

**KEONJHAR ZONAL OFFICE****AT-Kuladera, Opposite Govt. Women's College, PO- Mandua, Keonjhar-758014, ODISHA**
**ENGAGEMENT OF SUPPORT STAFFS FOR RSETI KEONJHAR &
FLC CENTER KEONJHAR ON CONTRACTUAL BASIS**

BANK OF INDIA, KEONJHAR ZONE invites applications for the post of various support staff at RSETI KEONJHAR & FLC Center Keonjhar on **Contractual Basis**.

Place	Post Name	Vacancies	Monthly Remuneration*	Conveyance	Mobile Allowance
KEONJHAR	Faculty Member	1	Rs.30,000/-	2500/-	300/-
KEONJHAR	FLC, Counselor	1	Rs.20,000/-	NA	NA

The selected RSETI candidates shall be engaged on contract basis for a period of 3 years. FLC candidate shall be engaged on contract basis for a period of 1 year. Renewal may be considered at Bank's sole discretion in terms of extant policies and rules. Decision of the Bank in this regard will be final. Application Form with detailed notification is available in our website www.bankofindia.co.in under head "**Career**". The duly completed application form should reach us at the above address in a closed cover by **4 P.M. on or before 06.06.2025**. Please note that Bank of India reserves the right to cancel/postpone the advertisement/selection process without any prior Notice.

*As per extant policy & guidelines.

APPLICATION FORM

To,
The Zonal Manager,
Bank of India,
Keonjhar Zone.

Paste a recent
passport sized
photograph duly
signed across on
the photograph

Sir,

**APPLICATION FOR THE POST OF COUNSELLOR,
FLC, KEONJHAR ON CONTRACT BASIS**

With reference to your insertion in Bank's Website / Daily News Paper, regarding above, I append below following information for your kind perusal and needful

(All details to be filled in **CAPITAL LETTERS**)

1.	FULL NAME	
2.	FATHER'S / HUSBAND'S NAME	
3.	PERMANENT ADDRESS	
4.	GENDER	
5.	MOBILE NO.	
6.	EMAIL ID	@
7.	DATE OF BIRTH	DD/MM/YYYY
8.	AGE AS ON 29.02.2024	____ YEARS ____ MONTHS ____ DAYS
9.	CATEGORY	SC / ST / OBC / EWS / GEN
10.	EDUCATIONAL QUALIFICATIONS	
11.	NAME OF THE BANK AND BRANCH / OFFICE WHERE FROM RETIRED	
12.	COMPLETE ADDRESS OF THE BANK'S HR DEPARTMENT WHEREFROM RETIRED WITH CONTACT NO.	
13.	PERSONAL NO. / PF NO. / PERSONAL IDENTIFICATION NO. WITH THE PREVIOUS EMPLOYER	
14.	PLACE AND DATE OF RETIREMENT	
15.	GRADE / SCALE FROM WHICH RETIRED	
16.	NAME AND ADDRESS OF THE BANK / BRANCH WHERE	

	TERMINAL BENEFITS SETTLED AND / OR PENSION ACCOUNT IN EXISTENCE				
17.	LAST THREE ASSIGNMENTS BEFORE THE RETIREMENT OF 5 YEARS.				
18.	LANGUAGES KNOWN (Tick the appropriate box)	<u>LANGUAGE</u>	<u>SPEAK</u>	<u>READ</u>	<u>WRITE</u>
		ODIA			
		ENGLISH			
		HINDI			
		OTHER (Please specify)			
19.	DECLARATION	<p>I hereby declare that:</p> <p>i) I retired from the _____ Bank on superannuation/voluntary retirement.</p> <p>ii) No punishment/penalty was inflicted on me during five years of my service in _____ Bank preceding my retirement/VRS.</p> <p>iii) No case of CBI or other law enforcement agency or any proceedings in any court of law is pending against me and</p> <p>iv) I am physically fit to carry out duties of the Counsellor, FLC, including continuous visits of villages and/or other places as per requirement of the Bank.</p> <p>v) I have gone through job profile, engagement conditions and remuneration of Counsellor, FLC and is unconditionally acceptable to me.</p> <p>I further declare that the information stated above is complete, true and correct to the best of my information, knowledge and belief. I understand that in the event of any information being found untrue or incorrect at any stage or my not satisfying any of the eligibility criteria of Bank of India, my candidature is liable to be cancelled.</p>			
20.	Certificate of the employer Bank enclosed : YES / NO				

Place:

Date:

Signature: _____

Signature of Shri / Smt. _____

VERIFIED

(Signature of the authorized Bank official*)

*Bank Branch where proceeds of terminal benefits of the applicant credited/pension being paid.

