

पी. एस. बी.कृषिऔर ग्रामीण रोजगार विकास ट्रस्ट  
ब्लॉक-3, प्रथम तल, एनबीसीसी कॉम्प्लेक्स,  
पूर्वी किदवाई नगर, नई दिल्ली -110023

ੴ ਸ੍ਰੀ ਵਾਗਿਗੁਰੂ ਜੀ ਕੀ ਫ਼ਤਹਿ



PSB Trust For Development of  
Agriculture and Rural Employment  
(PSB-TDARE)  
Block-3, 1<sup>st</sup>Floor, NBCC Complex,  
East Kidwai Nagar, New Delhi-110023

### **ADVERTISEMENT**

Ref: HO/PSB-TDARE/Recruitment/1/2025-26

Date:15.09.2025

Application for engagement of support Staffs at Punjab and Sind Bank's RSETIs (Ludhiana, Moga & Faridkot) running under **PSB Trust for Development of Agriculture and Rural Employment (PSB-TDARE)**

**PSB-TDARE** invites applications from eligible candidates for engaging as support staffs against the vacant positions in the Punjab and Sind Bank's RSETIs at Ludhiana, Moga & Faridkot as detailed below purely on contractual basis:

| RSETI    | Vacancies of support staff purely on Contractual Basis(Nos.) |                  |          |                    |
|----------|--------------------------------------------------------------|------------------|----------|--------------------|
|          | Faculty                                                      | Office Assistant | Attender | Watchman /Gardener |
| Ludhiana | 1                                                            | 1                | 1        | 1                  |
| Moga     | NIL                                                          | 2                | 1        | 1                  |
| Faridkot | NIL                                                          | 1                | 1        | 1                  |

The detailed information regarding eligibility norms and application for the vacant post is available on the <https://punjabandsind.bank.in> or <https://punjabandsindbank.co.in> and the respective RSETIs notice Board. **The Last date for submission of application is 06.10.2025 till 5:00 PM.**

Guidelines for engagement of **Faculty** is attached as **Annexure-1**

Guidelines for engagement of **Office Assistant** is attached as **Annexure-2**

Guidelines for engagement of **Attender & Watchman/Gardner** is attached as **Annexure-3**

The trust reserves the right to reject any or all applications without assigning any reason whatsoever. The trust also reserve the right to finalize the selection criteria for further selection of the support staff (Faculty/Office Assistant/ Attender /Watchman/Gardner) at the RSETIs. Any decision/clarification of the trust in respect of all matters pertaining to the engagement process will be final and binding on all candidates and no representation will be entertained in this regard.

**General Manager**

**Punjab & Sind Bank (FI & BC Deptt.)**

**Chairman & Trustee – PSB TDARE**

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### **Annexure-1**

Guidelines & Application for engaging Faculty at RSETI Ludhiana under Zonal Office, Ludhiana purely on contractual basis, initially for three-year period:

| Sr. No. | Parameters                                      | Terms & Conditions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                      |                              |                               |
|---------|-------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|------------------------------|-------------------------------|
| 1.      | Basic qualifications                            | <ul style="list-style-type: none"> <li>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.</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 added advantage.</li> <li>Skills in Typing in Local Language essential.</li> <li>Typing skills in Hindi / English typing, an added advantage.</li> <li>Previous experience as Faculty preferred</li> </ul> |                                      |                              |                               |
| 2.      | Age                                             | <ul style="list-style-type: none"> <li>22-40 Years at entry level.</li> <li>Maximum Age upto which faculty is permitted to work is 60 years</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                      |                              |                               |
| 3.      | Remuneration & Other Details                    | Term                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Consolidated Per Month (Amt. in Rs.) | Annual Performance Incentive | Total Per Month (Amt. in Rs.) |
|         |                                                 | 1 <sup>st</sup> Year                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 30000                                | NIL                          | 30000                         |
|         |                                                 | 2 <sup>nd</sup> Year                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 30000                                | 2000                         | 32000                         |
|         |                                                 | 3 <sup>rd</sup> Year                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 30000                                | 4000                         | 34000                         |
|         |                                                 | 4 <sup>th</sup> Year                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 30000                                | 6000                         | 36000                         |
|         |                                                 | 5 <sup>th</sup> Year                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 30000                                | 8000                         | 38000                         |
|         |                                                 | 6 <sup>th</sup> Year                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 30000                                | 10000                        | 40000                         |
| 4.      | Annual Medical allowance on declaration basis   | Rs.5000/-                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                      |                              |                               |
| 5.      | Fixed Conveyance Allowance                      | 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 paying proportionately.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                      |                              |                               |
| 6.      | Mobile allowance                                | Rs. 300/- per month                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                      |                              |                               |
| 7.      | TA for Outstation duties                        | <ul style="list-style-type: none"> <li>Depending upon office exigency and subject to approval of the tour program by competent authority (the director of the RSETI).</li> <li>Otherwise, they can also travel by public transport (bus). Actual local conveyance by public transport will also be reimbursed.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                       |                                      |                              |                               |
| 8.      | Halting allowance for outstation tour (per day) | From 4 to 8 hours (Amt. in Rs.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Above 8 hours (Amt. in Rs.)          | Eligible mode of travel      |                               |
|         |                                                 | 250                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 500                                  | AC III tier                  |                               |

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१९ श्री दण्डिगुप्त जी की इज्जत



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|     |                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-----|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 9.  | Group Insurance          | The Individual faculty has to make their own arrangement for insurance.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 10. | Tenure of contract       | The contract will be valid for a period of 03 years subject to annual review and renewal of the contract by the Director once a year.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 11. | Termination of contract  | If either party i.e. the RSETI or the faculty decides to discontinue the contract, for any reason, whatsoever, it will be required to give one month notice or salary in lieu thereof to the other party.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 12. | Other terms & conditions | <ul style="list-style-type: none"> <li>The selected candidate will be required to submit his/ her <b>medical fitness report</b> issued by any Government Hospital prior to joining to confirm his/her current status of health.</li> <li><b>The selected candidate will be required to join soon, in any case not later than 15 days from the date of receiving the offer letter.</b></li> <li>The offer letter will contain the details of the contract, effective date, remuneration, duration and clause of renewal of contract subject to satisfactory review once a year.</li> <li>If there is any disciplinary action to be taken against any selected candidate, the decision of the Management of trust shall be final and binding.</li> <li>The RSETI reserve the right to terminate the contract without assigning any reasons. In such case, one month notice or equivalent salary in lieu thereof will be payable by it.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 13. | Job Description          | <ul style="list-style-type: none"> <li>Work as Faculty of the Institute handling sessions relating to entrepreneurship, motivation, personality development, business management, conducting business games etc. guiding /educating the trainees, and coordinating the programmes of the Institute.</li> <li>Conducting pre-training activities - EAPs, generation of applications and selection of candidates.</li> <li>Assisting the RSETI Director in designing the Annual Action Plan and training programmes.</li> <li>Arranging logistics for the training programmes, including training materials and arranging Guest faculty.</li> <li>Providing post Training escort services including conducting of follow up meets/visits.</li> <li>Providing counseling, credit linkage, preparation of project report etc.</li> <li>Preparation of Success Stories and circulate -a minimum of two stories per month to the Controlling Office/ MoRD.</li> <li>Preparation of Post Programme Report.</li> <li>Preparation of monthly report and other periodical reports.</li> <li>Assisting/Guiding the in maintaining of Day book, General Ledger and all other registers and Books.</li> <li>Design new training programs by collecting feedback on emerging business opportunities in the area.</li> <li>Prepare case studies and training materials for effective delivery of sessions</li> <li>Establish liaison with outside agencies.</li> </ul> |

