



Khandwa Zonal Office

**DETAIL TERMS AND CONDITIONS FOR ENGAGEMENT
OF FACULTY MEMBER On Contractual Basis FOR
RSETI**

For engagement of FACULTY On contractual basis the following terms and conditions to be read and followed by the applicant.

Eligibility for Faculty Member

- Qualification-Minimum Graduation. Dip in vocational courses/guidance 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.
- Candidate should preferably be resident of local area in which the RSETI is located
- Typing skills in Hindi / English typing, an added advantage

How to apply

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

No of Posts

One Faculty member for RSETI Khandwa on contractual basis for **TWO YEARS period**. Provision for further renewal based on the satisfactory performance conduct/behavior and for a maximum period of 5years including initial two years' subject to maximum age of 65 years. The contract may be terminated by either side by giving one months `notice.

Age Criteria

Min 25 years and Max 65 years (as on 01.12.2022) subject to physical fitness.

Experience Desirable

2 years in-house Faculty or visiting faculty. Shall possess good flair/ computing skill/knowledge in computer etc.

Selection Procedure

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

- **Written Test:** - to assess General Knowledge and Computer capability.
- **Personal Interview:** -to assess communication ability, leadership quality, attitude, problem solving ability and ability to get along with the trainee's 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

Remuneration

The remuneration will be Rs. 20000/- per month.

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 INCHARGE/ DIRECTOR based on the reasonability of the same.

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 faculty on any reason/ground. No leave can be accumulated at the end of the calendar year; the leave would lapse.

Last date for submission of application is 15.01.2024

The duly completed application form should reach us at the address“ The Zonal Manager, Bank Of India, Khandwa Zonal Office, B.T. College Road Anand Nagar Khandwa 450001 (M.P.)” in a closed cover by 4 P.M. on or before 15.01.2024.Application for the Post of RSETI Faculty should be mentioned on the top of the envelope. Partially filled or unfilled applications will be rejected. Bank will not be held responsible for any postal delay. Candidates should mention their email id's 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 other Govt/Private/any other organization on permanent/temporary/contractual basis as on the date of issue of engagement order.



Job Profile of RSETI Faculty

- Assisting the Director in conducting Training programmes.
- Conducting pre-Training activities including awareness programmes, generation of application sand selection of candidates.
- Assisting the Director in preparation of Annual Action Plan, designing the customized Training programmers 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 counseling, credit linkage, marketing linkage, etc., to the trained entrepreneurs.
- Preparation of success stories /case studies of entrepreneurs.
- Preparation of notes for Training sessions, 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 band library books of the institute.
- Maintaining discipline in the institute including the practices of daily attendance, prayer, Yoga and Shramadan.
- Any other work / responsibilities, entrusted by the Director.




 Zonal Manager
 Khandwa Zone