

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

For engagement of Office Assistant (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 Office Assistant:

1. Assisting the Director and Faculty in effective functioning of the institute to fulfill the objectives of the Trust.
2. Maintaining of Cash book, General Ledger, vouchers, as per the guidelines (Presently single entry Bookkeeping)
3. Maintaining all books, registers, both manual and soft copy as per the prevailing guidelines from Trust/Ministry.
4. Maintaining and updating all data relating to training, Follow-up, Settlement, etc.
5. Creating and updating MIS data as per the guidelines
6. Preparation of monthly report and other periodical reports and submission to Trust, Ministry and other agencies involved in overall supervision of functioning of RSETI.
7. Organizing the required logistics for training including arranging Boarding, Dormitory, etc.
8. Arranging the training materials for all Skill batches.
9. Making registration of candidates in all the trainings, taking daily attendance of trainees, taking boarding attendance of trainees.
10. Conducting follow-up visits as directed by the Director and reporting the same to the Director
11. Up keeping of all fixed Assets and maintaining of inventory of items including training materials and equipment.
12. Maintaining the Library books and issuing books to the trainees as and when they demand.
13. Carry out all the instructions/any other work given by the Director and faculty from time to time.

Eligibility of Office Assistant:

- Candidate 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.

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:

01(one) vacancy for the post of Office Assistant 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.

Note: Only those candidates who qualify in written exam will be called for Interview. Decision of the Bank in this regard will be final.

Remuneration:

- (i) The remuneration will be **Rs. 20,000/- (Rupees Twenty Thousand Only)** per month on consolidated basis and Annual performance incentive of Rs 1500/- every year (1500 x 5 - Rs. 27,500/-) will be based on satisfactory review/performance of services rendered.
- (ii) Fixed Conveyance Allowance [FCA]: Rs 2000/--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 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.

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 Office Assistant 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 OFFICE ASSISTANT 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.