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|        |                         | <ul style="list-style-type: none"><li>• Assist Director in internal control/administration of the institute.</li><li>• Organizing functions, events and meetings of the Institute.</li><li>• Preparation of Press release/reports on various activities of the Institute.</li><li>• Supervising the work of assistant, attender, watchman /Gardner of the Institute.</li><li>• Monitoring the performance of Guest faculty of all skill trainings.</li><li>• Maintenance of Inventory and Library books of the Institute.</li><li>• Overseeing the maintenance of entire campus including classrooms, Kitchen, dining and Dormitory and to ensure to keep the premises clean and tidy.</li><li>• Maintaining discipline in the Institute and ensuring administration of MILLY, LOG, PRAYER, YOGA SHRAMADHAN etc. on daily basis.</li><li>• Any other work assigned by the Director from time to time.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                  |              |                |                  |            |    |                   |                 |    |    |    |                   |                 |    |    |    |                     |                 |    |    |    |                         |         |   |    |
|--------|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------|----------------|------------------|------------|----|-------------------|-----------------|----|----|----|-------------------|-----------------|----|----|----|---------------------|-----------------|----|----|----|-------------------------|---------|---|----|
| 14.    | Selection process       | <p>The selection process will comprise of:</p> <p>(i) <b>Written Test</b> to assess General Knowledge and Computer capability</p> <p>(ii) <b>Personal Interview</b> to assess communication ability, leadership qualities, attitude, problem solving ability and ability to get along with the trainees, developmental approach</p> <p>(iii) <b>Demonstration / Presentation</b> to assess teaching skills and communication capability.</p> <p>Written test exam will consist of 45 objective type questions of 02 marks each on Numerical Ability, General knowledge, Computer capability and 1 (one) descriptive question of 10 marks to assess the proficiency in Punjabi language. This test would be in offline mode with a duration of one hour as follows:</p> <table><tr><th>S. No.</th><th>Name of Test</th><th>Medium of Exam</th><th>No. Of Questions</th><th>Max. Marks</th></tr><tr><td>1.</td><td>Numerical Ability</td><td>English &amp; Hindi</td><td>20</td><td>40</td></tr><tr><td>2.</td><td>General knowledge</td><td>English &amp; Hindi</td><td>15</td><td>30</td></tr><tr><td>3.</td><td>Computer capability</td><td>English &amp; Hindi</td><td>10</td><td>20</td></tr><tr><td>4.</td><td>Punjabi writing ability</td><td>Punjabi</td><td>1</td><td>10</td></tr></table> <p>The written test will be of 100 marks with no negative marking. Adequate number of candidates will be shortlisted for the Interview.</p> <p>Candidates selected in Written exam will have to appear for the interview on the same day.</p> <p>Candidates shortlisted in written test for the post of Faculty will have to give presentation on one of the topic- Women Empowerment, Self-employment, Financial Literacy, Punjab State</p> | S. No.           | Name of Test | Medium of Exam | No. Of Questions | Max. Marks | 1. | Numerical Ability | English & Hindi | 20 | 40 | 2. | General knowledge | English & Hindi | 15 | 30 | 3. | Computer capability | English & Hindi | 10 | 20 | 4. | Punjabi writing ability | Punjabi | 1 | 10 |
| S. No. | Name of Test            | Medium of Exam                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | No. Of Questions | Max. Marks   |                |                  |            |    |                   |                 |    |    |    |                   |                 |    |    |    |                     |                 |    |    |    |                         |         |   |    |
| 1.     | Numerical Ability       | English & Hindi                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 20               | 40           |                |                  |            |    |                   |                 |    |    |    |                   |                 |    |    |    |                     |                 |    |    |    |                         |         |   |    |
| 2.     | General knowledge       | English & Hindi                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 15               | 30           |                |                  |            |    |                   |                 |    |    |    |                   |                 |    |    |    |                     |                 |    |    |    |                         |         |   |    |
| 3.     | Computer capability     | English & Hindi                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 10               | 20           |                |                  |            |    |                   |                 |    |    |    |                   |                 |    |    |    |                     |                 |    |    |    |                         |         |   |    |
| 4.     | Punjabi writing ability | Punjabi                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 1                | 10           |                |                  |            |    |                   |                 |    |    |    |                   |                 |    |    |    |                     |                 |    |    |    |                         |         |   |    |

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|--------------|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|----|-----------|----|--------------|----|--------------|------------|
|              |                           | <p>economy, Education System in India, Skill Development, Future of Agriculture in Punjab, Child marriage, Entrepreneurship Development, Poverty elevation to assess teaching skill and communication capability of the candidate. The presentation timing will be of 10 minutes to assess teaching ability and communication capability.</p> <p>The weightage of marks for final selection will be as follows:</p> <table><tr><td>Written Test</td><td>70</td></tr><tr><td>Interview</td><td>20</td></tr><tr><td>Presentation</td><td>10</td></tr><tr><td><b>Total</b></td><td><b>100</b></td></tr></table> <p>Only those candidates who meet the minimum eligibility criteria as outlined in the advertisement will be considered.</p> <p>However, merely satisfying the eligibility norms do not a candidate to be called for interview. The Trust reserves the right to call only requisite number of candidates for interview after preliminary screening / short listing with reference to candidate's qualifications, suitability, experience etc.</p>                                                                                                                                                      | Written Test | 70 | Interview | 20 | Presentation | 10 | <b>Total</b> | <b>100</b> |
| Written Test | 70                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |              |    |           |    |              |    |              |            |
| Interview    | 20                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |              |    |           |    |              |    |              |            |
| Presentation | 10                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |              |    |           |    |              |    |              |            |
| <b>Total</b> | <b>100</b>                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |              |    |           |    |              |    |              |            |
| 15.          | Submission of application | <ul style="list-style-type: none"><li>Eligible candidates must submit their applications in the prescribed format <b>Annexure-1(a)</b>. Only hard copy submissions with enclosures of educational qualifications and other relevant documents will be considered valid. Incomplete applications will be summarily rejected.</li><li>A candidate is permitted to apply for <b>only one post</b>. Candidature shall be summarily rejected if candidate apply for more than one application.</li><li>The last date for receipt of application is <b>06/10/2025 up to 5:00 PM</b>. No applications shall be entertained beyond the stipulated date and time. Further, it is informed that applications may be submitted by hand also on the below address.</li><li>Candidates must subscribe the envelope with the following: <b>“Application for the post of Faculty at RSETI - Ludhiana on contract basis”</b>.<br/>The application should be addressed and dispatched to:<br/><b>Deputy General Manager (FI &amp; BC)</b><br/><b>PSB-TDARE</b><br/><b>Punjab &amp; Sind Bank</b><br/><b>Corporate Office,</b><br/><b>Ground Floor, Block-3, Plate B,</b><br/><b>East Kidwai Nagar, New Delhi – 110023</b></li></ul> |              |    |           |    |              |    |              |            |
| 16.          | Application Fee           | NIL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |              |    |           |    |              |    |              |            |

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#### GENERAL INSTRUCTIONS:

- While applying for the post, 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 fact (s), his / her candidature will automatically stand cancelled. If any of the above shortcoming(s) is / are detected even after engagement, his / her contractual engagement 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 Management of Society/Trust. The Management of Society/Trust reserves the right to fill or not to fill the above advertised position without assigning any reason thereof.
- A Self attested copy of certificates should be attached with application form duly signed by the applicant on every page of the application. Original be produced at the time of interview.
- Mere admission 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 interview.

