APPLICATION FOR THE POST OF OFFICE ASSISTANT

To,
The DGM & Circle Head
Punjab National Bank
Circle Office Gurugram
Plot No 5 Ground Floor Institutional Area
Sector 32 Gurugram-122001

Paste Passport size Photograph
(Please sign across the Photograph)

With reference to your advertisement for Recruitment of Office Assistant at RSETI Palwal Haryana dated _____ I am submitting my application in the 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 10th Certificate):
8. Age in completed years as on 31.12.2025:
9. Contact Details:

MOBILE NO:_____ E-MAIL ID: _____

10. GENDER: _____
11. NATIONALITY: _____

12. BIRTH PLACE:_____**NATIVE PLACE:**

13. RELIGION:

14. MARITAL STATUS:

15. QUALIFICATIONS:

S.No	Qualification	Full Time / Part Time	Name of Institute/ Board/ University	Year of Passing	Subject/ Specialization	Marks obtained and Percentage /CGPA
1.	Graduation					
2.	Post-Graduation					
3.	Professional Qualification					

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.**

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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 incomplete, 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 Gurugram and Courts/tribunals/forums at Gurugram. I undertake to abide by all the terms and conditions mentioned in the advertisement dated / displayed on Bank's website / Newspaper.

(Signature of applicant)

Place:_____Date:_____

Enclosures:

1.
2
3.
4.
5.
6.
7.

पंजाब नैशनल बैंक ...भरोसे का प्रतीक ! punjab national bank ...the name you can BANK upon !

CIRCLE OFFICE GURUGRAM

Applications are invited for the following post on Contract basis on fixed consolidated salary for working at PNB Rural Self Development Employment Training Institute, RSETI Palwal.

Sr. No.	Name of Post	Qualification	Age	Fixed Consolidated Salary
1.	Office Assistant 1 Post	• Shall be a Graduate viz. BSW/ BA/B.com with computer knowledge. • Knowledge of basic accounting, fluency in spoken and written local language, fluency in English and Hindi would be an added qualification • Skills in typing in local language essential, typing skills in English an added advantage • Shall be proficient in MS Office (Word and Excel), Tally and Internet.	(22-40) years (as on last date of application i.e, 10.02.2026)	Rs.20,000/-

Apply along with BIODATA and self-attested copies of documents supporting age, qualifications and experience to the Circle Head, Punjab National Bank Circle Office Gurugram, Plot No. 5, Ground floor, Institutional Area, Sector 32, Gurugram-122001. Applications will be accepted through registered post/ speed post only. Last date for receipt of application is 10.02.2026.

For more details, please refer www.pnb.bank.in (Tenders/Empanelment).

CIRCLE HEAD

CIRCLE OFFICE: GURUGRAM
PLOT NO.5, GROUND FLOOR, INSTITUTIONAL AREA, SECTOR32, GURUGRAM-122001

Recruitment of Office Assistant on contract basis at RSETI Palwal, Haryana.

KEYPOINT:

- Last date of receipt of application is 10.02.2026.
- Application must be sent in sealed envelope through speed post/registered post only.

Details:

1. **AGE, QUALIFICATION AND EXPERIENCE**

Name of the post	Age	Qualification/ Experience/ Other eligibility criteria
Office Assistant Post- 01	(22-40) years (as on last date of application i.e, 10.02.2026)	• Shall be a Graduate viz. BSW/ BA/B.com etc. with computer knowledge. • Knowledge of basic accounting is a preferred qualification • Shall be fluent in spoken and written local language • Fluency in English and Hindi would be an added qualification • Skills in typing in local language is essential, typing skills in English an added advantage • Shall be proficient in MS Office (Word and Excel), Tally and Internet.

2. **CONTRACT PERIOD**

The candidate shall be appointed on contractual basis for a period of 1 year. Contract may be renewed for next year subject to satisfactory review/performance of services rendered after cooling period of maximum 7 days.

3. **SALARY STRUCTURE**

Name of post	Salary Structure
Office Assistant	I) Consolidated salary of Rs. 20,000-1500 x 5 - Rs. 27500/- Annual performance Incentive of Rs. 1500/- every year will be based on satisfactory review/ performance of services rendered. II) Fixed Conveyance Allowance [FCA]: Rs.2000/- pm on declaration basis, subject to completion of minimum number of visits for conducting EAPs, Follow up etc. Otherwise, the Director of the RSETIs shall consider to pay proportionately.

	III)	The increments accrued shall be continued at the time of renewal of each contract period and the contract shall be continued till the retirement age of 60 years or the project period whichever is earlier, subject to satisfactory performance and renewal of the contract period from time to time.
	IV)	Mobile allowance: Rs. 300/-pm.
	V)	EPF, ESI, Gratuity as per rules.

4. LEAVE

S.No	Category of Leave	Period
1	Casual Leave	12 days per year
2	Sick leave	10 days
3	Maternity Leave	90 days per child in a contract of one year after completing six months of entering into contract subject to maximum of two surviving children.

5. JOB PROFILE

Office Assistant

- Assisting the director and faculty in effective functioning of the institute to fulfill the objectives of the trust.
- Maintaining of cash book, general ledger, vouchers, books, registers as per the guidelines.
- Maintaining and updating all data related to trainings, follow up, settlement, creating and updating MIS data as per the guidelines, preparation of monthly report.
- Carryout all the instructions/any other work given by the director and faculty from time to time.

6. SELECTION PROCEDURE

The eligible candidates will be called for the selection process. For Office assistant, written exam will be conducted to assess General Knowledge and Computer capability followed by Personal Interview.

The decision of the Bank/competent authority in this regard shall be final.

7. SUBMISSION OF APPLICATION

Eligible candidates will have to submit their applications along with BIODATA and self –attested copies of documents supporting age, qualifications and experience. Application must be received in sealed envelope at below mentioned address through speed post/registered post latest by 10.02.2026. No application shall be entertained beyond the stipulated date.

Circle Head,
Punjab National Bank, Circle Office Gurugram
Plot No. 5, Ground Floor, Institutional Area, Sector 32
Gurugram- 122001.

8. GENERAL INSTRUCTIONS

- While applying for the posts, 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 facts, 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.
- 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 above management. The Management reserves the right to fill or not to fill the above advertised position without assigning any reason thereof.
- Mere submission 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 selection process.
- The decision of the Bank will be final at any stage of recruitment/post recruitment.

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