



सेन्ट्रल बैंक ऑफ़ इंडिया  
Central Bank of India

REGIONAL OFFICE GORAKHPUR

Regional Office: AD Tower, Bank Road Gorakhpur (UP) PIN: - 273001

Email: - [rmgoraro@centralbank.co.in](mailto:rmgoraro@centralbank.co.in)

**Central Bank of India Samajik Utthan Avam Prashikshan Sansthan  
(CBI-SUAPS)**

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

Engagement of Attendant (one post) for RSETIs (Rural Self Employment Training Institutes) at Kushinagar Dist Kushinagar State Utter Pradesh on contract basis for the Year 2021-22.

**IMPORTANT: LAST DATE OF RECEIPT OF APPLICATION: 31/01/2021**

**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 & 50 FLCC centres located in 50 districts of the country, is looking for engaging the services of Attendant on Annual Contract basis for our RSETI Centre at Kushinagar Dist- Kushinagar (UP). The vacancy to be filled up is as follows:

**District – Kushinagar : Attendant- one**

The details are given below:

**1. AGE, QUALIFICATION & EXPERIENCE**

Sr. No.	Name of the Post	Age	Qualification	Experience / Other eligibility criteria.
1.	Attendant	20-40yrs	<b>Essential:</b> <b>Shall be a matriculate</b> <b>Ability to read &amp; write local language preferred</b>	1. Should be resident of Tehsil Kushinagar Dist Kushinagar.

**\*\* 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:**

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:**

Consolidated salary of **Rs. 8000/-** per month as per HR policy applicable CO:PS:RSETI:2016-17:709 Dated 18/2/2017 which may be revised for the ensuing year by amount not exceeding 10% of proceeding years consolidated salary based on satisfactory review/performance rendered.

**4. LEAVE:**

The candidates shall be entitled for 15 days leave per year with maximum of 02 days per month.

## **5. JOB PROFILE:**

Generally all sub-ordinate work of the institute for assisting the director & other staff of the institute for smooth functioning of the day to day activity. Up keeping of premises including office, training class rooms, dormitory, bathrooms, filing cabinet, visitors lounge etc. Filing the documents in respective files as per direction of office assistant/faculty/Director. Going to bank branches for all bank work like for getting passbook updating etc. As per the instruction of director. Any other work entrusted by the director from time to time.

## **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. Last date for receipt of application is 31/01/2021. No applications shall be entertained beyond the stipulated date. Incomplete applications will be rejected.

Applicants should write on envelop “**Application for the post of for the post of Attendant at RSETI center – Kushinagar on contract for the year 2021-22...**” and send to **REGIONAL MANAGER, CENTRAL BANK OF INDIA, REGIONAL OFFICE,1<sup>st</sup> FLOOR, AD TOWER, BANK ROAD, GORAKHPUR U.P. PIN-273001**

## **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 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 be stow on him / her right to be called for interview.

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**( L.B.JHA )  
REGIONAL MANAGER  
GORAKHPUR.**

**APPLICATION FOR THE POST OF ATTENDANT OF RSETI**

**ON CONTRACTUAL BASIS**

To  
Regional Manager  
Central Bank of India,  
Regional Office, AD Tower,  
Bank Road, Gorakhpur, U.P.  
Pin Code- 273001

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 **ATTENDANT** 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						
Post Graduation						
Professional Qualification						
Others ---						
Computer (Diploma/Degree/ Certificate)						

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

<b>13.</b>	<b><u>Details of Present Employment</u></b>		
	(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.**

<b>14.</b>	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: \_\_\_\_\_