

**व्यवसाय उत्कर्ष का वर्ष**

**The Year of Business Acceleration**

**Regional Office Address: New Mandi Gate 1 , Farrukhabad Road Etawah (UP) PIN: - 206001**

**Central Bank of India Samajik Utthan Avam Prashikshan Sansthan  
(CBI-SUAPS)**

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

**Engagement of Counselor FLCs (Financial literacy centers) at FLCs Auraiya Dist Auraiya and FLCs Etawah, Dist Etawah, Faculty and Attendent for RSETIs (Rural Self Employment Training Institutes) at District Auraiya and Office Assistant, Watchman cum Gardener for RSETI Etawah and Auraiya in State Utter Pradesh on contract basis.**

**IMPORTANT: LAST DATE OF RECEIPT OF APPLICATION:  
15/10/2025**

**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 47 RSETI & 52 FLCC centres located in 51 districts of the country, is looking for engaging the services of counselor/Faculty/Office assistant/Attendant/watchman cum gardner on Annual Contract basis for our FLCC Auraiya Dist- Auraiya & RSETI centre at Distt-Etawah & Auraiya (UP). The vacancy to be filled up is as follows:

S NO	OFFICE	DISTRICT	NAME OF THE POST
1	RSETI	ETAWAH	OFFICE ASSTT. (1)
2	RSETI	ETAWAH	WATCHMAN/GARDNER (1)
3	FLCs	ETAWAH	COUNSELOR(1)
4	RSETI	AURAIYA	FACULTY (1)
5	RSETI	AURAIYA	OFFICE ASSTT. (1)
6	RSETI	AURAIYA	ATTENDER(1)
7	RSETI	AURAIYA	WATCHMAN/GARDNER(1)
8	FLCs	AURAIYA	COUNSELOR(1)

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The details are given below:

**1. AGE, QUALIFICATION & EXPERIENCE**

Sr. No.	Name of the Post	Age	Qualification	Experience / Other eligibility criteria.
1.	<b>Faculty</b>	22-40 years of age as on 15/10/2025 with sound health	<p><b><u>Essential:</u></b> (i) Post-graduate viz. MSW/MA in Rural Development/MA Sociology/Psychology/BSc (Agri.)/BA with B.Ed. etc. Should have flair of teaching and possess sound Computer knowledge (MS Office knowledge, internet knowledge, English and Hindi typing knowledge)</p> <p><b><u>Desirable:*</u></b> Candidate having experience of working as faculty, Rural Development With qualification stated above, will get preference.</p>	<p><b><u>Essential:</u></b> 1.Should be well conversant with Local language. 2. Should be resident of the same State, preferably same or nearby district/residing at the head quarter of RSETI centre.</p>
2.	<b>Office Assistant</b>	22-40 years of age as on 15/10/2025 with sound mind.	<p><b><u>Essential:</u></b> 1. Shall be a Graduate viz. BSW/BA/B.Com with Computer knowledge (TALLY, MS Office knowledge, internet knowledge, English and Hindi typing knowledge) <b>Desirable:</b> Knowledge in basic accounts &amp; book keeping.</p>	<p>1.Should be well conversant With the local language. 2. Should be resident of the same or nearby district/residing at the head quarter of RSETI centre.</p>

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3	<b>Attendant</b>	22-40yrs of age as on as on 15/10/2025	<b><u>Essential:</u></b> <b>Shall be a matriculate Ability to read &amp; write local language preferred</b>	1. Should be resident of the same State, preferably same or nearby district i.e. Etawah/Auraiya.
4	<b>Watchman/gardener</b>	22-40 yrs of age as on 15/10/2025	<b>Should have pass 7<sup>th</sup> standard</b>	Should have experience preferably in agriculture/gardening/horticulture
5	<b>Counselor FLCs</b>	Above 45 years age & should be less than 65 years as on 15/10/2025 with sound Health	<b><u>Essential:</u></b> <b>(i) Graduate/Post-graduate degree from a UGC recognized University</b> <b>(ii). Shall be computer literate, shall be proficient in basis knowledge of MSOffice,internet,typing in local language.</b>	<b><u>Essential:</u></b> 1) Retired/VRS opted Bank official of scale I & above of Nationalized Bank including State Bank including STATE Bank of India& RRBs preferred OR 2)Ex-Serviceman or/and other than Bank Employees (Eg Government School; Teacher etc) having Banking Knowledge of financial services & having completed relevant IIBF certification course.  3) He should have unblemished service record and possess service certificate from the previous employer. Experience as an Officer/permanent employee of 10 years. (ii) He should be resident of the same state, preferably same or nearby District.