**General Manager**  
**Punjab & Sind Bank (FI & BC Deptt.)**  
**Chairman & Trustee – PSB TDARE**

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### ANNEXURE-1(a)

#### APPLICATION FOR THE POST OF FACULTY IN RSETI ON CONTRACTUAL BASIS

To,

Deputy General Manager (FI & BC)  
PSB-TDARE  
Punjab & Sind Bank  
Corporate Office,  
Ground Floor, Block-3, Plate B,  
East Kidwai Nagar, New Delhi – 110023

Paste Passport  
size photograph

Please sign across  
the photograph

With reference to your advertisement dated ..... in Newspaper  
(NAME)..... I, submit my application for the post of **FACULTY** at  
RSETI.....in prescribed format as under:

|     |                                                         |   |                                                                                   |
|-----|---------------------------------------------------------|---|-----------------------------------------------------------------------------------|
| 1.  | NAME (as per Aadhaar Card)                              | : |                                                                                   |
| 2.  | ADDRESS FOR CORRESPONDENCE                              | : |                                                                                   |
| 3.  | CATEGORY(GEN/SC/ST/MINORITY)                            | : |                                                                                   |
| 3.  | IF PERSON WITH DISABILITY                               | : | Type of disability (Partial/full):<br>Percentage of disability:                   |
| 4.  | DATE OF BIRTH<br>(AS PER SCHOOL LEAVING<br>CERTIFICATE) | : |                                                                                   |
|     | AGE IN COMPLETED YEARS AS ON<br>31.08.2025              | : | .....Day.....Months.....Years                                                     |
| 5.  | CONTACT DETAILS:                                        | : | Mobile No. <b>(Mandatory)</b> :<br>Landline No:<br>E-mail ID <b>(Mandatory)</b> : |
| 6.  | GENDER (MALE/FEMALE)                                    | : |                                                                                   |
| 7.  | NATIONALITY                                             | : |                                                                                   |
| 8.  | RELIGION                                                | : |                                                                                   |
| 9.  | MARITAL STATUS                                          | : |                                                                                   |
| 10. | FATHER's / HUSBAND's NAME                               | : |                                                                                   |

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ੴ ਸ੍ਰੀ ਵਾਗਿਗੁਰੂ ਜੀ ਕੀ ਫ਼ਤਹਿ



PSB Trust For Development of  
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(PSB-TDARE)  
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East Kidwai Nagar, New Delhi-110023

|     |                    |   |  |
|-----|--------------------|---|--|
| 11. | PERMANENT ADDRESS: | : |  |
|-----|--------------------|---|--|

12. EDUCATIONAL QUALIFICATIONS:

| Qualification                                                         | Details<br>(SSC/HSC<br>(10+2)/B.A/<br>B. Sc. / M.A<br>/ M. Sc.<br>Etc.) | Board /<br>University | Full<br>Time /<br>Part-<br>Time | Year of<br>Passing | Subject<br>/Specialization | Marks (Rank<br>if any) |
|-----------------------------------------------------------------------|-------------------------------------------------------------------------|-----------------------|---------------------------------|--------------------|----------------------------|------------------------|
| SSC/HSC (10+2)                                                        |                                                                         |                       |                                 |                    |                            |                        |
| Graduation                                                            |                                                                         |                       |                                 |                    |                            |                        |
| Post Graduation                                                       |                                                                         |                       |                                 |                    |                            |                        |
| Professional<br>Qualification                                         |                                                                         |                       |                                 |                    |                            |                        |
| Others :<br>Computer<br>knowledge<br>(Diploma/Degree/<br>Certificate) |                                                                         |                       |                                 |                    |                            |                        |

**Note:** Please attach self-attested copy of certificates.

13. COMMUNICATION SKILLS IN LOCAL LANGUAGES, HINDI & ENGLISH:

| Sr. No. | Name of<br>language         | Weather essential<br>or Not | Read<br>Please tick ✓ | Write<br>Please tick ✓ | Typing<br>Please tick ✓ |
|---------|-----------------------------|-----------------------------|-----------------------|------------------------|-------------------------|
| 1       | Local language<br>(Punjabi) | <b>Essential</b>            |                       |                        |                         |
| 2       | Hindi                       |                             |                       |                        |                         |
| 3       | English                     |                             |                       |                        |                         |

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14. RELATIVE EXPERIENCE (if any), Total (in years) \_\_\_\_\_.

| Sr. No. | Institution | Designation | Duration |    | Responsibilities | Achievements |
|---------|-------------|-------------|----------|----|------------------|--------------|
|         |             |             | From     | To |                  |              |
|         |             |             |          |    |                  |              |
|         |             |             |          |    |                  |              |
|         |             |             |          |    |                  |              |
|         |             |             |          |    |                  |              |

15. FOR RETIRED OFFICIALS:

|                                                                                                      |   |        |
|------------------------------------------------------------------------------------------------------|---|--------|
| Retired on VRS / Superannuation                                                                      | : |        |
| Name of the Organization from which retired                                                          | : |        |
| Date of Retirement                                                                                   | : |        |
| Total years of Service                                                                               | : | Years. |
| Out of which as an Officer in organization/rural development institution/faculty in training centre. | : | Years. |
| No. of years worked as Rural Branch Managers/Field Officer in case of Bank's services.               | : | Years. |
| Date of issue of Service Certificate of previous Employer                                            | : |        |

Note: Attach **self-attested** copy of **service** certificate of **previous employer/experience of Faculty, Rural Development** from organization/institutions concerned.

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#### 16. DETAILS OF PRESENT EMPLOYMENT:

|     |                                          |   |  |
|-----|------------------------------------------|---|--|
| (a) | Organization                             | : |  |
| (b) | Full Address                             | : |  |
| (c) | Position                                 | : |  |
| (d) | Reporting to                             | : |  |
| (e) | Salary / Compensation<br>Presently drawn | : |  |

Note: Attach **self-attested** letter/**certificate of employer/institution/organization**.

#### 17. Details of Applicant close relative working in Punjab & Sind Bank or RSETI:

(if Yes, provide details)

i) Name:

ii.) Post:

iii.) Presently posted at:

|     |                                                                                                                                                                                                 |     |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| 18. | Brief details of experience in the Bank/other institution in respect of working in Rural area as Rural Development In-Charge / Bank Official and Faculty in training centre. (for faculty only) |     |
|     |                                                                                                                                                                                                 |     |
| 19. | Significant Achievement (if any) in respect of above assignments (for faculty only):                                                                                                            |     |
|     |                                                                                                                                                                                                 |     |
| 20. | Name & Address of two references:                                                                                                                                                               |     |
|     | (1)                                                                                                                                                                                             | (2) |
|     |                                                                                                                                                                                                 |     |

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21. DECLARATION: I hereby declare that

- (i) No case of CBI or other law enforcement agency or any proceedings in any court of law is pending against me.
- (ii) I am physically fit to carry out duties of the FACULTY, including visits of villages and /or other places as per requirement of the RSETI.
- (iii) I have gone through job profile/description, engagement conditions and remuneration of Faculty and is unconditionally acceptable to me.
- (iv) I further declare that the information furnished above is complete, true and correct to the best of knowledge and belief. I understand that in the 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 are liable to be terminated.

**(Signature of Applicant)**

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Enclosures:

1.

2.

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१९ श्री दण्डिगुरु जी की इज्जत



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Ref:HO/PSB-TDARE/Recruitment/1/2025-26

### Annexure-2

Guidelines & Application for engaging **four Office Assistant** purely on contractual basis, initially for three-year period. Vacancies in the RSETIs are as under:

| RSETI    | Vacancies of Office Assistant purely on Contractual Basis(Nos.) |
|----------|-----------------------------------------------------------------|
| Ludhiana | 1                                                               |
| Moga     | 2                                                               |
| Faridkot | 1                                                               |

