

क्षेत्रीय कार्यालय , क्वांटम बिल्डिंग , मोदिपारा , फार्म रोड ,सम्बलपुर , उडीसा, पिन-768002,दूरभाष  
सं - 6636550109/110

REGIONAL OFFICE, QUANTUM BUILDING, MODIPARA, FARM ROAD,  
SAMBALPUR, ODISHA, PIN-768002, PHONE NO-6636550109/110

DATED : 04.12.2024

**APPOINTMENT NOTICE**

**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 & 50 FLCC centers located at 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),Deogarh,Odisha** a Society/Trust sponsored by Central Bank Of India is looking for engaging the services of **“Faculty (01) Office Assistant (02) Attender (01)”** on contract basis for one year from the date of appointment.

For full details regarding Application Format, Eligibility Criteria, Age, Emoluments etc., please refer to detailed advertisement displayed on the Bank Website: <https://www.centralbankofindia.co.in>. Application form can be downloaded from the Bank website given above. The last date for Receipt of application is dated 20.12.2024.

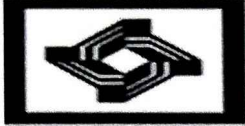
Central Bank of India reserves the right to accept/reject all or a part of the application without assigning any reason thereof.

Place : Sambalpur

Date : 04.12.2024

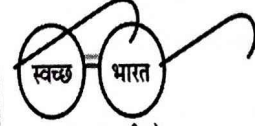
Regional Head

Regional Office, Sambalpur



सेण्ट्रल बैंक ऑफ इंडिया  
Central Bank of India

CENTRAL TO YOU SINCE 1911



Regional Office, Modipara, Farm Road, Sambalpur, Odisha PIN: - 768002, Phone: - 6636550109/110 .

### ANNEXURE-III

(TO BE POSTED ON BANKS WEBSITE)

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

(CBI-SUAPS)

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

**Engagement of Faculty (01) Office Assistant (02) Attender (01) for RSETI (Rural Self Employment Training Institutes) at Deogarh on contract basis.**

**IMPORTANT: LAST DATE OF RECEIPT OF APPLICATION: 20.12.2024**

#### **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 & 50 FLCC centers located in 51 districts of the country, is looking for engaging the services of 01 Faculty, 02 Office Assistant & 01 Attender on Annual Contract basis for our RSETI Centre at Deogarh.

The details are given below:

#### **1. AGE, QUALIFICATION & EXPERIENCE:**

A

Sr. No.	Name of the Post	Age	Qualification	Experience / Other eligibility criteria.
1.	Faculty – 01 Post	Between 22-40 years with sound Health	<b>Essential:</b> <ul style="list-style-type: none"><li>➤ Shall be graduate ( any i.e. Science/Commerce/Arts) / Post Graduate, however, preference may be given to MSW/MA in Rural Development/ MA in Sociology/ Psychology/ B.Sc. ( Veterinary), B.Sc. (</li></ul>	<b>Essential:</b> <ul style="list-style-type: none"><li>➤ Candidate should have excellent communication skills in the local language essential, fluency in English and Hindi.</li><li>➤ Candidate should have typing skill in local language.</li></ul>

			Horticulture), B.Sc. (Agri), B.Sc. (Agri. Marketing)/ B.A. with B.Ed. etc.	<ul style="list-style-type: none"> <li>➤ Flair for teaching and have sound computer knowledge.</li> <li>➤ Candidate should be well conversant with local language.</li> <li>➤ Previous experience as faculty preferred.</li> </ul>
2.	Office Assistant – 02 Post	Between 22-40 years with sound Health	<u>Essential:</u> <ul style="list-style-type: none"> <li>➤ Graduate viz. BSW/BA /B.Com with computer knowledge.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Candidate should have knowledge of basic accounting.</li> <li>➤ Candidate should be fluent in spoken and written local language.</li> <li>➤ Candidate should be proficient in MS –Office (Word and Excel), Tally &amp; Internet.</li> <li>➤ Candidate should have typing skill in local language. Typing skill in English an added advantage.</li> </ul>
3.	Attender – 01 Post	Between 22-40 yrs. with sound Health	<ul style="list-style-type: none"> <li>➤ Shall be a Matriculate</li> </ul>	<ul style="list-style-type: none"> <li>➤ Ability to Read &amp; Write in Local Language.</li> </ul>

## 2. 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 a Year subject to satisfactory performance and it is sole discretion of Society/Trust/Bank.



### **3. CONTRACT AMOUNT AND OTHER DETAILS:**

#### **In case of Faculty:**

- i) Consolidated salary of Rs. 30,000/-.
  - ii) Fixed Travel Allowance [FTA]: Rs. 2500/- pm on declaration basis. Subject to completion of minimum number of visits for conducting EAPs, Follow ups etc.
  - iii) EPF, ESI, Gratuity as per rules.
- No other allowances/ reimbursement of expenses will be admissible.

#### **In case of Office Assistant:**

- i) Consolidated salary of Rs. 20,000 /-.
  - ii) Fixed Travel Allowance [FTA] : Rs. 2000/- pm on declaration basis. Subject to completion of minimum number of visits for conducting EAPs, Follow ups etc.
  - iii) EPF, ESI, Gratuity as per rules.
- No other allowances/ reimbursement of expenses will be admissible.

