



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

**ENGAGEMENT OF SUPPORT STAFFS FOR RSETI KEONJHAR, RSETI BARIPADA & FLC CENTER BARIPADA ON CONTRACTUAL BASIS**

**BANK OF INDIA, KEONJHAR ZONE** invites applications for the post of various support staff at RSETI Keonjhar, RSETI Baripada & FLC Center Baripada on **Contractual Basis**.

Place	Post Name	Vacancies	Monthly Remuneration*
Keonjhar	Office Assistant	1	Rs.15,000/-
Baripada	Office Assistant	2	Rs.15,000/-
Baripada	Watchmen cum Gardener	1	Rs.5,000/-
Baripada	FLC, Counselor	1	Rs.18,000/-

The selected candidates shall be engaged on contract basis for a period of 2 years except for FLC Counselor who shall be engaged for a period of 1 year. 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 P.M. on or before 30.07.2021**. Please note that Bank of India reserves the right to cancel/postpone the advertisement/selection process without any prior Notice.

**Date: 08.07.2021**

**Place: Keonjhar**

**Zonal Manager**

**DETAILED TERMS AND CONDITIONS FOR ENGAGEMENT OF OFFICE ASSISTANT**  
**FOR**  
**RSETIs AT BARIPADA & KEONJHAR**  
**(Sponsor Bank – Bank of India)**

The engagement of **Office Assistant** (on contractual basis for a period 2 years) shall be subject to the following terms and conditions:

**Eligibility:**

- Should 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-II**) available in our website along with necessary documents. Last date for submission of application is 30.07.2021.

**Age Criteria:**

18 years to 45 years as on 30.06.2021.

**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.

**Leaves:**

- 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.

**Other Conditions:**

- The date of written test and interview will be decided with due consultation with higher authorities and committee for the same.
- The duly filled 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 30.07.2021. 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.

- All correspondence in pursuance of this notification shall be given by the Bank only through Email and shall be sent to the Applicant's Email ID mentioned on the application form. If Email ID is not mentioned in the form, the application shall be rejected. Candidates are requested to regularly check their emails for correspondence from the Bank.

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

**x - x - x - x - x**

**DETAILED TERMS AND CONDITIONS FOR ENGAGEMENT OF WATCHMAN CUM GARDENER FOR  
RSETI, BARIPADA**

For engagement of **Watchman cum Gardener** (on contractual basis for a period of 2 years) the following terms and conditions to be read and followed by the Applicant:

**Eligibility:**

- Should have passed 8<sup>th</sup> Standard (VIII<sup>th</sup> Pass).
- Ability to read and write the local language preferred.
- Should have experience preferably in agriculture / gardening / horticulture.
- **The candidate should preferably be resident of the District where the RSETI is located.**

**How to apply:**

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

**Age Criteria as on 30.06.2021:**

Minimum 18 years and Maximum 65 years

**Selection Procedure:**

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

**Remuneration:**

The remuneration will be Rs.5,000/- (Rupees Five Thousand only) per month on contractual 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 Watchman cum Gardener on any reason/ground. No leave can be accumulated. At the end of the calendar year, the leaves, if any, would lapse.

**Exit Policy:**

One months' notice from either side.

**Last date for submission of application is 30.07.2021**

The date of 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, Keonjhar Zonal Office, At - Kuladera, PO-Mandua, Opp. Govt. Women's College, Distt. Keonjhar – 758014 (Odisha)**" in a closed cover by 5 P.M. on or before 30.07.2021. "**APPLICATION FOR THE POST OF WATCHMAN CUM GARDENER IN RSETI, BARIPADA**" should be mentioned on the top of the envelope. Partially filled or unfilled applications will be rejected. Bank will not held responsible for any postal delay or non-delivery of any communication. 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 Government/Private/any other organization on permanent/temporary/contractual basis as on the date of issue of engagement order.

**Job Profile of RSETI Watchman cum Gardener**

1. Watch & ward of the premises.
2. Gardening work & maintenance & 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.

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**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 OFFICE ASSISTANT/WATCHMAN CUM GARDENER ON CONTRACTUAL BASIS IN  
RSETI BARIPADA / KEONJHAR  
(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.	<b>FULL NAME</b>				
2.	<b>FATHER'S / HUSBAND'S NAME</b>				
3.	<b>PERMANENT ADDRESS</b>				
4.	<b>GENDER</b>				
5.	<b>MOBILE NO.</b>				
6.	<b>EMAIL ID</b>		@		
7.	<b>DATE OF BIRTH</b>	DD/MM/YYYY			
8.	<b>AGE AS ON 30.06.2021</b>	_____ YEARS _____ MONTHS _____ DAYS			
9.	<b>CATEGORY</b>	SC / ST / OBC / EWS/ GEN			
10.	<b>POST APPLIED FOR (Please tick one)</b>	OFFICE ASSISTANT	RSETI KEONJHAR		
		OFFICE ASSISTANT	RSETI BARIPADA		
		WATCHMAN CUM GARDENER	RSETI BARIPADA		
11.	<b>EDUCATIONAL QUALIFICATIONS</b>				
12.	<b>LANGUAGES KNOWN (Tick the appropriate box)</b>	<u>LANGUAGE</u>	<u>SPEAK</u>	<u>READ</u>	<u>WRITE</u>
		ODIA			
		ENGLISH			
		HINDI			
		OTHER (Please specify)			
13.	<b>DECLARATION</b>	<p>I hereby declare that:</p> <ul style="list-style-type: none"> <li>i. No case of CBI or other law enforcement agency or any proceedings in any court of law is pending against me and</li> <li>ii. I am physically fit to carry out duties of the OFFICE ASSISTANT/Watchman cum Gardener, including continuous visits of villages and/or other places as per requirement of the RSETI.</li> <li>iii. I have gone through job profile, engagement conditions and remuneration Of OFFICE ASSISTANT/Watchman cum Gardener, and is unconditionally acceptable to me.</li> <li>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.</li> </ul> <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**