

Detailed Terms and Conditions for Engagement of Faculty on Contractual Basis for RSETI Kolhapur

For engagement of Faculty (on contractual basis for a period of 3 years subject to annual review and renewal of the contract by the Director once a year) the following terms and conditions to be read and followed by the applicant:

Job Profile of RSETI 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/visits.
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 periodicals report.
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 in 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. Supervision the work of the assistant, attender, watchman cum gardener of the institute.
19. Monitoring the performance of guest faculty of all skill training.
20. Maintenance of inventory land and library books of the institute.
21. Overseeing the maintenance of entire campus including classroom, 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 SHRAMDHAN etc., on daily basis.

Eligibility of Faculty:

- The candidate 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/B.Sc.(Veterinary),B.sc. (Horticulture), B.Sc. (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 English and Hindi will be an added advantage.
- Skills in Typing in local language essential.
- Typing skills in Hindi/English typing, an added advantage, previous experience as faculty preferred.

How to apply:

The application should be submitted by the candidate with necessary documents as per Bank's prescribed format (**Annexure-II**) which is available from our Bank's official website.

No. Vacancies:

02(two) vacancy for the post of faculty in RSETI Kolhapur on contractual basis for a period of **3 Years** subject to annual review and renewal of the contract by the Director once a year. The increment accrued shall be continued at the time of renewal of each contract period and the contract shall be continued till the retirement age of 60 years or the project period whichever is earlier, subject to satisfactory performance and renewal of the contract period from time to time.

Age criteria (age as on 31.12.2024):

Desirable entry level age is 22-40 years subject to physical fitness.

Selection Procedure:

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

Written Test: To assess General Knowledge and Computer Capability. Please note that the written test will be conducted in English language only.

Personal Interview: To assess communication skills, leadership quality, attitude, problem solving ability and ability to get along with trainees' 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. Decision of the Bank in this regard will be final.

Remuneration:

- (i) The remuneration will be **Rs. 30,000/- (Rupees Thirty Thousand Only)** per month on consolidated basis and Annual performance incentive of Rs 2000/- every year (2000 x 5 - Rs. 40,000/-) will be based on satisfactory review/performance of services rendered.
- (ii) Fixed Conveyance Allowance [FCA]: Rs 2500/--pm on declaration basis, subject to completion of minimum number of visits for conducting EAPs, follow ups etc.
- (iii) The increments accrued shall be continued at the time of each contract period

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Leave:

- a. Maximum 12 days Casual Leave, 10 Privilege Leave, 10 Sick Leave, in a calendar year only after prior approval of RSETI Director.
- b. Maternity Leave (as per The Maternity Benefit amendment 2017") and Paternity Leave (15 days per child subject to the conditions as in case of Maternity Leave) prior approval of Zonal Manager. No other kind of leave for any reason is permitted.
- c. There is no provision for encashment of leaves even after exit of the Faculty on any reason/ground. No leaves can be accumulated. At the end of the calendar year, the leaves would lapse.

Exit Policy:

On one month's notice from either side.

Important Points:

- i) **Last date for submission of application is 26.12.2024.**
- ii) The date of the written test and the interview/presentation shall be decided with due consultation with higher authorities and with the committee formed for the purpose of appointment of support staff at RSETIs. The same shall be communicated to the Applicants by email. **No separate postal letter will be issued.**
- iii) The duly completed application form should reach us at the following address: **"The Zonal Manager, FI Dept., Bank of India, Kolhapur Zonal Office, Jaydhawal building, Laxmipuri, Kolhapur-416002"** in a closed cover by 4 P.M. on or before **26.12.2024**.
- iv) **APPLICATION FOR THE POST OF FACULTY IN RSETI-(Name of RSETI)** should be mentioned on the top of the envelope. Partially filled or unfilled applications will be summarily rejected.
- v) Bank will not be held responsible for any postal delay or non-delivery of any communication.
- vi) Candidates should mention their e-mail ID without fail in application form as all communication will be made through e-mail.
- vii) Please note that Bank of India reserves the right to cancel/postpone the advertisement/selection process without any prior notice.
- viii) If any candidate is selected, he/she should not be attached to any Government/Private/any other organization on permanent / temporary/ contractual basis as on the date of issue of engagement order.