

**PSB TRUST FOR DEVELOPMENT OF AGRICULTRE & RURAL ENTREPRENEURSHIP**

**PUNJAB & SIND BANK**

(A Govt. of India Undertaking)

Recruitment of supporting staff at 'Punjab & Sind Bank Rural Self Employment Training Institute (PSB RSETIs)' at Ludhiana, Faridkot and Moga

Applications (as per Annexure I) are invited from eligible candidates for the post of Faculty and Office Assistant on contractual basis for RSETIs at our Lead districts Ludhiana, Faridkot and Moga.

**[A.] (i) Name of the Post: Faculty**

**(ii) No. of Posts: 06 (02 each for RSETI at Moga, Faridkot & Ludhiana)**

**(iii) Qualifications/ other requirements:**

Candidates having following qualifications can apply for the post:

- Shall be a Graduate / Post Graduate viz. MSW/MA in Rural Development / MA in Sociology / Psychology / B.Sc. (Veterinary), B.Sc. (Horticulture), B.Sc. (Agri.), B.Sc.( Agri. Marketing)/ B.A.
- Candidate shall be B.Ed. from recognized university.
- Shall have a flair for teaching and possess sound Computer Knowledge
- Excellent communication skills in the local language (Punjabi) essential, fluency in English and Hindi will be an added advantage
- Skills in Typing in Local Language essential, Typing skills in Hindi / English typing an added advantage
- Should be resident of same district or nearby district.

**(iv) Monthly remuneration:** Rs. 20,000/- per month.

**(v) Experience:** Previous experience as faculty preferred

**(vi) Age :** 22 -40 years

**[B.] (i). Name of the Post: Office Assistant**

**(ii). No. of Posts: 03 (01 each for RSETI Ludhiana, Moga & Faridkot )**

**(iii). Qualifications/ other requirements:**

Candidates having following Qualifications can apply for the post:

- 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 Hindi/English an added advantage

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

**(v) Age:** 22 -40 years

## SELECTION PROCESS

(a) The selection process will comprise of:

- (i) **Written Test** to assess General Knowledge and Computer capability
- (ii) **Personal Interview** to assess communication ability, leadership qualities, attitude, problem solving ability and ability to get along with the trainees, developmental approach
- (iii) **Demonstration / Presentation** to assess teaching skills and communication capability

S.No	Faculty	Office Assistant	Faculty
1.	Written Test	✓	✓
2.	Personal Interview	✓	✓
3.	Demonstration / Presentation	-----	✓

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

## HOW TO APPLY

- (i) Candidates are required to download the application form through banks website [www.psbindia.com](http://www.psbindia.com).
- (ii) Open the Recruitment Notification entitled “**PSB TDARE** Recruitment of supporting staff at ‘Punjab & Sind Bank Rural Self Employment Training Institute (PSB RSETIs)’ at Ludhiana, Faridkot and Moga”.
- (iii) The application filled in all respect along with self attested copy of Educational/ Professional qualifications be sent to through registered post/Speed Post only.

**“The Assistant General Manager/Trustee-PSB TDARE  
PUNJAB & SIND BANK  
H.O. Priority Sector (Advances) Deptt.  
5th Floor, Bank House,21, Rajendra Place, New Delhi-110008”**

- (iv) Application filled in all respect should reach above address latest by 24/01/2020.
- (v) Bank will send letters for written test & Interview to the short listed eligible applicants through e-mail or by speed post.

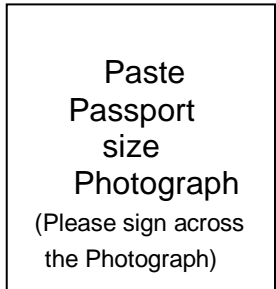
Date:04 /01/2020

DY. GENERAL MANAGER (PS) & TRUSTEE

Place: New Delhi

APPLICATION FOR THE POST OF FACULTY/ OFFICE ASSISTANT

To,  
The Assistant General Manager/Trustee-PSB TDARE  
Punjab & Sind Bank,  
H.O. Priority Sector (Advances) Deptt.  
5th Floor, Bank House,21, Rajendra Place, New Delhi



With reference to your advertisement on Bank’s website dated \_\_\_\_\_ I, submit my application in prescribed format.

Post Applied for \_\_\_\_\_

- 1. NAME (in full): \_\_\_\_\_
- 2. FATHER’S/ HUSBAND’S NAME: \_\_\_\_\_
- 3. ADDRESS FOR CORRESPONDENCE:  
\_\_\_\_\_  
\_\_\_\_\_
- 4. PERMANENT ADDRESS: (attach address proof)  
\_\_\_\_\_  
\_\_\_\_\_
- 5. CATEGORY: \_\_\_\_\_
- 6. If person with Disability:  
Type of disability: \_\_\_\_\_  
Percentage of disability: \_\_\_\_\_
- 7. DATE OF BIRTH (As per 10<sup>th</sup> Certificate): \_\_\_\_\_
- 8. Age in completed years as on 31.12.2019: \_\_\_\_\_
- 9. Contact Details:  
MOBILE NO: \_\_\_\_\_ LANDLINE No. : \_\_\_\_\_ E-MAIL ID: \_\_\_\_\_
- 10. GENDER: \_\_\_\_\_
- 11. NATIONALITY: \_\_\_\_\_
- 12. BIRTH PLACE: \_\_\_\_\_ NATIVE PLACE: \_\_\_\_\_
- 13. RELIGION: \_\_\_\_\_
- 14. MARITAL STATUS: \_\_\_\_\_

**15. EDUCATIONAL QUALIFICATIONS:**

S.No	Qualification	Full Time / Part Time	Name of Institute/ Board/ University	Year of Passing	Subject/ Specialization	Marks obtained and Percentage /CGPA
1.	Matriculate/10 <sup>th</sup>					
2.	Intermediate /12 <sup>th</sup>					
3.	Graduation					
4.	Post Graduation					
5.	Professional Qualifications					
6.	B. Ed.					

Note: Please attach self attested copy of Educational Professional qualifications

**16. DETAILS OF PRESENT EMPLOYMENT, IF ANY:**

- a) Organization: \_\_\_\_\_
- b) Full Address: \_\_\_\_\_
- c) Position: \_\_\_\_\_
- d) Reporting to: \_\_\_\_\_
- e) Salary/Compensation presently drawn: \_\_\_\_\_
- f) Present Assignment/ Responsibilities : \_\_\_\_\_

**17. Preferred district: (In order of preference)**

- 1 . \_\_\_\_\_                      2 . \_\_\_\_\_                      3 . \_\_\_\_\_

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief and I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility criteria according to the requirements of the relative advertisement, my candidature/ appointment for the said post is liable to be cancelled/terminated at any stage and if appointed, my service are liable to be terminated. I hereby agree that any legal proceedings in respect of any matter of claims or disputes arising out of this application and/or out of said advertisement can be instituted by me only at Delhi and Courts/tribunals/forums at Delhi. I undertake to abide by all the terms and conditions mentioned in the advertisement dated \_\_\_/\_\_\_/\_\_\_ displayed on Bank's website

**(Signature of applicant)**

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

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

Enclosures:

- 1.
- 2.
- 3.
- 4.