PUNJAB NATIONAL BANK

Circle Office Kolhapur
4th Lane, Rajarampuri, Near Takala, Kolhapur, Maharashtra - 416008

Recruitment of contractual staff for RSETI North Goa

Faculty | Office Assistant | Attendant | Watchman cum Gardener

Advertisement No. rseti/1 Date 31.10.2026

Punjab National Bank, Circle Office Kolhapur, invites applications from eligible candidates for contractual engagement at its Rural Self Employment Training Institute (RSETI), North Goa, at ICAR-Central Coastal Agricultural Research Institute (ICAR-CCARI), Ela, Old Goa, Goa - 403402.

RSETI provides skill and entrepreneurship training and post-training support to rural youth for self-employment. These engagements are for RSETI work and do not confer any right to appointment or absorption in Punjab National Bank.

Posts advertised

Code	Post	Vacancies	Initial monthly salary
F	Faculty	02	Rs. 30,000
OA	Office Assistant	01	Rs. 20,000
A	Attendant	01	Rs. 14,000
WG	Watchman cum Gardener	01	Rs. 12,000

Allowances and post-specific requirements are set out in the separate sections that follow. Read these together with the common terms and application instructions.

Important dates

Item	Details
Applications open	02.11.2026
Last date and time for receipt	20.11.2026 at 5.00 PM IST
Age reckoning date	31.10.2026
Selection dates and venue	To be communicated to eligible candidates

Local language for this recruitment: Marathi and Konkani.

Post F Faculty

Vacancies: 02 | Place of posting: RSETI North Goa

Qualifications and skills

- Graduate in any discipline (Science, Commerce or Arts) / Postgraduate. Preference may be given to MSW, MA in Rural Development, MA in Sociology/Psychology, B.Sc. Veterinary Science, B.Sc. Horticulture, B.Sc. Agriculture, B.Sc. Agricultural Marketing, BA with B.Ed., etc., as provided in the policy.
- A flair for teaching and sound computer knowledge are essential.
- Excellent communication skills in the local language and skills in typing in the local language are essential. Fluency in English and Hindi and typing skills in Hindi/English are added advantages.
- Previous experience as Faculty is preferred.

Age

Desirable entry-level age: 22 to 40 years as on 31.10.2026. The policy exempts renewal of existing contract employees from this entry-age limit.

Remuneration

Consolidated salary: Rs. 30,000 per month initially, with annual performance-linked increments of Rs. 2,000, up to Rs. 40,000 (Rs. 30,000 - 2,000 × 5 - Rs. 40,000), subject to satisfactory annual review.

Fixed conveyance allowance: Rs. 2,500 per month on declaration basis, subject to the prescribed minimum visits for Entrepreneurship Awareness Programmes (EAPs), follow-up and related work. The Director may consider proportionate payment where the minimum visits are not completed.

In addition: mobile allowance of Rs. 300 per month; annual medical allowance of Rs. 5,000 on declaration basis; and EPF, ESI and gratuity as per applicable rules. Leave, approved official travel and other service conditions will be governed by the applicable RSETI HR policy.

Selection procedure

Written test to assess general knowledge and computer capability; personal interview; and demonstration/presentation to assess teaching skills and communication capability. The interview will assess communication, leadership, attitude, problem solving, ability to work with trainees and developmental approach.

Principal duties

Conduct training, business games and exercises; mobilise and select trainees through pre-training activities and EAPs; assist the Director with the annual action plan, training logistics, materials and guest faculty; provide counselling, project-report assistance, credit linkage and post-training follow-up.

Prepare post-programme and periodic reports, case studies and at least two success stories per month for circulation to the Controlling Office/MoRD; develop training programmes; guide bookkeeping; liaise with outside agencies; organise events and publicity; supervise support staff and guest faculty; maintain inventory, library, campus upkeep and discipline; and perform other work assigned by the Director.

Post OA Office Assistant

Vacancies: 01 | Place of posting: RSETI North Goa

Qualifications and skills

- Graduate viz. BSW/BA/B.Com with computer knowledge. Knowledge of basic accounting is a preferred qualification.
- Fluency in spoken and written local language is essential. Fluency in Hindi/English is an added qualification.
- Proficiency in MS Office (Word and Excel), Tally and Internet is essential.
- Skills in typing in the local language are essential; English typing skills are an added advantage.

Age

Desirable entry-level age: 22 to 40 years as on 31.10.2026. The policy exempts renewal of existing contract employees from this entry-age limit.

