

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 Centers located in 50 districts of 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 Attender/ Sub- Staff 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 **22.04.2022 by 3.00 P.M.**

Place: Chhindwara

Regional Manager/Co-Chairman (DLRAC)

Date:**08.04.2022**

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 Attender for RSETI BALAGHAT & SEONI (Rural Self Employment Training Institutes) on contract for the Year-2022-23

IMPORTANT: LAST DATE OF RECEIPT OF APPLICATION: **22.04.2022**

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 Centers located in 50 districts of the country, is looking for engaging the services of Attender on Annual Contract basis for our **RSETI, SEONI & BALAGHAT, Center.**

The details are given below:

1. AGE, QUALIFICATION & EXPERIENCE (AS ON 31.03.2022)

Sr.No.	Name of the Post	Age	Qualification	Experience / Other eligibility criteria.
1.	Office Attender	Minimum 21 years & maximum 35 years as on the last date of the receipt of the application *	Shall be passed Secondary School Certification (SSC)/ Matriculate	Should be resident of SEONI & BALAGHAT District only.

*** Relaxation of 5 years to SC/ ST candidates and 3 years to OBC Candidates and 10 years for PWDs and for widows, Divorced women and legally separated woman 9 years (Subject to maximum age limit of 35 years) from their husband who have not remarried for General and 38 years for OBC and 40 years for SC/ST candidates.**

For Ex-Servicemen the relaxation in age will be upper age limit as above plus actual service put in armed forces plus three years subject to actual age being not more than 45 years.

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: 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/ Cent FLCC centers

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 **22.04.2022**. No applications shall be entertained beyond the stipulated date. Incomplete applications will be rejected.

Address the application, Subscribing “Application for the post of Attender/ Sub-staff at RSETI/ FLCC Centers on contract **for the year 2022-23**” to **Regional Manager/Co-Chairman, C/o Central Bank of India, Regional Office, P.B.NO. 13, Narshinghpur Road, Chhindwara..**

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.
- (d) The candidate, having worked for 12 months, if willing to work for the next 12 months, will give fresh offer in writing upon completion of said 12 months.

10. As agreed upon while submitting declaration form along with application the dispute if any, with regard to selection, appointment/ engagement or any claim arising out of the advertisement will be subject to the jurisdiction of Courts/ Tribunals/ forums at Mumbai only.

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

REGIONAL MANAGER/ CO-CHAIRMAN DLRAC

Annexure - IV

सह अध्यक्ष, जिला स्तरीय आरसेटी सलाहकार समिति/ Co-Chairman (District Level RSETI Advisory Committee)

सेंट्रल बैंक ऑफ इंडिया-सामाजिक उत्थान एवं प्रशिक्षण संस्थान (सीबीआय-सुएप)/ Central Bank of India- Samajik Utthan Avam Prashikshan Sansthan (CBI-SUAPS)

C/o सेंट्रल बैंक ऑफ इंडिया/ Central Bank of India,

क्षेत्रीय कार्यालय/ Regional Office, छिन्दवाडा /CHHINDWARA

प्रिय महोदय/Dear Sir,

अटेंडर/सब स्टाफ के पद के लिए आवेदन-पत्र.

APPLICATION FOR THE POST OF ATTENDER /SUB STAFF

अपना पासपोर्ट
आकार का फोटोग्राफ
लगाएं

AFFIX PASSPORT
SIZE PHOTOGRAPH
HERE

मैं एतद्वारा आपकी संस्था में. संविदा पर अटेंडर / सब स्टाफ के लिए आवेदन करता/करती हूँ./ I hereby apply for the post of _____ in your organization on contract.

मैं संस्था द्वारा निर्धारित संविदा के नियमों एवं शर्तों और समय-समय पर संस्था में लागू नियमों, विनियमों तथा अनुदेशों के अनुसार चलने के लिए सहमत हूँ/ I agree to conform to the terms and conditions of engagement laid down by the organization and to the rules regulations and instructions in force in the organization from time to time.

मेरा व्यक्तिगत ब्यौरा नीचे दिया है./I give below my personal data.

