

Zonal office, Kolkata Zone

Agriculture Finance and Financial inclusion Department

6th Floor,5, B.T.M Sarani, kolkata-700001

Ph no-22314093; Email-Kolkata.AFD@bankofindia.co.in

DETAILED TERMS AND CONDITIONS
FOR ENGAGEMENT OF OFFICE ASSISTANT ON CONTRACTUAL BASIS
FOR RSETI- BARASAT

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

No. of Posts:

Two Office Assistants at RSETI, Barasat 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 as on 01.01.2021

Minimum 18 years and Maximum 45 years as on 01.01.2021.

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 22.03.2021

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, Kolkata Zonal Office, Agriculture Finance & Financial Inclusion Department, 6th 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 OFFICE ASSISTANT 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.

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