

ANNEXURE-III

Central Bank of India Samajik Utthan Avam Prashikshan Sansthan

(CBI-SUAPS)

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

**Engagement of Attendant for RSETIs (Rural Self Employment Training Institutes) &
FLC-Counselor on contract basis for year: 2025-26**

IMPORTANT: LAST DATE OF RECEIPT OF APPLICATION: 08/08/2025

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 & 48 FLCC centres located in 51 Lead Districts allotted to the Bank in the country, **is looking for engaging the services of attendant and FLC-Counselor on annual contract basis for it RSETI Centre at Darjeeling (Siliguri) & FLC.**

The details regarding emoluments, age, qualification, experience etc. are given below:

1. AGE, QUALIFICATION & EXPERIENCE

Sr. No.	Name of the Post	Age	Qualification	Experience / Other eligibility criteria.
1.	Counselor-FLC	Above 45 years age & should be less than 65 years and should possess good health.	<u>Essential:</u> (i) Must be Graduate in any discipline from recognized university. <u>Desirable:</u> Shall be computer literate , shall have	<u>Essential:</u> (i) Retired/VRS opted Bank Officials of Scale I & above of Nationalized Bank including State Bank of India & RRBs preferred. (ii) Ex- Service man or/and other than Bank Employees (e.g. Government School Teacher etc.) having Banking knowledge and knowledge of financial services & having completed relevant

			<p>proficient in basic knowledge of MS Office, internet, typing in local language.</p> <p>Excellent communication skill in local language is essential.</p>	<p>IIBF certification course.</p> <p>(iii) Applicant should have unblemished service record and possess Service Certificate from the previous employer.</p> <p>(iv) Experience as an officer/permanent employee of 10 years.</p> <p>(v) Should be well conversant with local language (Bangla/Nepali).</p> <p>(vi) Candidate should be resident of the same State, preferably from same or nearby District of FLC i.e. Darjeeling (Siliguri).</p>
2	Attendant at RSETI	22-40 Years with sound health	Shall be a Matriculate.	<p>1. Should have ability to Read and write the local language (Bangla/Nepali).</p> <p>2. Should be resident of the same or nearby district/residing at the head quarter of RSETI Centre i.e Siliguri.</p>

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 and **subject to satisfactory performance.**

Following conditions will 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

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

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 FLCC:

The contract amount shall be paid an amount equivalent to last pay & allowances drawn less the initial amount of Pension fixed before commutation plus relief etc. payable thereon or Rs. 25,000/- per month whichever is lower. Further a lump sum amount of Rs. 1000/- p.m. shall be paid towards Conveyance including Mobile etc. However, the condition of “Last Pay & Allowance drawn by the Officer less the initial amount of pension fixed before commutation plus relief etc.” will be applicable only to the pension co-opted retired bank official of a Nationalized Bank and in case of non-pensioner, **the candidate will be eligible only for Rs. 25,000/- per month together with lump sum amount of Rs. 1000/- towards Conveyance including Mobile etc. Please note that no other benefits or charges shall accrue or be payable.**

No Diem allowances / reimbursement shall be payable where vehicle is provided.

For Attendant:

The contract amount shall be fixed at **Rs.8000/-** 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:

For Counselor:

This officer shall be working as “Counselor-FLCs” and have to oversee the overall functioning of FLC.

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 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 **08/08/2025**. No applications shall be entertained beyond the stipulated date. **Incomplete applications will be rejected.**

Address the application, Superscripting **“Application for the post of Attendant RSETI / Counselor of FLC on contract basis”** to Agriculture & Social Banking Dept., Central Bank of India, Regional Office Siliguri, address: Ashrampara, Near Panitanki More Siliguri, WB-734001.

Further, it is informed that One Letter Box will be kept at Office, Central Bank of India, - Regional Office Siliguri, where the applications may be dropped.

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 / 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.

ANNEXURE-A

APPLICATION FOR THE POST OF FLC-COUNSELOR/ ATTENDANT
ON ANNUAL CONTRACTUAL BASIS.

To

Regional Manager/Co-Chairman (DLRAC)

Central Bank of India,

_____ ,

_____ ,

_____ .

Paste Passport
size photograph

Please sign across

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.	MARITAL STATUS	:	
10.	FATHER's / HUSBAND's NAME	:	
11.	PERMANENT ADDRESS:	:	

12. EDUCATIONAL QUALIFICATION:

Qualification	Details (SSC/HSC	Board / University	Full Time / Part-	Year of Passing	Subject	Marks (Rank if
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	(10+2)/B.A/ B. Sc. / M.A / M. Sc. Etc.)		Time			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 Counselor only:

A. RELATIVE EXPERIENCE (if any)--

Total (in years)

_____.

Sr. No.	Institution	Designation	Duration		Responsibilities	Achievements
			From	To		

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.	<u>Details of Present Employment</u>		
(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.