

## 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 for RSETIs (Rural Self Employment Training Institutes), Tinsukia  
on contract basis for the**

Year: 2024-2025

**IMPORTANT: LAST DATE OF RECEIPT OF APPLICATION: 25/11/2024**

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 center at :- **Tinsukia.**

The details are given below:

1. AGE, QUALIFICATION & EXPERIENCE

Sl. No.	Name of the Post	Age	Qualification	Experience / Other eligibility criteria.
1.	<b>Faculty (1 Post)</b>	Between 22-40 years with sound health	<p><b>(i) Educational Qualification:</b> Graduate (Science/Commerce/Arts) / Post-graduate, however, preference may be given to MSW/ MA in Rural Development/MA in Sociology/Psychology/BSc (Agri.), BSc (Agri. Marketing) /BA with B.Ed. etc.</p> <p>Shall have a flair for teaching and possess sound Computer Knowledge.</p>	<p><b>Essential:</b></p> <p>1. Should be well conversant with local language.</p> <p>2. Should be resident of the same State, preferably same or nearby district/residing at the head quarter of RSETI centre.</p>
2.	<b>Attendant (1 Post)</b>	Between 22-40 years with sound health	<p><b>(i) Educational Qualification:</b> Shall be a matriculate.</p> <p>Ability to read and write the local language preferred.</p>	<p><b>Essential:</b></p> <p>1. Should be well conversant with local language.</p> <p>2. Should be resident of the same State, preferably same or nearby district/residing at the head quarter of RSETI Centre.</p>

**\*\* A Self attested copy of service certificate/s from the previous employer/experience of working as Faculty, Rural Development is/are to 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 Faculty:**

Consolidated salary of Rs.30,000/- .

Annual performance incentive of Rs. 2000/- every year will be based on satisfactory review/performance of the services rendered.

**In case of Attendant:**

Consolidated salary of Rs.14,000/-.

Annual performance incentive of Rs. 1000/- every year will be based on satisfactory review/performance of the services rendered.

4. LEAVE:

S.No.	Category of Leave	Period
01	Casual Leave	12 days per calendar year
02	Privilege Leave	10 days per year
03	Sick Leave	10 days per calendar year
04	Maternity Leave	As per "The Maternity Benefit (Amendment) Act, 2017
05	Paternity Leave	15 (fifteen) days per child subject to the conditions as in case of Maternity Leave

5. Casual Leave (CL):

CL is calculated at the rate of one day for each calendar month completed or part thereof, subject to a maximum of 12 days in a calendar year(January- December) computed on pro-rata basis. CL balance at the end of the year will lapse.

## 6. Privilege Leave (PL):

\* Each staff member is entitled for 10 days of PL for completed year of active service (active service is the service rendered excluding the leave other than the leave earned during the relevant period.) For the purpose of availing PL, the support staff shall submit application at least 15 days prior to the date of commencement of leave. The leave sanctioning authority may waive the notice in exceptional circumstances at its sole discretion.

\* PL may be availed/ sanctioned on pro-rate basis. Un-availed PL at the end of the contact period will lapse.

## 7. Sick Leave (SL):

Sick Leave when availed by a person on contract for more than 2(two) days at a stretch, will require the staff member to submit a medical certificate and fitness certificate is from a Registered Medical Practitioner. Un-availed SL at the end of the contact will lapse.

## 8. Leave Without Pay (LWP):

In extraordinary circumstances, when there is no accumulated leave of whatsoever kind available with the staff member, the Director may recommend to the Regional Office to consider granting LWP depending on the merits of the case for a period not exceeding 10 days in a year under any circumstances. In any case, the staff member shall not be granted LWP more than once during a contract period of 1 year.

## 9. Maternity Leave:

A female support staff of the Institute will be granted maternity leave As per the eligibility under “The Maternity Benefit (Amendment) Act, 2017”. She shall be paid leave salary equal to the emoluments drawn immediately before proceeding on leave. Maternity leave may be granted in case of miscarriage including abortion for a period of 6 weeks in a year. The application for maternity leave should be supported by a medical certificate from a registered medical practitioner.

## 10. Paternity Leave

A Male support staff of the institute will be granted paternity leave maximum of two surviving children on full pay up to a period of 15(fifteen) days per child.

11. Eligibility for Maternity Leave:

The female support staff member will avail the Maternity Leave subject to the eligibility under “The Maternity Benefit (Amendment) Act, 2017”.

12. **No other kind of leave for any reason is permitted.**

13. JOB PROFILE:

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 centre etc. All other Jobs as given in Annexure-I

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 IV). Last date for receipt of application is 10.02.2024. No applications shall be entertained beyond the stipulated date. Incomplete applications will be rejected.

Address the application, Subscribing “Application for the post of **Faculty** at RSETI center on contract basis **for the year 2024-25 to Regional Head/Co-Chairman, Dist. Level RSETI Advisory Committee (DLRAC), Central Bank of India, Regional Office, Upper Assam, 1<sup>st</sup> floor Chandra Bhawan Building, Nehru Park, Jorhat-785001.**

8. APPLICATION FEE:

There is no application fee.

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 OF RSETI - Tinsukia**

ON CONTRACTUAL BASIS.

To

Regional Manager/Co-Chairman (DLRAC)

Central Bank of India,

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_.

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 ----- 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 _____	:	

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		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	
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Note: Attach **self-attested** copy of **servicecertificateof 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):

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.

**ANNEXURE-IV**

**APPLICATION FOR THE POST OF OFFICE ATTENDER OF RSETI-Tinsukia**

**ON CONTRACTUAL BASIS.**

To

Regional Manager/Co-Chairman (DLRAC)

Central Bank of India,

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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 ----- 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 _____	:	
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	Year of Passing	Subject	Marks (Rank if any)
HSLC				
Others				

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

13.	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.