

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

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**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

Ref:HO/PSB-TDARE/Recruitment/1/2025-26

### Annexure-3

Guidelines & Application for engaging **three Attender & three Watchman/Gardner** purely on contractual basis, initially for three years period. Vacancies in the RSETIs are as under:

RSETI	Vacancies of support staff purely on Contractual Basis(Nos.)	
	Attender	Watchman /Gardener
Ludhiana	1	1
Moga	1	1
Faridkot	1	1

Sr. No	Parameters	Terms & Conditions																																																								
1.	Basic qualifications <b>Attender :</b>  ..... <b>Watchman/Gardner:</b>	<ul style="list-style-type: none"><li>Shall be a Matriculate</li><li>Ability to Read and Write the Local Language preferred.</li><li>.....</li><li>Should have passed 7<sup>th</sup> Standard.</li><li>Should have experience preferably in agriculture/gardening/horticulture.</li></ul>																																																								
2.	Age	<ul style="list-style-type: none"><li>22-40 Years at entry level.</li><li>Maximum Age upto which faculty is permitted to work is 60 years.</li></ul>																																																								
3.	Remuneration & Other Details	<div><b>For Attender:</b><table><tr><th>Term</th><th>Consolidated Per Month (Amt. in Rs.)</th><th>Annual Performance Incentive</th><th>Total Per Month (Amt. in Rs.)</th></tr><tr><td>1<sup>st</sup> Year</td><td>14000</td><td>NIL</td><td>14000</td></tr><tr><td>2<sup>nd</sup> Year</td><td>14000</td><td>1000</td><td>15000</td></tr><tr><td>3<sup>rd</sup> Year</td><td>14000</td><td>2000</td><td>16000</td></tr><tr><td>4<sup>th</sup> Year</td><td>14000</td><td>3000</td><td>17000</td></tr><tr><td>5<sup>th</sup> Year</td><td>14000</td><td>4000</td><td>18000</td></tr><tr><td>6<sup>th</sup> Year</td><td>14000</td><td>5000</td><td>19000</td></tr></table></div> <div><b>For Watchman/Gardner:</b><table><tr><th>Term</th><th>Consolidated Per Month (Amt. in Rs.)</th><th>Annual Performance Incentive</th><th>Total Per Month (Amt. in Rs.)</th></tr><tr><td>1<sup>st</sup> Year</td><td>12000</td><td>NIL</td><td>12000</td></tr><tr><td>2<sup>nd</sup> Year</td><td>12000</td><td>800</td><td>12800</td></tr><tr><td>3<sup>rd</sup> Year</td><td>12000</td><td>1600</td><td>13600</td></tr><tr><td>4<sup>th</sup> Year</td><td>12000</td><td>2400</td><td>14400</td></tr><tr><td>5<sup>th</sup> Year</td><td>12000</td><td>3200</td><td>15200</td></tr><tr><td>6<sup>th</sup> Year</td><td>12000</td><td>4000</td><td>16000</td></tr></table></div>	Term	Consolidated Per Month (Amt. in Rs.)	Annual Performance Incentive	Total Per Month (Amt. in Rs.)	1 <sup>st</sup> Year	14000	NIL	14000	2 <sup>nd</sup> Year	14000	1000	15000	3 <sup>rd</sup> Year	14000	2000	16000	4 <sup>th</sup> Year	14000	3000	17000	5 <sup>th</sup> Year	14000	4000	18000	6 <sup>th</sup> Year	14000	5000	19000	Term	Consolidated Per Month (Amt. in Rs.)	Annual Performance Incentive	Total Per Month (Amt. in Rs.)	1 <sup>st</sup> Year	12000	NIL	12000	2 <sup>nd</sup> Year	12000	800	12800	3 <sup>rd</sup> Year	12000	1600	13600	4 <sup>th</sup> Year	12000	2400	14400	5 <sup>th</sup> Year	12000	3200	15200	6 <sup>th</sup> Year	12000	4000	16000
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4.	Annual Medical allowance on declaration basis	Rs. 5000/- for both Attender & Watchman/ Gardner			
5.	Fixed Conveyance Allowance	<b>For Attender:</b> Rs. 1000/- pm on declaration basis, <b>For Watchman/ Gardner:</b> Rs. 800/- pm on declaration basis			
6.	Mobile allowance	Rs. 300/- per month for both Attender & Watchman/ Gardner			
7.	TA for Outstation duties	<ul style="list-style-type: none"><li>Depending upon office exigency and subject to approval of the tour program by competent authority (the director of the RSETI).</li><li>Otherwise, they can also travel by public transport (bus). Actual local conveyance by public transport will also be reimbursed.</li></ul>			
8.	Halting allowance for outstation tour (per day)		From 4 to 8 hours (Amt. in Rs.)	Above 8 hours (Amt. in Rs.)	Eligible mode of travel
		<b>Attender</b>	150	300	Sleeper
		<b>Watchman /Gardner</b>	150	300	Sleeper
9.	Group Insurance	The Individual faculty has to make their own arrangement for insurance.			
10.	Tenure of contract	The contract will be valid for a period of 03 years subject to annual review and renewal of the contract by the Director once a year.			
11.	Termination of contract	If either party i.e. the RSETI or the Attender/Watchman /Gardner decides to discontinue the contract, for any reason, whatsoever, it will be required to give one month notice or salary in lieu thereof to the other party.			
12.	Other terms & conditions	<ul style="list-style-type: none"><li>The selected candidate will be required to submit his/ her <b>medical fitness report</b> issued by any Government Hospital prior to joining to confirm his/her current status of health.</li><li><b>The selected candidate will be required to join soon, in any case not later than 15 days from the date of receiving the offer letter.</b></li><li>The offer letter will contain the details of the contract, effective date, remuneration, duration and clause of renewal of contract subject to satisfactory review once a year.</li><li>If there is any disciplinary action to be taken against any selected candidate, the decision of the Management of trust shall be final and binding.</li><li>The RSETI reserve the right to terminate the contract without assigning any reasons. In such case, one month notice or equivalent salary in lieu thereof will be payable by it.</li></ul>			

