

बैंक ऑफ़ इंडिया
Bank of India

BOI



Zonal office, Indore Zone

Agriculture Finance and Financial inclusion Department
9 RC Sch. No. 134 Near Bypass MR 10 INDORE-452010 (M.P.)
Ph no-2445114; Email-Indore.AFD@bankofindia.co.in

**ENGAGEMENT OF SUPPORT STAFFS FOR RSETI, BARWANI RSETI, DHAR
ON CONTRACTUAL BASIS**

Bank of India, Indore Zone invites Applications for the post of various support staffs at RSETI, BARWANI and RSETI, DHAR on Contractual basis.

Place	Post Name	Vacancies	Monthly Remuneration*
RSETI, Barwani	Faculty	01	Rs. 20000/- on consolidated basis
	Office Assistant	01	Rs. 15000/- on consolidated basis
	Attendant	01	Rs. 8000/- on contractual basis or at Minimum rates of wages as per State Govt. Circular whichever is higher
	Watchman	02	Rs. 5000/- on contractual basis or at Minimum rates of wages as per State Govt. Circular whichever is higher
RSETI, Dhar	Faculty	02	Rs. 20000/- on consolidated basis
	Office Assistant	01	Rs. 15000/- on consolidated basis
	Attendant	01	Rs. 8000/- on contractual basis or at Minimum rates of wages as per State Govt. Circular whichever is higher
	Watchman	02	Rs. 5000/- on contractual basis or at Minimum rates of wages as per State Govt. Circular whichever is higher

The selected candidates shall be engaged on contract basis for a period of 2 years. 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 Bank's 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 29.10.2021. 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

Date:- 14.10.2021

Place: Indore



Zonal Manager
Indore Zone

APPLICATION FORM

Annexure 1

To,
Zonal Manager,
Bank of India,
Indore Zone

The

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

**APPLICATION FOR THE POST OF
FACULTY / OFFICE ASSISTANT / WATCHMEN/ ATTENDANT ON CONTRACT BASIS IN BANK OF INDIA**

Sir,

Application for the post of ----- at RSETI

With reference to your insertion in Bank's Website/ Daily Newspaper regarding above, I append below following information for your kind perusal and needful. I also enclose self attested papers/documents related to Proof of Identity/Address/Educational Qualifications etc.

1	Full Name (In Block Letters)				
2	Father's/Husband's Name				
3	Address (including telephone/mobile No. and e-mail address) where he/she normally resides/will reside and will perform the duties after selection)				
4	Sex				
5	Date of Birth				
6	Age as on 01.10.2021	-----Years -----Months			
7	Category (Strike of which is not applicable)	SC/ST/OBC/GENERAL			
8	Marital status				
9	Mobile Number				
10	Email Address				
11	Computer Knowledge				
12	Educational Qualification				
13	Language Known	Can Speak	Can Write	Can Read	Can Understand
14	Experience				
15	List of Certificate enclosed				
16	<p>Declaration: I hereby declare that:</p> <p>i) No case of CBI or other law enforcement agency or any proceedings in any court of law is pending against me</p> <p>ii) I am physically fit to carry out duties of the FACULTY/OFFICE ASSISTANT / WATCHMEN/ ATTENDANT including continuous visits of villages and/or other places as per requirement of the Bank. (Please Tick the Post applied for)</p> <p>iii) I have gone through the job profile, engagement conditions and remuneration of FACULTY /OFFICE ASSISTANT /WATCHMEN/ ATTENDANT and is unconditionally acceptable to me (Please Tick the Post applied for).</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>				

Date:-

Signature:-

Place:-

Name:-



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DETAILED TERMS AND CONDITIONS FOR ENGAGEMENT OF FACULTY ON CONTRACTUAL BASIS FOR RSETI DHAR & BARWANI

For engagement of Faculty (**on contractual basis for a period of 2 years**), the following terms and conditions to be read and followed by the applicants.

Eligibility for Faculty:-

- Qualification- Minimum Graduation. Diploma in vocational courses preferable.
- 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
- Typing skills in Hindi/English typing will be an added advantage
- The candidate should preferably be resident of the district where RSETI is located.

Experience:-

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

How to Apply:

Application should be submitted in Bank's prescribed format available in our website with necessary self-attested documents (Annx-1 for all applicants)

No. of Posts:

2 (Two) post for faculty position in our RSETI, Dhar & 1 (One) post for faculty position in our RSETI, Barwani on contractual basis for a period of TWO Years. Provision for further renewal, based on the satisfactory performance / conduct/ behavior and for a maximum period of 5 years including initial 2 years subject to maximum age of 65 years. The contract may be terminated by either side by giving one month notice.

