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मंडल कार्यालय, अगरतला

दुर्गाबाडी रोड, अगरतला -799 001

Circle Office, Agartala

Durgabari Road, Agartala -799001

Date: 28-07-2020

ADVERTISEMENT FOR ENGAGEMENT

Applications are invited for the following posts for PNB Rural Self Employment Training Institute (PNB RSETI) on contract basis for a period of one year on fixed consolidated salary.

Apply along with Bio-data, self attested recent photograph, photocopies of documents supporting age (Desirable 22 to 40 years), qualification and experience certificate to **Circle Office Agartala, PND Section, Punjab National Bank, Durgabari Road, Agartala, Tripura-799001 between 10.00 AM and 2.00 PM on Bank working days.**

Post / Location /Tentative Posts	Particulars
Faculty RSETI Udaipur - 2 RSETI Dhalai - 2	<p>Qualification / Other Requirement</p> <ul style="list-style-type: none"> • 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. • 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
Office Assistant RSETI Udaipur - 2 RSETI Dhalai - 2	<p>Qualification / Other Requirement</p> <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
Salary Structure	<ul style="list-style-type: none"> • Faculty – <ul style="list-style-type: none"> (i) Fixed salary of Rs. 20,000/- (ii) Fixed Travel Allowance [FTA]: Actuals subject to maximum of Rs 1500/- per month against bills or can claim Rs 500/- on declaration basis. (iii) EPF, ESI as per rules • Office Assistant – <ul style="list-style-type: none"> (i) Fixed salary of Rs. 12,000/- (ii) Fixed Travel Allowance [FTA]: Actuals subject to maximum of Rs 1000/- per month against bills or can claim Rs 500/- on declaration basis. (iii) EPF, ESI as per rules
Selection Process	<ul style="list-style-type: none"> • 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, development approach. • Demonstration/Presentation to assess teaching skills and communication capability.(For post of Faculty Only)

Last date for receipt of application is 14.08.2020

Circle Head

APPLICATION FOR THE POST OF FACULTY/ OFFICE ASSISTANT

To,
The DGM & Circle Head
Punjab National Bank
Agartala Circle Office
Durgabari Road, Agartala, Tripura - 799001

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 27.07.2020: _____

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 QUALIFICATIONS:

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 th					
2.	Intermediate /12 th					
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 Agartala and Courts/tribunals/forums at Agartala. 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.