Remuneration

Consolidated salary: Rs. 20,000 per month initially, with annual performance-linked increments of Rs. 1,500, up to Rs. 27,500 (Rs. 20,000 - 1,500 × 5 - Rs. 27,500), subject to satisfactory annual review.

Fixed conveyance allowance: Rs. 2,000 per month on declaration basis, subject to the prescribed minimum visits for EAPs, follow-up and related work. The Director may consider proportionate payment where the minimum visits are not completed.

In addition: mobile allowance of Rs. 300 per month; annual medical allowance of Rs. 5,000 on declaration basis; and EPF, ESI and gratuity as per applicable rules. Leave, approved official travel and other service conditions will be governed by the applicable RSETI HR policy.

Selection procedure

Written test to assess general knowledge and computer capability, followed by personal interview. The interview will assess communication, leadership, attitude, problem solving, ability to work with trainees and developmental approach. No demonstration/presentation is prescribed for this post.

Principal duties

- Assist the Director and Faculty in the effective functioning of the Institute. Maintain cash book, general ledger, vouchers, registers and records in manual and electronic form under the applicable guidelines.
- Maintain training, follow-up and settlement records; update MIS; prepare monthly and other periodic reports.
- Arrange training materials, boarding, dormitory and other logistics; register trainees and maintain daily and boarding attendance.
- Conduct follow-up visits as directed; maintain fixed assets, inventory and library records; and carry out instructions and other work assigned by the Director and Faculty.

Post A Attendant

Vacancies: 01 | Place of posting: RSETI North Goa

Qualifications

- Matriculate (10th standard pass).
- Ability to read and write the local language is preferred.

Age

Desirable entry-level age: 22 to 40 years as on 31.10.2026. The policy exempts renewal of existing contract employees from this entry-age limit.

Remuneration

Consolidated salary: Rs. 14,000 per month initially, with annual performance-linked increments of Rs. 1,000, up to Rs. 19,000 (Rs. 14,000 - 1,000 × 5 - Rs. 19,000), subject to satisfactory annual review.

Fixed conveyance allowance: Rs. 1,000 per month on declaration basis.

In addition: mobile allowance of Rs. 300 per month; annual medical allowance of Rs. 5,000 on declaration basis; and EPF, ESI and gratuity as per applicable rules. Leave, approved official travel and other service conditions will be governed by the applicable RSETI HR policy.

Selection procedure

Personal interview only. No written test or demonstration/presentation is prescribed for this post.

Principal duties

- Perform subordinate and support work to assist the Director and other staff in the smooth day-to-day functioning of the Institute.
- Maintain the office, training classrooms, dormitory, bathrooms, filing cabinets, visitors lounge and other premises.
- File documents as directed by the Office Assistant, Faculty or Director.
- Visit bank branches for official work, including updating passbooks, as instructed by the Director.
- Perform other work entrusted by the Director.

Nature of engagement

The engagement is contractual for RSETI work. The common contract, joining and application conditions in this notice apply to this post.

Post WG Watchman cum Gardener

Vacancies: 01 | Place of posting: RSETI North Goa

Qualifications and experience

- Passed 7th standard.
- Should have experience, preferably in agriculture, gardening or horticulture.

Age

Desirable entry-level age: 22 to 40 years as on 31.10.2026. The policy exempts renewal of existing contract employees from this entry-age limit.

Remuneration

Initial consolidated salary: Rs. 12,000 per month.

Annual performance-linked increment: Rs. 800, up to Rs. 16,000 (Rs. 12,000 - 800 × 5 - Rs. 16,000), subject to satisfactory annual review under the applicable RSETI HR policy.

Fixed conveyance allowance: Rs. 800 per month on declaration basis.

In addition: mobile allowance of Rs. 300 per month; annual medical allowance of Rs. 5,000 on declaration basis; and EPF, ESI and gratuity as per applicable rules. Leave, approved official travel and other service conditions will be governed by the applicable RSETI HR policy.

Selection procedure

Personal interview only. No written test or demonstration/presentation is prescribed for this post.

Principal duties

- Watch and ward of the Institute premises.
- Gardening and maintenance and upkeep of the premises.
- Perform the duties of the Attendant when required.
- Perform other work entrusted by the Director.

Nature of engagement

This is one combined Watchman cum Gardener role. The engagement is contractual for RSETI work. The common contract, joining and application conditions in this notice apply to this post.

