

Zonal office, Kolkata Zone

Agriculture Finance and Financial inclusion Department

6<sup>th</sup> Floor, 5, B.T.M Sarani, Kolkata-700001

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## **DETAILED TERMS AND CONDITIONS FOR ENGAGEMENT OF FACULTY ON CONTRACTUAL BASIS FOR RSETI-BARASAT**

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 (Annex-1 for all applicants, Annex-2 &3 additionally for retired employees of PSU Banks)

### **No. of Posts:**

Total 1 (one) post for faculty position in our RSETI, Barasat 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 65 years as on 01.01.2021 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 upto the Bank's expectation or otherwise too.

**Exit Policy:** 1 months' notice from either side.

➤ **Last date for submission of application is 22.03.2021**

The duly completed application form should reach us at the address "The Zonal Manager, Bank of India, Kolkata Zonal Office, Agriculture Finance & Financial Inclusion Department, 6<sup>th</sup> Floor, 5, B.T.M. Sarani, Kolkata-700001" in a closed cover by 4 PM on or before 22.03.2021. "**APPLICATION FOR THE POST OF RSETI FACULTY IN RSETI-BARASAT**" 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 Kolkata 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.