

**DETAIL TERMS AND CONDITIONS
FOR ENGAGEMENT OF ATTENDER AND
WATCHMAN/GARDNER on Contractual
Basis FOR RSETI**

For engagement of Attender and Watchman/Gardner on Contractual basis for Rseti the following terms and conditions to be read and followed by the applicant.

1. Qualifications & Other Requirements:

	Position	Qualifications & Other Requirements
a.	Attender	<ul style="list-style-type: none">• Shall be a Matriculate• Ability to Read and Write the Local Language preferred
b.	Watchman/ Gardener	<ul style="list-style-type: none">• Should have passed 7th Standard• Should have experience preferably in agriculture/ gardening/ horticulture

2. Selection Process

(a) The selection process will comprise of:

(i) **Personal Interview** to assess communication ability , leadership qualities, attitude, problem solving ability and ability to get along with the trainees, developmental approach

3. JOB DESCRIPTION OF SUPPORT STAFF AT RSETIS

A. ATTENDANT

1. Generally all subordinate work of the Institute for assisting the Director and other staff of the Institute for smooth functioning of the day to day activities.
2. Up keeping of premises including office, training class rooms, dormitory, bathrooms, filing cabinet, visitors lounge etc.
3. Filing the documents in respective files as per direction of office Assistant/Faculty/ Director.
4. Going to Bank branches for all Bank work like for getting pass book updating etc. as per the instructions of Director.
5. Any other work entrusted by the Director from time to time.



B. WATCHMAN/GARDNER:

1. Watch and ward of the premises
2. Gardening work and maintenance and upkeep of the premises.
3. In case of need to perform the duties of the attendant.
4. Any other work entrusted by the Director from time to time.

4.SALARY STRUCTURE & OTHER DETAILS

a.

Attendant

(i) Consolidated salary of Rs. 8,000/- which may be revised for the ensuing year by an amount not exceeding 10% of preceding year's consolidated salary based on satisfactory review/ performance of services rendered.

(ii) Fixed Travel Allowance [FTA]: Rs 500/-pm

(iii) EPF, ESI, Gratuity as per rules

b.

Watchman/ Gardner

(i) Consolidated salary of Rs. 6,000/- which may be revised for the ensuing year by an amount not exceeding 10% of preceding year's consolidated salary based on satisfactory review/ performance of services rendered.

(ii) Fixed Travel Allowance [FTA]: Rs 500/-pm

(iii) EPF, ESI, Gratuity as per rules



Last date for submission of application is 22.03.2019

The duly completed application form should reach us at the address "The Zonal Manager, Bank Of India, Jamshedpur Zonal Office, 3rd floor Bank of India building, Main Road Bistupur, Jamshedpur, Jharkhand Pin-831001" in a closed cover by 4 P.M. on or before 22.03.2019. Application for the Post of Attender & Watchman/Gardener, RSETI. 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.

The date of interview will be decided after due consultation with higher authorities and committee formed for the same.



Zonal Manager
Jamshedpur Zone

