



सेन्ट्रल बैंक ऑफ इंडिया सामाजिक उत्थान एवं प्रशिक्षण संस्थान

(सेन्ट्रल बैंक ऑफ इंडिया द्वारा प्रायोजित सोसायटी / ट्रस्ट)

REGIONAL OFFICE SHAHDOL

ANNEXURE-III

Central Bank of India Samajik Utthan Avam Prashikshan Sansthan

(CBI-SUAPS)

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

Engagement of Faculty at RSETI ANUPPUR (2 POST) & RSETI DINDORI (1 POST) , Office Assistant (2 POST) RSETI ANUPPUR (1POST) & RSETI DINDORI (1POST) , Attender (3 POST) RSETI ANUPPUR (1POST) , DINDORI (1POST) , SHAHDOL(1POST) , Watchman cum Gardener (3 POST) ANUPPUR (1POST) , DINDORI (1POST) , SHAHDOL (1POST) RSETIs (Rural Self Employment Training Institutes) on annual contract basis for the Year 2026-27 .

IMPORTANT: LAST DATE OF RECEIPT OF APPLICATION: 24/04/2026

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 centers located in 51 Lead Districts allotted to the Bank in the country, is looking for engaging the services of Faculty, Office Assistant, Office Attendant , Watchman cum Gardener (Pl. strike off whichever is not applicable) on Annual Contract basis for our RSETI centers at **ANUPPUR , DINDORI & SHAHDOL** vacant posts .





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The details are given below:

1. AGE, QUALIFICATION ,EXPERIENCE & NO OF VACANCIES

Sr. No.	Name of the Post	Age	Qualification	Experience / Other eligibility criteria.	Salary
1.	Faculty RSETI Anuppur (2) RSETI Dindori (1)	Age Minimum 22 years & maximum 40 years as on the date of the receipt of application with sound health .	<u>Essential:</u> • Shall be graduate(any i.e Science/Commerce/Arts)/Post Graduate; however,Preference may be given to MSW/MA in Rural Development/MA in Sociology/Phycology/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 Local language essential,fluency in English and Hindi will be an added advantage. • Skills in Typing in Local language essential . • Typing skills in Hindi/English typing an added advantage . • Previous experience as faculty preferred. • Ability to read and write in local language preferred.	<u>Essential:</u> 1. Should be well conversant with local language. 2. Should be resident of the same State , preferably same or nearby district/residing at the head quarter of RSETI centre .	<u>30000/-</u> <u>per</u> <u>month,</u>





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2.	Office Assistant Anuppur-1 Dindori-1	Age Minimum 22 years & maximum 40 years as on the date of the receipt of application with sound health	Essential: • 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 English and Hindi will be an added advantage. • Shall be proficient in MS Office (Word and Excel) , Tally & Internet . • Excellent communication skills in Local language . • Skills in Typing in Local language are essential . • Typing skills in Hindi/English typing an added advantage . • Previous experience will be preferred.	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. 3.Typing skills in English an added advantage	20000/- per month
3	Attender/sub-staff Shahdol-1 Anuppur-1 Dindori -1	Age Minimum 22 years & maximum 40 years as on the date of the receipt of application with sound health	Essentials: Shall be a matriculate Able to read and write preferably in local language preferred .	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	14000/- per month





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4	Watchmen cum Gardener Shahdol-1 Anuppur-1 Dindori -1	Age Minimum 22 years & maximum 40 years as on the date of the receipt of application with sound health	Essential: Should have passed 7 th Standard Should have experience preferably in gardening , horticulture , agriculture .	Should be well conversant with the local language Should be resident of the same or nearby district/residing at the head quarter of RSETI centre.	12000/- per month
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**** 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:

In case of Faculty:

The contract amount shall be fixed at **Rs.30000/-** per month. No other allowance/benefit/payment/facility will be admissible.

In case of Office Assistant:

The contract amount shall be fixed at **Rs.20000/-** per month. No other allowance/benefit/payment/facility will be admissible.

In case of Attender;

Contract amount shall be fixed at **Rs. 14000/-** per month. No other allowance/benefit/Payment Facility will be admissible .





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In case of Gardener/Watchmen:

Contact amount shall be fixed at **Rs.12000/-** per month. No other allowance/benefit/Payment Facility will be admissible

4. LEAVE:

As per latest HR policy dated 27/06/2024

5. JOB PROFILE:

For Faculty:

The functioning of the Faculty shall be broadly to assist the Director in conducting Training and Awareness Programmes, Generation of Application & Selection of Candidate, Preparation of Annual Action Plan, Logistics for Training Programme, Handling Sessions, Preparation of Notes and similar other activities of the centre and other works as described/updated in the HR policy for RSETI'S .

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 and other works as described/updated in the HR policy for RSETI'S.

For Attender;

Attender will perform the duties as sub-staff under and as per the direction / instructions given by in-charge, Cent R-SETI centers and other works as described/updated in the HR policy for RSETI'S

For Gardener/Watchmen;

Gardener shall maintain the garden and perform duties of watchman , as per the direction / instructions given by in-charge, Cent R-SETI centers and other works as described/updated in the HR policy for RSETI'S

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





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7. SUBMISSION OF APPLICATION:

Eligible candidates have to submit their applications in the given format (Annexure). **Last date for receipt of application is 24/04/2026 by 05:00 pm . No applications shall be entertained beyond the stipulated date & time. Incomplete applications will be rejected.**

Address the application, Subscribing "Application for the post of Faculty/Office Assistant/Attender/Gardener at RSETI centre on contract for the year 2026-27 to ,

**Regional Head / Co-Chairman, Dist. Level RSETI Advisory Committee (DLRAC),
Central Bank of India, Regional Office Shahdol, Shubh laxmi complex 2nd floor ,
New Bus Stand Road Shahdol PIN : 484001**

8. APPLICATION FEE:

There is no application fee prescribed.

9. 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 reserve the right to cancel the candidature .

MAHENDRA KUMAR SHRIVASTAVA
(REGIONAL HEAD)

