

संविदा के आधार पर नियुक्ति सम्बन्धित सूचना

क्षेत्रीय कार्यालय, मोतिहारी

सेंट्रल बैंक ऑफ इंडिया सामाजिक उत्थान एवं प्रशिक्षण संस्थान द्वारा संचालित ग्रामीण स्वरोजगार प्रशिक्षण संस्थान केंद्र (RSETI) में निम्न पदों पर संविदा आधार पर एक वर्ष के लिए आवेदन पत्र आमंत्रित किए जाते हैं:

क्र. सं.	निम्न पदों पर नियुक्ति	पदों की संख्या
1.	संकाय सदस्य, आरसेटी, पूर्वी चंपारण (Faculty, RSETI, East Champaran)	1
2.	संकाय सदस्य, आरसेटी, पश्चिम चंपारण (Faculty, RSETI, West Champaran)	2
3.	कार्यालय सहायक, आरसेटी, पश्चिम चंपारण (Office Assistant RSETI, West Champaran)	1
4.	चौकीदार सह माली आरसेटी, पूर्वी चंपारण (Watchman cum Gardener, RSETI, East Champaran)	1
5.	चौकीदार सह माली आरसेटी, पश्चिम चंपारण (Watchman cum Gardener, RSETI, West Champaran)	1

आवेदन प्रारूप, आयु, योग्यता की विस्तृत जानकारी के लिए बैंक की वेबसाइट <http://www.centralbankofindia.co.in> का अवलोकन करें।

आवेदन की अन्तिम तिथि 10/10/2024 सांय 5.00 बजे तक है।

आवेदन सेंट्रल बैंक ऑफ इंडिया क्षेत्रीय कार्यालय, बलुआ टाल, मोतिहारी (बिहार) 845401 को कार्यालय कार्यदिवस में सीधे अथवा रजिस्टर्ड डाक द्वारा प्रेषित किया जा सकता है। आवेदन देने की अंतिम तिथि 10/10/2024 है।

दिनांक - 26.09.2024

क्षेत्रीय प्रमुख
सेंट्रल बैंक ऑफ इंडिया
क्षेत्रीय कार्यालय, मोतिहारी

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 Faculty/Office Assistant (Pl. strike off whichever is not applicable) for RSETIs (Rural Self Employment Training Institutes) on contract basis for the

Year 2024-25

IMPORTANT: LAST DATE OF RECEIPT OF APPLICATION: **10.10.2024**

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 Faculty/Office Assistant (Pl. strike off whichever is not applicable) on Annual Contract basis for our RSETI centres at- **East Champaran & West Champaran.**

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The details are given below:

1. **AGE, QUALIFICATION & EXPERIENCE**

Sr. No.	Name of the Post	Age	Qualification & Other Requirements Experience / Other eligibility criteria.
1.	Faculty	22-40 years with sound Health	<u>Essential:</u> Shall be a Graduate (any i.e., Science/Commerce/Arts) /Post-Graduate; however, preference may be given to MSW/MA in Rural Development/MA in Sociology/Psychology/BSc. (Veterinary), B.Sc (Horticulture) B.Sc. (Agri.), B.Sc. (Agri. Marketing)/BA with B.Ed. etc. Shall have a flair for teaching and possess sound Computer knowledge. Excellent communication skills in the local language essential and fluency in English and Hindi will be an added advantage. Typing skills in Local Language is essential. Typing skills in Hindi/English will be an added advantage. Previous experienced as faculty will be preferred.
2.	Office Assistant	22-40 years with sound health.	Essential: Shall be a Graduate viz. BSW/BA/B.Com with computer knowledge. Knowledge in Basic Accounting is 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. Skills in typing in local language are essential, Typing skills in English and Hindi an added advantage.
3.	Watchman cum Gardener	22-40 years with sound health.	Should have passed 7 th standard. Should have experience preferably in agriculture/gardening/ horticulture.

