

PURULIA CIRCLE OFFICE, RURAL SELF-EMPLOYMENT TRAINING INSTITUTE, BANKURA
Address: Shamayita Math Campus, Village: Ranbahal, P.O.: Amarkan, Bankura- 722133, WB,
Email: rsetibankura@gmail.com

RECRUITMENT NOTICE

Applications are invited for the post of One Faculty, One Office Assistant, One Attender and One Watchman cum Gardener at Punjab National Bank, Rural Self Employment Training Institute at Bankura District on Contractual Basis for a period of three years on fixed consolidated salary.

The details advertisement and application form is available in the "What's New" section of our website <https://www.pnbindia.in>

Eligible candidates may submit the duly filled up application form along with Bio-data, Self Attested recent photograph, photo copies of documents supporting age (22 years to 40 years), qualifications and experience certificates to the **The Director, Punjab National Bank, Rural Self Employment Training Institute, BANKURA, Shamayita Math Campus, Village-Ranbahal, P.O. Amarkan, District Bankura, West Bengal, Pin Code- 722133** between 10:00 am to 5:00 pm on Bank & Office working days. Last date of receipt of application is 22.11.2024.

Circle Head
Circle Office Purulia

PLANNING & DEVELOPMENT DEPARTMENT, CIRCLE OFFICE PURULIA

S.NO.	Position & No. of Post	Qualifications / Other Requirements
1.	Faculty No of Post -1	<ul style="list-style-type: none"> 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. Shall have a flair for teaching and possess sound Computer Knowledge. Excellent communication skills in the local language essential, fluency in English and Hindi will be an added advantage. Skills in Typing in Local Language essential. Typing skills in Hindi/ English typing, an added advantage. Previous experience as Faculty preferred.
2.	Office Assistant No of Post -1	<ul style="list-style-type: none"> Shall be a Graduate viz. BSW/BA/B.Com/ with computer knowledge. Knowledge in Basic Accounting is a preferred qualification. Shall be fluent in spoken and written local language. Fluency in Hindi / English would be an added qualification. Shall be proficient in MS Office (Word and Excel), Tally & Internet. Skills in typing in local language is essential, typing skills in English an added advantage.
3.	Attender No of Post -1	<ul style="list-style-type: none"> Shall be a Matriculate. Ability to Read and Write the Local Language preferred.
4.	Watchman/ Gardener No of Post -1	<ul style="list-style-type: none"> Should have passed 7th Standard. Should have experience preferably in agriculture/ gardening/ horticulture.

Selection Process-

The selection process will comprise of:

- Written Test** to assess General Knowledge and Computer capability.
- Personal Interview** to assess communication ability, leadership qualities, attitude, problem solving ability and ability to get along with the trainees, developmental approach.
- Demonstration / Presentation** to assess teaching skills and communication capability.

S.N.	Criteria	Faculty	Office Assistant	Attender	Watchman/ Gardener
1.	Written Test	✓	✓	x	x
2.	Personal Interview	✓	✓	✓	✓
3.	Demonstration / Presentation	✓	x	x	x

