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Zonal Office: Bank of India,
Financial Inclusion Department,
Barasat Zonal Office,
2nd Floor, Bank of India building,
Saltlake City ,Bidhannagar ,kol-700064

Email: Barasat.FI,bankofindia.co.in

Date: 16.11.2024

DETAIL TERMS AND CONDITIONS
FOR ENGAGEMENT OF FACULTY FOR
RSETI BASIRHAT.

For engagement of **Faculty (One Faculty at RSETI BASIRHAT)** on **contractual basis** initially for Three years period. The following terms and conditions to be read and followed by the applicant:

Eligibility of Faculty:

- The candidate 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),B.sc. (Horticulture), B.Sc. (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 English and Hindi will be an added advantage.
- Skills in Typing in local language essential.
- Typing skills in Hindi/English typing, an added advantage, previous experience as faculty preferred.

How to apply:

The application should be submitted by the candidate with necessary documents as per Bank's prescribed format (**Annexure-II**) which is available from our Bank's official website.

No. Vacancies:

01(one) vacancy for the post of faculty in RSETI Basirhat on contractual basis for a period of **3 Years** subject to annual review and renewal of the contract by the Director once a year. The increment accrued shall be continued at the time of renewal of each contract period and the contract shall be continued till the retirement age of 60 years or the project period whichever is earlier, subject to satisfactory performance and

renewal of the contract period from time to time.



Age criteria (age as on 16.12.2024):

Desirable entry level age is 22-40 years subject to physical fitness.

Selection Procedure:

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

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

Personal Interview: To assess communication skills, leadership quality, attitude, problem solving ability and ability to get along with trainees' development approach.

Demonstration/Presentation: To assess teaching skills and communication capacity.

Note: Only those candidates who qualify in written exam will be called for Interview/presentation. Decision of the Bank in this regard will be final.

Remuneration:

- (i) The remuneration will be **Rs. 30,000/- (Rupees Thirty Thousand Only)** per month on consolidated basis and Annual performance incentive of Rs 2000/- every year (2000 x 5 - Rs. 40,000/-) will be based on satisfactory review/ performance of services rendered.
- (ii) Fixed Conveyance Allowance [FCA]: Rs 2500/--pm on declaration basis, subject to completion of minimum number of visits for conducting EAPs, follow ups etc.
- (iii) The increments accrued shall be continued at the time of each contract period and the contract shall be continued till the retirement age of 60 years or the project period whichever is earlier, subject to satisfactory performance and renewal of the contract period from time to time.

Leave:

- a. Maximum 12 days Casual Leave, 10 Privilege Leave, 10 Sick Leave, in a calendar year only after prior approval of RSETI Director.
- b. Maternity Leave (as per The Maternity Benefit amendment 2017") and Paternity Leave (15 days per child subject to the conditions as in case of Maternity Leave) prior approval of Zonal Manager. No other kind of leave for any reason is permitted.
- c. There is no provision for encashment of leaves even after exit of the Faculty on any reason/ground. No leaves can be accumulated. At the end of the calendar year, the leaves would lapse.

Job Profile of RSETI Faculty:

1. Any other work assigned by the Director from Time to Time.
2. Work as Faculty of the Institute handling sessions relating to entrepreneurship, motivation personality development, business management, conducting business games etc. guiding/Educating the trainees and coordinating the programmes of the institute.



3. Conducting pre-training activities – EAPs, generation of applications and selection of candidates.
4. Assisting the Director in designing the Annual Action Plan and training programmes.
5. Arranging logistics for the training programmes, including training materials and arranging guest faculty.
6. Providing post Training escort services including conducting follow-up meets/visits.
7. Providing counseling, credit linkage. Preparation of project reports etc.
8. Preparation of Success Stories and circulation of a minimum of two stories per month to the Controlling office/MoRD.
9. Preparation of Post Programme Report.
10. Preparation of monthly report and other periodicals report.
11. Assisting/Guiding the Office Assistant in maintaining of Day book, General Ledger and all other registers and books.
12. Design new training programs by collecting feedback on emerging business opportunities in the area.
13. Prepare case studies and training materials for effective delivery of sessions.
14. Establish liaison with outside agencies.
15. Assist Director in internal control/administration of the institute.
16. Organizing functions, events and meetings of the institute.
17. Preparation of press release/reports on various activities of the institute.
18. Supervision the work of the assistant, attender, watchman cum gardener of the institute.
19. Monitoring the performance of guest faculty of all skill training.
20. Maintenance of inventory land and library books of the institute.
21. Overseeing the maintenance of entire campus including classroom, kitchen, dining and dormitory and to ensure to keep the premises clean and tidy.
22. Maintaning discipline in the institute and ensuring administration of MILLY, LOG, PRAYER, YOGA SHRAMDHAN etc., on daily basis.

