



ANNEXURE-III

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

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

Engagement of Attender/ Sub Staff for RSETIs (Rural Self Employment Training Institutes) Jalpaiguri on contract basis for the Year 2026.

IMPORTANT: LAST DATE OF RECEIPT OF APPLICATION: 05/02/2026

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 Attender/ Sub Staff on Annual Contract basis for our RSETI centre at Jalpaiguri.

The details are given below:

1. AGE, QUALIFICATION & EXPERIENCE

Sr. No.	Name of the Post	Age	Qualification	Experience / Other eligibility criteria.
1.	Attender/Sub-Staff RSETI Jalpaiguri. (Vacancy: 01)	Between 22 years to 40 years with sound health.	<u>Essential:</u> Shall be matriculate/ 10 th Standard passed. Should be well conversant with the local language.	<u>Essential:</u> 1. Should be well conversant with the local language. 2. Should be resident of the same or nearby district/residing at the head quarter of RSETI centre.

**** A Self attested copy of service certificate from the previous employer/experience of working to 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:

For Attender/Sub staff:

Consolidated salary of Rs.14000 + 1000*5=19000/- and allowances*.

4. LEAVE:

The candidates shall be entitled to avail leaves as per uniform HR policy for RSETIs.

5. JOB PROFILE:

Attender will perform the duties as sub-staff under and as per the direction/instructions given by In-charge Cent RSETI.

6. SELECTION PROCEDURE:

The selection process will comprise of:

- The eligible candidates will be called for personal interview.
- Personal interview to assess communication skills, 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.

7. SUBMISSION OF APPLICATION:

Eligible candidates have to submit their applications in the given format (Annexure). Last date for receipt of application is 05/02/2026. No applications shall be entertained beyond the stipulated date. Incomplete applications will be rejected.

Address the application, Subscribing “Application for the post of **Attender** at RSETI centre **Jalpaiguri** on contract **for the current year 2026**” to

**Regional Head
Central Bank of India
Regional Office, 4 No.Gumti
Neelu Bhawan, Jalpaiguri, West Bengal
Pin - 735101**

Further, it is informed that the applications can also be submitted by hand at the above address.

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) 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.

ANNEXURE-IV

APPLICATION FOR THE POST OF ATTENDER/ SUB STAFF FOR RSETI JALPAIGURI
ON CONTRACTUAL BASIS

To

Regional Head/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	Board / University	Full Time / Part-Time	Year of Passing	Subject	Marks (Rank if any)
Standard 8 th						
Other Qualification						

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

13.	<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**.

14.	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.