



REGIONAL OFFICE,

AMBIKAPUR

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

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

Engagement of Faculty(Two posts), Office Assistant(Two posts), Attender (One post) and Watchman cum Gardener(One post) at RSETI Surajpur, Dist- Surajpur on contract basis for the Year 2025-26.

IMPORTANT: LAST DATE OF RECEIPT OF APPLICATION: 18.10.2025

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 numerous RSETI & FLCC centers located in different districts of the country, is looking for engaging the services of on Annual Contract basis for our RSETI Centres located at Dist-Surajpur, of the State Chhattisgarh. The vacancies to be filled up are follows:

- District Surajpur – Faculty (Two posts), Office Assistant (Two posts), Attender (One post) and Watchman cum Gardener (One post)

The details of the said vacancies are given below:

1. AGE, QUALIFICATION & EXPERIENCE:

Sr. No.	Name of the Post	Age	Qualification	Experience / Other eligibility criteria.
1.	Faculty	22-40 years with sound Health	Essential: (i) Shall be Graduate (any i.e., Science/Commerce/Arts)/Post-graduate; however, preference may be given to MSW/MA in Rural Development/ MA in Sociology/ Psychology/BSc (Veterinary), B.Sc. (Horticulture), B.Sc.(Agri.),B.Sc. (Agri Marketing)/ BA with B.Ed. etc.	Essential: 1. Shall have a flair for teaching and possess sound Computer Knowledge. 2. Excellent communication skills in the local language essential, fluency in English and Hindi will be an advantage. 3. Typing skill in Hindi/English typing an added advantage. 4. Previous experience as faculty preferred. Should be resident of the same district, preferably same residing at the head quarter of RSETI Centre.
2.	Office Assistant-at RSETI	22-40 years with sound health	Essential: Shall be a Graduate viz. BSW/ B.A/B.Com./ with computer knowledge	Essential: 1. Should be fluent in spoken and written local language. 2. Fluency in Hindi/English would be an added qualification. 3. Shall be proficient in MS Office (Word and Excel), Tally and Internet. 4. Skill in typing in local language is essential, Typing skill in English an added advantage. 5. Knowledge in Basic Accounting is a preferred qualification. Should be resident of the same district, preferably residing at the head quarter of RSETI Centre.

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Ambikapur, Surguja, Chattisgarh, 497001**

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3.	Attender	22-40 YEARS	Essential: Shall be Matriculate	Ability to read and write the Local Language preferred. Should be resident of the same district, preferably residing at the head quarter of RSETI Centre.
4.	Watchman cum Gardener	22-40 Years.	Essential Should have passed 7 th standard	Should have experience preferably in agriculture/gardener/horticulture.

2. CONTRACT PERIOD:

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 members concerned

- To submit performance Appraisal to Regional Head through proper channel one month in advance of the expiry of the 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.

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 ALLOWANCES*:

A. Faculty- The contract amount shall be fixed at Rs. 30000 per month. The annual increment and other allowances will be as specified in the appointment terms only.

B. Office Assistant - The contract amount shall be fixed at Rs. 20000 per month. The annual increment and other allowances will be as specified in the appointment terms only.

C. Attendant- The contract amount shall be fixed at Rs. 14000 per month. The annual increment and other allowances will be as specified in the appointment terms only.

D. Watchman cum Gardener - The contract amount shall be fixed at Rs. 12000 per month. The annual increment and other allowances will be as specified in the appointment terms only.

*** Subject to change as per MoRD directives and policy implementation by Corporate Office.**

4. LEAVE:

As per functionally implemented HR Policy for RSETI in force.

5. JOB DESCRIPTION:**A. Faculty:**

- 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.
- Conducting pre-training activities – EAPs, generation of applications and selection of candidates.
- Assisting the Director in designing the Annual Action Plan and training programmes.
- Arranging logistics for the training programmes, including training materials and arranging Guest faculty.
- Providing post training escort services including conducting follow-upmeets/visits.
- Providing counseling, credit linkage, preparation of project reports, etc.
- Preparation of Success stories and circulation of a minimum of two stories per month to the controlling office/MoRD.
- Preparation of Post Programme Report.
- Preparation of monthly report and other periodical reports.
- Assisting/Guiding the Office assistant in maintaining of Day book, General ledger and all other registers and Books.
- Design new training programs by collecting feedback on emerging business opportunities in the area.
- Prepare case studies and training materials for effective delivery of sessions.
- Assist Director in internal control/administration of the institute.

