

DHANBAD ZONAL OFFICE

S. R. MANSION, SHASTRI NAGAR, DHANBAD-826001

**ENGAGEMENT OF SUPPORT STAFFS FOR RSETI DHANBAD AND
FINANCIAL LITERACY COUNSELLOR IN DHANBAD**

BANK OF INDIA, DHANBAD ZONE invites applications for various posts on **Contractual Basis**.

Post Name	Vacancies	Monthly Remuneration*
Office Assistant	2	Rs.15000/-
Office Attendant	1	Rs.8000/-
Financial Literacy Counsellor	1	Rs.18000/-

The selected candidates shall be engaged on contract basis. Renewal may be considered at Bank's sole discretion in terms of extant policies and rules. Decision of the Bank in this regard will be final. Application Form with detailed notification is available in our website www.bankofindia.co.in under head "career". The duly completed application form should reach us at the above address in a closed cover by 4:00 P.M. on or before 08.11.2021. Please note that Bank of India reserves the right to cancel/postpone the advertisement/selection process without any prior notice.

*As per extant policy & guidelines.

Date: 04.10.2021

Place: Dhanbad


Zonal Manager



**APPLICATION FORMAT
ANNEXURE 1**

To,
The Zonal Manager
Bank of India
Dhanbad Zone.

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

**APPLICATION FOR THE POST OF
OFFICE ASSISTANT/ATTENDANT/FLC COUNSELLOR ON CONTRACT BASIS IN BANK OF INDIA**

Sir,

Application for the post of -----

With reference to your insertion in Bank's Website/ (name of 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 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 01.10.2021	_____ 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	I hereby declare that: i) No case of CBI or other law enforcement agency or any proceedings in any court of law is pending against me and ii) I am physically fit to carry out duties of the OFFICE ASSISTANT/ATTENDANT/FLC, including continuous visits of villages and/or other places as per requirement of the Bank. (Please Tick the Post applied for) iii) I have gone through job profile, engagement conditions and remuneration of OFFICE ASSISTANT/ATTENDANT/FLC COUNSELLOR and is unconditionally acceptable to me. (Please Tick the Post applied for) 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.			

Place:

Date:

Signature: _____

Additional Information to be submitted in case of application by a retired employee of a Public Sector Bank.

01.	Name of the Bank and Branch/Office wherefrom retired	
02.	Complete address of the Bank's HR Department wherefrom retired with contact No. (In case of Retired Employee)	
03.	Personal No. / PF No. /Personal Identification No. with the previous employer. (In case of Retired Employee)	
04.	Place and Date of Retirement . (In case of Retired Employee)	
05.	Grade/Scale from which retired . (In case of Retired Employee)	
06.	Name and address of the Bank/Branch where terminal benefits settled and/or pension account in existence. (In case of Retired Employee)	
07.	Last three assignments before the retirement of 5 years.	
08.	Declaration	<p>I hereby declare that:</p> <p>i) I retired from the _____ Bank on superannuation/voluntary retirement.</p> <p>ii) No punishment/penalty was inflicted on me during five years of my service in _____ Bank preceding my retirement/VRS.</p> <p>iii) No case of CBI or other law enforcement agency or any proceedings in any court of law is pending against me and</p> <p>iv) I am physically fit to carry out duties including continuous visits of villages and/or other places as per requirement of the Bank.</p> <p>v) I have gone through job profile, engagement conditions and remuneration 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 my not satisfying any of the eligibility criteria of Bank of India, my candidature is liable to be cancelled.</p>
09.	Certificate of the employer Bank enclosed : YES / NO	

Signature of Shri / Smt. _____

VERIFIED _____

(Signature of the authorized Bank official of Bank Branch where proceeds of terminal benefits of the applicant credited/pension being paid)

**APPLICATION FOR THE POST OF
ATTENDANT for our RSETI
(RURAL SELF EMPLOYMENT TRAINING INSTITUTE), Dhanbad
ON CONTRACT BASIS IN BANK OF INDIA**

CERTIFICATE OF THE EMPLOYER BANK

(In case of application by a retired employee of a Public Sector Bank)

(Application without Employer Bank Certificate will not be considered)

We certify that the information furnished hereinabove by the applicant Shri/Smt.
Grade Retired from this Bank on attaining superannuation/voluntary retirement on
..... Have been verified with his/her Service record and found to be correct while in the Bank's
service, his/her integrity was beyond doubt. There is nothing on record that may render the candidate prima
facie ineligible for the post of attender.

Place:

Date:

(Signature & Seal of the Competent Authority *)

Name & Address of the Bank

* (Officer not below the rank of Chief Manager in the HR Department of Regional / Zonal Office / Local Head Office or Head Office of the employer Bank)

Zonal office, Dhanbad Zone

Agriculture Finance and Financial inclusion Department

S. R. Mansion, Shastri Nagar, Dhanbad, Jharkhand Pin-826001

Ph 728002888; Email-.dhanbad.FI@bankofindia.co.in

**DETAILED TERMS AND CONDITIONS
FOR ENGAGEMENT OF OFFICE ASSISTANT ON CONTRACTUAL BASIS**

For engagement of Two 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 should be submitted in Bank's prescribed format available in our website with necessary self-attested documents (Annx-1 for all applicants, Annx-2 & Annex-3 additionally for retired employees of PSU Banks)

No. of Posts:

Two Office Assistants at RSETI, Dhanbad 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

Minimum 18 years and Maximum 43 years as on 01.10.2021.