Age Criteria:

Minimum 25 years, Maximum 63 years as on 01.10.2021 subject to physical fitness.

Selection Procedure:

All candidates applying for the post will have to clear:-

- **Written Test:** - To assess General Knowledge and Computer Capability. Kindly note that the written test will be conducted in English language only.
- **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.

Note: Only those candidate who qualify in written exam will be called for interview / presentation.



Remuneration: The remuneration will be Rs 20,000/- (Rupees Twenty thousand only) per month on consolidated basis.

Actual Travelling expenses:

Maximum Rs.250/- per diem, for taking on the job training wherever required at site, other than the institute, to be approved by RSETI In-charge / Director based on the reasonability of the same.

Leave:

- a) 12 days in a calendar year to be availed with prior approval of RSETI Director, Maximum 4 days on each occasion.
- b) 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

Note:- Bank reserves the right to remove the RSETI Faculty at any time even before the expiry period of the contract in case his performance is not up to the Bank's expectation or otherwise too.

Exit Policy: 1 months' notice from either side.

➤ **Last date for submission of application is 29.10.2021**

The duly completed application form should reach us at the address **"The Zonal Manager, Bank of India, Indore Zonal Office, Agriculture Finance & Financial Inclusion Department, 9 RC Scheme no 134 Near Bypass MR 10 Indore - 452010"** in a closed cover by 4 PM on or before 29.10.2021. **"APPLICATION FOR THE POST OF RSETI FACULTY IN RSETI-DHAR/BARWANI"** should be mentioned on the top of the envelope. Partially filled or unfilled applications will be summarily rejected. Bank will not held responsible for any postal delay or non-delivery of any communication. Candidates should mention their E-mail IDs 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.

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

Note: - For retired employees of PSU Bank extant guidelines and provisions in vogue shall apply. In case of any dispute, jurisdiction of Indore Zone shall be valid.

Job Profile:-

- 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 counselling, credit linkage, marketing linkage, etc., to the trained entrepreneurs.
- Preparation of success stories / case studies of entrepreneurs.
- Preparation of notes for training session, 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, Yoga and Shramdaan.
- Any other work/ responsibilities, entrusted by the Director.



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**DETAILED TERMS AND CONDITIONS
FOR ENGAGEMENT OF OFFICE ASSISTANT ON CONTRACTUAL BASIS
FOR RSETI- DHAR & BARWANI**

For engagement of Two Office Assistants (On contractual basis for a period of 2 years) the following terms and conditions to be read and followed by the applicant.

Eligibility for Office Assistant:-

- Shall be a Graduate with basic knowledge of Computer.
- 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 and Internet
- Skills in typing in local language is essential, typing skills in English an added advantage
- The Candidate should preferably be resident of District where the RSETI is located.

How to Apply:

Application should be submitted in Bank's prescribed format available in our website with necessary self-attested documents (Annx-1 for all applicants)

No. of Posts:

1 (One) Office Assistants each at RSETI, Dhar & Barwani on contractual basis for Two years period. Provision for further renewal, based on the satisfactory performance / conduct/ behavior and for a maximum period of 5 years only. The contract may be terminated by either side by giving one month notice.

Age Criteria :

Minimum 18 years and Maximum 43 years as on 01.10.2021.

Remuneration: The remuneration will be Rs. 15000/- (Rupees Fifteen thousand only) per month on consolidated basis.

Leave:

- 12 days C/L 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 from either side.

Selection Procedure: The selection is based on performance in the written test and personal interview. Decision of the Bank in this regard will be final. Kindly note that the written test will be conducted in English language only.



Last date for submission of application is 29.10.2021

The date of written examination and 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, Indore Zonal Office, Agriculture Finance & Financial Inclusion Department, 9 RC Scheme no 134 Near Bypass MR 10 Indore - 452010**" in a closed cover by 4 PM on or before 29.10.2021. "**APPLICATION FOR THE POST OF OFFICE ASSISTANT IN RSETI-DHAR/BARWANI**" should be mentioned on the top of the envelope. Partially filled or unfilled applications will be summarily rejected. Bank will not held responsible for any postal delay or non-delivery of any communication. Candidates should mention their E-mail IDs 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:-

- 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 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
- Carry out all the Instructions/any other work given by the Director and faculty from time to time



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**DETAILED TERMS AND CONDITIONS
FOR ENGAGEMENT OF ATTENDANT ON CONTRACTUAL BASIS
FOR RSETI- DHAR & BARWANI**

For engagement of Attendant (on contractual basis for a period of 2 years) the following terms and conditions to be read and followed by the Applicants.