| Sr. No               | Parameters                                    | Terms & Conditions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                               |                                      |                              |                               |                      |       |     |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |
|----------------------|-----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|--------------------------------------|------------------------------|-------------------------------|----------------------|-------|-----|-------|----------------------|-------|------|-------|----------------------|-------|------|-------|----------------------|-------|------|-------|----------------------|-------|------|-------|----------------------|-------|------|-------|
| 1.                   | Basic qualifications                          | <ul style="list-style-type: none"><li>Shall be a Graduate viz. BSW/BA.B. Com/with computer knowledge. Knowledge in Basic Accounting is a preferred qualification.</li><li>Shall be fluent in spoken and written local language. 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>                                                                                                                                                       |                               |                                      |                              |                               |                      |       |     |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |
| 2.                   | Age                                           | <ul style="list-style-type: none"><li>22-40 Years at entry level.</li><li>Maximum Age upto which faculty is permitted to work is 60 years.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                               |                                      |                              |                               |                      |       |     |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |
| 3.                   | Remuneration & Other Details                  | <table><tr><th>Term</th><th>Consolidated Per Month (Amt. in Rs.)</th><th>Annual Performance Incentive</th><th>Total Per Month (Amt. in Rs.)</th></tr><tr><td>1<sup>st</sup> Year</td><td>20000</td><td>NIL</td><td>20000</td></tr><tr><td>2<sup>nd</sup> Year</td><td>20000</td><td>1500</td><td>21500</td></tr><tr><td>3<sup>rd</sup> Year</td><td>20000</td><td>3000</td><td>23000</td></tr><tr><td>4<sup>th</sup> Year</td><td>20000</td><td>4500</td><td>24500</td></tr><tr><td>5<sup>th</sup> Year</td><td>20000</td><td>6000</td><td>26000</td></tr><tr><td>6<sup>th</sup> Year</td><td>20000</td><td>7500</td><td>27500</td></tr></table> | Term                          | Consolidated Per Month (Amt. in Rs.) | Annual Performance Incentive | Total Per Month (Amt. in Rs.) | 1 <sup>st</sup> Year | 20000 | NIL | 20000 | 2 <sup>nd</sup> Year | 20000 | 1500 | 21500 | 3 <sup>rd</sup> Year | 20000 | 3000 | 23000 | 4 <sup>th</sup> Year | 20000 | 4500 | 24500 | 5 <sup>th</sup> Year | 20000 | 6000 | 26000 | 6 <sup>th</sup> Year | 20000 | 7500 | 27500 |
| Term                 | Consolidated Per Month (Amt. in Rs.)          | Annual Performance Incentive                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Total Per Month (Amt. in Rs.) |                                      |                              |                               |                      |       |     |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |
| 1 <sup>st</sup> Year | 20000                                         | NIL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 20000                         |                                      |                              |                               |                      |       |     |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |
| 2 <sup>nd</sup> Year | 20000                                         | 1500                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 21500                         |                                      |                              |                               |                      |       |     |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |
| 3 <sup>rd</sup> Year | 20000                                         | 3000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 23000                         |                                      |                              |                               |                      |       |     |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |
| 4 <sup>th</sup> Year | 20000                                         | 4500                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 24500                         |                                      |                              |                               |                      |       |     |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |
| 5 <sup>th</sup> Year | 20000                                         | 6000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 26000                         |                                      |                              |                               |                      |       |     |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |
| 6 <sup>th</sup> Year | 20000                                         | 7500                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 27500                         |                                      |                              |                               |                      |       |     |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |
| 4.                   | Annual Medical allowance on declaration basis | Rs. 5000/-                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                               |                                      |                              |                               |                      |       |     |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |
| 5.                   | Fixed Conveyance Allowance                    | Rs. 2000/- 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 paying proportionately.                                                                                                                                                                                                                                                                                                                                                                                                                                           |                               |                                      |                              |                               |                      |       |     |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |
| 6.                   | Mobile allowance                              | Rs. 300/- per month                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                               |                                      |                              |                               |                      |       |     |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |

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|     |                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                |                         |  |
|-----|------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|-------------------------|--|
| 7.  | TA for Outstation duties                       | <ul style="list-style-type: none"> <li>Depending upon office exigency and subject to approval of the tour program by competent authority (the director of the RSETI).</li> <li>Otherwise, they can also travel by public transport (bus). Actual local conveyance by public transport will also be reimbursed.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                |                         |  |
| 8.  | Halting allowance for outstation tour(per day) | From 4 to 8 hours<br>(Amt. in Rs.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Above 8 hours<br>(Amt. in Rs.) | Eligible mode of travel |  |
|     |                                                | 200                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 400                            | AC III tier             |  |
| 9.  | Group Insurance                                | The Individual faculty has to make their own arrangement for insurance.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                |                         |  |
| 10. | Tenure of contract                             | The contract will be valid for a period of 03 years subject to annual review and renewal of the contract by the Director once a year.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                |                         |  |
| 11. | Termination of contract                        | If either party i.e. the RSETI or the Office Assistant decides to discontinue the contract, for any reason, whatsoever, it will be required to give one month notice or salary in lieu thereof to the other party.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                |                         |  |
| 12. | Other terms & conditions                       | <ul style="list-style-type: none"> <li>The selected candidate will be required to submit his/ her <b>medical fitness report</b> issued by any Government Hospital prior to joining to confirm his/her current status of health.</li> <li><b>The selected candidate will be required to join soon, in any case not later than 15 days from the date of receiving the offer letter.</b></li> <li>The offer letter will contain the details of the contract, effective date, remuneration, duration and clause of renewal of contract subject to satisfactory review once a year.</li> <li>If there is any disciplinary action to be taken against any selected candidate, the decision of the Management of trust shall be final and binding.</li> <li>The RSETI reserve the right to terminate the contract without assigning any reasons. In such case, one month notice or equivalent salary in lieu thereof will be payable by it.</li> </ul> |                                |                         |  |
| 13. | Job Description                                | <ul style="list-style-type: none"> <li>Assisting the Director and Faculty in effective functioning of the RSETI/Institute to fulfil the objectives of the Trust.</li> <li>Maintaining of Cash book, General Ledger, vouchers, as per the guidelines (Presently single-entry Bookkeeping).</li> <li>Maintaining all books, registers, both manual and soft copy as per the prevailing guidelines from Trust/Ministry.</li> <li>Maintaining and updating all data relating to trainings, Follow up, Settlement, etc.</li> <li>Creating and updating MIS data as per the guidelines.</li> </ul>                                                                                                                                                                                                                                                                                                                                                    |                                |                         |  |

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|        |                         | <ul style="list-style-type: none"><li>• Preparation of monthly report and other periodical reports and submission to Trust, Ministry and other agencies involved in overall supervision of functioning of RSETI.</li><li>• Organising the required logistics for training including arranging Boarding, Dormitory, etc.</li><li>• Arranging the training materials for all Skill batches.</li><li>• Making registration of candidates in all the trainings, taking daily attendance of trainees, taking boarding attendance of trainees.</li><li>• Conducting follow up visits as directed by Director and reporting the same to the Director.</li><li>• Up keeping of all fixed Assets and maintaining of Inventory of items including training materials and equipment.</li><li>• Maintaining of Library books and issuing books to the trainees as and when they demand.</li><li>• Carryout all the Instructions/any other work given by the Director and faculty from time to time.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                       |                  |              |                |                  |            |    |                   |                 |    |    |    |                   |                 |    |    |    |                     |                 |    |    |    |                         |         |   |    |
|--------|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------|----------------|------------------|------------|----|-------------------|-----------------|----|----|----|-------------------|-----------------|----|----|----|---------------------|-----------------|----|----|----|-------------------------|---------|---|----|
| 14.    | Selection process       | <p>The selection process will comprise of :</p> <p>(i) <b>Written Test</b> to assess General Knowledge and Computer capability</p> <p>(ii) <b>Personal Interview</b> to assess communication ability, leadership qualities, attitude, problem solving ability and ability to get along with the trainees, developmental approach</p> <p>Written test exam will consist of 45 objective type questions of 02 marks each on Numerical Ability, General knowledge, Computer capability and 1 (one) descriptive question of 10 marks to assess the proficiency in Punjabi language. This test would be in offline mode with a duration of one hour as follows:</p> <table><tr><th>S. No.</th><th>Name of Test</th><th>Medium of Exam</th><th>No. Of Questions</th><th>Max. Marks</th></tr><tr><td>1.</td><td>Numerical Ability</td><td>English &amp; Hindi</td><td>20</td><td>40</td></tr><tr><td>2.</td><td>General knowledge</td><td>English &amp; Hindi</td><td>15</td><td>30</td></tr><tr><td>3.</td><td>Computer capability</td><td>English &amp; Hindi</td><td>10</td><td>20</td></tr><tr><td>4.</td><td>Punjabi writing ability</td><td>Punjabi</td><td>1</td><td>10</td></tr></table> <p>The written test will be of 100 marks with no negative marking. Adequate number of candidates will be shortlisted for the Interview.</p> <p>Candidates selected in Written exam will have to appear for the interview on the same day.</p> | S. No.           | Name of Test | Medium of Exam | No. Of Questions | Max. Marks | 1. | Numerical Ability | English & Hindi | 20 | 40 | 2. | General knowledge | English & Hindi | 15 | 30 | 3. | Computer capability | English & Hindi | 10 | 20 | 4. | Punjabi writing ability | Punjabi | 1 | 10 |
| S. No. | Name of Test            | Medium of Exam                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | No. Of Questions | Max. Marks   |                |                  |            |    |                   |                 |    |    |    |                   |                 |    |    |    |                     |                 |    |    |    |                         |         |   |    |
| 1.     | Numerical Ability       | English & Hindi                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 20               | 40           |                |                  |            |    |                   |                 |    |    |    |                   |                 |    |    |    |                     |                 |    |    |    |                         |         |   |    |
| 2.     | General knowledge       | English & Hindi                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 15               | 30           |                |                  |            |    |                   |                 |    |    |    |                   |                 |    |    |    |                     |                 |    |    |    |                         |         |   |    |
| 3.     | Computer capability     | English & Hindi                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 10               | 20           |                |                  |            |    |                   |                 |    |    |    |                   |                 |    |    |    |                     |                 |    |    |    |                         |         |   |    |
| 4.     | Punjabi writing ability | Punjabi                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 1                | 10           |                |                  |            |    |                   |                 |    |    |    |                   |                 |    |    |    |                     |                 |    |    |    |                         |         |   |    |