CERTIFICATE OF THE EMPLOYER BANK

(Application without Employer Bank Certificate will not be considered)

We certify that the information furnished hereinabove by the applicant

Shri/Smt. _____ Grade _____ Retired from this Bank on attaining
superannuation/voluntary retirement on _____.

Have been verified with his/her Service record and found to be correct

While in the Bank's service, his/her integrity was beyond doubt. There is nothing on record that may
render the candidate prima facie ineligible for the post of Channel Management Partner.

Place:

Date:

(Signature & Seal of the Competent Authority*)

Name & Address of the Bank

(*Officer not below the rank of Chief Manager in the HR Department of Regional / Zonal Office /
Local Head Office or Head Office of the employer Bank)

DETAIL TERMS AND CONDITIONS FOR ENGAGEMENT OF FACULTY FOR RSETI AT KEONJHAR

For engagement of FACULTY the following terms and conditions to be read and followed by the applicant.

Eligibility for Faculty

- 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, Horticulture, Agri, 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.
- Shall be proficient in MS Office (Word, excel & power Point) and Internet.
- Skills in Typing in Local Language essential
- Candidate should preferably be resident of local area in which the RSETI is located
- Typing skills in Hindi / English, an added advantage, Previous experience as Faculty preferred

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 at RSETI Keonjhar on contractual basis for **Three Years period**. Provision for further renewal based on the satisfactory performance conduct/ behavior subject to annual review by RSETI Director & renewal of contract thereon by the respective ZO. The contract may be terminated by either side by giving one months' notice.

Age Criteria:

Min 22 years Max 40 years' subject to physical fitness.

Experience:

Desirable

2 years in-house Faculty or visiting faculty. Shall possess good flair/ computing skill/knowledge in computer etc.

Selection Procedure:

All candidate applying for the above 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 trainees development approach.
- **Demonstration/ Presentation:** - to assess teaching skills and communication capacity.

Remuneration:

The salary will be Rs. 30000/-, fixed conveyance allowance Rs. 2500/- & mobile allowance Rs. 300/- per month.

Leave:

- 12 days Casual Leave in a calendar year to be availed with prior approval of RSETI director, maximum 4 days on each occasion.
- 10 days Privilege Leave in a calendar year to be availed with prior approval of RSETI director.
- 10 days Sick Leave in a calendar year to be availed with prior approval of RSETI director.
- 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 06-06-2025.

The duly completed application form should reach us at the address **“The Zonal Manager, Bank Of India, Keonjhar Zonal Office, At-Kuladera, Opposite Women’s College, PO-Mandua, Keonjhar, Odisha Pin-758014”** in a closed cover by 4 P.M. on or before 06-06-2025. **Application for the Post of RSETI Faculty** 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. 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.

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

Job Profile of RSETI Faculty:

- Assisting the Director in conducting Training programmes.
- Conducting pre-Training activities including awareness programmes, generation of applications and selection of candidates.
- Assisting the Director in preparation of Annual Action Plan, designing the customized Training programmes and evaluation of the Training.
- Organizing the logistics for the Training programmes, including Training material and guest faculty.
- Handling sessions relating to motivation, entrepreneurship, market survey, business opportunity guidance, business plan preparation, launching formalities and enterprise management aspects (costing, pricing, inventory management, marketing, customer

relations etc.)

- Providing post Training escort services including follow up visits/meets.
- Preparation of business plan / project report to RSETI trained entrepreneurs.
- Providing counseling, credit linkage, marketing linkage, etc., to the trained entrepreneurs.
- Preparation of success stories /case studies of entrepreneurs.
- Preparation of notes for Training sessions, post programme report, Monthly progress report & Annual Activity report.
- Organizing the functions, events and meetings of the institute.
- Preparation of press release/reports on the activities of the institute for media coverage.
- Supervising the work of the Office Assistant, sub-staff, watchman of the institute.
- Monitoring the performance of the guest faculty (skill Training).
- Maintenance of the fixed assets & library of the institute.
- Overseeing the maintenance of campus including, class rooms, kitchen, dining hall and dormitories.
- Up keep of premises/campus of the institute and all fixed assets including furniture and fixtures and library books of the institute.
- Maintaining discipline in the institute including the practices of daily attendance, prayer, Milly, Yoga and Shramadan.
- Any other work / responsibilities, entrusted by the Director.