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				(iii) Excellent communication skill in local language is essential.
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**\*\* 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 should be produced at the time of interview.**

**2. CONTRACT PERIOD, AMOUNT AND OTHER TRAVELLING EXPENSES:**

**For Counselor FLCs**

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

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

**For Faculty/Office Assitant/Attendant/ Watchman/Gardener**

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 FLCs Counselor:**

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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.25000/- p.m. whichever is lower. Further a lump sum amount of Rs.1000/- p.m. shall be paid towards Mobile, conveyance etc. However, the condition of “last Pay & Allowances 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.25000/- p.m. together with lump sum amount of Rs.1000/- towards Mobile, Conveyance etc. Please note that no other benefits or charges shall accrue or be payable.

Reimbursement of TA/DA for traveling as per requirement of Post shall be made as per revised rate of Rs.300/-per day and travelling expenses to be paid on actual basis.

**No Diem allowances / Reimbursement shall be payable where vehicle is provided by bank.**

**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.

**For Attendant/ Watchman/Gardener** :Consolidated salary of **Rs. 14000/-** per month . No other allowance/benefit/payment/facility will be admissible.

**Watchman/Gardener** :Consolidated salary of **Rs. 12000/-** per month.No other allowance/benefit/payment/facility will be admissible..

**4. LEAVE:**

The candidates shall be entitled for 12 Casual leave per year.

**5. JOB PROFILE:**

**For Counselor FLCs:**

These Officers shall be working as Counselor FLCs and have to oversee the overall functioning of FLC.

**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/Substaff:**

Generally all sub-ordinate work of the institute for assisting the director & other staff of the institute

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for smooth functioning of the day to day activity. Up keeping of premises including office, training class rooms, dormitory, bathrooms, filing cabinet, visitors lounge etc. Filing the documents in respective files as per direction of office assistant/faculty/Director. Going to bank branches for all bank work like for getting passbook updating etc. As per the instruction of director. Any other work entrusted by the director from time to time.

### **6. SELECTION PROCEDURE**

**For Counselor FLCs:** The eligible candidate will be called for personal interview and decision of the Bank in this regard shall be final.

**For Faculty/Office assistant:** The eligible candidates will be called for Written/ Computer test , personal interview and ( demonstration/presentation for faculty) and the decision of the Society/Trust in this regard shall be final.

**For Attendant/watchman:** 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. Last date for receipt of application is 15/10/2025. No applications shall be entertained beyond the stipulated date. Incomplete applications will be rejected.

Applicants should write on envelop “Application for the post of Counselor FLCs Auraiya /Etawah, Application for the post of Faculty/Office Assistant/Attendant/Watchman cum gardener at RSETI center – Etawah & Auraiya on contract for the year 2025-26” and send to REGIONAL MANAGER, CENTRAL BANK OF INDIA, REGIONAL OFFICE, New Mandi Gate-1 Farrukhabad road, Etawah Pin-206001.

### **8. APPLICATION FEE: NIL**

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 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.

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- (c) Mere admission of application against the advertisement and apparently fulfilling the criteria as prescribed in the advertisement would not be stow on him / her right to be called for interview.

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**APPLICATION FOR THE POST OF FLCC  
COUNSELOR/FACULTY/OFFICE ASSISTANT/ATTENDANT/WATCHMAN CUM  
GARDENER AT RSETI ETAWAH/AURAIYA ON CONTRACTUAL BASIS**

**To  
Regional Manager  
Regional Office  
Central Bank of India,  
Etawah**

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)	:	

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	Age in completed years as on _31.03.2023	:	
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 / Universit y	Full Time / Part-Time	Year of Passing	Subject	Marks (Rank if any)
SSC/HSC (10+2)						
Graduation Post Graduation						
Professional Qualification						
Others ---						
Computer (Diploma/Degre e/ 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	Achievement

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**14. For FLCC Counselor 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.**

<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	:	

Note: Attach **self attested** letter/certificate of employer/institution/organization.

16.	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 Counselor FLCC only)

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17.	Significant Achievement (if any) in respect of above assignments (for Counselor FLCC only):	

18..	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.

