



प्राथमिकी क्षेत्र एवं वित्तीय समावेशन अनुभाग, मंडल कार्यालय, झांसी, कानपुर रोड, झांसी – 284001

(ई-मेल : [cojhapnd@pnb.co.in](mailto:cojhapnd@pnb.co.in); [cojha\\_ps@pnb.co.in](mailto:cojha_ps@pnb.co.in))

Ref:CO:JHA:PSFID

DATE:19.12.2024

**ENGAGEMENT OF OUTSOURCED STAFF FOR PNB RURAL SELF EMPLOYMENT TRAINING INST. JHANSI**

Applications for One Post of Office Assistant is invited for eligible candidate on contractual basis i.e. the contract is valid for a period of 3 years subject to annual review and renewal, as per eligibility mentioned here below:

SN	Position	Qualifications & Other Requirements	Remuneration
1.	Office Assistant	<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. Skills in typing in local language is essential, typing skills in English an added advantage.</li></ul>	Rs.20,000/- Per Month.

Selection Process:

S.No	Criteria	Office Assistant
1	Written Test (General Knowledge and Computer capability)	√
2	Personal Interview	√

Conditions:

- Desirable entry level age for applicant is **22-40 years (i.e. age as on 01-12-2024)**.
- Selection will be done by conducting written Test, Interview .
- The contract staff may also be required to attend the office at any time apart from the regular hours of work or on any holiday without any additional wages.
- Candidates shortlisted by the committee shall only be called for written Test / Interview. No TA/DA shall be paid for the Test / Interview.
- Call letter for written exam & interview will be sent by registered post at your address or sent via email mentioned by you in application form.

**\*\* Apply, along with application Form, bio-data, photograph, self attested photo copies of the all documents supporting age, qualification, residential proof, experience, E-mail ID and Mobile number in sealed envelope super scribing "APPLICATION FOR THE POST OF OFFICE ASSISTANT MEMBER at PNB RSETI, Jhansi " in capital letters. Such envelope should reach at our office latest by 06.01.2025 by 05:00 pm. mailing address is mentioned below as:**

CHIEF MANAGER  
Priority Sector & Financial Inclusion Section  
Circle Office: Jhansi  
Jhalkari Bai Commercial complex,  
Kanpur Road, Jhansi-284001

  
Dy. Circle Head

## APPLICATION FORM

Application for the post of Office Assistant Member at PNB RSETI- Jhansi (U.P).

Applying for the post of .....

1. Name : .....
2. Father's Name : .....
3. Mother's Name : .....
4. Address : .....
- PIN Code : .....
5. Date of Birth : .....
6. Mobile No. : .....
7. E-mail ID : .....
8. Marital Status : .....
9. Sex : .....
10. Nationality : .....
11. Religion : .....
12. Education Qualification :

Passport Size  
Self Attested  
Photograph

Qualification	Year of Passing	Board /University	Marks (Aggr. %)	Grade / Division
10 <sup>th</sup>				
12 <sup>th</sup>				
Graduation				
Post graduation / Others				

13. Computer Literacy: (YES/NO): ..... (if yes Certificate to be attached )

14. Work Experience (If Any) : .....

मैं \_\_\_\_\_ एतदद्वारा यह घोषणा करता/करती हूँ कि मैंने विज्ञापन/बैंक वेबसाइट में दी गयी पात्रता की शर्तें सावधानी पूर्वक पढ़ी हैं व मुझे मान्य है और मैं शर्तें पूरा करता/करती हूँ। इस आवेदन पत्र में दिए गए विवरण/सूचनाएं सत्य, सही हैं एवं कोई तथ्य छिपाया नहीं गया है। यदि कोई विवरण/सूचना असत्य पायी जावे या कोई तथ्य मेरे द्वारा छिपाया जाये तो मेरा अभ्यर्थन निरस्त कर दिया जाये। यदि नियुक्ति के बाद ऐसी स्थिति प्रकाश में आवे तो मेरी सेवाएं समाप्त कर दी जाये।

Place : .....

Date: .....

Applicant's signature

*Note : Please attach following documents with Application form : Passport size photographs, self attested copies of educational certificates, computer literacy certificate & work experience certificate (if any), Aadhaar , Pan/ voter / passport (any) .*