

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

ੴ ਸ੍ਰੀ ਵਾਗਿਗੁਰੂ ਜੀ ਕੀ ਫ਼ਤਹਿ



PSB Trust For Development of  
Agriculture and Rural Employment  
(PSB-TDARE)  
Block-3, 1<sup>st</sup>Floor, NBCC Complex,  
East Kidwai Nagar, New Delhi-110023

## 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. <b>(Mandatory)</b> : Landline No: E-mail ID <b>(Mandatory)</b> :
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)	<b>Essential</b>			
2	Hindi				
3	English				

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१९ श्री दण्डिगुप्त जी की इज्जत



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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.