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**REGIONAL OFFICE, NASIK**

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

**For the Post of Office Assistant at R-Seti Dhule**

On Annual contract basis

**For the Post of Watchman cum Gardner at R-Seti Dhule**

On Annual contract basis

**Last date of Receipt of application at Regional Office:**  
**30<sup>th</sup> May 2025**

**Date of Interview: It will be decided after receipt of applications.**

**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 districts of the country, is looking for engaging the services of Faculty/ Office Assistant (Pl. strike off whichever is not applicable) on Annual Contract basis for our RSETI Centres at.

**The details of recruitment guidelines & eligibility criteria of Office Assistant/Watchmen cum Gardner at R-SETI Dhule as given below:****1. AGE, QUALIFICATION & EXPERIENCE:**

<b>Sr. No.</b>	<b>Name of the Post</b>	<b>Age</b>	<b>Qualification</b>	<b>Other eligibility criteria.</b>
1.	Office Assistant	Between 22-40 years with sound Health.	<b>Essential:</b> 1. Shall be a Graduate viz. BSW/BA/B.Com with computer knowledge. 2. Knowledge in basic accounting is preferred qualification. 3. Shall be fluent in spoken & written local language. Fluency in Hindi/English would be an added qualification. 4. Shall be proficient in MS Office (Word and Excel), Tally & Internet. 5. Skills in Typing in local language are essential, Typing skills in English an added advantage	Candidate should be resident of the same district/residing at the head quarter of RSETI centre.
2.	Watchmen cum Gardner	Between 22-40 years with sound Health.	<b>Essential:</b> 1. Shall be passed 7 <sup>th</sup> Standard 2. Candidate should have experience in Agriculture/Gardening/Horticulture	Candidate Should be resident of the same district/residing at the head quarter of RSETI centre.

## **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 Office Assistant:**

The contract amount shall be fixed at **Rs.12000/-** per month. No other allowance/benefit/payment/facility will be admissible.

### **For Watchmen cum Gardner:**

i) The contract amount shall be fixed at **Rs.6000/-** per month. No other allowance/benefit/payment/facility will be admissible.

## **4. LEAVE:**

The candidates shall be entitled leave as per HR policy of RSETI.

## **5. JOB PROFILE:**

### **For Office Assistant:**

1. Assisting the Director and Faculty in effective functioning of the Institute to fulfill the objectives of the Trust.
2. Maintaining of Cash book, General Ledger, vouchers, as per the guidelines (Presently single entry Book keeping).
3. Maintaining all books, registers, both manual and soft copy as per the prevailing guidelines from Trust/Ministry.
4. Maintaining and updating all data relating to training, Follow-up, Settlement etc.
5. Creating and updating MIS data as per the guidelines.
6. Preparation of monthly report and other periodical reports and submission to Trust, Ministry and other agencies involved in overall supervision of functioning of RSETI.
7. Organizing the required logistics for training including arranging Boarding, Dormitory, etc.
8. Arranging the training materials for all Skill batches.
9. Making registration of candidates in all the trainings, taking daily attendance of trainees, taking boarding attendance of trainees.
10. Conducting follow-up visits as directed by the Director and reporting the same to the Director.
11. Up keeping of all fixed Assets and maintaining of Inventory of items including training materials and equipment.
12. Maintaining the Library books and issuing books to the trainees as and when they demand.

13. Carry out all the Instructions/any other work given by the Director and faculty from time to time.
14. Enrollment target from trained candidates under social security schemes viz PMSBY, PMJBY, APY.
15. Generation of leads under PM VISHWAKARMA, PMEGP/PMFME, MUDRA from the trained candidates for the RSETIS.
16. Educate the trainees regarding digital access of Jan Samarth Portal and popularizing of digital journey under MUDRA and various loan products in Jan Samarth Portal
17. Any other work as per SOP of RSETI & Carry out all the instructions/any other work entrusted by the Director and faculty from time to time.