#### **In case of Attendant :**

- i) Consolidated salary of Rs. 14,000 /-.
  - ii) Fixed Travel Allowance [FTA]: Rs. 1,000 /- pm on declaration basis.
  - iii) EPF, ESI, Gratuity as per rules.
- No other allowances/ reimbursement of expenses will be admissible.

### **4. LEAVE:**

As per latest HR policy dated 27.06.2024.

## **5. JOB PROFILE:**

### **In case of Faculty:**

1. 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 coordinate the programmes of the Institute.
2. Conducting pre-training activities - EAPs, generation of applications and selection of candidates.
3. Assisting the Director in designing the Annual Action Plan and training programmes
4. Arranging logistics for the training programmes, including training materials and arranging Guest faculty.
5. Providing post Training escort services including conducting of follow up meets/visits.
6. Providing counseling, credit linkage, preparation of project report etc.
7. Preparation of Success Stories and circulate.-a minimum of two stories per month to the Controlling Office/MoRD.
8. Preparation of Post Programme Report.
9. Preparation of monthly report and other periodical reports.
10. Assisting/Guiding the Office assistant in maintaining of Day book, General Ledger and all other registers and Books.
11. Design new training programs by collecting feedback on emerging business opportunities in the area.
12. Prepare case studies and training materials for effective delivery of sessions
13. Establish liaison with outside agencies
14. Assist Director in internal control/administration of the institute.
15. Organizing functions, events and meetings of the Institute.
16. Preparation of Press release/reports on various activities of the Institute.
17. Supervising the work of assistant, attender, watchman cum Gardner of the Institute.
18. Monitoring the performance of Guest faculty of all skill trainings.
19. Maintenance of Inventory and Library books of the Institute.
20. Overseeing the maintenance of entire campus including class rooms, Kitchen, dining and Dormitory and to ensure to keep the premises clean and tidy.
21. Maintaining discipline in the Institute and ensuring administration of MILLY, LOG, PRAYER, YOGA SHRAMADHAN etc. on daily basis.
22. Any other work assigned by the Director from time to time.

### **In case of 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 Book keeping).
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 trainings, 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 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 of Library books and issuing books to the trainees as and when they demand.
13. Carryout all the Instructions given by the Director and faculty from time to time.

**In case of Attendant:**

1. All subordinate work of the institute, for assisting the Director and other staff of the institute.
2. Up keeping of premises including office, training classrooms, dormitory, bathrooms etc.
3. Filling the documents and going to Bank branches for all Bank related Works.
4. Any other work entrusted by the Director from time to time.

**6. SELECTION PROCEDURE:**

The eligible candidates will be called for Written Test followed by 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 **20.12.2024**. 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/ Attender at RSETI, Deogarh on contract for the year 2024-25" to:-

Regional Head,  
Central Bank of India,  
Regional Office, Sambalpur  
Quantum Building Modipara, Farm Road, Sambalpur Odisha-768002.

**8. APPLICATION FEE: NIL**

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 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 appointment, his/ her contractual appointment 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. The Management 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.
  - d) Application received after the last date/time mentioned above shall not be considered for the selection process.
  - e) No Candidate shall be considered without an application for the position.
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**ANNEXURE-IV**

**APPLICATION FOR THE POST OF FACULTY/OFFICE ASSISTANT/ATTENDER OF RSETI ON CONTRACTUAL BASIS**

**Regional Head,  
Central Bank of India,  
Regional Office, Sambalpur  
Quantum Building Modipara, Farm Road, Sambalpur Odisha-768002.**

Paste Passport  
size photograph  
  
Please sign across  
the photograph

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.	<b>If Person With Disability:</b>		
	Type Of Disability	:	
	Percentage Of Disability	:	
4.	<b>Date Of Birth (As Per School Leaving Certificate)</b>	:	
	Age In Completed Years As On _____	:	
5.	<b>Contact Details:</b>		
	Mobile No.	:	
	Landline No.	:	
	E-Mail ID	:	
6.	<b>Gender</b>	:	
7.	<b>Nationality</b>	:	
8.	<b>Religion</b>	:	
9.	<b>Marital Status</b>	:	
10.	<b>Father's/ Husband's Name</b>	:	
11.	<b>Permanent Address:</b>	:	



**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	:	<b>Years.</b>
Out of which as an officer in organization/ rural development institution/ faculty in training Centre.	:	<b>Years.</b>
No. Of years worked as rural branch managers/ field officer in case of bank's services.	:	<b>Years.</b>
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.	<b>Details of Present Employment</b>		
	(a)	Organization	:
	(b)	Full Address	:
	(c)	Position	:
	(d)	Reporting to	:
	(e)	Salary / Compensation Presently drawn	:

15.	<b>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)</b>	

16.	<b>Significant Achievement (if any) in respect of above assignments (for faculty only):</b>	

17.	<b>Name &amp; Address of two references:</b>	
	(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. Copy of Educational Certificates.**
- 2. Copy of Computer Certificates (If Any)**
- 3. Identity Card (Adhar Card / PAN Card, etc.)**
- 4. Address Details (Adhar Card, etc.)**
- 5. Experience Certificate (If Any)**