

भोपाल आंचलिक कार्यालय,
अरेरा हिल्स जेल मार्ग,
भोपाल -462001
मध्य प्रदेश
दूरभाष: 0755-2574398

बैंक ऑफ इंडिया
Bank of India

BOI



बैंक ऑफ इंडिया, भोपाल अंचल अनुबंध के आधार पर निम्नलिखित पद के लिए योग्य व्यक्तियों से आवेदन आमंत्रित करता है।

स्थान	पद का नाम	संकाय सदस्य संख्या	पात्रता/अन्य योग्यताएँ	कार्य दिवस	मासिक मानदेय
स्टार स्वरोजगार प्रशिक्षण संस्थान सीहोर	कार्यालय सहायक	02	हमारे वेबसाइट से प्राप्त करें।	साप्ताहिक 6 दिन	15000/- (नियम एवं शर्तें लागू)

कृपया नोट करें की उपरोक्त पद पूर्ण रूप से 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 साइट www.bankofindia.co.in के करियर सेक्शन से प्राप्त किए जा सकते हैं। पूर्ण रूप से भरे हुये आवेदन पूरे दस्तावेजों के साथ हमारे आंचलिक कार्यालय के उपरोक्त पते पर दिनांक **18.07.2021 के संध्या 4:00** बजे तक भेजे जा सकते हैं। प्रारंभिक जांच के बाद उपुक्त पाये गए आवेदकों को लिखित परीक्षा के लिए बुलाया जाएगा। लिखित परीक्षा में आहर्ता प्राप्त आवेदकों को व्यक्तिगत साक्षात्कार के लिए बुलाया जाएगा साथ ही आवेदकों को शिक्षण कौशल का प्रदर्शन दिखाना अनिवार्य है। कृपया नोट करें कि बैंक ऑफ इंडिया बिना किसी पूर्व सूचना के इस विज्ञापन को रद्द करने का अधिकार सुरक्षित रखता है। **(उम्मीदवार अधिमानतः स्थानीय क्षेत्र का निवासी होना चाहिए)**। कॉल लेटर/ सूचना पत्र डाक से प्राप्त न होना, या नुकसान, या किसी भी देरी के लिए या कोई भी अन्य कारण के लिए बैंक किसी भी प्रकार से जिम्मेदार नहीं होगा। आंशिक रूप से भरे आवेदनो 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)
भोपाल अंचल



**DETAILED TERMS AND CONDITIONS FOR ENGAGEMENT OF OFFICE
ASSISTANT FOR RSETI AT SEHORE**

For engagement of **Office Assistant** (on contractual basis for a period 2 years) the following terms and conditions to be read and followed by the applicant:

Eligibility:

- Shall be a Graduate viz. BSW / BA / B.Com / with Computer Knowledge.
- 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 & Internet.
- Skills in typing in local language is essential, typing skills in English an added advantage.
- The candidate should preferably be the resident of Sehore district.

How to apply:

Application should be submitted in Bank's prescribed format available in our website with necessary documents.

Age Criteria as on 01.07.2021:

Minimum 18 years and Maximum 43 years.

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.

Remuneration:

The remuneration will be Rs.15,000/- (Rupees Fifteen Thousand Only) per month on consolidated basis.

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 Office Assistant on any reason/ground. No leaves can be accumulated. At the end of the calendar year, the leaves would lapse.

Exit Policy:

On one months' notice from either side.

- **Last date for submission of application is 18.07.2021.**

The date of written test 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, Bhopal Zonal Office, BOI Building, Jail Road, Arera Hills, Bhopal-462001” in a closed cover by 4 P.M. on or before 18.07.2021. **APPLICATION FOR THE POST OF OFFICE ASSISTANT IN RSETI-SEHORE** 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 Email 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 Office Assistant

1. Assisting the Director and Faculty in effective functioning of the Institute to fulfill the objectives of the Trust.
2. Maintaining of Cash book, General Ledger, vouchers, as per the guidelines (Presently single entry Book keeping).
3. Maintaining all books, registers, both manual and soft copy as per the prevailing guidelines from Trust/Ministry.
4. Maintaining and updating all data relating to trainings, Follow up, Settlement, etc.
5. Creating and updating MIS data as per the guidelines.
6. Preparation of monthly report and other periodical reports and submission to Trust, Ministry and other agencies involved in overall supervision of functioning of RSETI.
7. Organizing the required logistics for training including arranging Boarding, Dormitory, etc.
8. Arranging the training materials for all Skill batches.
9. Making registration of candidates in all the trainings, taking daily attendance of trainees, taking boarding attendance of trainees.
10. Conducting follow up visits as directed by Director and reporting the same to the Director.
11. Up keeping of all fixed Assets and maintaining of Inventory of items including training materials and equipment.
12. Maintaining of Library books and issuing books to the trainees as and when they demand.
13. Carryout all the Instructions/any other work given by the Director and faculty from time to time.

X – X – X – X – X

APPLICATION FORMAT

To,
The Zonal Manager
Bank of India
Bhopal Zone

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

**APPLICATION FOR THE POST OF
Office Assistant
ON CONTRACT BASIS IN BANK OF INDIA**

With reference to your insertion in Bank's Website/ Daily News Paper, Sehore Edition 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 01.07.2021	_____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 OFFICE ASSISTANT including continuous visits of villages and/or other places as per requirement of the Bank.</p> <p>iii) I have gone through job profile, engagement conditions and remuneration of OFFICE ASSISTANT and is unconditionally acceptable to me.</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 may not satisfying any of the eligibility criteria of Bank of India, my candidature is liable to be cancelled.</p>			

Place:

Date:

Signature: _____