)  Age (as on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  | | D | D | M | M | Y | Y | Y | Y |   वर्ष माह दिन |
| 3. | राष्‍ट्रीयता/Nationality : |  |
| 4. | क) श्रेणी/CATEGORY | |  | | --- | |  |  |  | | --- | |  |  |  | | --- | |  |  |  | | --- | |  |   अनुसूचित अनुसूचित अन्‍य सामान्‍य/  जाति/S.C. जनजाति/S.T. पिछड़ा वर्ग/OBC Gen.  (एससी/एसटी/ओबीसी उम्‍मीदवार जाति का प्रमाणपत्र संलग्‍न करें/ SC/ST/OBC Candidate to enclose Caste Certificate.) |
|  | ख) धर्म/Religion : |  |
|  | मोबाइल नंबर MOBILE NUMBER |  |
|  | 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 डीएसपीकेए अपंग भूतपूर्व सैनिक   |  | | --- | |  |   सैनिक/. D.S.P.K.A. Disabled Ex-Ser.   |  | | --- | |  |   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/ बधिर शारीरिक विकलांगता  Blind Deaf. विकलांग/ का % of  Or.ch. Handicapness |
| शारीरिक अक्षमता का स्‍वरूप/Nature of Physical Disability: |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 5. | पूरा पता/Full Addressस्थानीय /वर्तमान/Local/Presentघर/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 | | | Window(er) | | |  |
| यदि विवाहित हैं तो क्‍या आपके पति/पत्‍नी कार्यरत है ? If married, Whether your spouse is working यदि हॉं, 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 विरूद्ध 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. 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/गतिविधियों ने भाग लिया है? यदि हॉं, तो पुरस्‍कार, प्रशंसा-पत्र यदि कोई हों, आदि सहित संपूर्ण ब्‍यौरा दें. आवश्‍यक हों, तो एक अलग कागज जोड़े/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. | | | | | | | | | | | | | | | | |  | | | | | | | | | | |
| 14. | क्‍या आप जानते हैं Do you know: | | | | | | | | | | | | | | | | |  | | | | | | | | | | |
|  | | | | टंकण/Typing: | | | अंग्रेजी/English  हिंदी/Hindi | | | | | | | | |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | नहीं/No. |  | हां/Yes |  | Speed |  | w.p.m. |  |  | | नहीं/No. |  | हां/Yes |  | गति(स्‍पीड) |  | श.प्र.क्रम. |  |  | | | | | | | | | | | | | | |
|  | | | | आशुलिपि/Shorthand: | | | अंग्रेजी/English  हिंदी/Hindi | | | | | | | | |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | नहीं/No. |  | हां/Yes |  | Speed |  | w.p.m. |  |  | | नहीं/No. |  | हां/Yes |  | गति(स्‍पीड) |  | श.प्र.क्रम. |  |  | | | | | | | | | | | | | | |
| उचित खाने में ( √ ) लगाएं | | | | कम्‍प्‍यूटर ज्ञान/ Computer Knowledge: | | |  | | | | | | | | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | नहीं | No. |  | हां | Yes |  | | यदि हां, कृपया ब्‍यौरा दिजिए. | | | | | | | If yes, Please give details. | | | | | | | | | | | | | | | | | | | |
| Tick ( √ ) in appropriate box | | | | कोई अन्‍य विशिष्‍ट कार्य/ज्ञान Any other Specialized work/ Knowledge | | |  | | | | | | | |  | | | | | | | | | | | | | |
| 15. | | ज्ञात भाषाएं/Languages Known | | | | | | | | | | | | | | | | | | | | | | | | | | |
| बोलना/To Speak : | | | | | | | | |  | | | | | | | | | | | | | | | | | | | |
| पढ़ना/To Read : | | | | | | | | |  | | | | | | | | | | | | | | | | | | | |
| लिखना/To Write : | | | | | | | | |  | | | | | | | | | | | | | | | | | | | |
| मातृभाषा/Mother tongue : | | | | | | | | |  | | | | | | | | | | | | | | | | | | | |
| **कार्य अनुभव WORK EXPERIENCE** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| 16. | (क) पूर्वानुभव (अंतिम नियोक्‍ता का नाम पहले दें) a. Previous Experience (List last employer first): | | | | | | |
| 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 |
|  | |  |  |  |  | |  |
| (ख)  (b) | क्‍या आपको पूर्व-सेवा के दौरान कभी भी आरोपित, निलंबित किया गया है अथवा आपके विरूद्ध कोई अनुशासनिक कार्रवाई की गयी है? यदि हॉं, 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)  (c) | क्‍या आपको कभी किसी पूर्व नियोक्‍ता द्वारा मुअत्तिल किया गया था अथवा इस्‍तीफा देने के लिए कहा गया था Were you ever discharged or asked to resign by a former employer? | | | | |  | |
| (घ)  (d) | 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. If your time since leaving the School/College is not fully accounted for by the replies given above, account for remainder with dates. | | | | |  | |
| 17. | क्‍या आप किसी व्‍यापार, कारोबार या पेशे से जुड़ हैं (ब्‍यौरा दें)Are you engaged in any trade, business or profession? (State details)  नोटः संस्था के कार्यरत कर्मी को प्रबंधन की लिखित अनुमति के बिना किसी व्‍यापार, कारोबार या पेंशे से जुड़ने की अनुमति नहीं होगी. 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. | | | | |  | |
| 18. | क्‍या आपके पास आय का कोई अन्‍य स्‍त्रोत हैं ? (ब्‍यौरा दें)Have you any other source of income? (Give details) | | | | |  | |
| 19. | (क) क्‍या आप कभी गंभीर रूप से बीमार हुए हैं ? यदि हॉं, तो बीमारी और किये गये उपचार के ब्‍यौरे दें.(a) Have you ever suffered from any serious illness? If so, give details of illness and Treatment taken. | | | | |  | |
|  | (ख) क्‍या आप वर्तमान में किसी भी तरह से शारीरिक अथवा मानसिक रूप से अक्षम हैं ? यदि हॉं, तो अक्षमता के स्‍वरूप का संक्षिप्‍त उल्‍लेख करें.(b) Do you presently suffer from any disability, physical or mental? If so, state briefly The nature of disability. | | | | |  | |
| 20. | अतिरिक्‍त सूचनाएं, यदि कोई हों. Additional Remarks, If any : | | | | |  | |
|  | **व्‍यक्तिगत संदर्भ PERSONAL REFERENCE** | | | | |  | |
| 21. | 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. 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. | | | | |  | |
|  | (i) नाम/Name:  व्‍यवसाय/Occupation:  पता/Address: | | | | |  | |
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|  | |
| (ii) नाम/Name:  व्‍यवसाय/Occupation:  पता/Address: | | | | |  | |
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| मैं एतद्द्वारा घोषणा करता/करती हूं 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 हूं 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.  मै एतद्द्वारा सहमत हू की मेरे इस आवेदन एवं/ या कथित विज्ञापन के संदर्भ में उत्पन दावा या विवाद की स्थिति मै कोई भी क़ानूनी कार्यवाही मुंबई एवं मुंबई स्थित न्यायलय/ न्यायाधिकरण/ मंच के अधिकार क्षेत्र मै 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  मोबाइल नंबर **आवेदक के हस्ताक्षर /Applicant’s Signature** | | | | | | | |