

**राँची आंचलिक कार्यालय**

द्वितीय तल प्रधान टावर  
मेन रोड राँची  
834001

बैंक ऑफ़ इंडिया  
Bank of India

**BOI**



बैंक ऑफ़ इंडिया, राँची अंचल अनुबंध के आधार पर निम्नलिखित पदों के लिए योग्य व्यक्तियों से आवेदन आमंत्रित करता है।

| स्थान                             | पद का नाम           | पद संख्या | पात्रता एवं अन्य योग्यताएँ      | कार्य दिवस      | मासिक मानदेय  |
|-----------------------------------|---------------------|-----------|---------------------------------|-----------------|---|
| स्टार स्वरोजगार प्रशिक्षण गुमला   | संकाय सदस्य         | 2         | हमारे वेब साईट से प्राप्त करें। | साप्ताहिक 6 दिन | 20000/- (नियम एवं शर्तें लागू)  |
| स्टार स्वरोजगार प्रशिक्षण गुमला   | कार्यालय सहायक      | 1         | हमारे वेब साईट से प्राप्त करें। | साप्ताहिक 6 दिन | 15000/- (नियम एवं शर्तें लागू)  |
| स्टार स्वरोजगार प्रशिक्षण लोहरदगा | वाचमैन कम गार्डेनेर | 2         | हमारे वेब साईट से प्राप्त करें। | पुरे सप्ताह     | 5000/- अथवा झारखण्ड राज्य शासन द्वारा जारी न्यूनतम दैनिक भता (दोनों में से जो अधिक हो) (नियम एवं शर्तें लागू) |
| स्टार स्वरोजगार प्रशिक्षण सिमडेगा | कार्यालय सहायक      | 2         | हमारे वेब साईट से प्राप्त करें। | साप्ताहिक 6 दिन | 15000/- (नियम एवं शर्तें लागू)  |
| स्टार स्वरोजगार प्रशिक्षण खूँटी   | संकाय सदस्य         | 1         | हमारे वेब साईट से प्राप्त करें। | साप्ताहिक 6 दिन | 20000/- (नियम एवं शर्तें लागू)  |
| स्टार स्वरोजगार प्रशिक्षण खूँटी   | कार्यालय सहायक      | 2         | हमारे वेब साईट से प्राप्त करें। | साप्ताहिक 6 दिन | 15000/- (नियम एवं शर्तें लागू)  |
| स्टार स्वरोजगार प्रशिक्षण खूँटी   | वाचमैन कम गार्डेनेर | 2         | हमारे वेब साईट से प्राप्त करें। | पुरे सप्ताह     | 5000/- अथवा झारखण्ड राज्य शासन द्वारा जारी न्यूनतम दैनिक भता (दोनों में से जो अधिक हो) (नियम एवं शर्तें लागू) |

कृपया नोट करें कि उपरोक्त पद पूर्ण रूप से दो वर्ष के लिए अनुबंध के आधार पर भरे जाएंगे एवं नियुक्त व्यक्तियों का कार्य विस्तार उनके कार्य की समीक्षा के आधार पर निश्चित अंतराल पर की जाएगी। नियुक्ति बैंक के नियम एवं शर्तों के आधार पर की जाएगी। उपरोक्त पदों के लिए आवेदन पत्र हमारे वेब साईट [www.bankofindia.co.in](http://www.bankofindia.co.in) के करियर सेक्शन से प्राप्त किये जा सकते हैं। पूर्ण रूप से भरे गए आवेदन पत्र दस्तावेजों के साथ हमारे आंचलिक कार्यालय, राँची के उपरोक्त पते पर दिनांक 04-09-2021 के संध्या 4.00 बजे तक भेजे जा सकते हैं। प्रारंभिक जांच के बाद उपयुक्त पाए गए आवेदकों को लिखित परीक्षा (केवल संकाय सदस्य तथा कार्यालय सहायक पद के लिए) के लिए बुलाया जाएगा। लिखित परीक्षा में अर्हता प्राप्त आवेदकों को व्यक्तिगत साक्षात्कार के लिए बुलाया जाएगा साथ ही आवेदकों को शिक्षण कौशल का पर्यवेक्षण दिखाना अनिवार्य है। बाकि पदों के लिए व्यक्तिगत साक्षात्कार के लिए बुलाया जायेगा। कृपया नोट करें कि बैंक ऑफ़ इंडिया बिना किसी पूर्व सूचना के इस विज्ञापन को रद्द करने का अधिकार सुरक्षित रखता है। (उम्मीदवार अधिमानतः स्थानीय क्षेत्र के निवासी होना चाहिए) कॉल लेटर/ सूचना पत्र डाक संक्रमण में प्राप्त न होना, या नुकसान, या किसी भी देरी के लिए बैंक किसी भी प्रकार से जिम्मेदार नहीं होगी। आंशिक रूप से भरे आवेदनों पर विचार नहीं किया जाएगा। यदि आवेदक चुना जाता है तो प्रस्ताव पत्र स्वीकार करने की तिथि पर आवेदक किसी भी सरकारी या निजी संगठन के साथ पूरा या अंशकालिक आधार या अनुबंध के आधार पर जुड़ा नहीं होना चाहिए।

