



Date: 20.02.2017

Solapur Zonal Office

Detail Term and Conditions

For Engagement of Office Assistant At Solapur RSETI

For engagement of Office Assistant (on contractual basis for two years) at Solapur. The following terms and conditions to be read and followed by the applicant.

Eligibility:

Minimum Graduation, with basic knowledge of accounts, English and Marathi Typing.

How to Apply:

Application should be submitted in Bank's prescribed format available in our website with necessary documents to our RSETI.

Age Criteria:

Minimum 18 years to 45 years as on 20.02.2017.

Selection Procedure:

- a) Written test to assess General Knowledge and computer capability.
- b) Personal Interview to assess communication ability, leadership qualities, attitude, problem solving ability and ability to get along with trainees, developmental approach.
- c) The candidate should be preferably resident of the district where the RSETI is located and local/state rules relating to selection of candidates would prevail. The appointment to be confirmed by DLRAC during its meeting.

d) **Remuneration:** Rs.15000/-p.m. on consolidated basis.

e) **Job Profile:**



- Assisting the Director and Faculty in functioning of the institute to achieve the objectives of the organization.
- Maintaining of accounts books, preparation and maintenance of vouchers, following the prescribed procedure for managing the accounts of the institute.
- Maintaining all the books and registers of the institutes (manual and /or electronic).
- Creating, maintaining and updating data relating to training and all the activities of the institute.
- Preparation of periodical reports to be submitted to the controlling office, Ministry and other agencies.
- Organizing the required logistics for the Training programmes including boarding and lodging to the trainees.
- Registration of candidates to the training, taking daily attendance in the training as well as in the dining hall.
- Post training follow up of trainees and submission of the report to the Director.
- Up keep of premises/campus of the institute and all fixed assets including furniture and fixtures and library books of the institute.
- Any other work entrusted by the Director.

e) **Leave:** 12 days C/L per calendar year, with prior approval of RSETI Director, maximum 4 days on each occasion.

f) **Encashment of Leave :** There is no provision for encashment of leave even after exit of the Office Assistant on any reason/ground. No leave can be accumulated. At the end of the calendar year, the leave would lapse.

g) **Exit policy:** 1 months' notice from either side.

Last date for submission of application is 27.02.2017.

Date of written test and interview will be decided with due consultation with higher and committee and communicated to the candidates.



BOI STAR SOLAPUR RSETI, Office: Gat No. 11, Vijapur Road, Soregaon, Opposite SRPF Camp Gate No.2, Solapur. Pin-413008, Ph :9272207111.



BOI STAR SOLAPUR RSETI

Date: 20.02.2017

Solapur Zonal Office

Detail Term and Conditions

For Engagement of Attendant AT Solapur RSETI

For engagement of Attendant (on contractual basis for two years) at Solapur. The following terms and conditions to be read and followed by the applicant.

Eligibility:

Minimum Matriculate.

How to Apply:

Application should be submitted in Bank's prescribed format available in our website with necessary documents to our RSETI.

Age Criteria:

Minimum 18 years to 65 years as on 20.02.2017.

Selection Procedure:

- a) Personal Interview to assess communication ability, attitude, problem solving ability and ability to get along with trainees.
- b) The candidate should be preferably resident of the district where the RSETI is located and local/state rules relating to selection of candidates would prevail. The appointment to be confirmed by DLRAC during its meeting.
- c) **Remuneration:** Rs.8000/-p.m. on contractual basis.
- d) **Job Profile:** Sepoy work, filing of papers, keeping the premises and classroom in clean and hygienic condition besides other duties and instructions issued from time to time by the Director/faculties.
- f) **Leave:** 12 days C/L per calendar year, with prior approval of RSETI Director, maximum 4 days on each occasion.



g) **Encashment of Leave** : There is no provision for encashment of leave even after exit of the Office Assistant on any reason/ground. No leave can be accumulated. At the end of the calendar year, the leave would lapse.

h) **Exit policy**: 1 months' notice from either side.

Last date for submission of application is 27.02.2017.

Date of interview will be decided with due consultation with higher and committee and communicated to the candidates.



BOI STAR SOLAPUR RSETI, Office: Gat No. 11, Vijapur Road Soregaon, Opposite SRPF Camp Gate No.2, Solapur. Pin-413008, Ph :9272207111. Email id: rseti.solapur@bankofindia.co.in

बैंक ऑफ़ इंडिया
Bank of India **BOI**



BOI STAR SOLAPUR RSETI

Date: 20.02.2017

Solapur Zonal Office

Detail Term and Conditions

For Engagement of Watchman/Gardener At RSETI

For engagement of **Two Watchmans/Gardeners** (on contractual basis for two years) at Solapur. The following terms and conditions to be read and followed by the applicant.

Eligibility:

Minimum 8th Pass.

How to Apply:

Application should be collected from RSETI in Bank's prescribed format and to submitted with necessary documents to our RSETI.

Age Criteria:

Minimum 18 years to 65 years as on 20.02.2017.

Selection Procedure:

- a) Personal Interview to assess communication ability, attitude, problem solving ability and ability to get along with trainees.
- b) The candidate should be preferably resident of the district where the RSETI is located and local/state rules relating to selection of candidates would prevail. The appointment to be confirmed by DLRAC during its meeting.
- c) **Remuneration:** Rs.5000/-p.m. on contractual basis.
- d) **Job Profile:** To ensure guarding premises of RSETI and the assets lying therein for 24x7 hrs. to be staggered between two watchman.
- f) **Leave:** 12 days C/L per calendar year, with prior approval of RSETI Director, maximum 4 days on each occasion.



g) **Encashment of Leave** : There is no provision for encashment of leave even after exit of the Office Assistant on any reason/ground. No leave can be accumulated. At the end of the calendar year, the leave would lapse.

h) **Exit policy**: 1 months' notice from either side.

Last date for submission of application is 27.02.2017.

Date of interview will be decided with due consultation with higher and committee and communicated to the candidates.



BOI STAR SOLAPUR RSETI, Office: Gat No. 11, Vijapur Road Soregaon, Opposite SRPF Camp Gate No.2, Solapur. Pin-413008, Ph:9272207111. Email id: rseti.solapur@bankofindia.co.in

APPLICATION FORM

To,
The Zonal Manager,
Bank of India,
Solapur Zone.



Sir,

Application for the post of _____

With reference to your insertion in _____ (Name of the source of information)
regarding above, I append below following information for your kind perusal and needful.

1	Full Name (In Block Letters)	
2	Father's/Husband Name	
3	Address	
4	Sex	
5	Age	
6	Marital status	
7	Mobile Number	
8	Email Address	
9	Computer Knowledge	
10	Educational Qualification	
11	Experience	
12	List of Certificate enclosed	

Yours Faithfully,

Signature:-

Name:-

Date:-

Place:-

BOI STAR SOLAPUR RSETI, Office: Gat No. 11, Vijapur Road Soregaon, Opposite SRPF Camp Gate No.2,
Solapur. Pin-413008, Ph :9272207111. Email id: rseti.solapur@bankofindia.co.in