भवदीय/Yours faithfully

स्थान/Place

दिनांक/Date

(आवेदक के हस्ताक्षर/Applicant's Signature)

- कृपया ध्यान दें • आवेदन-पत्र, आवेदक स्वयं साफ व स्पष्ट अक्षरों में भरें./Applicant to complete application in his/her own handwriting neatly and legibly.
- कृपया नोट करें • यदि किसी कॉलम में दी गई जगह कम पड़ जाए तो अलग कागज जोड़ा जा सकता है./If the space provided for is found insufficient in any column, a separate sheet may be attached.
- PLEASE NOTE

1. पूरा नाम स्पष्ट अक्षरों में लिखें/Full Name write in Block Capitals Letters

श्री/Mr.

श्रीमती/Mrs. _____

कु./Miss

उपनाम/ Surname

नाम/Name

पिता/पति का

नाम/Father's/Husband's Name

2.	क) जन्म तिथि/Date of Birth	
	ख) जन्म स्थान Place of birth	
	ग) आयु (दि.31.03.2022) Age (as o 31.03.2022)	SC/ST/OBC (एससी/एसटी/ओबीसी उम्मीदवार जाति का प्रमाणपत्र संलग्न करें/ SC/ST/OBC Candidate to enclose Caste Certificate.)
3.	राष्ट्रीयता/Nationality :	
4.	मोबाइल नंबर Mobile Number	
5.	क) श्रेणी/CATEGORY	
6.	ख) धर्म/Religion :	

		भूतपूर्व <input type="checkbox"/> डीएसपीकेए अपंग <input type="checkbox"/> भूतपूर्व सैनिक सैनिक/. <input type="checkbox"/> D.S.P.K.A. Disabled Ex- <input type="checkbox"/> Ser. Ex-Serviceman (विवरण अलग पन्ने पर दें/Give details on a separate sheet..)
		नेत्रहीन/ <input type="checkbox"/> बधिर <input type="checkbox"/> शारीरिक <input type="checkbox"/> विकलांगता <input type="checkbox"/> Blind Deaf. विकलांग/ का % of Or.ch. Handicapness
	ग) भूतपूर्व सैनिक (एक्स-एस)/ युद्ध में मारे गए सैनिक परआश्रित (डीएसपीकेए) अपंग भूतपूर्व सैनिक (डीएक्स-एस) (पीएच)/Ex-Serviceman (Ex-S) Dependant of Service Personnel Killed in Action (DSPKA) Disa. Ex-Serviceman (D.Ex-S) (PH)	शारीरिक अक्षमता का स्वरूप/Nature of Physical Disability:
	घ) विकलांग/Physically Challenged उचित खाने में (✓) लगाएTick (✓) appropriate box	

7.	पूरा पता/Full Address स्थानीय /वर्तमान/Local/Present घर/स्था यी/Home/Permanent	
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8.	जन्म स्थान पता (राज्य का भी उल्लेख करें) Native Place Address (Mention State also)										
9.	अधिवास/ Domicile	स्थान : Place		कब से :वर्ष Since when							
					Y	Y	Y	Y			
10.	वैवाहिक स्थिति (उचित खाने में (✓) लगाएं/ Martial Status Tick (✓) appropriate box)	अविवाहित	S i n g l e	विवाहित	Marr ied		विधवा/विधुर	Window(er)			
		यदि विवाहित हैं तो क्या आपके पति/पत्नी कार्यरत हैं ? If married, Whether your spouse is working यदि हाँ, तो विवरण दें/If yes, give details									
11.	क्या आपको कभी दिवालिया घोषित किया गया है और/अथवा किसी नैतिक चरित्रहीनता के कारण न्यायालय द्वारा दोषी सिद्ध किया गया है? या आपके विरुद्ध किसी भी न्यायालय में कोई मामला लंबित है/और अथवा क्या आपको किसी भी संस्था द्वारा अपनी परीक्षा में सम्मिलित होने/चयन हेतु विवर्जित/निर्हित किया गया है अथवा किसी भी प्रकार से परीक्षा में शामिल होने से विवर्जित, किसी विश्वविद्यालय अथवा किसी शैक्षणिक संस्था, प्राधिकारी द्वारा निष्कासित किए गए हैं ? यदि हां तो ब्यौरे दें. Have you ever been declared insolvent and/or been convicted by Court for any offence of moral turpitude and/or any case pending against you in any court and/or have you ever been declared/ disqualified by any institution from appearing at its examination/selection or debarred in any manner from any examination, rusticated by any University or any other Educational Institution/ Authority? If so, give details.										
शैक्षणिक अर्हताएं/EDUCATIONAL QUALIFICATION उत्तीर्ण की हुई परीक्षाओं का ब्यौरा											