(आंचलिक प्रबंधक)  
राँची अंचल

APPLICATION FORM

Annexure 1

To,  
The Zonal Manager,  
Bank of India,  
Ranchi Zone

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

APPLICATION FOR THE POST OF  
FACULTY / OFFICE ASSISTANT / WATCHMAN CUM GARDENER ON CONTRACT BASIS IN RSETI  
(Kindly Tick For Only One District)

Rseti Khunti ( )  
Rseti Lohardaga ( )  
Rseti Simdega ( )  
Rseti Gumla ( )

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.

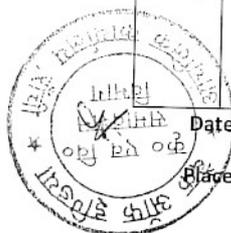
|    |  |                        |           |          |                |
|----|--|------------------------|-----------|----------|----------------|
| 1  | Full Name (In Block Letters)   |                        |           |          |                |
| 2  | Father's/Husband's Name  |                        |           |          |                |
| 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 01.08.2021   | -----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/WATCHMAN CUM GARDENER 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/WATCHMAN CUM GARDENER 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:-



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

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 (Annex-1) should be submitted in Bank's prescribed format available in our website with necessary self-attested documents.

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

Total 2 (two) post for faculty position in our RSETI, Gumla and 1 (one) post at RSETI ,Khunti 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 01.08.2021 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 04.09.2021**

The duly completed application form should reach us at the address "The Zonal Manager, Bank of India, Ranchi Zonal Office, Agriculture Finance & Financial Inclusion Department, 2 nd Floor, Pradhan towers, Main Road Ranchi 834001" in a closed cover by 4 PM on or before 04-09-.2021. "APPLICATION FOR THE POST OF RSETI FACULTY IN RSETI-GUMLA /KHUNTI " 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 Ranchi 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.



Zonal office, Ranchi Zone  
Agriculture Finance and Financial inclusion Department  
2<sup>nd</sup> Floor , Pradhan Towers, Main Road Ranchi.  
[Email-Ranchi.AFD@bankofindia.co.in](mailto:Email-Ranchi.AFD@bankofindia.co.in)

**DETAILED TERMS AND CONDITIONS  
FOR ENGAGEMENT OF OFFICE ASSISTANT ON CONTRACTUAL BASIS  
FOR RSETI- GUMLA, SIMDEGA & KHUNTI**

For engagement of 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 (Annex-1) should be submitted in Bank's prescribed format available in our website with necessary self-attested documents .

**No. of Posts:**

Two Office Assistants each at RSETI Simdega & Khunti and One office assistant at RSETI Gumla 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 01.08.2021**

Minimum 18 years and Maximum 45 years as on 01.08-2021.

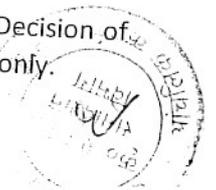
**Remuneration:** The remuneration will be Rs. 15000/- ( Rupees Fifteen thousand only ) per month on consolidated basis.

**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 04-09-2021**

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, Ranchi Zonal Office, Agriculture Finance & Financial Inclusion Department, 2<sup>nd</sup> Floor, Pradhan Towers, Main Road, Ranchi-834001" in a closed cover by 4 PM on or before 04.09.2021. "APPLICATION FOR THE POST OF OFFICE ASSISTANT IN RSETI-Gumla/ Simdega / Khunti" 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



Zonal office, Ranchi Zone

Agriculture Finance and Financial inclusion Department

2<sup>nd</sup> Floor ,Pradhan Towers, Main Road Ranchi

[Email-Ranchi.AFD@bankofindia.co.in](mailto:Email-Ranchi.AFD@bankofindia.co.in)

**DETAILED TERMS AND CONDITIONS  
FOR ENGAGEMENT OF WATCHMAN ON CONTRACTUAL BASIS  
FOR RSETI- LOHARDAGA & KHUNTI**

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 8<sup>th</sup> 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 (Annex-1) should be submitted in Bank's prescribed format available in our website with necessary self-attested documents .

**No. of Posts:**

Two Watchman each at RSETI, Lohardaga and Khunti on contractual basis for Two years period. Provision for further renewal subject to satisfactory performance.

**Age Criteria:**

Minimum 18 years and Maximum 65 years as on 01.08.2021

**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.

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➤ **Last date for submission of application is 04.09.2021**

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, Ranchi Zonal Office, Agriculture Finance & Financial Inclusion Department, 2 nd Floor, Pradhan Towers, Main Road, Ranchi 834001" in a closed cover by 4 PM on or before 04.09.2021. "**APPLICATION FOR THE POST OF WATCHMAN IN RSETI- Lohardaga / Khunti**" 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