Common terms and application instructions

Contract and service conditions

The contract will be valid for three years, subject to annual review by the Selection Committee at Circle Office level based on satisfactory performance, with the cooling period of a maximum of seven days prescribed in the HR policy. Renewal and continuation are subject to satisfactory performance and periodic renewal, up to age 60 years or the project period, whichever is earlier. Accrued increments will be carried forward on renewal in accordance with the policy.

The engagement is solely for RSETI work. There is no commitment, obligation or liability on Punjab National Bank to absorb the selected candidate in any job in the Bank. Either party discontinuing the contract must give one month's notice or equivalent salary in lieu thereof, subject to the applicable policy. Conduct, discipline, working hours, leave and other service matters are governed by the applicable RSETI HR policy.

Selection and joining

Only candidates meeting the advertised minimum eligibility requirements will be considered. All candidates must apply and undergo the uniform formal selection process prescribed for their post. Original documents must be produced for verification when called for. Candidates must disclose any actual or potential conflict of interest with the organisation.

Reference checks of successful candidates will be conducted before an offer is issued. Antecedent due diligence may also be undertaken. Selection results will be announced within seven working days of completion of the selection process. The policy provides for a waiting list of 3 to 5 candidates, valid for one year from selection, for future engagement if required.

Selected candidates must submit a medical fitness report from a Government Hospital before joining and join no later than 15 days from receipt of the offer letter. The offer will specify the contract terms, effective date, remuneration, annual review and job description.

Additional recruitment conditions

1. Shortlisting: Only shortlisted candidates shall be called for the written examination, wherever a written test is prescribed for the post.
2. Vacancy cancellation: If no candidate is found suitable for any post, the corresponding vacancy shall be scrapped and shall not be filled under this recruitment.
3. Bank's decision: The decision of Punjab National Bank on all matters relating to this recruitment and selection shall be final and binding on candidates, subject to applicable law.
4. Jurisdiction: Subject to applicable law, disputes arising out of this recruitment shall be subject to the jurisdiction of the competent courts at Kolhapur, Maharashtra.
5. Date of joining: The final date of joining shall be conveyed separately to selected candidates, subject to the joining period specified above.

How to apply

Complete and sign the attached application form. Submit a separate application for each post applied for, with a recent passport-size photograph and self-attested copies of date-of-birth proof, educational certificates and mark sheets, identity and address proof, and relevant computer/experience certificates. Attach supporting documents for claimed skills and experience, where available.

Superscribe the envelope: APPLICATION FOR THE POST OF [POST NAME] - RSETI NORTH GOA. Send by registered post only to:

The Circle Head, Punjab National Bank
Circle Office Kolhapur, 4th Lane, Rajarampuri, Near Takala,
Kolhapur, Maharashtra - 416008

The complete application, sent by registered post/speed post only, must reach the above address by 20.11.2026 at 5.00 PM IST. Applications received after 5.00 PM IST on 20.11.2026 shall not be considered. Applications submitted by hand, email, ordinary post, speed post or courier will not be accepted. Incomplete or unsigned applications will not be considered. Selection dates and venue will be communicated using the contact details furnished by candidates.

Circle Head
Punjab National Bank, Circle Office Kolhapur

Application for contractual engagement

PNB RSETI North Goa | Advertisement No. Rseti/1

Post applied for (select one): Faculty / Office Assistant / Attendant / Watchman cum Gardener

Use a separate form for each post. Attach extra signed sheets where needed.

Candidate details	Fill in clearly
Full name	
Parent or spouse name	
Date of birth and age on 31.10.2026	
Permanent address and PIN	
Correspondence address and PIN	
Mobile number and email	

Attach a recent passport-size photograph with this application.

Education and skills

Qualification	Board or university	Year	Marks or grade

Computer skills (Word, Excel, Tally, Internet and other skills): _____

_____

Language	Read	Write	Speak	Type
Marathi				
Konkani				
English				
Hindi				

Relevant experience (employer, role, dates and duties; include teaching, accounting, agriculture, gardening or horticulture, as applicable):

_____

_____

Reference for previous employment/study (name, institution and contact):

_____

Actual or potential conflict of interest, if any (write Nil if none): _____

Documents enclosed: _____

Declaration

I declare that the information furnished and documents submitted are true and complete to the best of my knowledge. I understand that false information or suppression of material

facts may lead to cancellation of candidature or termination of engagement under the applicable rules. I have read the advertisement and understand the purely contractual nature of the engagement.

Place and date: _____ Signature: _____