



Zonal office, Kolkata Zone

Agriculture Finance and Financial inclusion Department

6th Floor, 5, B.T.M Sarani, Kolkata-700001

Ph no-22314093; Email-Kolkata.AFD@bankofindia.co.in

DETAILED TERMS AND CONDITIONS
FOR ENGAGEMENT OF ATTENDANT ON CONTRACTUAL BASIS
FOR RSETI- BARASAT

For engagement of Attendant (on contractual basis for a period of 2 years) the following terms and conditions to be read and followed by the Applicants.

Eligibility:

- Minimum Matriculate pass
- Ability to read and write the local language preferred
- The candidate should be preferably be 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 self-attested documents (Annx-1 for all applicants, Annx-2 & 3 additionally for retired employees of PSU Banks)

No. of Posts:

One Attendant at RSETI, Barasat on contractual basis for Two years period. Provision for further renewal subject to satisfactory performance / conduct/ behavior upto the maximum period of 5 years.

Age Criteria:

Minimum 18 years and Maximum 65 years as on 01.01.2021

Selection Procedure:

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

Remuneration: The remuneration will be Rs. 8000/- (Rupees Eight thousand Only) per month on contractual basis or at minimum rates of wages as per State Govt. Circular whichever is higher.

Leave:

- Maximum 12 days in a calendar year limited to a maximum 4 days on each occasion to be availed only with prior approval of RSETI Director.
- 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 leaves would lapse

Exit Policy: One months' notice from either side.

➤ **Last date for submission of application is 22.03.2021**

The date of Personal Interview will be decided with due consultation with higher authorities and Committee for the same. The same shall be communicated to the Applicants by email.

The duly completed application form should reach us at the address " The Zonal Manager, Bank of India, Kolkata Zonal Office, Agriculture Finance & Financial Inclusion Department, 6th Floor, 5, B.T.M. Sarani, Kolkata-700001" in a closed cover by 4 PM on or before 22.03.2021. **"APPLICATION FOR THE POST OF ATTENDANT IN RSETI-Barasat"** 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.

Job Profile of RSETI Attendant:-

- 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.
- Up keeping of premises including office, training class rooms, dormitory, bathrooms, filing cabinet, visitors lounge etc.
- Any other work entrusted by the Director from time to time