PLANNING & DEVELOPMENT DEPARTMENT, CIRCLE OFFICE PURULIA

Sl. No.	Category	Salary Structure
1	Faculty No of Post -1	I. Consolidated salary of Rs. 30,000 - 2000x5 - Rs. 40000/- Annual performance incentive of Rs. 2000/- every year will be based on satisfactory review/performance of the services rendered. II. Fixed Conveyance Allowance [FCA]: Rs 2500/- pm on declaration basis, subject to completion of minimum number of visits for conducting EAPs, Follow ups, etc. Otherwise, the Director of the RSETIs shall consider to pay proportionately. III. The increments accrued shall be continued at the time of renewal of each contract period and the contract shall be continued till the retirement age of 60 years or the project period whichever is earlier, subject to satisfactory performance and renewal of the contract period from time to time. IV. Mobile allowance: Rs. 300/-pm. V. EPF, ESI, Gratuity as per rules
2	Office Assistant No of Post -1	I. Consolidated salary of Rs. 20,000-1500 x 5 - Rs. 27500/- Annual performance Incentive of Rs. 1500/- every year will be based on satisfactory review/ performance of services rendered. II. Fixed Conveyance Allowance [FCA]: Rs.2000/- pm on declaration basis, subject to completion of minimum number of visits for conducting EAPs, Follow up etc. Otherwise, the Director of the RSETIs shall consider to pay proportionately. III. The increments accrued shall be continued at the time of renewal of each contract period and the contract shall be continued till the retirement age of 60 years or the project period whichever is earlier, subject to satisfactory performance and renewal of the contract period from time to time. IV. Mobile allowance: Rs. 300/-pm. V. EPF, ESI, Gratuity as per rules
3	Attendant No of Post -1	I. Consolidated salary of Rs.14000 - 1000 x 5 - Rs.19000/- Annual performance incentive of Rs.1000/- every year is based on satisfactory review/ performance of services rendered. II. Fixed Conveyance Allowance [FCA]: Rs. 1000/-pm on declaration basis III. The increments accrued shall be continued at the time of renewal of each contract period and the contract shall be continued full the retirement age of 60 years or the project period whichever is earlier, subject to satisfactory performance and renewal of the contract period from time to time. IV. Mobile allowance: Rs. 300/-pm. V. EPF, ESI, Gratuity as per rules
4	Watchman/ Gardner No of Post -1	I. Consolidated salary of Rs. 12000-800 x 5-Rs.16000/- Annual performance incentive of Rs. 1000/- every year Is based on satisfactory review/ performance e of services rendered. II. Fixed Conveyance Allowance [FCA): Rs 800/-pm on declaration basis. III. The Increments accrued shall be continued at the time of each contract period and the contract shall be continued till the retirement age of 60 years or the project period whichever is earlier, subject to satisfactory. Performance and renewal of the contract period from time to time. IV. Mobile allowance: Rs.300/-pm. V. EPF, ESI, Gratuity as per rules

**APPLICATION FOR THE POST OF _____ AT
PNB SM RSETI, BANKURA ON CONTRACT BASIS**

To,
**The Circle Head
Punjab National Bank
Circle Office, Purulia
S.S Ganguly Road, Rajabandh Para,
Near Radha Krishna More,
Purulia - 723101**

Paste
Passport
size
Photograph
(Please sign across
the Photograph)

With reference to your advertisement for Recruitment of RSETI personnel dated _____, I
am submitting my application in the prescribed format.

Post Applied for _____

1. NAME (in full): _____

2. FATHER's/ HUSBAND's NAME: _____

3. ADDRESS FOR CORRESPONDENCE:

4. PERMANENT ADDRESS: (attach address proof) _____

5. CATEGORY: _____

6. If person with Disability:

Type of disability: _____

Percentage of disability: _____

7. DATE OF BIRTH (As per 10th Certificate): _____

8. Age in completed years as on 01.08.2024: _____

9. Contact Details:

10. MOBILE NO: _____ **LANDLINE No. :** _____

E-MAIL ID: _____

11. GENDER: _____

12. NATIONALITY _____

13. BIRTH PLACE: _____ **NATIVE PLACE:** _____

14. RELIGION: _____

15. MARITAL STATUS: _____ **15. LANGUAGE KNOWN:** _____

16. EDUCATIONAL QUALIFICATIONS:

S.No	Qualification	Full Time / Part Time	Name of Institute/ Board/ University	Year of Passing	Subject/ Specialization	Marks obtained and Percentage /CGPA
1.						
2.						
3.						
4.						
5.						
6.						

Note: Please attach self attested copy of Educational Professional qualifications

17. DETAILS OF EXPERIENCES:

Name of the Organization	Position Held	From date	To date	Key Responsibilities	Reason of leaving

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief and I understand that in the event of any information being found incomplete, 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 Purulia and Courts/tribunals/forums at Purulia. I undertake to abide by all the terms and conditions mentioned in the advertisement dated _____ displayed on Bank's website / Newspaper / RSETI Notice Board.

(Signature of applicant)

Place: _____

Date: _____

Enclosures:

- 1.
- 2.
- 3.
- 4.