



Dhar Zonal Office

**DETAILED TERMS AND CONDITIONS FOR ENGAGEMENT OF ATTENDANT
FOR RSETI BARWANI**

For engagement of **Attendant (On contractual basis for 3 years)** the following terms and conditions to be read and followed by the applicant:

Eligibility:

- Minimum Matriculate pass
- Ability to Read and Write the Local Language preferred.

How to apply:

Application should be submitted in Bank's prescribed format (Annex 1) available in our Website with necessary documents.

Age Criteria as on 01.12.2024:

Min 22 years Max 40 years

Selection Procedure:

The selection is based on performance in the interview. Decision of the Bank in this regard will be final.

Remuneration:

- i. Consolidated salary of Rs.14000 - 1000 x 5 - Rs.19000/- Annual performance incentive of Rs.1000/- every year is based on satisfactory review/ performance of services rendered.
- ii. Fixed Conveyance Allowance [FCA]: Rs.1000/-pm on declaration basis.
- iii. The increments 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.
- iv. Mobile allowance: Rs.300/-pm.

Leave:

S.N.	Category of Leave	Period
01.	Casual Leave	12 days per calendar year
02	Privilege Leave	10 days per year
03	Sick Leave	10 days per calendar year

04	Maternity Leave	As per "The Maternity Benefit (Amendment) Act, 2017"
05	Paternity leave	15 (fifteen) days per child subject to the

Exit Policy:

One months' notice from either side.

Last date for submission of application is 10.01.2025.

The date of interview will be decided with due consultation with higher authorities and committee for the same.

The duly completed application form should reach us at the address "**The Zonal Manager, Bank of India, Financial Inclusion Department, Dhar Zonal Office, Plot No. 58 & 59 Vasant Vihar Colony Dhar M.P 454001. (M.P.)**" in a closed cover by 4 P.M. on or before 10.01.2025. **APPLICATION FOR THE POST OF ATTENDANT IN RSETI-(Name of RSETI)** should be mentioned on the top of the envelope. Partially filled or unfilled applications will be rejected. Bank will not held responsible for any postal delay or non-delivery of any communication. 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 Government/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 class rooms, 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 for getting pass book updating etc. as per the instructions of Director.
5. Any other work entrusted by the Director from time to time.
