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

Engagement of Faculty,Office Assistant,Attendant for RSETIs Alipurduar (Rural Self Employment Training Institute) on contract basis for the Year: **2026-27**

IMPORTANT: LAST DATE OF RECEIPT OF APPLICATION: 15.12.2026

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 47 RSETI & 52 FLCC centres located in 53 Lead Districts allotted to the Bank in the country, is looking for engaging the services of Faculty/Office Assistant/attendant on Annual Contract basis as per below mentioned requirement:

R SETI Name	Faculty	Office Assistant(OA)	Attender
Alipurduar	2	2	1

The details are given below:

1. AGE, QUALIFICATION & EXPERIENCE

Sr.N	Post	Age	Qualification	Experience / Other eligibility criteria.
1.	Faculty	22-40 Years with sound health	**Essential:** **Shall be a Graduate (any i.e. Science/Commerce/Arts/Post Graduate; however preference will be given to MSW/MA in Rural Dev. /MA in Sociology /Psychology /B.Sc. (Veterinary, Horticulture, Agriculture, Agri Marketing)/B.A with B.Ed. etc.** **Shall have a flair for teaching and possess sound Computer knowledge.** **Desirable:**** Retd. Bank Official with working experience as officer and candidate having experience of working as Faculty, Rural Development with qualification stated above, will get preference.	1. Excellent communication skills in the local language is essential, fluency in English & Hindi will be an added advantage. 2. Skills in typing in Local Language are essential, typing skill in Hindi/English will be an added advantage. Previous experience as Faculty will be preferred. 3. Should be resident of the same State, preferably same or nearby district/residing at the head quarter of RSETI Centre. 4. Should be resident of the same or nearby district/residing at the head quarter of RSETI centre.

2.	Office Assistant	22-40 Years with sound health	**Essential:** **1. Shall be a Graduate viz. BSW/BA/B.Com with computer knowledge.** **Desirable:** Knowledge in basic accounts & book keeping**.**	1. Shall be fluent in spoken and written local language. Fluency in Hindi and English will be an added advantage. 2. Shall be proficient in MS Office (Word and Excel). Etc 3. Skill in typing in local languages is essential, typing skills in English an added advantage. 4. Should be resident of the same or nearby district/residing at the head quarter of RSETI Centre.
3	Attendant	22-40 Years with sound health	**Shall be a Matriculate.**	1. Should have ability to Read and write the local language. 2. 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 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 Attendant:

The contract amount shall be fixed at **Rs.14000/-** per month. No other allowance/benefit/payment/facility will be admissible.

4. LEAVE:

The candidates shall be entitled for 12 CL per year on pro rata basis and & 10 PL for completed year of active service.

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.

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.

For Attendant:

Generally all subordinate work of the Institute including up keeping of office premises, classrooms, dormitory, bathrooms etc. and any other work entrusted by the Director 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. Although the applicant may apply for specific Centre, the organisation deserves the right to assign the applicant to nearby centre as per requirement and availability.

7. SUBMISSION OF APPLICATION:

Eligible candidates have to submit their applications in the given format (Annexure) **for RSETI Center at Alipurduar**. Last date for receipt of application is **15.12.2026**. No applications shall be entertained beyond the stipulated date. Incomplete applications will be rejected.

Address the application, Subscribing **"Application for the post of Faculty/Office Assistant/Attendant** at **RSETI Alipurduar** on contract **for the FY year 2026-27''** to Regional Manager/Co-Chairman, Dist. Level RSETI Advisory Committee (DLRAC), Central Bank of India, Regional Office Coochbehar, Bangchatra Road, Coochbehar,WB-736101.

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 fulfils 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 fulfil 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.

ANNEXURE-IV

APPLICATION FOR THE POST OF FACULTY/OFFICE ASSISTANT/ATTENDANT

ON CONTRACTUAL BASIS

Paste Passport size photograph

Please sign across

To

Regional Manager/Co-Chairman (DLRAC)

Central Bank of India,

_____,

_____,

_____.

With reference to your advertisement on Bank's Website dated _____ I, submit my application for the post of _____ at RSETI_____ 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 01.11.2026	:	
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 Faculty, Rural Development from organization/institutions concerned.**

14.	Details of Present Employment			
	(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)

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.