Eligibility:

- Minimum Matriculate pass
- Ability to read and write the local language preferred
- The candidate should be preferably be resident of the District where the RSETI is located

How to Apply:

Application should be submitted in Bank's prescribed format available in our website with necessary self-attested documents (Annx-1 for all applicants)

No. of Posts:

One Attendant each at RSETI, Dhar & Barwani on contractual basis for Two years period. Provision for further renewal subject to satisfactory performance / conduct/ behavior upto the maximum period of 5 years.

Age Criteria:

Minimum 18 years and Maximum 63 years as on 01.10.2021

Selection Procedure:

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

Remuneration: The remuneration will be Rs. 8000/- (Rupees Eight thousand Only) per month on contractual basis or at minimum rates of wages as per State Govt. Circular whichever is higher.

Leave:

- Maximum 12 days in a calendar year limited to a maximum 4 days on each occasion to be availed only with prior approval of RSETI Director.
- There is no provision for encashment of leave even after exit of the Attendant on any reason/ ground. No leave can be accumulated. At the end of the calendar year, the leaves would lapse

Exit Policy: One months' notice from either side.

- **Last date for submission of application is 29.10.2021**

The date of Personal Interview will be decided with due consultation with higher authorities and Committee for the same. The same shall be communicated to the Applicants by email.



The duly completed application form should reach us at the address "**The Zonal Manager, Bank of India, Indore Zonal Office, Agriculture Finance & Financial Inclusion Department, 9 RC Scheme no 134 Near Bypass MR 10 Indore - 452010**" in a closed cover by 4 PM on or before 29.10.2021. "**APPLICATION FOR THE POST OF ATTENDANT IN RSETI-Dhar/Barwani**" should be mentioned on the top of the envelope. Partially filled or unfilled applications will be summarily rejected. Bank will not held responsible for any postal delay or non-delivery of any communication. Candidates should mention their E-mail IDs 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:-

- 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.
- Up keeping of premises including office, training class rooms, dormitory, bathrooms, filing cabinet, visitors lounge etc.
- Any other work entrusted by the Director from time to time



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**DETAILED TERMS AND CONDITIONS
FOR ENGAGEMENT OF WATCHMAN ON CONTRACTUAL BASIS
FOR RSETI- DHAR & BARWANI**

For engagement of Watchman (on contractual basis for a period of 2 years) the following terms and conditions to be read and followed by the Applicants.

Eligibility :

- Should have passed 8th Standard (VIII Pass)
- Ability to read and write the local language preferred
- Should have experience preferably in agriculture/gardening/horticulture
- The candidate should preferably be resident of the District where the RSETI is located

How to Apply:

Application should be submitted in Bank's prescribed format available in our website with necessary self-attested documents (Annx-1 for all applicants)

No. of Posts:

Two Watchman each at RSETI, Dhar & Barwani on contractual basis for Two years period. Provision for further renewal subject to satisfactory performance.

Age Criteria:

Minimum 18 years and Maximum 63 years as on 01.10.2021

Selection Procedure:

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

Remuneration: The remuneration will be Rs. 5000/- (Rupees Five thousand Only) per month on contractual basis or at minimum rates of wages as per State Govt. Circular whichever is higher.

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 Watchman on any reason/ ground. No leave can be accumulated. At the end of the calendar year, the leaves, if any would lapse

Exit Policy: One months' notice from either side.

➤ **Last date for submission of application is 29.10.2021**

The date of Personal Interview will be decided with due consultation with higher authorities and Committee for the same. The same shall be communicated to the Applicants by email.



The duly completed application form should reach us at the address "**The Zonal Manager, Bank of India, Indore Zonal Office, Agriculture Finance & Financial Inclusion Department, 9 RC Scheme no 134 Near Bypass MR 10 Indore - 452010**" in a closed cover by 4 PM on or before 29.10.2021. "**APPLICATION FOR THE POST OF WATCHMAN IN RSETI-Dhar/Barwani**" 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 E-mail IDs 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 Watchman:-

- Watch & ward of the premises.
- Maintenance & upkeep of the premises
- In case of need to perform the duties of the attendant
- Any other work entrusted by the Director from time to time

