

ANNEXURE-I - GUIDELINES

In order to expedite the process of engagement of the services of Faculty & Office Assistant for Bank's RSETI centre on Annual Contract basis, we give hereunder the guidelines which require to be followed scrupulously and without any deviation.

1. Advertisement: Regional Office should release advertisement **for publication in two newspapers i.e. one in Indian language in circulation of that area and other in the local/vernacular daily**, inviting application from eligible candidates. **For this window advertisement enclosed as annexure II should be translated in to Indian language in circulation of that area and other in local/vernacular language** and detailed advertisement should be got posted at Bank's website (Annexure-III). For posting the details at website matter should be taken up with Dy. General Manager-DIT, Central Office.

2. Application Fee: No application fee is prescribed.

3. Scrutiny of applications received: Applications received in the process, should be scrutinized by Regional Office, in respect of eligibility, age, experience, qualification etc. Thereafter, details of all applications received with remarks in respect of their eligibility as per Annexure should be put up to Regional Manager for approval.

4. Interview: After receiving the approval from Regional Manager, Regional Office will constitute a committee **headed by Regional Manager and two other officials not below the rank of Scale III and an eminent person who can be Principal of College or person heading/part of reputed NGO etc.as members.**

5. Selection: The duly signed rating sheet should be prepared by the Regional Office and after getting approval of the same, the Regional Manager will declare the result and issue engagement letter to the selected candidates.

6. Terms and Conditions of engagement: The engagement letter should be issued as per format enclosed (**Annexure**).

A list of selected candidates with their placement should be furnished to Zonal Office for their reference and record.

Annexure-II

Regional Office: (Specimen for window advertisement)

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, through its 46 RSETI & 48 FLCC centres located in 51 Lead Districts allotted to the Bank in the country, engaged in imparting training to rural youth for their self-employment and bringing awareness among rural mass on financial literacy.

Central Bank of India Samajik Utthan Avam Prashikshan Sansthan (CBI-SUAPS), a Society/Trust sponsored by Central Bank of India is looking for engaging the services of Faculty on Annual Contract basis.

For full details regarding application format, emoluments, age, qualification, experience, etc., please refer to detailed advertisement displayed on the Bank's website <http://www.centralbankofindia.co.in>.

Application form can be downloaded from Bank's website given above. The last date for Receipt of application will be

Place: Regional Manager/Co-Chairman (DLRAC)

Date:

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 for RSETIs (Rural Self Employment Training Institutes) on contract basis for the Year :2021

IMPORTANT: LAST DATE OF RECEIPT OF APPLICATION: 28.01.2021

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 on Annual Contract basis for our RSETI centres at--

The details are given below:

1. AGE, QUALIFICATION & EXPERIENCE

Sr. No.	Name of the Post	Age	Qualification	Experience / Other eligibility criteria.
1.	Faculty	Less than 65 years with sound Health	<p><u>Essential:</u></p> <p>(i) Post-graduate viz. MSW/ MA in Rural Development/MA in Sociology/Psychology/BSc (Agri.)/BA with B.Ed. etc.</p> <p>Shall have a flair for teaching with Computer knowledge.</p> <p><u>Desirable:**</u></p> <p>Retd. Bank Official with working experience as officer and candidate having experience of working as Faculty, Rural Development with qualification stated above, will get preference.</p>	<p><u>Essential:</u></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 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:

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 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.

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 28.01.2021. 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, Madhubani on contract **for one year**” to Regional Manager/Co-Chairman, Dist. Level RSETI Advisory Committee (DLRAC), Central Bank of India, Regional Office, Darbhanga, Naka No.6, Karamganj, Laheriyasarai, Darbhanga-846001.

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 OF RSETI, MADHUBANI

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		

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- V
Specimen (Letter of Engagement on Contract)

Dear Sir,

Reg: Your application for the post of Faculty at RSETI, Madhubani.

This has reference to your application **dated**for the above mentioned post. We are pleased to inform you that consequent upon the interview, you have been found suitable for engaging your services on contract as Faculty.

1. You are allocated RSETI Madhubani. Accordingly, you are advised to report to the centre on at 10.00 AM.
2. The initial contract is for one year from the date of your reporting at the centre **i.e. from..... to.....**. Renewal of contract may be considered after evaluation of your performance at Society's sole discretion and subject to compliance of eligibility criteria/other terms & conditions as decided by Bank's Society/Trust from time to time.
3. Your Contract Amount shall be fixed as Rs 20000/- per month in case of Faculty and Rs 12000/- per month in case of Office Assistant.
4. You shall be entitled for 15 days leave per year with maximum of 2 days per month.
5. No other allowance/reimbursement of expenses will be admissible.
6. **As already agreed while submitting declaration form, the dispute if any, with regard to selection, appointment/engagement or any claim arising out of the advertisement will be subject to the Courts/Tribunals/Forums at Mumbai only.**
7. **It is clarified that the person employed elsewhere will not be allowed to work on instant advertised post after being selected for the job/contractual engagement.**
8. **Please note that no claim of compassionate appointment will be entertained in case person engaged on contract expires during the period of contract.**

Notwithstanding the above, Bank reserves the right to reduce the tenure of engagement with one month's notice.

If you agree to terms and conditions stated above, please sign duplicate copy of this letter as a token of acceptance.

(Regional Manager/Co-Chairman-DLRAC)