

PSB TRUST FOR DEVELOPMENT OF AGRICULTURE AND RURAL EMPLOYMENT

PUNJAB & SIND BANK
(A Govt. of India Undertaking)

Engagement of supporting staff at 'Punjab & Sind Bank Rural Self Employment Training Institute (PSB RSETI)' Ludhiana

Applications (as per Annexure I) are invited from eligible candidates for the post of Office Assistant on the contractual basis for the RSETIs at our Lead district Ludhiana.

i. Name of Post: Office Assistant

ii. No. of Post: 01 (One)

iii. Qualification/other requirements:

Candidates having following Qualification can apply for the post:

- Shall be a Graduate viz. BSW/BA/B.Com/With computer knowledge
- Knowledge in the 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 and Internet
- Skill in typing in local language is essential, Typing skills in Hindi/English an added advantage

iv. Monthly remuneration: Rs.12,000/-per month

v. Age: 22-40 years

SELECTION PROCESS

The selection process will comprises of:

- (i) **Written Test** to assess General Knowledge and computer capability
- (ii) **Personal Interview** to assess communication ability, leadership qualities, attitude, problem solving ability and ability to get along with the trainees, development approach

Tenure: The engagement shall be on contractual basis, initially for the period of 11 months from the date of joining the duties which may be continued further for the maximum up to 03 years on the basis of annual performance review undertaken by Director. However, the competent authority shall have a right to terminate the contract in case of unsatisfactory performance by giving 30 days prior notice.

HOW TO APPLY

- (i) Candidates are required to download the application form through banks website punjabandsindbank.co.in
- (ii) Open the Recruitment Notification entitled "Engagement of supporting Staff at 'Punjab & Sind Bank Rural Self Employment Training Institute (PSB RSETI) Ludhiana.
- (iii) The application filled in all respect along with self-attested copy of Educational/ Professional qualifications be sent through registered post/Speed post only.

The Deputy General Manager

Trustee – PSB TDARE

PUNJAB & SIND BANK

Corporate Office,

H.O. Priority Sector (Adv.) Department.

1st Floor, Plate- B, Block-3,

NBCC Office Complex, East Kidwai Nagar

New Delhi - 110023

- (iv) Application filled in all respects should reach to above address latest by 16/02/2024.
- (v) Bank will send the letters for written test & Interview to the short listed eligible applicant through e-mail or by speed post.

Date: 31/01/2024

DY. General Manager (PS) & Trustee PSB TDARE

Place: New Delhi

APPLICATION FOR THE POST OF OFFICE ASSISTANT ON CONTRACTUAL BASIS

To,
The Deputy General Manager/Trustee-PSB TDARE
Punjab & Sind Bank
Corporate Office,
H.O. Priority Sector (Adv.) Deptt.
1st Floor, Plate- B, Block-3,
NBCC Office Complex, East Kidwai Nagar
New Delhi- 110023

Affix. latest coloured photograph
Signature

With reference to your advertisement on Bank's website dated
application in prescribed format.

I, submit my

1. NAME (In full): _____

2. FATHER's /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 10th Certificate): _____

8. Age in completed years as on 30.01.2024: _____

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	Year of Passing	Subject/ Specialization	Marks obtained and Percentage/CGPA
1.	Matriculate/10th					
2.	Intermediate/12th					
3.	Graduation					
4.	Post Graduation					
5.	Professional Qualifications					
6.	Other Qualification					

Note: Please attach self-attested copy of Educational/Professional qualifications.

16. DETAILS OF PRESENT EMPLOYEMENT, IF ANY:

a) Organization: _____

b) Full Address: _____

c) Position: _____

d) Reporting to: _____

e) Salary/Compensation presently drawn: _____

f) Present Assignment/ Responsibility: _____

I hereby declare that particulars furnished above are true and correct to best of my knowledge and belief and I understand that in event of any information being found 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 is 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 Delhi and Courts/tribunals/forums at Delhi. I undertake to abide by all the terms and conditions mentioned in the advertisement dated __/__/____ displayed on Banks's website

(Signature of Applicant)

Place: _____

Date: _____

Enclosures:

- 1.
- 2.
- 3.