

बैंक ऑफ़ इंडिया  
Bank of India



**ZONAL OFFICE: BARASAT ZONE**  
**Agriculture Finance and Financial inclusion Department**  
**Star House, DD-2 Sector-1 Salt Lake, Kolkata- 700064**

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

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

**Eligibility for Faculty:-**

- Qualification- Minimum Graduation. Diploma in vocational courses preferable.
- Shall have a flair for teaching and possess sound computer knowledge
- 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
- Typing skills in Hindi/English typing will be an added advantage
- The candidate should preferably be resident of the district where RSETI is located.

**Experience:-**

2 years in house faculty or visiting faculty. Shall possess good flair/ computing skills/ knowledge in computer etc.

**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:**

Total 1 (one) post for faculty position in our RSETI, Barasat on contractual basis for a period of TWO Years. Provision for further renewal, based on the satisfactory performance / conduct/ behavior and for a maximum period of 5 years including initial 2 years subject to maximum age of 65 years. The contract may be terminated by either side by giving one month notice.

**Age Criteria:**

Minimum 25 years, Maximum 65 years as on 01.01.2021 subject to physical fitness.

**Selection Procedure:**

All candidates applying for the post will have to clear:-

- **Written Test:** - To assess General Knowledge and Computer Capability. Kindly note that the written test will be conducted in English language only.
- **Personal Interview:** - To assess Communication ability, leadership quality, attitude, problem solving ability and ability to get along with the trainees development approach.
- **Demonstration/ Presentation:** - To assess teaching skills and communication capacity.

**Note:** Only those candidate who qualify in written exam will be called for interview / presentation.

**Remuneration:** The remuneration will be Rs.20,000/- ( Rupees Twenty thousand only) per month 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 In-charge / Director based on the reasonability of the same.

**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 Faculty on any reason/ ground. No leave can be accumulated at the end of calendar year, the leave would laps.

**Note:** - Bank Reserves the right to remove the RSETI faculty at any time even before the expiry period of the contract in case his performance is not upto the Bank's expectation or otherwise too.

- **Last date for submission of application is 08-07-2022**
- **Those who have already applied for the post of faculty as per our previous notification dated 04.03.2021 are not need to apply again.**

The duly completed application form should reach us at the address **"The Zonal Manager , Bank of India , Barasat Zonal Office , Agriculture Finance & Financial Inclusion Department , DD-2, Sector - 1, Salt Lake, Kolkata – 700064** in a closed cover by 4 PM on or before 08.07.2022 . "APPLICATION FOR THE POST OF RSETI FACULTY IN RSETI – BARASAT "should be mentioned on the top of the envelope. Partially filled or unfilled application 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 organisation on permanent/temporary/contractual basis as on the date of issue of engagement order.

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

**Note:** For retired employees of PSU Bank extant guidelines and provisions in vogue shall apply. In case of any dispute, Jurisdiction of Barasat Zone shall be valid.

**Job Profile:**

- Assisting the Director in conducting training programs.
- Conducting pre-training activities including awareness programs, generation of applications and selection of candidates.
- Assisting the Director in preparation of Annual Action Plan, designing the customized training programs and evaluation of the training.
- Organizing the logistic for the Training programs, 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 relation etc.)
- Providing post Training escort services including follow up visits/ meets.
- Preparation of business plan/ project report to RSETI trained entrepreneurs.
- Providing counselling, credit linkage, marketing linkage, etc, to the trained entrepreneurs.
- Preparation of success stories/ case studies of entrepreneurs.
- Preparation of notes for training session, post program report, Monthly progress report & Annual Activity report.
- Organizing the functions, events and meetings of the Institute.

APPLICATION FORM

Annexure 1

To,  
The Zonal Manager,  
Bank of India,  
Barasat Zone

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

APPLICATION FOR THE POST OF  
FACULTY / OFFICE ASSISTANT / ATTENDANT / WATCHMAN ON CONTRACT BASIS IN BANK OF INDIA  
Sir,

Application for the post of ----- at RESETI, Barasat

With reference to your insertion in Bank's Website/ Daily Newspaper 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 Qualifications etc.

