



BOI STAR SOLAPUR RSETI

Date: 03.05.2017

**Solapur Zonal Office**  
**Detail Term and Conditions**

**For Engagement of Faculty**

For engagement of Faculty (on contractual basis for two years) the following terms and conditions to be followed by the applicant.

**Eligibility for Faculty:-**

- **Candidate should be resident of local area (Solapur District) only.**
- Should be graduate /Post graduate viz. MBA, MSW/Masters degree in rural Development/MA in Sociology/Psychology/B.A./B .Sc .
- Should have a flair for teaching and possess sound computer knowledge.
- Excellent communication skill in the local language, essential fluency in Marathi and English would be added in qualification.
- Should be proficient in MS Office (Word, excel, power point etc. )

**How to Apply:**

Application should be submitted in Bank's prescribed format available in our website with necessary documents (Annex 1-For all Applicants).

**No. of Posts**

One faculty member at RSETI Solapur 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 subject to maximum age of 45 years. The contract may be terminated by either side by giving one month notice.

**Age Criteria:**

Minimum 25 years to 45 years as on 02.05.2017 subject to physical fitness.

**Experience:-**

Minimum 2 years experience as an in-house or visiting faculty and shall possess good flair/computing skills/knowledge in computer etc.

**Selection Procedure:**

- Written Test:- To assess General Knowledge and computer Capability.
- Personal interview to assess communication ability, leadership quality, attitude, problem solving ability and to get along with the trainees development approach.
- Demonstration /Presentation:- To assess teaching skills and communication ability.

Decision of the Bank in this regard will be final.

**Remuneration:** Rs.20,000/-p.m. 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 Director based on the responsibility of the same.

**Leave:**

- 12 days C/L per calendar year, with prior approval of RSETI Director, maximum 4 days on each occasion.
- **Encashment of Leave :** 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.

**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 counseling, credit linkage, marketing linkage, etc., to the trained entrepreneurs.
- Preparation of success stories /case studies of entrepreneurs.
- Preparation of notes for Training sessions, 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, Milly, Yoga and Shramadan.
- Any other work / responsibilities, entrusted by the Director.

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

**Last date for submission of application to RSETI Solapur at following address is 08.05.2017.**

Date of written test and interview will be decided with due consultation with committee and communicated to the candidates.



APPLICATION FORM

To,  
The Zonal Manager,  
Bank of India,  
Solapur Zone.

Sir,

Application for the post of \_\_\_\_\_

With reference to your insertion in \_\_\_\_\_ ( Name of the source of information)  
regarding above, I append below following information for your kind perusal and needful.

1	Full Name (In Block Letters)	
2	Father's/Husband Name	
3	Address	
4	Sex	
5	Age	
6	Marital status	
7	Mobile Number	
8	Email Address	
9	Computer Knowledge	
10	Educational Qualification	
11	Experience	
12	List of Certificate enclosed	

Yours Faithfully,

Date:-

Signature:-

Place:-

Name:-

