

**DETAIL TERMS AND CONDITIONS FOR ENGAGEMENT OF
OFFICE ASSISTANT ON CONTRACTUAL BASIS FOR RSETI AGAR MALWA**

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

Eligibility for Office Assistant

- 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

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

Two Office Assistant for RSETI Agar Malwa 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 candidate 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: -

- **Written Test:** - to assess General Knowledge, aptitude, Reasoning & 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.

NOTE: Only those candidates who qualify in written exam will be called for interview/presentation

Remuneration

The remuneration will be Rs. 20,000/- per month.

Fixed Conveyance Allowance (FCA): Rs 2,000/-PM on declaration basis

Mobile Allowance: Rs 300/- PM

Last date for submission of application is 14.01.2025

The duly completed application form should reach us at the address:-

" The Zonal Manager, Bank of India, Financial Inclusion Department, Ujjain Zonal Office, C-2, Dewas Road, Shipra Vihar, Nagziri, Ujjain M.P 456664. (M.P.)" in a closed cover by 4 P.M. on or before 14.01.2025. **Application for the Post of RSETI Office Assistant** 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



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.



Zonal Manager
Ujjain Zone

