



ਵਿੱਤੀਯ ਸਮਾਵੇਸ਼ਨ ਅਨੁਭਾਗ, ਮਠਡਲ ਕਾਰਜਾਲਯ ਬਿਹਾਰਸ਼ਰੀਫ

ਰਾਮਚੰਦ੍ਰਪੁਰ, ਨਾਲੰਦਾ, ਬਿਹਾਰ – 803101

1	Office Assistant	Applications are invited from Individuals for Requirement of 01 Office Assistant at PNB Rural Self Employment Training Institute (PNB RSETI) Nawada for one year on contractual basis. Eligibility Criteria: - • Shall be a Graduate viz. BSW/BA/B.Com/ with computer knowledge. Knowledge in Basic Accounting is a preferred qualification. • Shall be fluent in spoken and written local language. Fluency in Hindi / English would be an added qualification. • Shall be proficient in MS Office (Word and Excel), Tally & Internet. Skills in typing in local language is essential typing skills in English an added advantage.
2	Salary Structure	• Consolidated salary of Rs. 20000 - 1500x5 - Rs.27500/- Annual performance incentive of Rs. 1500/- every year will be based on satisfactory review/performance of the services rendered & other allowance as per Bank guidelines.
3	Age	22-40 years

Please send your application containing details of **age, qualification** and self-attested photograph along with documents, telephone no and complete address to our office **Financial Inclusion, Punjab National Bank, Circle Office Ramchandrapur, Near Fish Market, Biharsharif, Pin code-803216** by registered post/speed post only
Last date of receipt of application is 14.10.2026.

Circle Head
Punjab National Bank