



Regional Office, Jalpaiguri

ANNEXURE-III

**Central Bank of India Samajik Utthan Avam Prashikshan Sansthan
(CBI-SUAPS)
(A Society/ Trust Sponsored by Central Bank of India)**

**Engagement of Office Assistant at RSETI – Jalpaiguri on
contractual basis for the one year**

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 Office Assistant on Annual Contract basis for our RSETI centre at Jalpaiguri.

Details of Qualifications and Experiences:

No	Position	Age	Qualification and Other Requirement	Experience / Other eligibility criteria.	Salary
1.	Office assistant RSETI Jalpaiguri (Vacancy: 01)	Minimum 22 years & maximum 40 years as on the last date of the receipt of the application *	<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 an added qualification.• Shall be proficient in MS Office (Word and Excel), Tally & Internet.• Skill in typing in local language is essential, typing skills in English an added advantage.	1. Should be resident of the same district/residing at the head quarter of RSETI centre.	Consolidated salary of Rs.20000/- +1500*5=27500/-and allowances *

**** 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.**

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.
- The contract will be valid for a period of 5 years subject to annual review and renewal of the contract by Central Office once in a Year subject to satisfactory performance and it is sole discretion of Society/Trust/Bank.

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

2. LEAVE:

Candidate shall be entitled to avail leaves as per latest HR policy for RSETIs.

3. JOB PROFILE:

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 Centre.

4. SELECTION PROCESS:

The selection process will comprise of:

- The eligible candidates will be called for personal interview.
- Personal interview to assess Qualification, communication skills, Personality, Computer Knowledge, Experience, 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.

5. 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 Office Assistant at RSETI center Jalpaiguri on contract for One year”** 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.

6. APPLICATION FEE:

There is no application fee prescribed.

7. GENERAL INSTRUCTIONS:

- 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.
- 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.
- 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.
- Society/Trust/Bank reserves the right to cancellation of candidature at any time without any notice.
- 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 _____ AT RSETI (Jalpaiguri) **ON CONTRACTUAL BASIS.**

To
Regional Head/Co-Chairman (DLRAC)
Central Bank of India,
Regional Office
Jalpaiguri- 735101

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.	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 31.01.2025	:	
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						
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	:	Years.
	Out of which as an Officer in organization/rural development institution/faculty in training centre.	:	Years.
	No. of years worked as Rural Branch Managers/Field Officer in case of Bank's services.	:	Years.
	Date of issue of Service Certificate of previous Employer		

Note: Attach **self-attested** copy of **service** certificate of **previous employer/experience of working, Rural Development from organization/institutions concerned.**

14.	<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.**

15.	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)

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

17.	Name & Address of two references:

	(1)	(2)
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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.