



**DETAIL TERMS AND CONDITIONS FOR  
ENGAGEMENT OF OFFICE ASSISTANT On Contractual Basis FOR  
RSETI**

For engagement of Office Assistant On contractual basis the following terms and conditions to be read and followed by the applicant.

**Eligibility for Office Assistant**

- Qualification-Minimum Graduation viz. BSW/BA/B.Com /with knowledge of computers.
- Candidate having knowledge in basic accounting will be taken as a preferred qualification.
- 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.
- Candidate should preferably be resident of local area in which the RSETI is located
- Typing skills in Hindi / English typing, an added advantage.
- The candidate should preferably be a resident of the district where the RSETI is located.

**How to apply**

Application should be submitted in Bank's prescribed format available in our Website with necessary documents.

**No of Posts**

One Office Assistant for RSETI Khandwa on contractual basis for **TWO YEARS period**. Provision for further renewal based on the satisfactory performance conduct/behavior and for a maximum period of 5years including initial two years' subject to maximum age of 45 years. The contract may be terminated by either side by giving one months 'notice.

**Age Criteria**

Min 18 years and Max 45 years (as on 01-08-2024) subject to physical fitness.

**Selection Procedure**

The selection of the candidate 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. 15000/- per month on consolidated basis.

### **Leave**

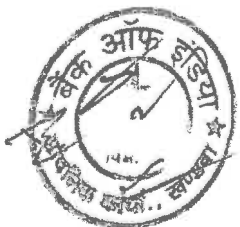
- 12 days in a calendar year to be availed with prior approval of RSETI director, maximum 4 days on each occasion to be availed only after prior approval of RSETI Director.
- There is no provision for encashment of leave even after exit of the faculty on any reason/ground. No leave can be accumulated. At the end of the calendar year; the leave would lapse.

**Last date for submission of application is 15-08-2024**

The duly completed application form should reach us at the address "The Zonal Manager, Bank Of India, Khandwa Zonal Office, B.T. College Road Anand Nagar Khandwa 450001 (M.P.)" in a closed cover by 4 P.M. on or before 15-08-2024. Application for the Post of RSETI Office Assistant 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.

### **Duties to be performed by Office Assisstant of RSETI**

- Assisting the Director and Faculty in effective functioning of the RSETI in order to fulfill the objectives of the Trust.
- Maintaining of cash book, general ledger, vouchers, as per guidelines (Presently single entry Book Keeping).
- Maintaining all books, registers, both manual and soft copy as per prevailing guidelines laid down by the Trust/Ministry.
- Maintaining and updating all data related to trainings; follow up, settlement, etc.
- Creating and updating MIS data as per the guidelines.
- Preparation of monthly report and other periodical reports and submission of the same to the Trust, the Ministry and other agencies involved in overall supervision of functioning of the RESTI.
- Organizing the logistics required for training including arranging Boarding, Dormitory, etc.



To,  
The Zonal Manager  
Bank of India  
Khandwa Zone.

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

**APPLICATION FOR THE POST OF  
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 01-08-2024	_____ 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	<p>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 and</p> <p>ii) I am physically fit to carry out duties of the Office Assistant including continuous visits of villages and/or other places as per requirement of the Bank.</p> <p>iii) I have gone through job profile, engagement conditions and remuneration of Office Assistant 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 not satisfying any of the eligibility criteria of Bank of India, my candidature is liable to be cancelled.</p>		

Signature: \_\_\_\_\_

Place: \_\_\_\_\_ Date: \_\_\_\_\_



- Arranging the training materials for all skill batches.
- Making registration of candidates in all trainings, taking daily attendance of trainees and taking boarding attendance of trainees.
- Conducting follow up visits as directed by the Director RSETI and reporting the same to the Director RESTI.
- Up keeping of all fixed Assets and maintaining of Inventory of items including training materials and equipment.
- Maintaining library books and issuing books to the trainees as and when demanded.
- Carrying out all the instructions/any other work given by the Director RSETI and faculty from time to time.

Zonal Manager  
Khandwa Zone

