

## ANNEXURE-1

### Regional Office: Katihar

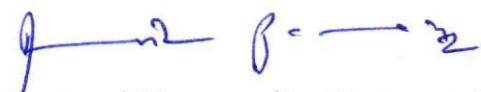
Central Bank of India Samajik Utthan Avam Prashikshan Sansthan (CBI-SUAPS), a Society/Trust, registered under Society Registration Act 1860 with Head Office at Mumbai, through its 46 RSETI & 48 FLCC centres located in 51 Lead Districts allotted to the Bank in the country, engaged in imparting training to rural youth for their self-employment and bringing awareness among rural mass on financial literacy.

Central Bank of India Samajik Utthan Avam Prashikshan Sansthan (CBI-SUAPS), a Society/Trust sponsored by Central Bank of India is looking for engaging the services of Faculty/Office Assistant (Please strike off whichever is not applicable) on Annual Contract basis.

For full details regarding application format, emoluments, age, qualification, experience, etc., please refer to detailed advertisement displayed on the Bank's website <http://www.centralbankofindia.co.in>.

Application form can be downloaded from Bank's website given above. The last date for Receipt of application will be **20.02.2026**

Place: Katihar



Regional Manager/Co-Chairman (DLRAC)

Date: **21.01.2026**

(TO BE POSTED ON BANK'S WEBSITE)

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 (Pl. strike off whichever is not applicable) for RSETIs (Rural Self Employment Training Institutes) on contract basis for the **Year 2025-26**.

IMPORTANT: LAST DATE OF RECEIPT OF APPLICATION:

**20.02.2026**

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 46 RSETI & 48 FLCC centres located in 51 Lead Districts allotted to the Bank in the country, is looking for engaging the services of **Faculty(1)** on Annual Contract basis for our RSETI centre at- **Katihar**.

The details are given below:

**1. AGE, QUALIFICATION & EXPERIENCE**

Sr. N o.	Name of the Post	Age	Qualification	Experience / Other eligibility criteria.	No of Vacancies
1.	Faculty	22-40 years with sound Health	<p><b><u>Essential:</u></b></p> <p>1. Shall be a Graduate(any i.e., Science/commerce/Arts)/ Post graduate: however preference may be given to MSW/MA in Rural Development / MA in Sociology/ Psychology/ B.Sc. (Veterinary), B.Sc.(Horticulture),B.Sc.(Agri.),B.Sc. (Agri. Marketing)/ B.A. with B.Ed., etc.</p> <p>2. Shall have a flair for teaching with Computer knowledge.</p> <p>3. Excellent communication skills in the local language is essential, fluency in English &amp; Hindi with typing will be an added advantage.</p> <p>4. Skill in typing in local language essential.</p> <p>Typing skill in Hindi/English typing an added advantage. Previous experience as Faculty preferred.</p> <p><b><u>Desirable:**</u></b></p> <p>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.</p>	<p><b><u>Essential:</u></b></p> <p>1. Should be well conversant with local language.</p> <p>2. Should be resident of the same State, preferably same or nearby district/ residing at the head quarter of RSETI Centre.</p>	Katihar - 01

**\*\* 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 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.

## 4. LEAVE:

The candidates shall be entitled for 15 days leave per year with maximum of 02 days per month.

## 5. JOB PROFILE:

### **JOB DESCRIPTION OF SUPPORT STAFF AT RSETIS**

#### **A. FACULTY**

1. Work as Faculty of the Institute handling sessions relating to entrepreneurship, motivation personality development, business management, conducting business games etc., guiding/Educating the trainees and coordinating the programmes of the Institute.
2. Conducting pre-training activities EAPs, generation of applications and selection of candidates.
3. Assisting the Director in designing the Annual Action Plan and training programmes.
4. Arranging logistics for the training programmes, including training materials and arranging Guest faculty.
5. Providing post Training escort services including conducting follow-up meets/visits.
6. Providing counselling, credit linkage, preparation of project reports etc.
7. Preparation of Success Stories and circulation of a minimum of two stories per month to the Controlling Office/MoRD.
8. Preparation of Post Programme Report.
9. Preparation of monthly report and other periodical reports.
10. Assisting/Guiding the Office assistant in maintaining of Day book. General Ledger and all other registers and Books.
11. Design new training programs by collecting feedback on emerging business opportunities in the area.
12. Prepare case studies and training materials for effective delivery of sessions.
13. Establish liaison with outside agencies.
14. Assist Director in internal control/administration of the institute.
15. Organizing functions, events and meetings of the Institute.
16. Preparation of Press release/reports on various activities of the Institute.

17. Supervising the work of assistant, attender, watchman cum Gardner of the Institute.
18. Monitoring the performance of Guest faculty of all skill training.
19. Maintenance of Inventory and Library books of the Institute.
20. Overseeing the maintenance of entire campus including classrooms, Kitchen, dining and Dormitory and to ensure to keep the premises clean and tidy.
21. Maintaining discipline in the Institute and ensuring administration of MILLY, LOG, PRAYER, YOGA SHRAMADHAN etc., on daily basis.
22. Enrollment target from trained candidatus under social security schemes viz PMSBY, PMJBY, APY.
23. Genration of leads under PM VISHWAKARMA, PMEGP/FME, MUDRA from the trained candidates for the RSETIs.
24. Educate the trainees regarding digital access of Jan Samarth Portal and popularising of digital journey under MUDRA and various loan products in Jan Samarth Portal.
25. Any other work assigned 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.

#### **7. SUBMISSION OF APPLICATION:**

Eligible candidates have to submit their applications in the given format (Annexure). Last date for receipt of application is **20.02.2026**. No applications shall be entertained beyond the stipulated date. Incomplete applications will be rejected.

Address the application, Subscribing "Application for the post of **Faculty** at RSETI centre on contract **for the year 2025-26**" to Regional Manager/Co-Chairman, Dist. Level RSETI Advisory Committee (DLRAC), Central Bank of India, Regional Office, 1<sup>st</sup> Floor, Sah Katra, New Market Road, Katihar 854105.

#### **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 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.