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- Organizing functions, events and meetings of the Institute.
- Preparation of Press release/reports in various activities of the Institute.
- Supervising the work of assistant, attender, watchmen cum gardener of the Institute.
- Monitoring the performance of Guest faculty of all skill training.
- Maintenance of Inventory and Library books of the Institute.
- Overseeing the maintenance of entire campus including classrooms, kitchen, dining and Dormitory and to ensure to keep the premises clean and tidy.
- Maintaining discipline in the Institute and ensuring administration of MILLY, LOG, PRAYER, YOGA SHRAMADHAN etc., on daily basis.
- Any other work assigned by the Director from time to time.
- Establish liaison with outside agencies.
- Enrollment target from trained candidates under social security schemes viz. PMSBY, PMJBY, APY.
- Generation of leads under PM VISHWAKARMA, PMEGP/FME, MUDRA from trained candidates for the RSETIs.
- 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.

B. OFFICE ASSISTANT:

- Assisting the Director and Faculty in effective functioning of the Institute to fulfill the objectives of the Trust.
- Maintaining of Cash book, General Ledger, vouchers, as per the guidelines.
- Maintaining all books, registers, both manual and soft copy as per the prevailing guidelines from Trust/Ministry.
- Maintaining and updating all data relating to training, follow-up, Settlement, etc.
- Creating and updating MIS data as per the guidelines.
- Preparation of monthly report and other periodical reports and submission to Trust, Ministry and other agencies involved in overall supervision of functioning of RSETI.
- Organizing the required logistics for training including arranging Boarding, Dormitory, etc.
- Arranging the training materials for all Skill batches.
- Making registration of candidates in all the training, taking daily attendance of trainees, taking boarding attendance of trainees.
- Conducting follow-up visits as directed by the Director and reporting the same to the Director.
- Up keeping of all fixed Assets and maintaining of Inventory of items including training materials and equipment.
- Maintaining the Library books and issuing books to the trainees as and when they demand
- Carry out all the Instructions/any other work given by the Director and faculty from time to time.
- Enrollment target from trained candidates under social security schemes viz. PMSBY, PMJBY, APY.
- Generation of leads under PM Vishwakarma, PMEGP/FME, MUDRA from the trained candidates for the RSETIs.
- 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.

C. ATTENDANT

- Generally, all subordinate work of the Institute, for assisting the Director and other staff of the Institute for smooth functioning of the day-to day activities.
- Upkeeping of premises including office, training classrooms, 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 life getting passbook updating etc. As per the instructions of Director.
- Any other work entrusted by the Director from time to time.

D. WATCHMAN CUM GARDENER

- Watch and ward of the premises.
- Gardening work and maintenance and upkeep of the premises.
- In case of need to perform the duties of the attendant.
- Any other work entrusted by the Director from time to time.



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6. SELECTION PROCEDURE:

The eligible candidates will be called for **personal interview** to assess communication ability, leadership qualities, **attitude**, problem solving ability and ability to get along with the trainees, **developmental approach**. 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 I). Last date for receipt of application is **18.10.2025**. No applications shall be entertained beyond the stipulated date. Incomplete applications will be rejected.
- If any applicant wants to apply for multiple posts, he/she must submit individual application form for each post.
- Applicants should write on envelop, "**Application for the post of ____ (Name of post) ____ at RSETI Centre Surajpur on contract for the year 2025-26**" and send to "**Regional Head, Central Bank of India, Regional Office, Ambikapur, Dhanjal Complex near Govt Polytechnic College, Nemnakala, Ambikapur, District Surguja, C.G. 479001**".
- Applicants must attach self-attested copy of ID proofs (Aadhaar Card and Pan Card) along with the other relevant documents.

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 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 any suitable and deserving candidate(s), 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 and job.
- (d) Above recruitment is on contractual basis for one year & further renewal of contract is based on his/her performance and Bank's discretion. Merely contractual appointment would not bestow on him/her right to regularize into formal employment.
- (e) Society/Trust/Bank reserve the right of cancellation of candidature at any time without any notice.
- (f) If candidate is found committing any type of fraud, malpractices, misconduct, the bank reserves the right to cancel the candidature and may take legal recourse before the court of law with or without notice.
- (g) There will be NO commitment/obligation/liability for Competent Authority/ Trust/Society/Bank to absorb such candidates who are selected on contract for any job in the RSETI at any time.