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

Leave:

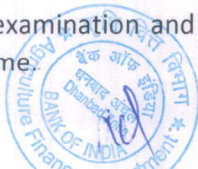
- 12 days C/L in a calendar year to be availed with prior approval of RSETI Director, maximum 4 days on each occasion.
- There is no provision for encashment of leave even after exit of the Office Assistant on any reason/ ground. No leave can be accumulated. At the end of the calendar year, the leave 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 08.11.2021

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, Dhanbad Zonal Office, S. R. Mansion, Shastri Nagar, Dhanbad, Jharkhand Pin-826001” in a closed cover by 5 PM on or before 08.11.2021. **“APPLICATION FOR THE POST OF OFFICE ASSISTANT”** 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



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**DETAIL TERMS AND CONDITIONS FOR ENGAGEMENT OF
FINANCIAL LITERACY COUNSELLOR on Contractual basis**

Eligibility :

- Retired bank officers (on Superannuation or VRS with age not more than 64 years as on 01.10.2021) preferably having a background of rural credit and branch exposure.

Post :

- Counsellor

Remuneration :

- Presently Rs.18,000 /- per month * condition apply.

**For engagement of retired bank officials as in-charge to oversee overall functioning of FLC,
the following terms and conditions to be read and followed by the applicants**

1. The applicants should have retired on attaining superannuation from Banks service as officer in Scale II or III and above for working as in charge of FLC .The post will be a contractual one.
2. Candidate should preferably be resident of local area in which the FLC is located
3. His/her integrity should not have been doubtful during his/her service in the bank.
4. Counsellor are expected to counsel the public in all issues related with Financial Institutions, proficiency in local language(reading, writing, speaking and understanding)is essential
5. The monthly consolidated remuneration is Rs.18, 000/- per month subject to conduct of minimum 8 outdoor camps per month. An additional sum Rs.500/- to be paid towards telephone expenses on declaration basis. As these counsellors are expected to conduct outdoor camps as well, a lump sum expenses of Rs.1500/- be reimbursed in lieu of not providing conveyance, provided they are holding minimum 8 (Eight) such outdoor camps per month.
6. Working days- 6 days per week (except second and fourth Sunday of the month)
7. The officials should have right aptitude /flair for training and rural development activities.
8. Age should not be above 64 years (with sound health)
9. Qualification : Graduate / Post graduate degree from UGC recognized University
10. The applicant should possess satisfactory service certificate from the previous employer
11. The applicant should be well conversant with the local language



12. Application should be submitted in banks prescribed format and should be submitted with employer bank certificate
13. The selection is based on performance in the interview .Decision of the bank in this regard will be final
14. The candidate will be engaged on contractual basis for a period of one year. Renewal may be possible at Banks sole discretion as per extant policies and rules .
15. The contract may be terminated by either side by giving 1 months notice

Last date for submission of application is 08.11.2021

The duly completed application form should reach us at the address "The Zonal Manager, Bank Of India, Dhanbad Zonal Office, S. R. Mansion, Shastri Nagar,Dhanbad, Jharkhand Pin-826001" in a closed cover by 5 P.M. on or before 08.11.2021. "**APPLICATION FOR THE POST OF FLC COUNSELLOR**" 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.



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DETAILED TERMS AND CONDITIONS FOR ENGAGEMENT OF ATTENDANT ON CONTRACTUAL BASIS

For engagement of Attendant (on contractual basis for a period of 2 years) the following terms and conditions to be read and followed by the Applicants.

Eligibility:

- Minimum Matriculate pass
- Ability to read and write the local language preferred
- The candidate should be preferably be resident of the District where the RSETI is located

How to Apply:

Application should be submitted in Bank's prescribed format available in our website with necessary self-attested documents (Annx-1 for all applicants, Annx-2 & 3 additionally for retired employees of PSU Banks)

No. of Posts:

One Attendant at RSETI, Dhanbad on contractual basis for Two years period. Provision for further renewal subject to satisfactory performance / conduct/ behavior upto the maximum period of 5 years.

Age Criteria:

Minimum 18 years and Maximum 63 years as on 01.10.2021

Selection Procedure:

The selection is based on performance in the Interview. Decision of the Bank in this regard shall be final.

Remuneration: The remuneration will be Rs. 8000/- (Rupees Eight thousand Only) per month on contractual basis or at minimum rates of wages as per State Govt. Circular whichever is higher.

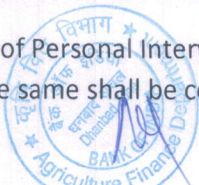
Leave:

- Maximum 12 days in a calendar year limited to a maximum 4 days on each occasion to be availed only with prior approval of RSETI Director.
- There is no provision for encashment of leave even after exit of the Attendant on any reason/ ground. No leave can be accumulated. At the end of the calendar year, the leaves would lapse

Exit Policy: One months' notice from either side.

➤ **Last date for submission of application is 08.11.2021**

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, Dhanbad Zonal Office, S. R. Mansion, Shastri Nagar, Dhanbad, Jharkhand Pin-826001**" in a closed cover by 5 PM on or before 08.11.2021. "**APPLICATION FOR THE POST OF ATTENDANT**" 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 of RSETI Attendant:-

- 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.
- Up keeping of premises including office, training class rooms, dormitory, bathrooms, filing cabinet, visitors lounge etc.
- Any other work entrusted by the Director from time to time

