



LUCKNOW ZONAL OFFICE  
STAR HOUSE, VIBHUTI KHAND, GOMTI NAGAR, LUCKNOW-226010

**ENGAGEMENT OF SUPPORT STAFFS (FACULTY) FOR RSETI  
LUCKNOW AND RSETI BARABANKI**

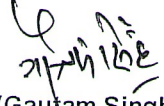
BANK OF INDIA, LUCKNOW ZONE invites Applications for the post of Faculty at RSETIs on Contractual basis.

| Post Name                 | Vacancies | Monthly Remuneration* |
|---------------------------|-----------|-----------------------|
| Faculty (RSETI Lucknow)   | 2         | Rs. 20000/-           |
| Faculty (RSETI Barabanki) | 1         | Rs. 20000/-           |

The selected candidates shall be engaged on contractual 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](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 5:00 P.M. on or before 10.06.2022. 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: 03.06.2022  
Place: Lucknow

  
(Gautam Singh)  
Dy. Zonal Manager



Zonal office, Lucknow Zone

Financial inclusion Department

*Email- Lucknow.AFD@bankofindia.co.in*

## **DETAILED TERMS AND CONDITIONS FOR ENGAGEMENT OF FACULTY ON CONTRACTUAL BASIS**

For engagement of Faculty (on contractual basis for a period of 2 years), the following terms and 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 typing will be an added advantage.
- Preference would be given to the candidate residing in the same district as RSETI.

### **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:**

Total 2 (two) post for faculty position in our RSETI, Barabanki and 1(one) post in RSETI, Lucknow 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 2 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, Maximum 65 years as on 01.06.2022 subject to physical fitness.

### **Selection Procedure:**

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

- **Written Test:** - To assess General Knowledge 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 candidate 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 In-charge / 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 upto the Bank's expectation or otherwise too.

**Exit Policy:** 1 months' notice from either side.

- **Last date for submission of application is 10.06.2022**

The duly completed application form should reach us at the address **The Zonal Manager, Bank Of India, Lucknow Zonal Office, Star House, Vibhuti Khand, Gomtinagar, Lucknow, UP Pin-226010** in a closed cover by 5 PM on or before 10.06.2022. "APPLICATION FOR THE POST OF RSETI FACULTY" 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.

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

**Job Profile:-**

- Assisting the Director in conducting Training programmes.
- Conducting pre-training activities including awareness programmes, generation of applications 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 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 counselling, credit linkage, marketing linkage, etc., to the trained entrepreneurs.
- Preparation of success stories / case studies of 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 and Shramdaan.
- Any other work/ responsibilities, entrusted by the Director.



APPLICATION FORM

Annexure 1

To,  
The Zonal Manager,  
Bank of India,  
Lucknow Zone

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

APPLICATION FOR THE POST OF  
FACULTY ON CONTRACT BASIS IN BANK OF INDIA

Sir,

Application for the post of ----- at RSETI .....

With reference to your insertion in Bank's Website/ Daily 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 Qualifications etc.

|    |  |                        |           |          |                |
|----|--|------------------------|-----------|----------|----------------|
| 1  | Full Name (In Block Letters)   |                        |           |          |                |
| 2  | Father's/Husband's Name  |                        |           |          |                |
| 3  | Address ( including telephone/mobile No. and e-mail address) where he/she normally resides/will reside and will perform the duties after selection )   |                        |           |          |                |
| 4  | Sex  |                        |           |          |                |
| 5  | Date of Birth  |                        |           |          |                |
| 6  | Age as on 01.01.2021   | -----Years -----Months |           |          |                |
| 7  | Category ( Strike of which is not applicable )   | SC/ST/OBC/GENERAL      |           |          |                |
| 8  | Marital status   |                        |           |          |                |
| 9  | Mobile Number  |                        |           |          |                |
| 10 | Email Address  |                        |           |          |                |
| 11 | Computer Knowledge   |                        |           |          |                |
| 12 | Educational Qualification  |                        |           |          |                |
| 13 | Language Known   | Can Speak              | Can Write | Can Read | Can Understand |
| 14 | Experience   |                        |           |          |                |
| 15 | List of Certificate enclosed   |                        |           |          |                |
| 16 | <p><b>Declaration:</b> I hereby declare that:</p> <p>i) No case of CBI or other law enforcement agency or any proceedings in any court of law is pending against me</p> <p>ii) I am physically fit to carry out duties of the FACULTY/OFFICE ASSISTANT including continuous visits of villages and/or other places as per requirement of the Bank. ( Please Tick the Post applied for)</p> <p>iii) I have gone through the job profile, engagement conditions and remuneration of FACULTY /OFFICE ASSISTANT and is unconditionally acceptable to me ( Please Tick the Post applied for).</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> |                        |           |          |                |

Date:-

Signature:-

Place:-

Name:-