

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

१९ श्री दण्डिगुरु जी की इज्जत



**PSB Trust For Development of
Agriculture and Rural Employment
(PSB-TDARE)**
Block-3, 1stFloor, NBCC Complex,
East Kidwai Nagar, New Delhi-110023

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">Shall be a Graduate viz. BSW/BA.B. Com/with computer knowledge. Knowledge in Basic Accounting is a preferred qualification.Shall be fluent in spoken and written local language. Fluency in Hindi/English would be an added qualification.Shall be proficient in MS Office (Word and Excel), Tally & Internet.Skills in typing in local language is essential. Typing skills in English an added advantage.																												
2.	Age	<ul style="list-style-type: none">22-40 Years at entry level.Maximum Age upto which faculty is permitted to work is 60 years.																												
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>1st Year</td><td>20000</td><td>NIL</td><td>20000</td></tr><tr><td>2nd Year</td><td>20000</td><td>1500</td><td>21500</td></tr><tr><td>3rd Year</td><td>20000</td><td>3000</td><td>23000</td></tr><tr><td>4th Year</td><td>20000</td><td>4500</td><td>24500</td></tr><tr><td>5th Year</td><td>20000</td><td>6000</td><td>26000</td></tr><tr><td>6th 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 st Year	20000	NIL	20000	2 nd Year	20000	1500	21500	3 rd Year	20000	3000	23000	4 th Year	20000	4500	24500	5 th Year	20000	6000	26000	6 th Year	20000	7500	27500
Term	Consolidated Per Month (Amt. in Rs.)	Annual Performance Incentive	Total Per Month (Amt. in Rs.)																											
1 st Year	20000	NIL	20000																											
2 nd Year	20000	1500	21500																											
3 rd Year	20000	3000	23000																											
4 th Year	20000	4500	24500																											
5 th Year	20000	6000	26000																											
6 th 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"> Depending upon office exigency and subject to approval of the tour program by competent authority (the director of the RSETI). Otherwise, they can also travel by public transport (bus). Actual local conveyance by public transport will also be reimbursed. 			
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	
		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"> The selected candidate will be required to submit his/ her medical fitness report issued by any Government Hospital prior to joining to confirm his/her current status of health. 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. 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. 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. 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. 			
13.	Job Description	<ul style="list-style-type: none"> Assisting the Director and Faculty in effective functioning of the RSETI/Institute to fulfil the objectives of the Trust. Maintaining of Cash book, General Ledger, vouchers, as per the guidelines (Presently single-entry Bookkeeping). Maintaining all books, registers, both manual and soft copy as per the prevailing guidelines from Trust/Ministry. Maintaining and updating all data relating to trainings, Follow up, Settlement, etc. Creating and updating MIS data as per the guidelines. 			

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		<ul style="list-style-type: none">• Preparation of monthly report and other periodical reports and submission to Trust, Ministry and other agencies involved in overall supervision of functioning of RSETI.• Organising the required logistics for training including arranging Boarding, Dormitory, etc.• Arranging the training materials for all Skill batches.• Making registration of candidates in all the trainings, taking daily attendance of trainees, taking boarding attendance of trainees.• Conducting follow up visits as directed by Director and reporting the same to the Director.• Up keeping of all fixed Assets and maintaining of Inventory of items including training materials and equipment.• Maintaining of Library books and issuing books to the trainees as and when they demand.• Carryout all the Instructions/any other work given by the Director and faculty from time to time.																									
14.	Selection process	<p>The selection process will comprise of :</p> <p>(i) Written Test to assess General Knowledge and Computer capability</p> <p>(ii) Personal Interview 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 & Hindi</td><td>20</td><td>40</td></tr><tr><td>2.</td><td>General knowledge</td><td>English & Hindi</td><td>15</td><td>30</td></tr><tr><td>3.</td><td>Computer capability</td><td>English & 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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		<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>Total</td><td>100</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	Total	100
Written Test	70							
Interview	30							
Total	100							
15.	Submission of application	<ul style="list-style-type: none">Eligible candidates must submit their applications in the prescribed format Annexure-2(a). Only hard copy submissions with enclosures of educational qualifications and other relevant documents will be considered valid. Incomplete applications will be summarily rejected.A candidate is permitted to apply for only one post. Candidature shall be summarily rejected if candidate apply for more than one application.The last date for receipt of application is 06.10.2025 up to 5:00 PM. 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.Candidates must subscribe the envelope with the following: "Application for the post of Office Assistant at RSETI Centre - _____ on contract basis". The application should be addressed and dispatched 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						
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-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): 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. (Mandatory) : Landline No: E-mail ID (Mandatory) :
6.	GENDER(Male/Female)	:	
7.	NATIONALITY	:	
8.	RELIGION	:	
9.	MARITAL STATUS	:	
10.	FATHER's / HUSBAND's NAME	:	

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11.	PERMANENT ADDRESS:	:	
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12. EDUCATIONAL QUALIFICATIONS:

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

Note: Please attach copy of self-attested certificates.

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

Sr. No.	Name of language	Weather essential or Not	Read Please tick ✓	Write Please tick ✓	Typing Please tick ✓
1	Local language (Punjabi)	Essential			
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 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.