



DETAIL TERMS AND CONDITIONS FOR ENGAGEMENT OF OFFICE ASSISTANT FOR RSETI

For engagement of OFFICE ASSISTANT, 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 should be submitted in Bank's prescribed format available in our Website with necessary documents.

(Annex 2- For All Applicants, Annx-3 & Annx-4 additionally for retired employees of PSU banks)

No of Posts

One Office Assistant for RSETI EAST SINGHBHUM AND RSETI WEST SINGHBHUM on contractual basis for **THREE YEARS period** subject to annual review. Provision for further renewal based on the satisfactory performance, conduct/behavior. The retirement age shall be 60 years or the project period whichever is earlier, subject to satisfactory performance and renewal of contract period from time to time. The contract may be terminated by either side by giving one months' notice.

Age Criteria

Min 22 years Max 40 years (as on 07.05.2025) subject to physical fitness

Selection Procedure

All candidates 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 trainee's development approach.

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

Remuneration:

Consolidated salary of Rs. 20,000 —1500 x 5 — Rs. 27500/-. Annual performance incentive of Rs.1500/- every year will be based on satisfactory review performance.



Annexure 6

Fixed Conveyance allowance: Rs.2000/- p.m on declaration basis subject to completion of minimum number of field visits.
Mobile allowance: Rs.300/- p.m

Leave

- Leave**
- 12 days in a calendar year to be availed with prior approval of RSETI director, maximum 4 days on each occasion.
 - There is no provision for encashment of leave even after exit of the office assistant on any reason/ground. No leave can be accumulated at the end of the calendar year; the leave would lapse.

Exit Policy

- 1 months' notice period from either side

Last date for submission of application is 27.05.2025

The duly completed application form should reach us at the address “The Zonal Manager, Bank Of India, Jamshedpur Zonal Office, 3rd floor Bank of India building, Main Road Bistupur, Jamshedpur, Jharkhand Pin-831001” in a closed cover by 4 P.M. on or before 27.05.2025. 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 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 Office Assistant

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




Zonal Manager
Jamshedpur Zone