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ੴ ਸ੍ਰੀ ਵਾਗਿਗੁਰੂ ਜੀ ਕੀ ਫ਼ਤਹਿ



**PSB Trust For Development of  
Agriculture and Rural Employment  
(PSB-TDARE)**  
Block-3, 1<sup>st</sup>Floor, NBCC Complex,  
East Kidwai Nagar, New Delhi-110023

|              |                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |              |    |           |    |              |            |
|--------------|---------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|----|-----------|----|--------------|------------|
|              |                           | <p>The weightage of marks for final selection will be as follows:</p> <table><tr><td>Written Test</td><td>70</td></tr><tr><td>Interview</td><td>30</td></tr><tr><td><b>Total</b></td><td><b>100</b></td></tr></table> <p>Only those candidates who meet the minimum eligibility criteria as outlined in the advertisement will be considered. However, merely satisfying the eligibility norms do not a candidate to be called for interview. The Trust reserves the right to call only requisite number of candidates for interview after preliminary screening / short listing with reference to candidate's qualifications, suitability, experience etc.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Written Test | 70 | Interview | 30 | <b>Total</b> | <b>100</b> |
| Written Test | 70                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |              |    |           |    |              |            |
| Interview    | 30                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |              |    |           |    |              |            |
| <b>Total</b> | <b>100</b>                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |              |    |           |    |              |            |
| 15.          | Submission of application | <ul style="list-style-type: none"><li>Eligible candidates must submit their applications in the prescribed format <b>Annexure-2(a)</b>. Only hard copy submissions with enclosures of educational qualifications and other relevant documents will be considered valid. Incomplete applications will be summarily rejected.</li><li>A candidate is permitted to apply for <b>only one post</b>. Candidature shall be summarily rejected if candidate apply for more than one application.</li><li>The last date for receipt of application is <b>06.10.2025 up to 5:00 PM</b>. No applications shall be entertained beyond the stipulated date and time. Further, it is informed that applications may be submitted by hand also on the below address.</li><li>Candidates must subscribe the envelope with the following: <b>"Application for the post of Office Assistant at RSETI Centre - _____ on contract basis"</b>.<br/>The application should be addressed and dispatched to:<br/><b>Deputy General Manager (FI &amp; BC)</b><br/><b>PSB-TDARE</b><br/><b>Punjab &amp; Sind Bank</b><br/><b>Corporate Office,</b><br/><b>Ground Floor, Block-3, Plate B,</b><br/><b>East Kidwai Nagar, New Delhi – 110023</b></li></ul> |              |    |           |    |              |            |
| 16.          | Application Fee           | NIL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |              |    |           |    |              |            |

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#### GENERAL INSTRUCTIONS:

- a) While applying for the post, 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 fact (s), his / her candidature will automatically stand cancelled. If any of the above shortcoming(s) is / are detected even after engagement, his / her contractual engagement is liable to be terminated without any notice.
- b) 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 Management of Society/Trust. The Management of Society/Trust reserves the right to fill or not to fill the above advertised position without assigning any reason thereof.
- c) A Self attested copy of certificates should be attached with application form duly signed by the applicant on every page of the application. Original be produced at the time of interview.
- d) Mere admission 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 interview.

**General Manager**  
**Punjab & Sind Bank (FI & BC Deptt.)**  
**Chairman &Trustee – PSB TDARE**

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## ANNEXURE-2(a)

### APPLICATION FOR THE POST OF OFFICE ASSISTANT IN RSETI ON CONTRACTUAL BASIS.

To

Deputy General Manager (FI & BC)  
PSB-TDARE  
Punjab & Sind Bank  
Corporate Office,  
Ground Floor, Block-3, Plate B,  
East Kidwai Nagar, New Delhi – 110023

Paste Passport  
size photograph

Please sign across  
the photograph

With reference to your advertisement dated ..... in Newspaper  
(NAME)..... I, submit my application for the post of **OFFICE ASSISTANT** at  
RSETI.....in prescribed format as under:

|     |                                                   |   |                                                                                   |
|-----|---------------------------------------------------|---|-----------------------------------------------------------------------------------|
| 1.  | NAME (as per Aadhaar Card)                        | : |                                                                                   |
| 2.  | ADDRESS FOR CORRESPONDENCE                        | : |                                                                                   |
| 3.  | CATEGORY(GEN/SC/ST/MINORITY)                      |   |                                                                                   |
| 3.  | IF PERSON WITH DISABILITY                         |   | Type of disability(Partial/full):<br>Percentage of disability:                    |
| 4.  | DATE OF BIRTH (as per School leaving Certificate) | : |                                                                                   |
|     | Age in completed years as on 31.08.2025           | : | .....Day.....Months.....Years                                                     |
| 5.  | CONTACT DETAILS :                                 |   | Mobile No. <b>(Mandatory)</b> :<br>Landline No:<br>E-mail ID <b>(Mandatory)</b> : |
| 6.  | GENDER(Male/Female)                               | : |                                                                                   |
| 7.  | NATIONALITY                                       | : |                                                                                   |
| 8.  | RELIGION                                          | : |                                                                                   |
| 9.  | MARITAL STATUS                                    | : |                                                                                   |
| 10. | FATHER's / HUSBAND's NAME                         | : |                                                                                   |

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|     |                    |   |  |
|-----|--------------------|---|--|
| 11. | PERMANENT ADDRESS: | : |  |
|-----|--------------------|---|--|

12. EDUCATIONAL QUALIFICATIONS:

| Qualification                                                         | Details<br>(SSC/HSC<br>(10+2)/B.A/<br>B. Sc. / M.A<br>/ M. Sc.<br>Etc.) | Board /<br>University | Full<br>Time /<br>Part-<br>Time | Year of<br>Passing | Subject<br>/Specialization | Marks (Rank<br>if any) |
|-----------------------------------------------------------------------|-------------------------------------------------------------------------|-----------------------|---------------------------------|--------------------|----------------------------|------------------------|
| SSC/HSC (10+2)                                                        |                                                                         |                       |                                 |                    |                            |                        |
| Graduation                                                            |                                                                         |                       |                                 |                    |                            |                        |
| Post Graduation                                                       |                                                                         |                       |                                 |                    |                            |                        |
| Professional<br>Qualification                                         |                                                                         |                       |                                 |                    |                            |                        |
| Others :<br>Computer<br>knowledge<br>(Diploma/Degree/<br>Certificate) |                                                                         |                       |                                 |                    |                            |                        |