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13.	<p><b>Job Description:</b></p> <p><b>Attender:</b></p> <p>.....</p> <p><b>Watchman/ Gardner:</b></p>	<ol style="list-style-type: none"> <li>1. Generally, all subordinate work of the institute/RSETI, for the Director and other staff of the institute for smooth functioning of the day-to-day activities.</li> <li>2. Up keeping of premises including office, training classrooms, dormitory, bathrooms, filling cabinet, visitors lounge etc.</li> <li>3. Filling the documents in respective files as per direction of office Assistant/Faculty/Director.</li> <li>4. Going to Bank branches for all Bank work like getting passbook updating etc. as per instructions of Director.</li> <li>5. Any other work entrusted by the Director from time to time.</li> </ol> <p>.....</p> <ol style="list-style-type: none"> <li>1. Watch and Ward of the premises.</li> <li>2. Gardening work and maintenance and upkeep of the premises.</li> <li>3. In case of need to perform the duties of the attendant.</li> <li>4. Any other work entrusted by the Director from time to time.</li> </ol>
14.	Selection process	<p>The selection process will comprise of :</p> <p><b>Personal Interview</b> to assess communication ability, leadership qualities, attitude, problem solving ability and ability to get along with the trainees, developmental approach etc.</p> <p>Only those candidates who meet the minimum eligibility criteria as outlined in the advertisement will be considered. However, merely satisfying the eligibility norms do not a candidate to be called for interview. The Trust reserves the right to call only requisite number of candidates for interview after preliminary screening / short listing with reference to candidate's qualifications, suitability, experience etc.</p>
15.	Submission of application	<ul style="list-style-type: none"> <li>• Eligible candidates must submit their applications in the prescribed format <b>Annexure-3(a)</b>. Only hard copy submissions with enclosures of educational qualifications and other relevant documents will be considered valid. Incomplete applications will be summarily rejected.</li> <li>• A candidate is permitted to apply for <b>only one post</b>. Candidature shall be summarily rejected if candidate apply for more than one application.</li> <li>• The last date for receipt of application is <b>06.10.2025 up to 5:00 PM</b>. No applications shall be entertained beyond the stipulated date and time. Further, it is</li> </ul>

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		<p>informed that applications may be submitted by hand also on the below address.</p> <ul style="list-style-type: none"><li>Candidates must subscribe the envelope with the following: <b>“Application for the post of Attender or Watchman/Gardner at RSETI Centre - _____ on contract basis”.</b></li></ul> <p>The application should be addressed and dispatched to:</p> <p><b>Deputy General Manager (FI &amp; BC) PSB-TDARE Punjab &amp; Sind Bank Corporate Office, Ground Floor, Block-3, Plate B, East Kidwai Nagar, New Delhi – 110023</b></p>
16.	Application Fee	NIL

#### GENERAL INSTRUCTIONS:

- While applying for the post, 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 fact (s), his / her candidature will automatically stand cancelled. If any of the above shortcoming(s) is / are detected even after engagement, his / her contractual engagement 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 Management of Society/Trust. The Management of Society/Trust reserves the right to fill or not to fill the above advertised position without assigning any reason thereof.
- A Self attested copy of certificates should be attached with application form duly signed by the applicant on every page of the application. Original be produced at the time of interview.
- 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.

**General Manager  
Punjab & Sind Bank (FI & BC Deptt.)  
Chairman & Trustee – PSB TDARE**

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### ANNEXURE-3(a)

#### APPLICATION FOR THE POST OF ATTENDER/ WATCHMAN/GARDNER 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 **ATTENDER/  
WATCHMAN/GARDNER** 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	:	
11.	PERMANENT ADDRESS:	:	

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12. EDUCATIONAL QUALIFICATIONS:

Qualification	Details (7 <sup>th</sup> standard or above/SSC/HSC (10+2)/B.A/ B. Sc. / M.A / M. Sc. Etc.)	School/Board / University	Full Time / Part-Time	Year of Passing	Subject /Specialization	Marks (Rank if any)
7 <sup>th</sup> standard or above						
SSC/HSC (10+2)						
Graduation/PG						

**Note:** Please attach self-attested copy of certificates. 7<sup>th</sup> Standard or above upto 9<sup>th</sup> standard should be signed & attested by the Principal of the School, from where the candidate passed out.

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				

14. RELATIVE EXPERIENCE: (if any in agriculture/gardening/horticulture in case of Watchman/ Gardner), Total (in years) \_\_\_\_\_.

Sr. No.	Institution	Duration From To	Responsibilities

Note: Attach **self-attested** copy of **service certificate of previous employer/experience.**

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**15. 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**.

**16. Details of Applicant close relative working in Punjab & Sind Bank or RSETI: (if Yes, provide details)**

i) Name:

ii.) Post:

iii.) Presently posted at:

17.	Name & Address of two references:	
	(1)	(2)

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18. 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 **ATTENDER/WATCHMAN/GARDNER**, including visits of villages and /or other places as per requirement of the RSETI.
- (iii) I have gone through job profile/description, 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.