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Central Bank of India

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क्षेत्रीय कार्यालय कोटा

RO/KOTA/ASBD/2024-25/1875

Date : 26.03.2025

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

Society/Trust Profile:

Central Bank of India Samajik Urthan 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.	Office Assistant	22-40 Years	Essential: Shall be a Graduate viz. BSW/BA/B.Com with computer knowledge, Knowledge in basic accounts & book keeping is a preferred qualification	Essential: 1. Should be fluent in spoken and written local language. Fluence in Hindi/English would be an added advantage. 2. Shall be proficient in MS office (word and excel), tally and internet. 3. Skill in typing in local language is essential ,typing skill in English is an added

क्षेत्रीय कार्यालय कोटा, होटल एयरलाइन्स बिल्डिंग, 3बी, सिविल लाइन्स, नयापुरा, कोटा (राजस्थान)-324001

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				advantage. 4. Should be resident of the same or nearby district/residing at the head quarter of RSETI centre.
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**** 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:

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:

In case of Office Assistant:

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

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 **10.04.2025. No applications shall be entertained beyond the stipulated date. Incomplete applications will be rejected.**

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क्षेत्रीय कार्यालय कोटा, होटल एरलाइन्स बिल्डिंग, 3बी, सिविल लाइन्स, नयापुरा, कोटा (राजस्थान)-324001

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Address the application, Subscribing "Application for the post of Office Assistant at RSETI centre on contract for the year2024-25" to Regional Manager/Co-Chairman, Dist. Level RSETI Advisory Committee (DI.RAC), 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:

- (d) 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.
- (e) 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.
- (f) 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.


(Gaurav Tyagi)
Regional Head

क्षेत्रीय कार्यालय कोटा, होटल एयरलाइन्स बिल्डिंग, 3बी, सिविल लाइन्स, नयापुरा, कोटा (राजस्थान)-324001

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क्षेत्रीय कार्यालय कोटा

RO/KOTA/ASBD/2024-25/1874

Date : 26.03.2025

Reg : Engagement of Watchman cum Gardener 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.	Watchman cum Gardener	Between 22-40years	Shall be 7 th standard passed Should have experience preferably in agriculture /gardening/Horticulture	Essential: 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.

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.6000/-** per month. No other allowance/benefit/payment/facility will be admissible. ✓

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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, Central Bank of India.
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 10.04.2025. No applications shall be entertained beyond the stipulated date. Incomplete applications will be rejected.**

Address the application, Subscribing "Application for the post of **Watchman** 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 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.


(Gauhar Tyagi)
Regional Head

क्षेत्रीय कार्यालय कोटा, होटल एयरलाइन्स बिल्डिंग, 3बी, सिविल लाइन्स, नयापुरा, कोटा (राजस्थान)-324001

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क्षेत्रीय कार्यालय कोटा

RO/KOTA/ASBD/2024-25/1873

Date : 26.03.2025

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

Society/Trust Profile:

Central Bank of India Samajik Urthan 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	22-40 years	Shall be matriculate	Essential: 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.

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:

क्षेत्रीय कार्यालय कोटा, होटल एयरलाइन्स बिल्डिंग, 3बी, सिविल लाइन्स, नयापुरा, कोटा (राजस्थान)-324001
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Central Bank of India

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क्षेत्रीय कार्यालय कोटा

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 10.04.2025. 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 , Navapura 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 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.


(Gauha Tyagi)
Regional Head

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क्षेत्रीय कार्यालय कोटा

RO/KOTA/ASBD/2024-25/1876

Date: 26.03.2025

Reg : Engagement of Faculty 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,

1. AGE, QUALIFICATION & EXPERIENCE

Sr. No.	Name of the Post	Age	Qualification
1.	Faculty	22-40 years	Essential: <ol style="list-style-type: none">1. Shall be a Graduate(any i.e Science/Commerce/arts)/PG however preference may be given to MSW/MA in rural development/MA in sociology/Psychology/Bsc.(Veterinary)Bsc. (Horticulture),Bsc.(Agri),Bsc(AgriMarketing)/B.A with B.ed. etc.2. Shall have a flair for teaching and possess sound computer Knowledge.3. Excellent communication skills in the local language essential, fluency in English and Hindi will be an added advantage.4. Skill in typing in Local language essential.5. Typing skills in Hindi/English typing an added advantage.6. Previous experience as faculty preferred

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:**



क्षेत्रीय कार्यालय कोटा, होटल एयरलाइन्स बिल्डिंग, 3बी, सिविल लाइन्स, नयापुरा, कोटा (राजस्थान)-324001

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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:

The contract amount shall be fixed at **Rs.20000/-** 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:

The functioning of the Faculty shall be broadly to assist the Director in conducting Training and Awareness Programme, 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 centre.

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 10.04.2025**. No applications shall be entertained beyond the stipulated date. Incomplete applications will be rejected.

Applicant can submit their application in subscribed format with the heading on envelope "Application for the post of **Faculty** at RSETI center on contract for **one year...**" to Regional Manager/Co-Chairman, Dist. Level RSETI Advisory Committee (DLRAC), Central Bank of India, on below mentioned address :

Central Bank of India

Regional Office, Kota

Hotel Airlines Building, 3B, Civil Lines Nayapura , Kota-324001

8. APPLICATION FEE:

There is no application fee prescribed.

9. GENERAL INSTRUCTIONS:

क्षेत्रीय कार्यालय कोटा, होटल एयरलाइन्स बिल्डिंग, 3बी, सिविल लाइन्स, नयापुरा, कोटा (राजस्थान)-324001
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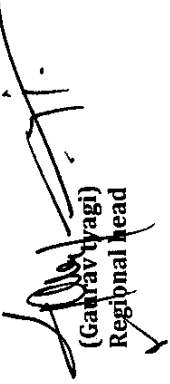


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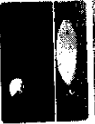
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- (g) While applying for the post, the applicant should ensure that he/she fulfills the eligibility criteria and other norms mentioned above and that the particulars furnished are correct in all respects. In case it is detected at any stage of recruitment 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.
- (h) 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.
- (i) 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.


(Gaurav Tyagi)
Regional Head

क्षेत्रीय कार्यालय कोटा, होटल एयरलाइन्स बिल्डिंग, 3बी, सिविल लाइन्स, नयापुरा, कोटा (राजस्थान)-324001
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Fw: Reg: Vacancy at RSETI Kota for various posts.
webmaster to rdkotaro

25-03-2025 16:56

महोदय, महोदया / Sir, Madam,

Please refer your trailing mail and your telephonic today. Eventhough it was forwarded to our Vendor not uploaded which we came to know from you today. Kindly send us again for uploading. Please check after uploading and revert baci to us always if it is not done on the same day.

We regret for the inconvenience caused to you.

सादर धन्यवाद / THANKS & REGARDS,

Kamala Krishnamoorthy

Senior Manager

(वेब मास्टर / WEBMASTER) केंद्रीय कार्यालय / Central Office.
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From: rdkotaro/kota/Delhi/cbi
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Date: 12-03-25 03:19 PM
Subject: Reg: Vacancy at RSETI Kota for various posts.

Sir

Please post the vacancy details of RSETI Kota at bank website , Summary is as below :

Post name: Office Assistant, faculty, Watchman, Attender

location : Kota

Last date of application : 21.03.2025



OA VACANCY.pdfFACULTY VACANCY.pdfWATCHMAN VACANCY.pdfATTENDER VACANCY.pdf

सादर धन्यवाद

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