1	Full Name (In Block Letters)				
2	Father's/Husband's Name				
3	Address ( including telephone/mobile No. and e-mail address) where he/she normally resides/will reside and will perform the duties after selection )				
4	Sex				
5	Date of Birth				
6	Age as on 01.01.2021				
7	Category ( Strike of which is not applicable )				
8	Marital status				
9	Mobile Number				
10	Email Address				
11	Computer Knowledge				
12	Educational Qualification				
13	Language Known	Can Speak	Can Write	Can Read	Can Understand
14	Experience				
15	List of Certificate enclosed				
16	<p><b>Declaration:</b> 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</p> <p>ii) I am physically fit to carry out duties of the FACULTY/OFFICE ASSISTANT including continuous visits of villages and/or other places as per requirement of the Bank. ( Please Tick the Post applied for)</p> <p>iii) I have gone through the job profile, engagement conditions and remuneration of FACULTY /OFFICE ASSISTANT and is unconditionally acceptable to me ( Please Tick the Post applied for).</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 my not satisfying any of the eligibility criteria of Bank of India, my candidature is liable to be cancelled.</p>				

Date:-

Signature:-

Place:-

Name:-

Additional Information to be submitted in case of application by a retired employee of a Public Sector bank (Age Should not be more than 65 years as on 01.01.2021)

01	Name of the Bank and Branch/ Office wherefrom retired	
02	Complete address of the Bank's HR Department wherefrom retired with contact no.)In case of retired Employee)	
03	Personal No. / PF no./ Personal Identification No. with the previous employer.(In case of Retired Employee)	
04	Place and Date of retirement (in case of retired Employee)	
05	Grade/ Scale from which retired (in case of retired Employee)	
06	Name and address of the Bank/ Branch where terminal benefits settled and/or pension account in existence. (in case of retired Employee)	
07	Last 3 assignments before the retirement of 5 years	
08	<p><b>Declaration:</b>  I hereby declare that:  i) I retired from the _____ Bank on Superannuation/voluntary retirement.  ii) No punishment / penalty was inflicted on me during five years of my service in _____ Bank preceding my retirement/VRS.  iii) No case of CBI or other law enforcement agency or any proceedings in any court of law is pending against me  iv) I am physically fit to carry out duties of the FACULTY including continuous visits of villages and/or other places as per requirement of the Bank  iii)I have gone through the job profile, engagement condition and remuneration of FACULTY 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 my not satisfying any of the eligibility criteria of Bank of India, my candidature is liable to be cancelled.</p>	
09	Certificate of the employer bank enclosed	YES/ NO

Date:-

Signature:-

Place:-

VERIFIED-----

( Signature of the authorized Bank Official of Bank Branch where proceeds of terminal benefits of the applicant credited/pension being paid)

APPLICATION FOR THE POST OF  
FACULTY FOR OUR RSETI, BARASAT  
(RURAL SELF EMPLOYMENT TRAINING INSTITUTE)  
ON CONTRACT BASIS IN BANK OF INDIA

CERTIFICATE OF THE EMPLOYER BANK

(In case of applications by retired employee of Public Sector Bank)

(Application without Employer Bank Certificate will not be considered)

We certify that the information furnished here in above by the applicant Shri/ Smt.  
\_\_\_\_\_ Grade/ Scale \_\_\_\_\_ retired from this bank on attaining  
Superannuation/ voluntary retirement on \_\_\_\_\_ have been verified with his/her Service  
records and found to be correct while in the Bank's service, his/her integrity was beyond doubt. There is  
nothing on record that may render the candidate prima facie ineligible for the post of Faculty.

Date:-

(Signature & Seal of the Competent Authority \*)

Place:-

Name & Address of the Bank

\*(Officer not below the rank of Chief Manager in the HR department of the Regional/ Zonal Office/Local  
Head Office or Head office of the Employer Bank)