



## DETAIL TERMS AND CONDITIONS FOR ENGAGEMENT OF ATTENDANT ON CONTRACTUAL BASIS FOR RSETI DEWAS

- For engagement of ATTENDANT on contractual basis the following terms and conditions to be read and followed by the applicant.

### **Eligibility for Attendant**

- Shall be a Matriculate.
- Ability to Read and Write the Local Language preferred.

### **How to apply**

Application to be downloaded from our website and should be submitted in Bank's prescribed format with necessary documents to the address mentioned in the advertisement.

### **No of Posts**

One Attendant for RSETI Dewas on contractual basis for **Three years period**. Further renewal of the contract on the basis of satisfactory performance/ professional conduct/ behavior can be done for further period of Three years. The contract may be terminated by either side by giving one months 'notice.

### **Age Criteria**

Desirable entry age for the applicant is Min 22 years and Max 40 years (as on 01.12.2024) subject to physical fitness.

### **Selection Procedure**

All candidates applying for the above post will have to clear: -

- **Personal Interview:** -to assess communication ability, leadership quality, attitude, problem solving ability and ability to get along with the trainee's and other staff at RSETI.

### **Remuneration**

The remuneration will be Rs. 14,000/- per month.

### **Last date for submission of application is 13.12.2024**

The duly completed application form should reach us at the address **"The Zonal Manager, Bank Of India, Indore Zonal Office, Plot No 9/ R.C, Scheme No 134, M.R -10 Indore M.P 452010"** in a closed cover by 4 P.M. on or before 13.12.2024.

**Application for the Post of RSETI Attendant** should be mentioned on the top of the envelope.

Partially filled or unfilled applications will be rejected. Bank will not be held responsible for any postal delay. Candidates should mention their email id's without fail in application form as all communication will be made through e-mail. Please Note that Bank of India reserves the right to cancel/postpone the advertisement/selection process without any prior Notice. If any candidate is selected he/she should not be attached to any other Govt/Private/any other organization on permanent/temporary/contractual basis as on the date of issue of engagement order.

**Job Profile of RSETI Attendant**

1. Generally, all subordinate work of the Institute, for assisting the Director and other staff of the Institute for smooth functioning of the day-to-day activities.
2. Up keeping of premises including office, training classrooms, dormitory, bathrooms, filing cabinet, visitors lounge etc.
3. Filing the documents in respective files as per direction of office Assistant/Faculty/Director.
4. Going to Bank branches for all Bank work like getting passbook updating etc. as per the instructions of Director.
5. Any other work entrusted by the Director from time to time.

Zonal Manager  
Indore Zone