**Note:** Please attach copy of self-attested certificates.

13. COMMUNICATION SKILL IN LOCAL LANGUAGES, HINDI & ENGLISH:

| Sr. No. | Name of<br>language         | Weather essential<br>or Not | Read<br>Please tick ✓ | Write<br>Please tick ✓ | Typing<br>Please tick ✓ |
|---------|-----------------------------|-----------------------------|-----------------------|------------------------|-------------------------|
| 1       | Local language<br>(Punjabi) | <b>Essential</b>            |                       |                        |                         |
| 2       | Hindi                       |                             |                       |                        |                         |
| 3       | English                     |                             |                       |                        |                         |

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१९ श्री दण्डिगुप्त जी की इज्जत



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14. RELATIVE EXPERIENCE (if any), Total (in years) \_\_\_\_\_.

| Sr. No. | Institution | Designation | Duration |    | Responsibilities | Achievements |
|---------|-------------|-------------|----------|----|------------------|--------------|
|         |             |             | From     | To |                  |              |
|         |             |             |          |    |                  |              |
|         |             |             |          |    |                  |              |
|         |             |             |          |    |                  |              |
|         |             |             |          |    |                  |              |

15. FOR RETIRED OFFICIALS:

|                                                                                                     |   |        |
|-----------------------------------------------------------------------------------------------------|---|--------|
| Retired on VRS / Superannuation                                                                     | : |        |
| Name of the Organization from which retired                                                         |   |        |
| Date of Retirement                                                                                  | : |        |
| Total years of Service                                                                              | : | Years. |
| Out of which as an Officer in organization/rural development institution/faculty in training Centre | : | Years. |
| No. of years worked as Rural Branch Managers/Field Officer in case of Bank's services.              | : | Years. |
| Date of issue of Service Certificate of previous Employer                                           |   |        |

**Note: Attach self-attested copy of service certificate of previous employer/experience of Office Assistant, Rural Development from organization/institutions concerned.**

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**16. DETAILS OF PRESENT EMPLOYMENT:**

|     |                       |   |  |
|-----|-----------------------|---|--|
| (a) | Organization          | : |  |
| (b) | Full Address          | : |  |
| (c) | Position              | : |  |
| (d) | Reporting to          | : |  |
| (e) | Salary / Compensation | : |  |
|     | Presently drawn       |   |  |

Note: Attach **self-attested** letter/**certificate of employer/institution/organization**.

**17. Details of Applicant close relative working in Punjab & Sind Bank or RSETI:**

(if Yes, provide details)

i) Name:

ii.) Post:

iii.) Presently posted at :

|     |                                   |     |
|-----|-----------------------------------|-----|
| 18. | Name & Address of two references: |     |
|     | (1)                               | (2) |
|     |                                   |     |

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19. DECLARATION: I hereby declare that

- (i) No case of CBI or other law enforcement agency or any proceedings in any court of law is pending against me.
- (ii) I am physically fit to carry out duties of the OFFICE ASSISTANT, including visits of villages and /or other places as per requirement of the RSETI.
- (iii) I have gone through job profile, engagement conditions and remuneration of Office Assistant and is unconditionally acceptable to me.
- (iv) I further declare that the information furnished above is complete, true and correct to the best of knowledge and belief. I understand that in the 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 are liable to be terminated.

**(Signature of applicant)**

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Enclosures:

1.

2.

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Ref:HO/PSB-TDARE/Recruitment/1/2025-26

### Annexure-3

Guidelines & Application for engaging **three Attender & three Watchman/Gardner** purely on contractual basis, initially for three years period. Vacancies in the RSETIs are as under:

| RSETI    | Vacancies of support staff purely on Contractual Basis(Nos.) |                    |
|----------|--------------------------------------------------------------|--------------------|
|          | Attender                                                     | Watchman /Gardener |
| Ludhiana | 1                                                            | 1                  |
| Moga     | 1                                                            | 1                  |
| Faridkot | 1                                                            | 1                  |