12	(एस.एस.सी.अथवा समकक्ष से शुरू करें) Particulars of Examinations passed & beginning with S.S.C. or equivalent)							
पास की गयी परीक्षा Examination passed	मुख्य विषय Principle subjects	बोर्ड/ विश्वविद्यालय Board/ University	शिक्षा का माध्यम Medium of Education	किस वर्ष में पास Year of Passing	कितनी बार में उत्तीर्ण No. of attempts made	अंकों का प्रतिशत Percentage of marks	प्राप्त श्रेणी Class obtained	
13.	क्या आपने खेलों/गतिविधियों ने भाग लिया है? यदि हाँ, तो पुरस्कार, प्रशंसा-पत्र यदि कोई हों, आदि सहित संपूर्ण ब्यौरा दें. आवश्यक हों, तो एक अलग कागज जोड़े/Have you taken part in sports/extra curricular activities? If so, give details together with particulars of prizes, citations etc., If any awarded. Furnish on a separate sheet, If necessary.							
14.	क्या आप जानते हैं Do you know:							
	टंकण/Typing:	अंग्रेजी/English हिंदी/Hindi	नहीं/N o.	हां/Yes	Speed	w.p. m.		
	आशुलिपि/Shorthand:	अंग्रेजी/English हिंदी/Hindi	नहीं/N o.	हां/Yes	गति(स्पीड)	श.प्र. क्रम.		
			नहीं/N o.	हां/Yes	Speed	w.p. m.		
उचित	कम्प्यूटर ज्ञान/ Computer		नहीं	No.	हां	Yes		

खाने में (√) लगाएं	Knowledge:		यदि हां, कृपया ब्यौरा دیجिए.
			If yes, Please give details.
Tick (√)) in appropriate box	कोई अन्य विशिष्ट कार्य/ज्ञान Any other Specialized work/ Knowledge		
15	ज्ञात भाषाएं/Languages Known		
बोलना/To Speak :			
पढ़ना/To Read :			
लिखना/To Write :			
मातृभाषा/Mother tongue :			
कार्य अनुभव WORK EXPERIENCE			

16.	(क) पूर्वानुभव (अंतिम नियोक्ता का नाम पहले दें) a. Previous Experience (List last employer first):				
नियोक्ता का नाम व पता Name & Address of Employer	कार्यग्रहण की तारीख Joining Date	छोड़ने की तारीख Leaving Date	पद Position held	अंतिम वेतन Last Salary	छोड़ने के कारण Reasons for leaving

(ख) (b)	क्या आपको पूर्व-सेवा के दौरान कभी भी आरोपित, निलंबित किया गया है अथवा आपके विरुद्ध कोई अनुशासनिक कार्रवाई की गयी है? यदि हाँ, तो पूर्ण विवरण दें. Have you at any time during your previous employment been charge-sheeted, suspended or have any disciplinary proceedings Instituted against you? If so, give full particulars.	
(ग) (c)	क्या आपको कभी किसी पूर्व नियोक्ता द्वारा मुअत्तिल किया गया था अथवा इस्तीफा देने के लिए कहा गया था Were you ever discharged or asked to resign by a former employer?	
(घ) (d)	स्कूल/कॉलेज छोड़ने के बाद से पूर्ण अवधि उपर्युक्त उत्तरों में न गिनी गयी हो तो बची हुई अवधि के लिए तारीखों समेत ब्यौरा दीजिए. If your time since leaving the School/College is not fully accounted for by the replies given above, account for remainder with dates.	
17.	क्या आप किसी व्यापार, कारोबार या पेशे से जुड़ हैं (ब्यौरा दें) Are you engaged in any trade, business or profession? (State details) नोट: संस्था के कार्यरत कर्मों को प्रबंधन की लिखित अनुमति के बिना किसी व्यापार, कारोबार या पेशे से जुड़ने की अनुमति नहीं होगी. Note: Candidates engaged in the organization are not allowed to join in any trade, business, profession or calling without the written permission of the management.	
18.	क्या आपके पास आय का कोई अन्य स्रोत हैं ? (ब्यौरा दें) Have you any other source of income? (Give details)	
19.	(क) क्या आप कभी गंभीर रूप से बीमार हुए हैं ? यदि हाँ, तो बीमारी और किये गये उपचार के ब्यौरे दें. (a) Have you ever suffered from any serious illness? If so, give details of illness and Treatment taken.	
	(ख) क्या आप वर्तमान में किसी भी तरह से शारीरिक अथवा मानसिक रूप से अक्षम हैं ? यदि हाँ, तो अक्षमता के स्वरूप का संक्षिप्त उल्लेख करें. (b) Do you presently suffer from any disability, physical or mental? If so, state briefly The nature of disability.	
20.	अतिरिक्त सूचनाएं, यदि कोई हों. Additional Remarks, If any :	

