



KEONJHAR ZONAL OFFICE
At- Kuladera, PO - Mandua, Opp. Govt. Women's College,
Distt. Keonjhar – 758014 (Odisha)

ENGAGEMENT OF SUPPORT STAFF FOR RSETI BARIPADA ON CONTRACTUAL BASIS

BANK OF INDIA, KEONJHAR ZONE invites applications for the post of Faculty, RSETI Baripada on **Contractual Basis**.

Place	Post Name	Vacancies	Monthly Remuneration*
Baripada	Faculty	1	Rs.20,000/-

The selected candidate shall be engaged on contract basis for a period of 2 years. 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 **5 P.M. on or before 10.03.2022**. Please note that Bank of India reserves the right to cancel/postpone the advertisement/selection process without any prior Notice.

Date: 22.02.2022

Place: Keonjhar

Zonal Manager

APPLICATION FORM

ANNEXURE-II

**To,
The Zonal Manager
Bank of India
Keonjhar Zone.**

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

**APPLICATION FOR THE POST OF FACULTY ON CONTRACTUAL BASIS IN RSETI BARIPADA
(SPONSOR BANK – BANK OF INDIA)**

With reference to your insertion in Bank's Website / Daily News Paper, 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.

(All details to be filled in **CAPITAL LETTERS**)

1.	FULL NAME				
2.	FATHER'S / HUSBAND'S NAME				
3.	PERMANENT ADDRESS				
4.	GENDER				
5.	MOBILE NO.				
6.	EMAIL ID		@		
7.	DATE OF BIRTH	DD/MM/YYYY			
8.	AGE AS ON 24.02.2022	_____ YEARS	_____ MONTHS	_____ DAYS	
9.	CATEGORY	SC / ST / OBC / EWS/ GEN			
10.	POST APPLIED FOR	FACULTY	RSETI BARIPADA		
11.	EDUCATIONAL QUALIFICATIONS				
12.	LANGUAGES KNOWN (Tick the appropriate box)	<u>LANGUAGE</u>	<u>SPEAK</u>	<u>READ</u>	<u>WRITE</u>
		ODIA			
		ENGLISH			
		HINDI			
		OTHER (Please specify)			
13.	DECLARATION	<p>I hereby declare that:</p> <ul style="list-style-type: none"> 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 FACULTY including continuous visits of villages and/or other places as per requirement of the RSETI. iii. I have gone through job profile, engagement conditions and remuneration of Faculty, and is unconditionally acceptable to me. iv. I understand that all communication(s) by the bank with regard to this notification would be done only through email and that no hard copy of letter / notice shall be sent to me. <p>I further declare that the information stated above is complete, true and correct to the best of my knowledge and belief. No material fact has been suppressed therefrom. I understand that in the event of any information being found untrue or incorrect at any stage or I do not satisfy any of the eligibility criteria as per extant rules, my candidature is liable to be cancelled.</p>			

All fields in this application form are mandatory. In case of incomplete application, the same shall be summarily rejected.

Place:

Date:

Signature

ANNEXURE-III

DETAILED TERMS AND CONDITIONS FOR ENGAGEMENT OF FACULTY ON CONTRACTUAL BASIS FOR RSETI – BARIPADA.

For engagement of **Faculty (on contractual basis for a period of 2 years)** the following terms & 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 will be an added advantage.
- The candidate should preferably be resident of the district where RSETI is located.

How to apply:

Application should be submitted in Bank's prescribed format available in our Website with necessary documents. (**Annexure-II**: For all Applicants; **Annexure-IV & V**: additionally (mandatory) for retired employees of PSU Banks).

No. of Vacancies:

Total **1 (one)** post for faculty position in our RSETI, Baripada 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 two 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 and Maximum 63 years (as on 24.02.2022) 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, Quantitative Aptitude, Reasoning 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 candidates 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 Incharge / 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 up to the Bank's expectation or otherwise too.

➤ **Last date for submission of application is 10.03.2022.**

The duly completed application form should reach us at the address “*The Zonal Manager, Bank of India, Keonjhar Zonal Office, At-Kuladera, PO-Mandua, Opp. Govt. Women's College, Distt. Keonjhar, Odisha-758014.*” in a closed cover by 5 P.M. on or before 10.03.2022. “**APPLICATION FOR THE POST OF RSETI FACULTY IN RSETI BARIPADA**” 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 ID 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 Keonjhar only shall be valid.

Job Profile of RSETI Faculty: -

- Assisting the director in conducting Training programmes.
- Conducting pre-training activities including awareness programmes, generation of application 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 faculties.
- Handling session related 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 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 & Shramdaan.
- Any other work/responsibilities, entrusted by the director.

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ANNEXURE – IV**Additional Information to be submitted in case of application by a retired employee of a Public Sector Bank**

(Age should not be more than 63 years as on 24.02.2022)

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 of the FACULTY, RSETI, 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 of Faculty, RSETI 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 I do not satisfy any of the eligibility criteria as per extant rules, 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
FACULTY FOR OUR RURAL SELF EMPLOYMENT TRAINING INSTITUTE (RSETI),
BARIPADA 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 faculty.

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)