**For Watchmen cum Gardner:**

1. Watch and ward of the premises.
2. Gardening work and maintenance and upkeep of the premises.
3. In case of need to perform the duties of the attender.
4. Any other work entrusted by the Director / faculty from time to time.

**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 30/05/2025.** 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 and Watchmen cum Gardner** at R-Seti – Dhule on Annual contract Basis" to '**Regional Head, Central Bank of India, Regional Office, P-63, Near Glenmark Company, MIDC Satpur Nashik-422007**'

**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 fulfill 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.

We recommend initiating the process of engagement of Office Assistant & Watchmen cum Gardner for R-SETI Dhule on annual contract basis.

## ANNEXURE-IV

### APPLICATION FOR THE POST OF **OFFICE ASSISTANT** OF RSETI ON CONTRACTUAL BASIS

To  
Regional Head/ Co-Chairman,DLRAC  
Central Bank of India,  
Regional Office Nasik,  
P63, Satpur MIDC,  
Dist. Nasik.  
Pin : 422007

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 _____	:	
5.	Contact Details:		
	Mobile No.	:	
	Landline No.	:	
	E-Mail ID	:	
6.	Gender	:	
7.	Nationality	:	
8.	Religion	:	
9.	Category		
10.	Marital Status	:	
11.	Father's/ Husband's Name	:	
12.	Permanent Address:	:	

**13. 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 Gazette officer.**

**14. RELATIVE EXPERIENCE** (if any) \_\_\_\_\_ Total (in years) \_\_\_\_\_.

Sr. No.	Institution	Designation	Duration From To	Responsibilities	Achievements

<b>15.</b>	<b><u>Details of Present Employment</u></b>			
	(a)	Organization	:	
	(b)	Full Address	:	
	(c)	Position	:	
	(d)	Reporting to	:	
	(e)	Salary / Compensation Presently drawn	:	
<b>16.</b>	<b>Brief details of experience in the Bank/other institution in respect of working in Rural Area.</b>			

17.	<b>Significant Achievement (if any) in respect of above assignments:</b>	
18.	<b>Name &amp; Address of two references:</b>	
	(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.



## ANNEXURE-IV

### APPLICATION FOR THE POST OF **WATCHMAN CUM GARDNER** OF RSETI ON CONTRACTUAL BASIS

To  
Regional Head/ Co-Chairman,DLRAC  
Central Bank of India,  
Regional Office Nasik,  
P63, Satpur MIDC,  
Dist. Nasik.  
Pin : 422007

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.	<b>Name (In Full)</b>	:	
2.	<b>Address For Correspondence</b>	:	
3.	<b>If Person With Disability:</b>		
	Type Of Disability	:	
	Percentage Of Disability	:	
4.	<b>Date Of Birth (As Per School Leaving Certificate)</b>	:	
	Age In Completed Years As On _____	:	
5.	<b>Contact Details:</b>		
	Mobile No.	:	
	Landline No.	:	
	E-Mail ID	:	
6.	<b>Gender</b>	:	
7.	<b>Nationality</b>	:	
8.	<b>Religion</b>	:	
9.	<b>Category</b>		
10.	<b>Marital Status</b>	:	
11.	<b>Father's/ Husband's Name</b>	:	
12.	<b>Permanent Address:</b>	:	

**13. 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 Gazette officer.**

**14. RELATIVE EXPERIENCE** (if any) \_\_\_\_\_ Total (in years) \_\_\_\_\_.

Sr. No.	Institution	Designation	Duration From To	Responsibilities	Achievements

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17.	<b>Significant Achievement (if any) in respect of above assignments:</b>	
18.	<b>Name &amp; Address of two references:</b>	
	(1)	(2)

**DECLARATION:**

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\_\_\_\_\_  
(Signature of applicant)

Place: \_\_\_\_\_.

Date: \_\_\_\_\_

Enclosures:

- 1.
- 2.
- 3.
- 4.
- 5.