**** 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 Bank/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 Faculty:

- i. The contract amount shall be fixed at **Rs. 30,000.00 – 2000*5 – Rs 40,000/- Annual Performance Incentive of Rs 2,000/- every year will be based on satisfactory review/performance of the services rendered.**
- ii. Fixed Conveyance Allowance [FCA]: Rs 2500/- pason declaration basis. Subject to completion of minimum number of visits for conducting EAPs, Follow us s. etc. Otherwise, the Director of the RSETIs shall consider to pay proportionately,
- iii. The increments accrued shall be continued at the time of renewal of each contract period and the contract shall be continued till the 5 Years for the project period whichever is earlier, subject to satisfactory performance and renewal of the contract period from time to time.
- iv. Mobile allowance: Rs. 300/-pm.
- v. EPF, ESI. Gratuity as per rules
- vi. Annual Medical Allowance, Group Insurance, TA for outstations & HA for outstations also to be paid as per rules.

In case of Office Assistant:

- i. Consolidated salary of Rs. 20,000 - 1500 x 5 - Rs. 27500/-
Annual performance incentive of Rs.1500/- every year will be based on satisfactory review/ performance of services rendered.
- ii. Fixed Conveyance Allowance [FTA]: Rs.2000/- pm on declaration basis. Subject to completion of minimum number of visits for conducting EAPs, Follow up etc. Otherwise, the Director of theRSETIs shall consider to pay proportionate
- iii. The increments accrued shall be continued at the time of renewal of each contract period and the contract shall be continued till the Yearsfor the project period whichever is earlier, subject to satisfactory performance and renewal of the contract period from time to time.
- iv. Mobile allowance: Rs. 300/-pm.

- v. EPF, ESI, Gratuity as per rules
- vi. Annual Medical Allowance, Group Insurance, TA for outstations & HA for outstations also to be paid as per rules.

In case of Watchman cum Gardener:

- i. Consolidated salary of Rs. 12000-800 x5-Rs.16000/- Annual Performance incentive of Rs. 1000/- every year is based on satisfactory review/ performance of services rendered.
- ii. Fixed Travel Allowance [FTA]: Rs 800/-pm on declaration basis.
- iii. The increments accrued shall be continued at the time of each contract period and the contract shall be continued till the 5 Years or the project period whichever is earlier, subject to satisfactory performance and renewal of the contract period from time to time.
- iv. Mobile allowance: Rs.300/-pm.
- v. EPF, ESI, Gratuity as per rules
- vi. Annual Medical Allowance, Group Insurance, TA for outstations & HA for outstations also to be paid as per rules.

4. LEAVE:

Category of Leave	Period
Casual Leave	12 days per calendar year
Privileged Leave	10 days per year
Sick Leave	10 days per calendar year
Maternity Leave	As per "The Maternity Benefit (Amendment) Act,2017"
Paternity leave	15 (fifteen) days per child subject to the conditions as in case of maternity leave.
All leaves subject to terms & conditions applied.	

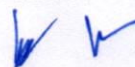
5. JOB PROFILE:

For Faculty:

1. Any other work assigned by the Director from time to time.
2. Work as Faculty of the Institute handling sessions relating to entrepreneurship, motivation personality development, business management, conducting business games etc., guiding/Educating the trainees and coordinating the programmes of the Institute.
3. Conducting pre-training activities EAPs, generation of applications and selection of candidates.
4. Assisting the Director in designing the Annual Action Plan and training programmes

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5. Arranging logistics for the training programmes, including training materials and arranging Guest faculty.
6. Providing post Training escort services including conducting follow- upmeets/visits.
7. Providing counseling, credit linkage, preparation of project reports etc.
8. Preparation of Success Stories and circulation of a minimum of two stories per month to the Controlling Office/MoRD.
9. Preparation of Post Programme Report.
10. Preparation of monthly report and other periodical reports.
11. Assisting/Guiding the Office assistant in maintaining of Day book. General Ledger and all other registers and Books.
12. Design new training programs by collecting feedback on emerging business opportunities in the area.
13. Prepare case studies and training materials for effective delivery of sessions.
14. Establish liaison with outside agencies.
15. Assist Director in internal control/administration of the institute.
16. Organizing functions, events and meetings of the Institute.
17. Preparation of Press release/reports on various activities of the Institute.
18. Supervising the work of assistant, attender, watchman cum Gardner of theInstitute.
19. Monitoring the performance of Guest faculty of all skill training. 20. Maintenance of Inventory and Library books of the Institute.
21. Overseeing the maintenance of entire campus including classrooms, Kitchen, dining and Dormitory and to ensure to keep the premises clean and tidy.
22. Maintaining discipline in the Institute and ensuring administration of MILLY, LOG, PRAYER, YOGA SHRAMADHAN etc., on daily basis.
23. Enrollment target from trained candidates under social security schemes viz PMSBY, PMJBY, APY.
24. Genration of leads under PM VISHWAKARMA, PMEGP/FME, MUDRA from the trained candidates for the RSETIs.
25. Educate the trainees regarding digital access of Jan Samarth Portal and popularising of digital journey under MUDRA and various loan products in Jan Samarth Portal.



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

For Office Assistant:

1. Assisting the Director and Faculty in effective functioning of the Institute to fulfill the objectives of the Trust.
2. Maintaining of Cash book, General Ledger, vouchers, as per the guidelines (Presently single entry Bookkeeping).
3. Maintaining all books, registers, both manual and soft copy as per the prevailing guidelines from Trust/Ministry.
4. Maintaining and updating all data relating to training, Follow-up, Settlement, etc.
5. Creating and updating MIS data as per the guidelines.
6. Preparation of monthly report and other periodical reports and submission to Trust, Ministry and other agencies involved in overall supervision of functioning of RSETI
7. Organizing the required logistics for training including arranging Boarding, Dormitory, etc.
8. Arranging the training materials for all Skill batches.
9. Making registration of candidates in all the trainings, taking daily attendance of trainees, taking boarding attendance of trainees.
10. Conducting follow-up visits as directed by the Director and reporting the same to the Director.
11. Up keeping of all fixed Assets and maintaining of Inventory of items including training Materials and equipment.
12. Maintaining the Library books and issuing books to the trainees as and when they demand.
13. Carry out all the Instructions/any other work given by the Director and faculty from time to time.
14. Enrolment target from trained candidates under social security schemes viz PMSBY.PMJBY,
15. Generation of leads under PM VISHWAKARMA, PMEGP/FME, MUDRA from the trained candidates for the RSETIs.



16. Educate the trainees regarding digital access of Jan Samarth Portal and popularizing of digital journey under MUDRA and various loan products in Jan Samarth Portal.

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 center.

For WATCHMAN cum GARDNER:

1. Watch and ward of the premises.
2. Gardening work and maintenance and upkeep of the premises.
3. In case of need to perform the duties of the attendant.
4. Any other work entrusted by the Director from time to time.

6. SELECTION PROCEDURE:

The selection process will comprise of:

- i. Written Test to assess General Knowledge and Computer capability.
- ii. Personal Interview to assess communication ability, leadership qualities, attitude, problem solving ability and ability to get along with the trainees, developmental approach.
- iii. Demonstration/Presentation to assess teaching skills and communication capability.

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:

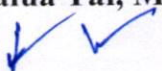
Eligible candidates have to submit their applications in the given format (Annexure). Last date for receipt of application is 08.10.2024 No applications shall be entertained beyond the stipulated date. Incomplete applications will be rejected.

Address the application, Subscribing "Application for the post of **Faculty/Office Assistant** at RSETI centre on contract **for the year...**" to Regional Manager/Co-Chairman, Dist. Level RSETI Advisory Committee (DLRAC), Central Bank of India, Regional Office.

The Regional Head

Central Bank Of India, Regional Office

Balua Tal, Motihari - 845401



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 FACULTY/OFFICE ASSISTANT OF RSETI
ON CONTRACTUAL BASIS.

To

The Regional Head/Co-Chairman (DLRAC)

Central Bank of India,

Regional Office

Balua Tal, Motihari – 845401

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 at RSETI.....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 10th board 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	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)
10 TH MATRICULATION						
XII / INTER (10+2)						
Graduation						
Professional Qualification						
Others ---						
Computer (Diploma/Degree/ Certificate)						

Note: Please attach copy of certificate **duly attested by self & by any Gazetted officer and original for verification purpose only.**

13. For Faculty only:

A. RELATIVE EXPERIENCE (if any) Y/N

Total..... (in years)

Sr. No.	Institution	Designation	Duration		Responsibilities	Achievements
			From	To		

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 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.

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):
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17.	Name & Address of two references from reference letter to be obtained and submitted with their KYC:	
	(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.