| Sr. No               | Parameters                                                                         | Terms & Conditions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                               |                                      |                              |                               |                      |       |     |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |      |                                      |                              |                               |                      |       |     |       |                      |       |     |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |
|----------------------|------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|--------------------------------------|------------------------------|-------------------------------|----------------------|-------|-----|-------|----------------------|-------|------|-------|----------------------|-------|------|-------|----------------------|-------|------|-------|----------------------|-------|------|-------|----------------------|-------|------|-------|------|--------------------------------------|------------------------------|-------------------------------|----------------------|-------|-----|-------|----------------------|-------|-----|-------|----------------------|-------|------|-------|----------------------|-------|------|-------|----------------------|-------|------|-------|----------------------|-------|------|-------|
| 1.                   | Basic qualifications<br><b>Attender :</b><br><br>.....<br><b>Watchman/Gardner:</b> | <ul style="list-style-type: none"><li>Shall be a Matriculate</li><li>Ability to Read and Write the Local Language preferred.</li><li>.....</li><li>Should have passed 7<sup>th</sup> Standard.</li><li>Should have experience preferably in agriculture/gardening/horticulture.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                               |                                      |                              |                               |                      |       |     |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |      |                                      |                              |                               |                      |       |     |       |                      |       |     |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |
| 2.                   | Age                                                                                | <ul style="list-style-type: none"><li>22-40 Years at entry level.</li><li>Maximum Age upto which faculty is permitted to work</li><li>is 60 years.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                               |                                      |                              |                               |                      |       |     |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |      |                                      |                              |                               |                      |       |     |       |                      |       |     |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |
| 3.                   | Remuneration & Other Details                                                       | <div><b>For Attender:</b><table><tr><th>Term</th><th>Consolidated Per Month (Amt. in Rs.)</th><th>Annual Performance Incentive</th><th>Total Per Month (Amt. in Rs.)</th></tr><tr><td>1<sup>st</sup> Year</td><td>14000</td><td>NIL</td><td>14000</td></tr><tr><td>2<sup>nd</sup> Year</td><td>14000</td><td>1000</td><td>15000</td></tr><tr><td>3<sup>rd</sup> Year</td><td>14000</td><td>2000</td><td>16000</td></tr><tr><td>4<sup>th</sup> Year</td><td>14000</td><td>3000</td><td>17000</td></tr><tr><td>5<sup>th</sup> Year</td><td>14000</td><td>4000</td><td>18000</td></tr><tr><td>6<sup>th</sup> Year</td><td>14000</td><td>5000</td><td>19000</td></tr></table></div> <div><b>For Watchman/Gardner:</b><table><tr><th>Term</th><th>Consolidated Per Month (Amt. in Rs.)</th><th>Annual Performance Incentive</th><th>Total Per Month (Amt. in Rs.)</th></tr><tr><td>1<sup>st</sup> Year</td><td>12000</td><td>NIL</td><td>12000</td></tr><tr><td>2<sup>nd</sup> Year</td><td>12000</td><td>800</td><td>12800</td></tr><tr><td>3<sup>rd</sup> Year</td><td>12000</td><td>1600</td><td>13600</td></tr><tr><td>4<sup>th</sup> Year</td><td>12000</td><td>2400</td><td>14400</td></tr><tr><td>5<sup>th</sup> Year</td><td>12000</td><td>3200</td><td>15200</td></tr><tr><td>6<sup>th</sup> Year</td><td>12000</td><td>4000</td><td>16000</td></tr></table></div> | Term                          | Consolidated Per Month (Amt. in Rs.) | Annual Performance Incentive | Total Per Month (Amt. in Rs.) | 1 <sup>st</sup> Year | 14000 | NIL | 14000 | 2 <sup>nd</sup> Year | 14000 | 1000 | 15000 | 3 <sup>rd</sup> Year | 14000 | 2000 | 16000 | 4 <sup>th</sup> Year | 14000 | 3000 | 17000 | 5 <sup>th</sup> Year | 14000 | 4000 | 18000 | 6 <sup>th</sup> Year | 14000 | 5000 | 19000 | Term | Consolidated Per Month (Amt. in Rs.) | Annual Performance Incentive | Total Per Month (Amt. in Rs.) | 1 <sup>st</sup> Year | 12000 | NIL | 12000 | 2 <sup>nd</sup> Year | 12000 | 800 | 12800 | 3 <sup>rd</sup> Year | 12000 | 1600 | 13600 | 4 <sup>th</sup> Year | 12000 | 2400 | 14400 | 5 <sup>th</sup> Year | 12000 | 3200 | 15200 | 6 <sup>th</sup> Year | 12000 | 4000 | 16000 |
| Term                 | Consolidated Per Month (Amt. in Rs.)                                               | Annual Performance Incentive                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Total Per Month (Amt. in Rs.) |                                      |                              |                               |                      |       |     |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |      |                                      |                              |                               |                      |       |     |       |                      |       |     |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |
| 1 <sup>st</sup> Year | 14000                                                                              | NIL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 14000                         |                                      |                              |                               |                      |       |     |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |      |                                      |                              |                               |                      |       |     |       |                      |       |     |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |
| 2 <sup>nd</sup> Year | 14000                                                                              | 1000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 15000                         |                                      |                              |                               |                      |       |     |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |      |                                      |                              |                               |                      |       |     |       |                      |       |     |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |
| 3 <sup>rd</sup> Year | 14000                                                                              | 2000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 16000                         |                                      |                              |                               |                      |       |     |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |      |                                      |                              |                               |                      |       |     |       |                      |       |     |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |
| 4 <sup>th</sup> Year | 14000                                                                              | 3000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 17000                         |                                      |                              |                               |                      |       |     |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |      |                                      |                              |                               |                      |       |     |       |                      |       |     |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |
| 5 <sup>th</sup> Year | 14000                                                                              | 4000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 18000                         |                                      |                              |                               |                      |       |     |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |      |                                      |                              |                               |                      |       |     |       |                      |       |     |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |
| 6 <sup>th</sup> Year | 14000                                                                              | 5000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 19000                         |                                      |                              |                               |                      |       |     |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |      |                                      |                              |                               |                      |       |     |       |                      |       |     |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |
| Term                 | Consolidated Per Month (Amt. in Rs.)                                               | Annual Performance Incentive                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Total Per Month (Amt. in Rs.) |                                      |                              |                               |                      |       |     |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |      |                                      |                              |                               |                      |       |     |       |                      |       |     |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |
| 1 <sup>st</sup> Year | 12000                                                                              | NIL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 12000                         |                                      |                              |                               |                      |       |     |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |      |                                      |                              |                               |                      |       |     |       |                      |       |     |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |
| 2 <sup>nd</sup> Year | 12000                                                                              | 800                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 12800                         |                                      |                              |                               |                      |       |     |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |      |                                      |                              |                               |                      |       |     |       |                      |       |     |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |
| 3 <sup>rd</sup> Year | 12000                                                                              | 1600                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 13600                         |                                      |                              |                               |                      |       |     |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |      |                                      |                              |                               |                      |       |     |       |                      |       |     |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |
| 4 <sup>th</sup> Year | 12000                                                                              | 2400                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 14400                         |                                      |                              |                               |                      |       |     |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |      |                                      |                              |                               |                      |       |     |       |                      |       |     |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |
| 5 <sup>th</sup> Year | 12000                                                                              | 3200                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 15200                         |                                      |                              |                               |                      |       |     |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |      |                                      |                              |                               |                      |       |     |       |                      |       |     |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |
| 6 <sup>th</sup> Year | 12000                                                                              | 4000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 16000                         |                                      |                              |                               |                      |       |     |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |      |                                      |                              |                               |                      |       |     |       |                      |       |     |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |                      |       |      |       |

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१९ श्री दण्डिगुप्त जी की इज्जत



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|     |                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                 |                             |                         |
|-----|-------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|-----------------------------|-------------------------|
| 4.  | Annual Medical allowance on declaration basis   | Rs. 5000/- for both Attender & Watchman/ Gardner                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                 |                             |                         |
| 5.  | Fixed Conveyance Allowance                      | <b>For Attender:</b> Rs. 1000/- pm on declaration basis,<br><b>For Watchman/ Gardner:</b> Rs. 800/- pm on declaration basis                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                 |                             |                         |
| 6.  | Mobile allowance                                | Rs. 300/- per month for both Attender & Watchman/ Gardner                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                 |                             |                         |
| 7.  | TA for Outstation duties                        | <ul style="list-style-type: none"><li>Depending upon office exigency and subject to approval of the tour program by competent authority (the director of the RSETI).</li><li>Otherwise, they can also travel by public transport (bus). Actual local conveyance by public transport will also be reimbursed.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                 |                             |                         |
| 8.  | Halting allowance for outstation tour (per day) |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | From 4 to 8 hours (Amt. in Rs.) | Above 8 hours (Amt. in Rs.) | Eligible mode of travel |
|     |                                                 | <b>Attender</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 150                             | 300                         | Sleeper                 |
|     |                                                 | <b>Watchman /Gardner</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 150                             | 300                         | Sleeper                 |
| 9.  | Group Insurance                                 | The Individual faculty has to make their own arrangement for insurance.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                 |                             |                         |
| 10. | Tenure of contract                              | The contract will be valid for a period of 03 years subject to annual review and renewal of the contract by the Director once a year.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                 |                             |                         |
| 11. | Termination of contract                         | If either party i.e. the RSETI or the Attender/Watchman /Gardner decides to discontinue the contract, for any reason, whatsoever, it will be required to give one month notice or salary in lieu thereof to the other party.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                 |                             |                         |
| 12. | Other terms & conditions                        | <ul style="list-style-type: none"><li>The selected candidate will be required to submit his/ her <b>medical fitness report</b> issued by any Government Hospital prior to joining to confirm his/her current status of health.</li><li><b>The selected candidate will be required to join soon, in any case not later than 15 days from the date of receiving the offer letter.</b></li><li>The offer letter will contain the details of the contract, effective date, remuneration, duration and clause of renewal of contract subject to satisfactory review once a year.</li><li>If there is any disciplinary action to be taken against any selected candidate, the decision of the Management of trust shall be final and binding.</li><li>The RSETI reserve the right to terminate the contract without assigning any reasons. In such case, one month notice or equivalent salary in lieu thereof will be payable by it.</li></ul> |                                 |                             |                         |

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१६ श्री दण्डिगुप्त जी की इज्जत



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East Kidwai Nagar, New Delhi-110023

|     |                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-----|------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 13. | <p><b>Job Description:</b></p> <p><b>Attender:</b></p> <p>.....</p> <p><b>Watchman/ Gardner:</b></p> | <ol style="list-style-type: none"> <li>1. Generally, all subordinate work of the institute/RSETI, for the Director and other staff of the institute for smooth functioning of the day-to-day activities.</li> <li>2. Up keeping of premises including office, training classrooms, dormitory, bathrooms, filling cabinet, visitors lounge etc.</li> <li>3. Filling the documents in respective files as per direction of office Assistant/Faculty/Director.</li> <li>4. Going to Bank branches for all Bank work like getting passbook updating etc. as per instructions of Director.</li> <li>5. Any other work entrusted by the Director from time to time.</li> </ol> <p>.....</p> <ol style="list-style-type: none"> <li>1. Watch and Ward of the premises.</li> <li>2. Gardening work and maintenance and upkeep of the premises.</li> <li>3. In case of need to perform the duties of the attendant.</li> <li>4. Any other work entrusted by the Director from time to time.</li> </ol> |
| 14. | Selection process                                                                                    | <p>The selection process will comprise of :</p> <p><b>Personal Interview</b> to assess communication ability, leadership qualities, attitude, problem solving ability and ability to get along with the trainees, developmental approach etc.</p> <p>Only those candidates who meet the minimum eligibility criteria as outlined in the advertisement will be considered. However, merely satisfying the eligibility norms do not a candidate to be called for interview. The Trust reserves the right to call only requisite number of candidates for interview after preliminary screening / short listing with reference to candidate's qualifications, suitability, experience etc.</p>                                                                                                                                                                                                                                                                                                   |
| 15. | Submission of application                                                                            | <ul style="list-style-type: none"> <li>• Eligible candidates must submit their applications in the prescribed format <b>Annexure-3(a)</b>. Only hard copy submissions with enclosures of educational qualifications and other relevant documents will be considered valid. Incomplete applications will be summarily rejected.</li> <li>• A candidate is permitted to apply for <b>only one post</b>. Candidature shall be summarily rejected if candidate apply for more than one application.</li> <li>• The last date for receipt of application is <b>06.10.2025 up to 5:00 PM</b>. No applications shall be entertained beyond the stipulated date and time. Further, it is</li> </ul>                                                                                                                                                                                                                                                                                                   |