Exit Policy:

On one month's notice from either side.

Important Points:

- i) **Last date for submission of application is 16.12.2024.**
- ii) The date of the written test and the interview/presentation shall be decided with due consultation with higher authorities and with the committee formed for the purpose of appointment of support staff at RSETIs. The same shall be communicated to the Applicants by email. **No separate postal letter will be issued.**
- iii) The duly completed application form should reach us at the following address: **"The Zonal Manager, FI Dept., Bank of India, Barasat Zonal Office ,2nd floor ,Block DD-2 ,Sector-1 ,Salt Lake ,Bidhan Nagar ,Kol-700064"** in a closed cover by 4 P.M. on or before **16.12.2024.**
- iv) **APPLICATION FOR THE POST OF FACULTY IN RSETI-(Name of RSETI)** should be mentioned on the top of the envelope. Partially filled or unfilled



- applications will be summarily rejected.
- v) Bank will not be held responsible for any postal delay or non-delivery of any communication.
 - vi) Candidates should mention their e-mail ID without fail in application form as all communication will be made through e-mail.
 - vii) 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 **Eligibility for Faculty:**

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

Note:- Bank reserves the right to remove the Faculty 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.

Bank also reserve the right to alter , modify or change the eligibility criteria and/or any of other terms and conditions spelt out in this advertisement , including criteria for passing/method and procedure for selection.

Only those candidates who have met with eligible criteria and who are shortlisted for appearing for written test and then after for personal interview will be intimated either by email (online) or by speed post or by register post at the address or email address as the case may be, furnished by them in the application form.

The Bank takes no responsibility for any delay in receipt or loss in postal transit of call letter/intimation.

The partly filled/ incomplete applications will not be considered.

Applicant should not be engaged with any PVT/Govt. organization on full/part time basis/contractual basis, as on the date of acceptance of offer letter, if he/she is selected.

Zonal
Manager
Barasat Zone



APPLICATION FORMAT

ANNX II

Paste a recent
Passport sized
Photograph
Duly signed
Across on the
photograph
Paste a recent

To,
The Zonal Manager
Bank of India
Barasat Zone

**APPLICATION FOR THE POST OF
Faculty (for RSETI North 24 Parganas)
ON CONTRACT BASIS IN BANK OF INDIA**

With reference to your insertion in Bank's Website 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 Qualification.

01.	Full Name (in Block letters)			
02.	Father's / Husband's Name			
03.	Address (including telephone/mobile No. and e-mail address) where he/she normally resides/will reside and will perform the duties after selection			
04.	Date of Birth			
05.	Age as on 16.12.2024	_____ Years	_____ Months	
06.	Category (Strike of which is not applicable)	ST/SC/OBC/GENERAL		
07.	Educational Qualification			
08.	Language known	Can Speak	Can Write	Can Read
				Can Understand
09.	Declaration	<p>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 and</p> <p>ii) I am physically fit to carry out duties of the FACULTY, including 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 job profile, engagement conditions and remuneration of Faculty 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>		

Place:
Date:

Signature: _____



बैंक ऑफ इंडिया
Bank of India

BOI



BARASAT ZONAL OFFICE
AT-Block DD 2, Sector-I, Salt Lake, Kolkata-700064

**ENGAGEMENT OF SUPPORT STAFFS FOR RSETI NORTH 24
PARGANAS (BARASAT ZONE, Basirhat)**

BANK OF INDIA, BARASAT ZONE invites applications for the post of Faculty support staff at RSETI North 24 Parganas (Bashirhat) on **Contractual Basis**.

Name of Post	Age	Place	Post Name	Vacancies	Monthly Remuneration*
Faculty	Min 22 Yrs Max-40 Yrs	Rseti Basirhat	Faculty Member	1	Rs.30,000/-

Selection Procedure:-

Sr. no	Criteria	Faculty
1	Written Test	Yes
2	Personal Interview	Yes
3	Demonstration/Presentation	Yes

The selected candidates shall be engaged on contract basis for a period of 3 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 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 16.12.2024**. 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.

Postal Address

Bank of india
Financial Inclusion Department
Barasat Zone ,2nd floor, Bank of india Building,
Block-DD, Sector-1 ,saltlake ,Bidhannagar, Kol-64

Date: 19-11-2024

Place: BARASAT

Zonal Manager

