



Bokaro Zonal Office

DETAIL TERMS AND CONDITIONS FOR ENGAGEMENT OF FACULTY MEMBER and WATCHMAN/GARDENER on Contractual Basis FOR RSETI

For engagement of FACULTY and WATCHMAN/GARDENER On contractual basis the following terms and conditions to be read and followed by the applicant.

Eligibility for Faculty Member

- Shall be a graduate (any i.e, Science/Commerce/Arts)/ Post Graduate; however, preference may be given to MSW/MA in Rural Development/MA in Sociology/Psychology/BSC. (Veterinary), BSC (Horticulture), BSC (Agri),BSC (Agri Marketing)/B,A with B,Ed.etc.
- Shall have a Flair for teaching and possess sound Computer knowledge.
- Excellent communication skills in the local language essential, fluency in Hindi and English would be an added qualification.
- Skill in Typing in Local Language essential.
- Typing skills in Hindi / English typing, an added advantage. Previous experience as Faculty preferred

Eligibility for Watchman/Gardener

- Should have passed 7th Standard.
- Should have experience preferably in agriculture/gardening/horticulture.

How to apply

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

No of Posts

One Faculty member, One Watchman/Gardener for RSETI Bokaro and One Watchmen/Gardener for RSETI Giridih on contractual basis for **THREE YEARS period subject to annual review by RSETI Director and renewal of contract thereon by the Zonal office.**

Age Criteria

Min 22 years and Max 40 years (as on 01.12.2024) subject to physical fitness.

Selection Procedure

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

- **Written Test:** - to assess General Knowledge and Computer capability.
- **Personal Interview:** -to assess communication ability, leadership quality, attitude, problem solving ability and ability to get along with the trainee's development approach.



- **Demonstration/ Presentation:** - to assess teaching skills and communication capacity.
NOTE: Only those candidates who qualify in written exam will be called for interview/presentation

All candidates applying for the Watchman/Gardener 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 development approach.

Remuneration

The remuneration will be Rs. 30,000/- per month. For Faculty Post.

The remuneration will be Rs. 12,000/- per month. For Watchman/Gardener Post.

Leave

- Maximum 12 days Casual Leave, 10 days Privilege Leave, 10 days Sick Leave in a calendar year to be availed with prior approval of RSETI director, maximum 4 days on each occasion.
- There is no provision for encashment of leave even after exit of the faculty on any reason/ground. No leave can be accumulated at the end of the calendar year; the leave would lapse.

Last date for submission of application is 18.12.2024

The duly completed application form should reach us at the address "The Zonal Manager, Bank Of India, Bokaro Zonal Office, E-17, First Floor, City Centre, Sector 4, B.S. City, Bokaro 827004 (Jharkhand)" in a closed cover by 4 P.M. on or before 18.12.2024. Application for the Post of RSETI Faculty / Application for the Post of Watchman/Gardener 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 DESCRIPTION OF SUPPORT STAFF AT RSETIS
FACULTY:**

1. Any other work assigned by the Director from time to time.
2. Work as Faculty of the Institute handling sessions relating to entrepreneurship, motivation personality development, business management, conducting business games etc. guiding/Educating the trainees and coordinating the programmes of the Institute.
3. Conducting pre-training activities – EAPs, generation of applications and selection of candidates.
4. Assisting the Director in designing the Annual Action Plan and training programmes.
5. Arranging logistics for the training programmes, including training materials and arranging Guest faculty.
6. Providing post training escort services including conducting follow-up meets/visit.
7. Providing counseling, credit linkage, preparation of project reports etc.
8. Preparation of Success stories and circulation of a minimum of two stories per month to the Controlling office/MoRD.
9. Preparation of Post Programme Report.
10. Preparation of monthly report and other periodical reports.
11. Assisting/Guiding the office assistant in maintaining of Day book, General Ledger and all other registers and Books.
12. Design new training programs by collecting feedback on emerging business opportunities I the area.
13. Prepare case studies and training materials for effective delivery of sessions.
14. Establish liaison with outside agencies.
15. Assist Director in internal control/administration of the institute.
16. Organizing functions, events and meetings of the institute.
17. Preparation of press release/reports on various activities of the Institute.
18. Supervising the work of assistant, attender, watchman cum Gardner of the Institute.
19. Monitoring the performance of Guest faculty of all skill training.
20. Maintenance of Inventory and Library books of the Institute.
21. Overseeing the maintenance of entire campus including classrooms, Kitchen, dining and Dormitory and to ensure to keep the premises clean and tidy.
22. Maintaining discipline in the Institute and ensuring administration of MILLY, LOG, PRAYER, YOGA SHRAMADHAN etc., on daily basis.

WATCHMAN/GARDNER:

1. Watch and ward of the premises.
2. Gardening work and maintenance and upkeep of the premises.
3. In case of need to perform the duties of the attendant.
4. Any other work entrusted by the Director from time to time.

N. J. J. J.

(Dy Zonal Manager)
Bokaro Zone

