



REGIONAL OFFICE: JALGAON

OFFICE ASSISTANT at CENT-RSETI Jalgaon
On annual contract basis.

Last date of Receipt of application at Regional Office: 10th Sept 2021
Date of interview: It will be decided after receipt of applications.



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The details of recruitment guidelines of Office Assistant at Cent-RSETI are given as below.

1. AGE, QUALIFICATION & EXPERIENCE (As on 25/08/2021)

Sr. No.	Name of the Post	Age	Qualification	Experience / Other eligibility criteria.
1.	Office Assistant Jalgaon	Between 22-40 years with sound Health	Essential: (i) Graduate viz. BSW/BA /B.Com with computer knowledge.	Essential: <ul style="list-style-type: none">• Candidate should have knowledge of basic accounting• Candidate should be fluent in spoken and written local language.• Candidate should be proficient in MS –Office (Word and Excel), Tally & Internet.• Candidate should have typing skill in local language.

2. CONTRACT PERIOD, AMOUNT AND OTHER TRAVELLING EXPENSES:

The candidate shall be appointed on Contract basis for a period of one year. Renewal may be possible at Bank's sole discretion in terms of extant policies and rules.

Following conditions to be incorporated while issuing the Renewal of Contract letter to the member concerned.

- (a) To submit Performance Appraisal to Regional Manager concerned one month in advance of expiry of contract.
- (b) Subject to Performance under other various parameters as per Bank's Performance Appraisal, the renewal of contract which will be sole prerogative of Bank shall be



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considered keeping in view the grading of minimum “B” of RSETI Centre, as per parameter prescribed by Govt. of India.

3. SALARY STRUCTURE & OTHER DETAILS:-

- i) Consolidated salary of Rs. 12000/- which may be revised for the ensuing by an amount of 10 % of preceding year’s consolidated salary based on satisfactory re-view/performance of services rendered.
- ii) Fixed Travel Allowance [FTA]: Actuals subject to minimum of Rs. 1000/- pm against bill or can claim Rs. 500/- on declaration basis.
- iii) EPF, ESI, Gratuity as per rules.

No other allowances/ reimbursement of expenses 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:

The Officer will work as “Office Assistant” and have to oversee the overall functioning of RSETI.

6. SELECTION PROCEDURE:

The eligible candidates will be called for personal interview and the decision of the Bank in this regard shall be final.

7. SUBMISSION OF APPLICATION:

Eligible candidates have to submit their applications in the given format (**Annexure-A**). Last date for receipt of application is **10th Sept 2021**. No applications shall be entertained beyond the stipulated date. Incomplete applications will be rejected.

Address the application, superscribing “**Application for the post of Recruitment as Office Assistant of CENT RSETI - Jalgaon on contract**” to ‘**Regional Manager, Central Bank of India, Regional Office, Plot No 08, Adarsh Nagar, near Dy. RTO office, Jalgaon-425001.**

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 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/



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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 appointment, his/ her contractual appointment 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. The Management 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.

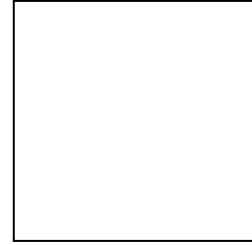


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ANNEXURE - A

**APPLICATION FOR THE POST OF OFFICE ASSISTANT AT RSETI, JALGAON
ON CONTRACTUAL BASIS**

To
Regional Manager,
Central Bank of India,
Regional Office Jalgaon



With reference to your advertisement on Bank's Website dated _____ I, submit my application in prescribed format.

1.	Name (in full)	:	
2.	Address for correspondence	:	
3.	Category	:	
4.	If person with Disability:		
	Type of disability	:	
	Percentage of disability	:	
5.	Date of Birth (as per School leaving Certificate)	:	
	Age in completed years as on _25.08.2021	:	
6.	Details of Non-refundable Application Fees:		
	Name of DD Issuing Bank	:	
	Place of Issue	:	
	Date of Issue	:	
	Amount	:	
7.	Contact Details:		
	Mobile No.	:	
	Landline No.	:	
	e-mail ID	:	



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8.	Gender	:	
9.	Nationality	:	
10.	Religion	:	

11.	Marital status	:	
12.	Father's/ Husband's name	:	
13.	Permanent Address	:	

14. EDUCATIONAL QUALIFICATION:

Qualification	Details (B.A/ B. Sc. / M.A / M. Sc. Etc.)	Board / University	Full Time / Part-Time	Year of Passing	Subject / Specialization	Marks (Rank if any)
Graduation						
Professional Qualification						
Others / Computer Knowledge						

15. RELATIVE EXPERIENCE – Total (in years) _____.

Sr. No.	Name of Bank	Designation	Duration	Responsibilities	Pay Scale	Extra Ordinary Achievements
1						
2						



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18.	Details of Present Employment			
	(a)	Organization	:	NA
	(b)	Full Address	:	
	(c)	Position	:	
	(d)	Reporting to	:	
	(e)	Salary / Compensation Presently drawn	:	

19.	Brief details of experience in the Bank in respect of working in Rural Area.

20..	Significant Achievement (if any) in respect of above assignments:



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21.	Name & Address of two references:	

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 am willing to serve anywhere in India. I agree that Bank has right to transfer me to any part of the country at its discretion.

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 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: