



REGIONAL OFFICE: AHMEDNAGAR

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**ATTENDENT (1) AND WATCHMEN CUM GARDNER (1) at CENT-RSETI**

**AHMEDNGAR**

On annual contract basis.

**Last date of Receipt of application at Regional Office: 16.08.2025**

**Date of interview: It will be decided after receipt of applications.**



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**The details of recruitment guidelines of Attendant at Cent-RSETI are given as below.**

**1. AGE, QUALIFICATION & EXPERIENCE (As on 01.08.2025)**

| Sr. No. | Name of the Post           | Age                                   | Qualification                                                                                                                                              | Experience / Other eligibility criteria.                                                                                                                                                                   |
|---------|----------------------------|---------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.      | Attendant RSETI AHMEDNAGAR | Between 22-40 years with sound Health | <b>Essential:</b><br>1. Shall be a matriculate.                                                                                                            | <b>Essential:</b><br>• Ability to read & write the local language preferred                                                                                                                                |
| 2.      | Watchmen cum-Gardener      | <b>22-40 Years with sound health.</b> | <b>आवश्यक Essential:</b><br>1. Should have passed 7 <sup>th</sup> standard<br>2. Should have experience preferably in agriculture/ gardening/ horticulture | <b>आवश्यक Essential:</b><br>1. Should be well conversant with local language.<br>2. Should be resident of the same State, preferably same or nearby district/residing at the head quarter of RSETI center. |

**2. CONTRACT PERIOD, AMOUNT AND OTHER TRAVELLING EXPENSES:**

The candidate shall be appointed on Contract basis for a period of one year. Renewal may be possible at Bank's sole discretion in terms of extant policies and rules.

Following conditions to be incorporated while issuing the Renewal of Contract letter to the member concerned.

- To submit Performance Appraisal to Regional Manager concerned one month in advance of expiry of contract
- Subject to Performance under other various parameters as per Bank's Performance Appraisal, the renewal of contract which will be sole prerogative of Bank shall be considered keeping in view the grading of minimum "B" of RSETI Centre, as per parameter prescribed by Govt. of India.

**3. CONTRACT AMOUNT AND OTHER TRAVELLING ALLOWNCES:-**

**A. In case of attendant:** - The contract amount shall be fixed at **Rs.8000/- per month** allowance/benefit/payment/facility will be admissible.

**B. In case of watchmen cum Gardner:-** The contract amount shall be fixed at **Rs.6000/- per month** allowance/benefit/payment/facility will be admissible.



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**4. LEAVE:**

The candidates shall be entitled for 15 days leave per year with maximum of 02 days per month.

**5. JOB PROFILE:**

**A. For Attendant:-**

- Generally, all subordinate work of the Institute, for assisting the Director and other staff of the Institute for smooth functioning of the day-to-day activities.
- Up keeping of premises including office, training classrooms, dormitory, bathrooms, filing cabinet, visitors lounge etc.
- Filing the documents in respective files as per direction of office Assistant/Faculty/Director.
- Going to Bank branches for all Bank work like getting passbook updating etc. As per the instructions of Director.
- Any other work entrusted by the Director from time to time

**B. For watchmen cum Gardner:-**

- Watch and ward of the premises.
- Gardening work and maintenance and upkeep of the premises.
- In case of need to perform the duties of the attendant.
- Any other work entrusted by the Director from time to time.

**6. SELECTION PROCEDURE:**

The eligible candidates will be called for personal interview and the decision of the Bank in this regard shall be final.

**7. SUBMISSION OF APPLICATION:**

Eligible candidates have to submit their applications in the given format (**Annexure-A for Attendant and Annexure-B for Watchmen cum Gardner**).

Last date for receipt of application is **16.08.2025**. No applications shall be entertained beyond the stipulated date. Incomplete applications will be rejected.

Address the application, super scribing "**Application for the post of Recruitment as Attendant of CENT RSETI - AHMEDNAGAR on contract**" to 'Regional Manager, Central Bank of India, Regional Office, Plot No P/56, MIDC Nav Nagapur, Ahmednagar, Maharashtra, Pin 414111.

**8. APPLICATION FEE:**

There is no application fee prescribed.



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**9. GENERAL INSTRUCTIONS:**

- (a) While applying for the post, the applicant should ensure that he/ she fulfills the eligibility 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 appointment, his/ her contractual appointment 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. The Management reserves the right to fill or not to fill the above advertised position without assigning any reason thereof.
- (c) 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.



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**ANNEXURE - A**

**APPLICATION FOR THE POST OF ATTENDENT AT RSETI, AHMEDNAGAR ON CONTRACTUAL BASIS**

To  
Regional Manager,  
Central Bank of India,  
Regional Office, Ahmednagar

Passport size  
photo should  
be self-attested

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

|    |                                                   |   |  |
|----|---------------------------------------------------|---|--|
| 1. | Name (in full)                                    | : |  |
| 2. | Address for correspondence                        | : |  |
| 3. | Category                                          | : |  |
| 4. | If person with Disability:                        |   |  |
|    | Type of disability                                | : |  |
|    | Percentage of disability                          | : |  |
| 5. | Date of Birth (as per School leaving Certificate) | : |  |
|    | Age in completed years as on 31/05/2022           | : |  |
| 6. | Details of Non-refundable Application Fees:       |   |  |
|    | Name of DD Issuing Bank                           | : |  |
|    | Place of Issue                                    | : |  |
|    | Date of Issue                                     | : |  |
|    | Amount                                            | : |  |
| 7. | Contact Details:                                  |   |  |



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|              |   |  |
|--------------|---|--|
| Mobile No.   | : |  |
| Landline No. | : |  |
| e-mail ID    | : |  |

|     |                          |   |  |
|-----|--------------------------|---|--|
| 8.  | Gender                   | : |  |
| 9.  | Nationality              | : |  |
| 10. | Religion                 | : |  |
| 11. | Marital status           | : |  |
| 12. | Father's/ Husband's name | : |  |
| 13. | Permanent Address        | : |  |

**14. EDUCATIONAL QUALIFICATION:**

| Qualification | Details | Board / University | Full Time / Part-Time | Year of Passing | Subject / Specialization | Marks (Rank if any) |
|---------------|---------|--------------------|-----------------------|-----------------|--------------------------|---------------------|
|               |         |                    |                       |                 |                          |                     |
|               |         |                    |                       |                 |                          |                     |

**15. RELATIVE EXPERIENCE – Total (in years) \_\_\_\_\_.**

| Sr. No. | Name of Bank | Designation | Duration | Responsibilities | Pay Scale | Extra Ordinary Achievements |
|---------|--------------|-------------|----------|------------------|-----------|-----------------------------|
| 1       |              |             |          |                  |           |                             |
| 2       |              |             |          |                  |           |                             |

|     |                                      |              |   |
|-----|--------------------------------------|--------------|---|
| 18. | <b>Details of Present Employment</b> |              |   |
|     | (a)                                  | Organization | : |
|     | (b)                                  | Full Address | : |
|     | (c)                                  | Position     | : |
|     | (d)                                  | Reporting to | : |



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|  |     |                                          |   |  |
|--|-----|------------------------------------------|---|--|
|  | (e) | Salary / Compensation<br>Presently drawn | : |  |
|--|-----|------------------------------------------|---|--|

|     |                                      |
|-----|--------------------------------------|
| 19. | <b>Brief details of experience :</b> |
|     |                                      |

|      |                                                                          |
|------|--------------------------------------------------------------------------|
| 20.. | <b>Significant Achievement (if any) in respect of above assignments:</b> |
|      |                                                                          |

|     |                                              |  |
|-----|----------------------------------------------|--|
| 21. | <b>Name &amp; Address of two references:</b> |  |
|     |                                              |  |

DECLARATION:

I hereby declare that the particulars furnished above are true and correct to the best of 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 am willing to serve anywhere in India. I agree that Bank has right to transfer me to any part of the country at its discretion.

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 Mumbai and Courts / Tribunals / Forums at Mumbai undertake to abide by all the terms and conditions mentioned in the advertisement displayed on Bank's website dated \_10.05.2022.



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(Signature of applicant)

Place :

Date :

Enclosures:

**ANNEXURE - B**

**APPLICATION FOR THE POST OF WATCHMEN CUM GARDNER AT RSETI, AHMEDNAGAR ON CONTRACTUAL BASIS**

To  
Regional Manager,  
Central Bank of India,  
Regional Office, Ahmednagar

Passport size  
photo should  
be self-attested

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

|    |                                                   |   |  |
|----|---------------------------------------------------|---|--|
| 1. | Name (in full)                                    | : |  |
| 2. | Address for correspondence                        | : |  |
| 3. | Category                                          | : |  |
| 4. | If person with Disability:                        |   |  |
|    | Type of disability                                | : |  |
|    | Percentage of disability                          | : |  |
| 5. | Date of Birth (as per School leaving Certificate) | : |  |
|    | Age in completed years as on 31/05/2022           | : |  |
| 6. | Details of Non-refundable Application Fees:       |   |  |
|    | Name of DD Issuing Bank                           | : |  |



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|           |                         |   |  |
|-----------|-------------------------|---|--|
|           | Place of Issue          | : |  |
|           | Date of Issue           | : |  |
|           | Amount                  | : |  |
| <b>7.</b> | <b>Contact Details:</b> |   |  |
|           | Mobile No.              | : |  |
|           | Landline No.            | : |  |
|           | e-mail ID               | : |  |

|            |                                 |   |  |
|------------|---------------------------------|---|--|
| <b>8.</b>  | <b>Gender</b>                   | : |  |
| <b>9.</b>  | <b>Nationality</b>              | : |  |
| <b>10.</b> | <b>Religion</b>                 | : |  |
| <b>11.</b> | <b>Marital status</b>           | : |  |
| <b>12.</b> | <b>Father's/ Husband's name</b> | : |  |
| <b>13.</b> | <b>Permanent Address</b>        | : |  |

**14. EDUCATIONAL QUALIFICATION:**

| Qualification | Details | Board / University | Full Time / Part-Time | Year of Passing | Subject / Specialization | Marks (Rank if any) |
|---------------|---------|--------------------|-----------------------|-----------------|--------------------------|---------------------|
|               |         |                    |                       |                 |                          |                     |
|               |         |                    |                       |                 |                          |                     |

**15. RELATIVE EXPERIENCE – Total (in years) \_\_\_\_\_.**

| Sr. No. | Name of Bank | Designation | Duration | Responsibilities | Pay Scale | Extra Ordinary Achievements |
|---------|--------------|-------------|----------|------------------|-----------|-----------------------------|
| 1       |              |             |          |                  |           |                             |
| 2       |              |             |          |                  |           |                             |

|            |                                      |              |   |
|------------|--------------------------------------|--------------|---|
| <b>18.</b> | <b>Details of Present Employment</b> |              |   |
|            | (a)                                  | Organization | : |



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

|     |                                      |
|-----|--------------------------------------|
| 19. | <b>Brief details of experience :</b> |
|     |                                      |

|      |                                                                          |
|------|--------------------------------------------------------------------------|
| 20.. | <b>Significant Achievement (if any) in respect of above assignments:</b> |
|      |                                                                          |

|     |                                              |  |
|-----|----------------------------------------------|--|
| 21. | <b>Name &amp; Address of two references:</b> |  |
|     |                                              |  |

DECLARATION:

I hereby declare that the particulars furnished above are true and correct to the best of 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 am willing to serve anywhere in India. I agree that Bank has right to transfer me to any part of the country at its discretion.

I hereby agree that any legal proceedings in respect of any matter of claims or disputes arising out



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of this application and / or out of said advertisement can be instituted by me only at Mumbai and Courts / Tribunals / Forums at Mumbai undertake to abide by all the terms and conditions mentioned in the advertisement displayed on Bank's website dated \_10.05.2022.

\_\_\_\_\_  
(Signature of applicant)

Place :

Date :

Enclosures: