Annexure I

Guidelines for the Post of Office Assistant- RSETI Kota

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 49 RSETI & 52 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 center Kota,

The details are given below:

1. AGE, QUALIFICATION & EXPERIENCE

Sr. No.	Name of the Post	Age	Qualification	Experience / Other eligibility criteria.
1.	Office Assistant	22-40 Years	Essential: Shall be a Graduate viz. BSW/BA/B.Com with computer knowledge, Knowledge in basic accounts& book keeping is a preferred qualification	**Essential:** 1. Should be fluent in spoken and written local language. Fluence in Hindi/English would be an added advantage. 2. **Shall be proficient in MS office (word and excel), tally and internet.** 3. **Skill in typing in local language is essential ,typing skill in English is an added advantage.** 4. 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 as Faculty, Rural Development 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 Office Assistant:

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

4. LEAVE:

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

5. JOB PROFILE: 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.

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 (Annexure). **Last date for receipt of application is 17.11.2026. 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 centre on contract **for the year 2026-27"** to Regional Manager/Co-Chairman, Dist. Level RSETI Advisory Committee (DLRAC), Central Bank of India, Regional Office, Hotel Airlines Building , MBS Hospital k Samne , Nayapura Kota-324001

8. APPLICATION FEE:

There is no application fee prescribed.

9. GENERAL INSTRUCTIONS:

(g) 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.

(h) 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.

(i) 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.

(Gaurav Tyagi)
Regional Head