

Engagement of RSETI Office Assistant on contractual basis in Nagpur Zone

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Nagpur Zonal Office

DETAIL TERMS AND CONDITIONS FOR ENGAGEMENT OF OFFICE ASSISTANT FOR RSETIs At Bhandara & Gadchiroli Centre

For engagement of Office Assistant (one each at RSETI on contractual basis for Two years) at RSETI Bhandara & Gondia Centre of Nagpur Zone on contractual basis.

The Terms and Conditions are as under:

Eligibility:

- Minimum qualification is Graduation with basic knowledge of accounts and computer
- Candidate should be resident of local area (within 5 kms radius of district headquarter)

How to apply:

- Application should be submitted in Bank's prescribed format available in our Website with necessary documents

Age Criteria:

- Minimum 18 years and maximum 45 years

Selection procedure:

- The selection is based on performance in the interview. Decision of the Bank in this regards will be final.

Remuneration:

- The remuneration will be Rs. 15000/- per month

Leave:

- 12 days in calendar year to be availed with prior approval of RSETI Director, maximum 4 days on each occasion.
- There is no provision of 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. Un-availed Leave will automatically lapse after completion of calendar year.

Exit Policy:

- The contract may be terminated by either side by giving one month notice.

Last date for submission of application is **23.09.2016**. The date of interview will be decided with due consultation with higher authorities and committee for the same.

[Click here for Application Form](#)

**Zonal Manager
Nagpur Zone**