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|     |                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-----|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     |                 | <p>informed that applications may be submitted by hand also on the below address.</p> <ul style="list-style-type: none"> <li>Candidates must subscribe the envelope with the following:<br/><b>“Application for the post of Attender or Watchman/Gardner at RSETI Centre - _____ on contract basis”.</b></li> </ul> <p>The application should be addressed and dispatched to:</p> <p><b>Deputy General Manager (FI &amp; BC)<br/>PSB-TDARE<br/>Punjab &amp; Sind Bank<br/>Corporate Office,<br/>Ground Floor, Block-3, Plate B,<br/>East Kidwai Nagar, New Delhi – 110023</b></p> |
| 16. | Application Fee | NIL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

#### GENERAL INSTRUCTIONS:

- While applying for the post, 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 fact (s), his / her candidature will automatically stand cancelled. If any of the above shortcoming(s) is / are detected even after engagement, his / her contractual engagement 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 Management of Society/Trust. The Management of Society/Trust reserves the right to fill or not to fill the above advertised position without assigning any reason thereof.
- A Self attested copy of certificates should be attached with application form duly signed by the applicant on every page of the application. Original be produced at the time of interview.
- Mere admission 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 interview.

**General Manager  
Punjab & Sind Bank (FI & BC Deptt.)  
Chairman & Trustee – PSB TDARE**

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**ANNEXURE-3(a)**

**APPLICATION FOR THE POST OF ATTENDER/ WATCHMAN/GARDNER IN RSETI ON CONTRACTUAL BASIS.**

**To**

Deputy General Manager (FI & BC)  
PSB-TDARE  
Punjab & Sind Bank  
Corporate Office,  
Ground Floor, Block-3, Plate B,  
East Kidwai Nagar, New Delhi – 110023

Paste Passport size  
photograph

Please sign across  
the photograph

With reference to your advertisement dated ..... in  
Newspaper(NAME)..... I, submit my application for the post of **ATTENDER/  
WATCHMAN/GARDNER** at RSETI.....in prescribed format as under:

|     |                                                   |   |                                                                                   |
|-----|---------------------------------------------------|---|-----------------------------------------------------------------------------------|
| 1.  | NAME (as per Aadhaar Card)                        | : |                                                                                   |
| 2.  | ADDRESS FOR CORRESPONDENCE                        | : |                                                                                   |
| 3.  | CATEGORY(GEN/SC/ST/MINORITY)                      |   |                                                                                   |
| 3.  | IF PERSON WITH DISABILITY                         |   | Type of disability(Partial/full):<br>Percentage of disability:                    |
| 4.  | DATE OF BIRTH (as per School leaving Certificate) | : |                                                                                   |
|     | Age in completed years as on 31.08.2025           | : | .....Day.....Months.....Years                                                     |
| 5.  | CONTACT DETAILS :                                 |   | Mobile No. <b>(Mandatory)</b> :<br>Landline No:<br>E-mail ID <b>(Mandatory)</b> : |
| 6.  | GENDER(Male/Female)                               | : |                                                                                   |
| 7.  | NATIONALITY                                       | : |                                                                                   |
| 8.  | RELIGION                                          | : |                                                                                   |
| 9.  | MARITAL STATUS                                    | : |                                                                                   |
| 10. | FATHER's / HUSBAND's NAME                         | : |                                                                                   |
| 11. | PERMANENT ADDRESS:                                | : |                                                                                   |

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12. EDUCATIONAL QUALIFICATIONS:

| Qualification                     | Details (7 <sup>th</sup> standard or above/SSC/HSC (10+2)/B.A/ B. Sc. / M.A / M. Sc. Etc.) | School/Board / University | Full Time / Part-Time | Year of Passing | Subject /Specialization | Marks (Rank if any) |
|-----------------------------------|--------------------------------------------------------------------------------------------|---------------------------|-----------------------|-----------------|-------------------------|---------------------|
| 7 <sup>th</sup> standard or above |                                                                                            |                           |                       |                 |                         |                     |
| SSC/HSC (10+2)                    |                                                                                            |                           |                       |                 |                         |                     |
| Graduation/PG                     |                                                                                            |                           |                       |                 |                         |                     |

**Note:** Please attach self-attested copy of certificates. 7<sup>th</sup> Standard or above upto 9<sup>th</sup> standard should be signed & attested by the Principal of the School, from where the candidate passed out.

13. COMMUNICATION SKILL IN LOCAL LANGUAGES, HINDI & ENGLISH:

| Sr. No. | Name of language         | Weather essential or Not | Read<br>Please tick ✓ | Write<br>Please tick ✓ | Typing<br>Please tick ✓ |
|---------|--------------------------|--------------------------|-----------------------|------------------------|-------------------------|
| 1       | Local language (Punjabi) | <b>Essential</b>         |                       |                        |                         |
| 2       | Hindi                    |                          |                       |                        |                         |

14. RELATIVE EXPERIENCE: (if any in agriculture/gardening/horticulture in case of Watchman/ Gardner), Total (in years) \_\_\_\_\_.

| Sr. No. | Institution | Duration<br>From To | Responsibilities |
|---------|-------------|---------------------|------------------|
|         |             |                     |                  |
|         |             |                     |                  |
|         |             |                     |                  |
|         |             |                     |                  |

Note: Attach **self-attested** copy of **service certificate of previous employer/experience.**

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**15. DETAILS OF PRESENT EMPLOYMENT:**

|     |                                              |   |  |
|-----|----------------------------------------------|---|--|
| (a) | Organization                                 | : |  |
| (b) | Full Address                                 | : |  |
| (c) | Position                                     | : |  |
| (d) | Reporting to                                 | : |  |
| (e) | Salary / Compensation<br><br>Presently drawn | : |  |

Note: Attach **self-attested** letter/**certificate of employer/institution/organization**.

**16. Details of Applicant close relative working in Punjab & Sind Bank or RSETI: (if Yes, provide details)**

i) Name:

ii.) Post:

iii.) Presently posted at:

|     |                                   |     |
|-----|-----------------------------------|-----|
| 17. | Name & Address of two references: |     |
|     | (1)                               | (2) |
|     |                                   |     |

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18. DECLARATION: I hereby declare that

- (i) No case of CBI or other law enforcement agency or any proceedings in any court of law is pending against me.
- (ii) I am physically fit to carry out duties of the **ATTENDER/WATCHMAN/GARDNER**, including visits of villages and /or other places as per requirement of the RSETI.
- (iii) I have gone through job profile/description, engagement conditions and remuneration of Office Assistant and is unconditionally acceptable to me.
- (iv) I further declare that the information furnished above is complete, true and correct to the best of knowledge and belief. I understand that in the 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 are liable to be terminated.

**(Signature of applicant)**

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Enclosures:

1.

2.