

DETAIL TERMS AND CONDITIONS
FOR ENGAGEMENT OF ATTENDANT
FOR RSETI-Shajapur

For engagement of **Attendant (one post at RSETI-Shajapur)** on contractual basis for Two years. The following terms and conditions to be read and followed by the applicant:

Eligibility:

- Minimum Matriculate pass
- Ability to Read and Write the Local Language preferred.

How to apply:

Application should be submitted in Bank's prescribed format (Annex 1) available in our Website with necessary documents.

Age Criteria as on 01.11.2019:

Min 18 years Max 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.8,000/- 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 Attendant on any reason/ground. No leave can be accumulated. At the end of the calendar year, the leave would lapse.

Exit Policy:

One months' notice from either side.

Last date for submission of application is 04.12.2019.

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

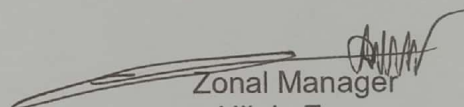
The duly completed application form should reach us at the address " The Zonal Manager, Bank of India, Ujjain Zonal Office, C-2, Kshipra Vihar, Dewas Road, Nagziri, Ujjain-456010 (M.P.)" in a closed cover by 4 P.M. on or before 04.12.2019. APPLICATION FOR THE POST OF ATTENDANT IN RSETI-SHAJAPUR should 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 Attendant

1. Generally all subordinate work of the Institute for assisting the Director and other staff of the Institute for smooth functioning of the day to day activities.
2. Up keeping of premises including office, training class rooms, dormitory, bathrooms, filing cabinet, visitors lounge etc.
3. Filing the documents in respective files as per direction of office Assistant/Faculty/Director.
4. Going to Bank branches for all Bank work like for getting pass book updating etc. as per the instructions of Director.
5. Any other work entrusted by the Director from time to time.


Zonal Manager
Ujjain Zone