Detail of Terms and conditions for Engagement for Counsellor at FLC Keonjhar

- 1. Terms of Appointment:** Contractual
- 2. Age as on date of Application:** Not exceeding 64 years and should be retired Officer of bank
- 3. Last date of Receipt of Application:** 06-06-2025
- 4. Place of work:** Keonjhar
- 4. Consolidated salary:** - Rs.20000/- (18000/ +500/- +1500/-) per month
- 5. Other terms and condition:**
 - a. Require to work for 6 days a week except 2nd & 4th Saturday from 11 A.M. to 5 P.M
 - b. 12 days leave in a Financial Year.
 - c. Counsellor will require to visit extensively at various places and for which the counsellor will have to take prior permission of Bank before the travel to places outside his jurisdiction.
 - d. Counsellor shall at all times do his duties punctually, honestly, faithfully and diligently and devotes full time and attention to the functions assign to him.
 - e. Counsellors shall maintain strictest secrecy regarding organisation affairs of the Bank.
 - f. Counsellor shall not engage in any other Job, business, service, trade.

6. JOB PROFILE

- a. FLC Counsellor is expected to counsel the public/interested persons on all issues related to financial institutions. He/She will impart financial literacy in the form of simple messages like Why Save, Why Save early in your Life, Why Save with banks, Why borrow as far possible for income generating activities, Why repay in time, why insure yourself, Why Save for your retirement etc.
- b. While discussion with public/interested persons he/she is to primarily use Odia language and/or other languages which the public can understand.
- c. He/she is required to provide 'financial' counseling services through face to face interaction as well as through other available media like e-mail, fax, mobile etc as per convenience of the interested persons, including education on responsible borrowing, proactive and early savings, and offering debt counseling to individuals and who are indebted to formal / or informal financial sectors.
- d. He/She is required to make the people aware of the advantages of being connected with the formal financial sector.
- e. He/She is required to formulate debt restructuring plans for borrowers in distress and recommend the same to formal financial institutions, including co-operatives, for consideration.
- f. He/She is required to take up any such activity that promotes financial literacy, awareness of the banking service, financial planning and debt related distress of an individual.

8. DO,s

- a) He/She will try to make debit/credit counseling both preventive and curative. In case of preventive counseling he shall provide awareness regarding cost of credit, availability of backward and forward linkages where warranted, preventive counseling can be through media, workshops and seminars. In curative counseling he would make out effective debt restructuring plans.
- b) He/she should give due emphasis to customer's rights under fair practices code, benefits of nomination facilities, operation of accounts. The customer should not only be explained haves but also whys (rationale of any activity).
- c) He/She should emphasize on promoting awareness about banking facilities, loan products, and insurance products mutual fund products etc.

9. DON'Ts.

- a) He/She should not act as investment advisor/marketer for products of any particular bank/banks.
- b) He/She shall refrain from marketing/providing advice regarding investment in particular insurance policies, investment in particular securities, value of particular securities, purchase/sale of particular securities etc. or providing investments only in banks own products.

10. PERFORMANCE MONITORING AND TERMINATION OF CONTRACT.

- a) The performance of the Counsellor will be reviewed at every calendar quarter end by the Bank and the Bank may decide to terminate the contract of service if the performance of the Counsellor is/are not found satisfactory. Apart from this, the Bank at its sole discretion can terminate the contractual appointment by giving one month notice in advance or by paying one month's consolidated salary in lieu thereof to the Counsellor at any time during the contract of service.
- b) The Bank reserves the right to terminate the appointment by giving one month prior notice or one month consolidated salary in lieu thereof for breach of any of the terms and conditions stipulated in the letter of appointment or for any other causes as deem fit and proper by competent authority in the interest of the FLCC.
- c) This is full time job and he cannot hold any other job at the same time. This appointment is purely contractual and can be terminated at any time.

Paste a recent
passport sized
photograph duly
signed across on
the photograph

Application for the post of Faculty at RSETI, Keonjhar
(Application to be filled up in capital letters)

Name of the applicant																																									
Communication Address																																									
Telephone/Mobile No																																									
E-mail ID																																									
Permanent Address																																									
Date of Birth & Age																																									
Educational/ Professional Qualification																																									
<table border="1"> <thead> <tr> <th>Sr</th> <th>Degree</th> <th>Yr of passing</th> <th>Subjects</th> <th>University</th> <th>% of Marks</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>						Sr	Degree	Yr of passing	Subjects	University	% of Marks																														
Sr	Degree	Yr of passing	Subjects	University	% of Marks																																				
Experience(if any)																																									

Declaration:

I, Shri/Smt_____ hereby declare that all the information furnished herein above are true to the best of my knowledge & belief.

Place:
Date:

Signature of the Applicant