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Jorhat Circle Office  
Babu Patty, Jorhat – 785001

Date: 23.09.2020

Applications are invited for the post of **Faculty (2 no.), Office Assistant (2 no.) & Attendant (1 no.)** each at PNB Rural Self Employment Training Institute (PNB RSETI), on contract basis for a period of One Year on fixed consideration salary.

Apply along with Bio-data, self attested recent photograph, photocopies of documents supporting age (Desirable age between 22 to 40 years), qualification and experience certificate to **Punjab National Bank, Circle Office Jorhat, GSAD Section, Punjab National Bank, Babu Patty, Jorhat 785001 between 10.00 AM and 2.00 PM on Bank working days.**

Post/ Location/ Tentative Posts	Particulars
<b>Faculty</b> <b>RSETI Golaghat – 2</b> <b>RSETI Sibsagar - 2</b>	<b>Qualification/ Other Requirement</b> <ul style="list-style-type: none"><li>• Shall be a Graduate/ Post Graduate viz. 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.</li><li>• Shall have a flair for teaching and possess sound Computer Knowledge.</li><li>• Excellent communication skills in the local language essential, fluency in English and Hindi will be an additional advantage.</li><li>• Skills in Typing in Local Language essential.</li><li>• Typing skill in Hindi/ English typing, an added advantage.</li><li>• Previous experience as Faculty preferred.</li></ul>
<b>Office Assistant</b> <b>RSETI Golaghat – 2</b> <b>RSETI Sibsagar - 2</b>	<b>Qualification/ Other Requirement</b> <ul style="list-style-type: none"><li>• Shall be a Graduate viz. BSW/ BA/ B.Com./ with computer knowledge</li><li>• Knowledge in Basic Accounting is a preferred qualification</li><li>• Shall be fluent in spoken and written local language</li><li>• Fluency in Hindi/ English would be an added qualification</li><li>• Shall be proficient in MS Office (Word and Excel), Tally &amp; Internet</li><li>• Skills in typing in local language is essential, Typing skills in English an added advantage</li></ul>
<b>Attendant</b> <b>RSETI Golaghat – 1</b> <b>RSETI Sibsagar - 1</b>	<b>Qualification/ Other Requirement</b> <ul style="list-style-type: none"><li>• Shall be a Matriculate</li><li>• Ability to Read and Write the Local Language preferred</li></ul>

<p><b>Salary Structure</b></p>	<ul style="list-style-type: none"> <li>• <b>Faculty -</b> <ul style="list-style-type: none"> <li>(i) Fixed salary of Rs. 20,000/-</li> <li>(ii) Fixed Travel Allowance [FTA]: Actual subject to maximum of Rs. 1500/- per month against bills or can claim Rs. 500/- on declaration basis.</li> <li>(iii) EPF, ESI as per rules.</li> </ul> </li> <li>• <b>Office Assistant -</b> <ul style="list-style-type: none"> <li>(i) Fixed salary of Rs. 12,000/-</li> <li>(iv) Fixed Travel Allowance [FTA]: Actual subject to maximum of Rs. 1000/- per month against bills or can claim Rs. 500/- on declaration basis.</li> <li>(v) EPF, ESI as per rules.</li> </ul> </li> <li>• <b>Attendant –</b> <ul style="list-style-type: none"> <li>(i) Fixed salary of Rs. 8,000/-</li> <li>(ii) Fixed Travel Allowance [FTA]: Rs. 500/- per month</li> <li>(iii) EPF, ESI as per rule.</li> </ul> </li> </ul>
<p><b>Selection Process</b></p>	<ul style="list-style-type: none"> <li>• Written Test to assess General Knowledge and Computer capabilities (For Faculty &amp; Office Assistant post)</li> <li>• Personal Interview to assess communication ability, leadership qualities, attitude, problem solving ability and ability to get along with the trainees, development approach.</li> <li>• Demonstration/ Presentation to assess teaching skills and communication capability. (For the post of Faculty Only)</li> </ul>

**Last Date for receipt of Application is 07.10.2020.**

**CIRCLE HEAD**

**APPLICATION FOR THE POST OF FACULTY/OFFICE ASSISTANT**

To  
The AGM & Circle Head,  
Punjab National Bank  
Babupatty Road  
Jorhat, Assam-785001

**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 NAME/HUSBAND'S NAME: \_\_\_\_\_
3. ADDRESS FOR CORRESPONDANCE:  
\_\_\_\_\_  
\_\_\_\_\_
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 10<sup>TH</sup> Certificate): \_\_\_\_\_
8. Age in completed years as on 31.08.2020: \_\_\_\_\_
9. Contact Details:  
MOBILE NO: \_\_\_\_\_ LANDLINE NO: \_\_\_\_\_ E-MAIL ID \_\_\_\_\_
10. GENDER: \_\_\_\_\_
11. NATIONALITY: \_\_\_\_\_
12. BIRTH PLACE: \_\_\_\_\_ NATIVE PLACE: \_\_\_\_\_
13. RELIGION: \_\_\_\_\_
14. MARITAL STATUS \_\_\_\_\_

**15. EDUCATIONAL QUALIFICATION:**

S.NO	Qualification	Full time/ Part time	Name of institute/Board/University	Year of Passing	Subject/ Specialization	Marks obtained and Percentage/CGPA
1	Matriculate/ 10 <sup>th</sup>					
2	Intermediate/ 12 <sup>th</sup>					
3	Graduation					
4	Post Graduation					
5	Professional Qualifications					
6	B. Ed					

**Note: Please attach self attested copy of Educational Professional Qualifications**

**16. DETAILS OF PRESENT EMPLOYMENT ,IF ANY:**

- a. Organization: \_\_\_\_\_
- b. Full Address: \_\_\_\_\_
- c. Position: \_\_\_\_\_
- d. Reporting to: \_\_\_\_\_
- e. Salary/Compensation presently drawn: \_\_\_\_\_
- f. Present assignment/Responsibilities: \_\_\_\_\_

**17. Preferred district: (In order of preference)**

1. \_\_\_\_\_ 2. \_\_\_\_\_

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 Jorhat and Courts/tribunals/forums at Jorhat. I undertake to abide by all the terms and condition mentioned in the advertisement dated..../...../..... displayed on Bank's website/Newspaper/RSETI Notice Board.

**(SIGNATURE OF APPLICANT)**

PLACE: \_\_\_\_\_

DATE: \_\_\_\_\_

ENCLOSURES:

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