



सेन्ट्रल बैंक ऑफ इंडिया
सामाजिक उत्थान एवं प्रशिक्षण संस्थान
(सेन्ट्रल बैंक ऑफ इंडिया द्वारा प्रायोजित सोसायटी / ट्रस्ट)

REGIONAL OFFICE, JABALPUR

क्षेत्रीय कार्यालय, जबलपुर

Engagement of Faculty, Office Assistant, Attender & Watchman Cum Gardner for RSETIs Jabalpur/Mandla (Rural Self Employment Training Institutes) on contract basis for the year 2025

IMPORTANT: LAST DATE OF RECEIPT OF APPLICATION: 15.04.2025

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 51 Lead Districts allotted to the Bank in the country, is looking for engaging the services of Faculty, Office Assistant, Attender and Watchman cum Gardener on Annual Contract basis for our RSETI Centre at Jabalpur & Mandla District.

Vacancies - RSETI Jabalpur	Vacancies - RSETI Mandla
1. Faculty: 01 post 2. Office Assistant: 01 Post 3. Attender: 01 post 4. Watchman cum Gardener: 01 Post	1. Faculty: 01 post 2. Office Assistant: 01 Post



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Details of Qualifications and Experiences:

Sr No	Position	Age Criteria	Qualification and Other Requirement	Experience / Other eligibility criteria.
1.	Faculty (1 Post at RSETI Jabalpur & 1 Post at RSETI Mandla)	22-40 Yrs	<ul style="list-style-type: none">• Shall be a 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.(Horticulture),B.Sc.(Agri), B.Sc. (Agri Marketing)/B.A. with B.Ed., etc.• Shall have a flair for teaching and possess sound computer knowledge.• Excellent communication skills in the local language essential, fluency in English and Hindi will be an added advantage.• Skill in typing local language essential.• Typing skills in Hindi/ English typing will be an added advantage. Previous experience as faculty preferred.	1. Should be resident of the same State, preferably same or nearby district/residing at the head quarter of RSETI centre.
2.	Office Assistant (1 Post at RSETI Jabalpur & 1 Post at RSETI Mandla)	22-40 Yrs	<ul style="list-style-type: none">• Shall be Graduate viz. BSW/BA/B.Com./ with computer knowledge.• Knowledge in Basic Accounting is a preferred qualification.• Shall be fluent in spoken and written local language. Fluency in Hindi/ English would be added qualification.• Shall be proficient in MS Office (Word and Excel), Tally and Internet. Skills in typing in local language are essential, Typing Skills in English will be an added advantage.	1. Should be resident of the same district of the RSETI applied for.
3.	Attender	22-40 Yrs	<ul style="list-style-type: none">• Shall be Matriculate Ability to read and write local language preferred.	1. Only resident of Jabalpur & Mandla District are eligible.



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Sr No	Position	Age Criteria	Qualification and Other Requirement	Experience / Other eligibility criteria.
4.	Watchman / Gardener	22-40 Yrs	<ul style="list-style-type: none">Should be passed 7th StandardShould have experience preferably in agriculture/ gardening/horticulture.	1. Only resident of Jabalpur & Mandla District are eligible.

**** 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.**

1. 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.

No person employed elsewhere will be allowed to work on instant advertised post after being selected for the contractual engagement.

2. CONTRACT AMOUNT AND OTHER TRAVELLING EXPENSES:

In case of Faculty:

Consolidated Salary of Rs.20000.00/-

In case of Office Assistant:

Consolidated Salary of Rs.12000.00/-

In case of Attender:

Consolidated Salary of Rs.8000.00/-

In case of Watchman/Gardner:

Consolidated Salary of Rs.6000.00/-



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3. JOB PROFILE:

For Faculty:

The functioning of the Faculty shall be broadly to assist the Director in conducting Training and Awareness Programs, Generation of Application & Selection of Candidate, Preparation of Annual Action Plan, Logistics for Training Program, Handling Sessions, Preparation of Notes and similar other activities of the center etc.

For Office Assistant:

Assisting the Director & Faculty in functioning of the institute. Maintaining Accounts, Vouchers, Books/ Registers, Updating data, Periodicals Reports, Follow up and similar other activities of the center.

For Attender:

Assisting the Director and other staff in functioning of the institute. Up keeping of premises including office, training classrooms, dormitory, bathrooms etc. Filing the documents and going to Bank branches for all Bank related works.

For Watchman cum Mali:

Watchman will perform the duties as watchman cum gardener under and as per the direction/ instructions given by In-charge, Cent RSETI/ Cent FLCC centers.

4. SELECTION PROCESS:

The selection process will comprise of:

- The eligible candidates will be called for personal interview.
- Personal interview will be taken to assess communication ability, leadership qualities, attitude, problem solving abilities to get along with the trainees, developmental approach.
- The decision of the Society/Trust/Bank in this regard shall be final.



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5. SUBMISSION OF APPLICATION:

Eligible candidates have to submit their applications in the given format (Annexure).

Last date for receipt of application is 15.04.2025. 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/Attendant/Watchman cum Mali at RSETI Center on contract for One year"** to

Regional Manager/Co-Chairman, Dist. Level RSETI Advisory Committee (DLRAC),
Central Bank of India, Regional Office-Jabalpur,
Infront Of South Avenue Mall, Polipathar, Gwarighat Road-Jabalpur(MP)
Pin-482008

6. APPLICATION FEE:

There is no application fee prescribed.

7. 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.



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- (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) Society/Trust/Bank reserves the right to cancellation of candidature at any time without any notice.
 - (e) If candidate is found committing any type of fraud, malpractices, misconduct, the bank reserves the right to cancel the candidature.
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