



CIRCLE OFFICE: GURUGRAM

PLOT NO.5, GROUND FLOOR, INSTITUTIONAL AREA, SECTOR32, GURUGRAM-122001

Recruitment of Office Assistant and Attender on contract basis at RSETI Palwal, Haryana.

KEYPOINT:

- Last date of receipt of application is 25.01.2024.
- Application must be sent in sealed envelope through speed post/registered post only.

Details:

1. AGE, QUALIFICATION AND EXPERIENCE

Name of the post	Age	Qualification/ Experience/ Other eligibility criteria
Office Assistant Post- 01	(22-40) years (as on last date of application i.e, 25.01.2024)	<ul style="list-style-type: none"> • Shall be a Graduate viz. BSW/ BA/B.com etc. with computer knowledge. • Knowledge of basic accounting is a preferred qualification • Shall be fluent in spoken and written local language • Fluency in English and Hindi would be an added qualification • Skills in typing in local language is essential, typing skills in English an added advantage • Shall be proficient in MS Office (Word and Excel), Tally and Internet.
Attender Post- 01		<ul style="list-style-type: none"> • Shall be a Matriculate • Ability to read and write the local language

2. CONTRACT PERIOD

The candidate shall be appointed on contractual basis for a period of 1 year. Contract may be renewed for next year subject to satisfactory review/performance of services rendered after cooling period of maximum 7 days.

3. SALARY STRUCTURE

Name of post	Salary Structure
Office Assistant	(i) Fixed salary of Rs. 12000/- (ii) Fixed Travel Allowance(FTA): Actuals subject to maximum of Rs. 1000/- pm against bills or can claim Rs. 500/- on declaration basis. (iii) EPF,ESI as per rules.
Attender	(i) Fixed salary of Rs. 8000/- (ii) Fixed Travel Allowance(FTA): Rs. 500/- pm (iii) EPF,ESI as per rules.



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4. LEAVE

S.No	Category of Leave	Period
1	Casual Leave	12 days per year
2	Sick leave	10 days
3	Maternity Leave	90 days per child in a contract of one year after completing six months of entering into contract subject to maximum of two surviving children.

5. JOB PROFILE

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, books, registers as per the guidelines.
- Maintaining and updating all data related to trainings, follow up, settlement, creating and updating MIS data as per the guidelines, preparation of monthly report.
- Carryout all the instructions/any other work given by the director and faculty from time to time.

Attender

- 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 class rooms, dormitory, bathrooms, filing cabinet, visitors lounge etc.
- Filing of documents in respective files, going to bank for all bank work.
- Any other work entrusted by the Director from time to time.

6. SELECTION PROCEDURE

The eligible candidates will be called for the selection process. For Office assistant, written exam will be conducted to assess General Knowledge and Computer capability followed by Personal Interview.

For Attender, only personal interview will be conducted.

The decision of the Bank/competent authority in this regard shall be final.

7. SUBMISSION OF APPLICATION

Eligible candidates will have to submit their applications along with BIODATA and self –attested copies of documents supporting age, qualifications and experience. Application must be received in sealed envelope at below mentioned address through speed post/registered post latest by 25.01.2024. No application shall be entertained beyond the stipulated date.

Circle Head,
Punjab National Bank, Circle Office Gurugram
Plot No. 5, Ground Floor, Institutional Area, Sector 32
Gurugram- 122001.



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8. GENERAL INSTRUCTIONS

- While applying for the posts, 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 facts, his/her candidature will automatically stand cancelled. If any of the above shortcoming(s) is/are detected even after appointment, his/her contractual appointment is liable to be terminated without any notice.
- 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 above management. The Management reserves the right to fill or not to fill the above advertised position without assigning any reason thereof.
- Mere submission 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 selection process.
- The decision of the Bank will be final at any stage of recruitment/post recruitment.
