



**BOKARO ZONAL OFFICE,**  
**E-17, First Floor, City Centre, Sector-4, B.S. City,**  
**Bokaro, Jharkhand Pin-827004**

**ENGAGEMENT OF SUPPORTING STAFFS FOR RSETI & FLC  
 COUNSELLOR IN BOKARO & GIRIDIH DISTRICT ON  
 CONTRACTUAL BASIS**

**BANK OF INDIA, BOKARO ZONE** invites applications for the post of Office Assistant at RSETIs & FLC Counsellor in Bokaro & Giridih District on **Contractual Basis**.

Place	Post Name	Vacancies	Monthly Remuneration*
RSETI- Bokaro	Office Assistant	1	Rs.15,000/-
RSETI- Giridih	Office Assistant	1	Rs.15,000/-
FLC- Bokaro	FLC-COUNSELLOR	1	Rs.18,000/-
FLC- Giridih	FLC-COUNSELLOR	1	Rs.18,000/-

The selected candidates 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](http://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 P.M. on or before 20.12.2021**. 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.

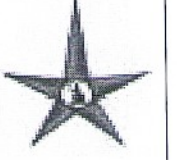
  
 Zonal Manager  
 Bokaro Zone



आंचलिक कार्यालय  
बैंक ऑफ इंडिया, बोकारो अंचल,  
E-17, प्रथम तल, सिटी सेंटर, सैक्टर-4  
बी. एस. सिटी, बोकारो  
पिन: 827004, (झारखण्ड)

बैंक ऑफ इंडिया  
Bank of India

**BOI**



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

पद का नाम	रिक्त पद	पात्रता / अन्य योग्यताएं	मासिक मानदेय
कार्यालय सहायक (Office Assistant)	RSETI -बोकारो-1 RSETI -गिरिडीह-1	हमारे वेब साईट से प्राप्त करें।	15,000/- (नियम एवं शर्तें लागू)
परामर्शदाता (FLC Counsellor)	FLC-बोकारो -1 FLC-गिरिडीह -1	हमारे वेब साईट से प्राप्त करें।	18,000/- (नियम एवं शर्तें लागू)

कृपया नोट करें कि 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 साईट [www.bankofindia.co.in](http://www.bankofindia.co.in) के करियर सेक्शन से प्राप्त किये जा सकते हैं। पूर्ण रूप से सही भरे गए आवेदन पूरे दस्तावेजों के साथ हमारे आंचलिक कार्यालय, बोकारो के उपरोक्त पते पर दिनांक 20.12.2021 के संध्या 4.00 बजे तक भेजे जा सकते हैं। प्रारंभिक जांच के बाद उपयुक्त पाए गए आवेदकों को लिखित परीक्षा के लिए बुलाया जाएगा। लिखित परीक्षा में अर्हता प्राप्त आवेदकों को व्यक्तिगत साक्षात्कार के लिए बुलाया जाएगा। कृपया नोट करें कि बैंक ऑफ इंडिया बिना किसी पूर्व सूचना के इस विज्ञापन को रद्द करने का अधिकार सुरक्षित रखता है। कॉल लेटर/ सूचना पत्र डाक के द्वारा प्राप्त न होना, या नुकसान, या किसी भी देरी के लिए बैंक किसी भी प्रकार से जिम्मेदार नहीं होगी। आंशिक रूप से भरे आवेदनों 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।

*(Handwritten Signature)*  
(आंचलिक प्रबंधक)  
बोकारो अंचल

बैंक ऑफ इंडिया  
Bank of India



APPLICATION FORM

ANNEXURE-2

To,  
The Zonal Manager  
Bank of India  
Bokaro Zone

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

APPLICATION FOR THE POST OF COUSELLOR / OFFICE ASSISTANT  
ON CONTRACT BASIS IN 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.

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 01.12.2021				_____ 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 FLC COUNSELLOR/OFFICE ASSISTANT, 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 FLC COUNSELLOR/OFFICE ASSISTANT and is unconditionally acceptable to me. <b>(Please Tick the Post applied for)</b> 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.			

Place:

Post Applied For:

Date:

Signature

Classification: Internal



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

(Age should not be more than 65 years as on 01.12.2021)

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 COUNSELLOR FLC 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 COUNSELLOR FLC 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 COUNSELLOR FLC BOKARO & GIRIDIH  
ON CONTRACT BASIS IN BANK OF INDIA, BOKARO ZONE**

**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 COUNSELLOR FLC for **BOKARO / GIRIDIH** (tick the place applied for)

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)





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

**Eligibility :**

- Retired bank officers (on Superannuation or VRS with age not more than 64 years as on 01.12.2021) preferably having a background of rural credit and branch exposure.

**Post :**

- Counselor

**Remuneration :**

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

**For engagement of retired bank officials as in-charge to oversee overall functioning of FLCs, 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. Counselors 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 counselors 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 65 years (with sound health )
9. Qualification : Graduate / Post graduate degree from UGC recognized University

Classification: Internal



## ANNEXURE-5

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

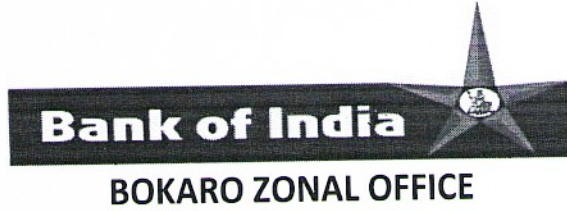
**Last date for submission of application is 20.12.2021**

The duly completed application form should reach us at the address "The Zonal Manager, Bank Of India, Bokaro Zonal Office, E-17, First Floor, City Centre, Sector-4, B.S. City, Bokaro, Jharkhand Pin-827004" in a closed cover by 4 P.M. on or before 20.12.2021. Application for the Post of Counselor, FLC 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.





ANNEXURE – 6

**DETAILED TERMS AND CONDITIONS FOR ENGAGEMENT OF OFFICE ASSISTANT FOR RSETIs AT BOKARO & GIRIDIH ON CONTACT BASIS**

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 resident of the district where RSETI is located.

**How to apply:**

Application should be submitted in Bank's prescribed format (**Annexure-2**) available in our website with necessary documents.

**Age Criteria as on 01.12.2021:**

Minimum 18 years and Maximum 45 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 20.12.2021.**

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







**Bank of India**

**BOKARO ZONAL OFFICE**

The duly completed application form should reach us at the address "The Zonal Manager, Bank Of India, Bokaro Zonal Office, E-17, First Floor, City Centre, Sector-4, B.S. City, Bokaro, Jharkhand Pin-827004" in a closed cover by 4 P.M. on or before 20.12.2021. **APPLICATION FOR THE POST OF OFFICE ASSISTANT IN RSETI-(Name of RSETI)** 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.

3. Carryout all the Instructions/any other work given by the Director and faculty from time to time.