	व्यक्तिगत संदर्भ PERSONAL REFERENCE	
21.	<p>दो ऐसे सम्मानित व्यक्तियों के नाम दें जो आपके रिश्तेदार या पूर्व नियोक्ता न हों और कम से कम तीन साल से वे सम्मानित व्यक्ति आपको जानते हों, जिनका अपना विशेष स्थान हो और जो संस्था को मंजूर हों.</p> <p>Give names of two references who have a special standing, acceptable to the organization, other than relative or former employer. References should have known you for at least 3 years.</p>	
	<p>(i) नाम/Name:</p> <p>व्यवसाय/Occupation:</p> <p>पता/Address:</p>	<div></div> <div></div> <div></div> <div></div>
	<p>(ii) नाम/Name:</p> <p>व्यवसाय /Occupation:</p> <p>पता/Address:</p>	<div></div> <div></div> <div></div> <div></div>

मैं एतद्वारा घोषणा करता/करती हूँ कि मेरे द्वारा दिये गये उपर्युक्त सूचना और विवरण सत्य व सही हैं और मैंने अपने संविदा पर नियुक्ति से पूर्व आपके ध्यान में लाए जाने वाले किसी भी तथ्य को छिपाया नहीं है. मैं इस बात से सहमत हूँ कि मेरी संविदा पर नियुक्ति (यदि की गयी) के बाद किसी भी समय यदि यह पाया गया कि मैंने गलत अथवा झूठी सूचना दी है या संस्था से कोई सूचना छिपाया है तो मैं संस्था की सेवा से बरखास्त किये जाने के लिए स्वयं जिम्मेवार होऊंगा/होऊंगी.

I HEREBY DECLARE THAT THE INFORMATION GIVEN AND THE STATEMENTS MADE BY ME ABOVE ARE TRUE AND CORRECT AND THAT I HAVE NOT OMITTED ANY FACT THAT I SHOULD HAVE BROUGHT TO YOUR NOTICE BEFORE MY ENGAGEMENT. I AGREE THAT EVEN AFTER MY ENGAGEMENT (IF MADE) I SHALL BE LIABLE TO BE DISCHARGED FROM THE SERVICE OF THE ORGANIZATION, IF AT ANY TIME HERE AFTER IT IS FOUND THAT I HAVE FURNISHED INCORRECT OR FALSE INFORMATION OR HAVE SUPPRESSED ANY INFORMATION FROM THE ORGANIZATION.

मैं एतद्वारा सहमत हूँ कि मेरे इस आवेदन एवं/ या कथित विज्ञापन के संदर्भ में उत्पन्न दावा या विवाद की स्थिति मैं कोई भी कानूनी कार्यवाही मुंबई एवं मुंबई स्थित न्यायालय/ न्यायाधिकरण/ मंच के अधिकार क्षेत्र में स्थापित की जा सकेगी.

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 WITHIN THE JURISDICTION OF MUMBAI/ COURTS / TRIBUNALS / FORUMS AT MUMBAI.

संलग्नक/Enclosures:

मोबाइल नंबर

आवेदक के हस्ताक्षर /Applicant's Signature