

बैंक ऑफ़ इंडिया
Bank of India

BOI



Bokaro Zonal Office

**DETAIL TERMS AND CONDITIONS
FOR ENGAGEMENT OF FACULTY FOR RSETI
ON CONTRACTUAL BASIS
AT GIRIDIH AND BOKARO**

For engagement of **FACULTY** the following terms and conditions to be read and followed by the applicant.

Eligibility for Faculty

- Shall be a Graduate / Post Graduate viz. MSW/MA in rural Development / MA in Sociology / Psychology / B.sc (Veterinary), B.Sc. (Horticulture), B.sc (Agri.) B.Sc. (Agri Marketing) / B.A with B.Ed. etc.
- 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.
- **Candidate should be resident of local area.**
- Typing skills in Hindi / English typing, an added advantage
- Previous experience as Faculty preferred

How to apply:

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

(Annex 1- For All Applicants, Annx-2 additionally for retired employees of PSU banks)

No of Posts:

One Faculty member at RSETI Giridih on contractual basis for TWO YEARS period.

Provision for further renewal based on the satisfactory performance conduct/ behavior and for a minimum period of 5 years subject to maximum age of 65 years. The contract may be terminated by either side by giving one months' notice.

Age Criteria:

Min 25 years Max 65 years subject to physical fitness.

Experience:

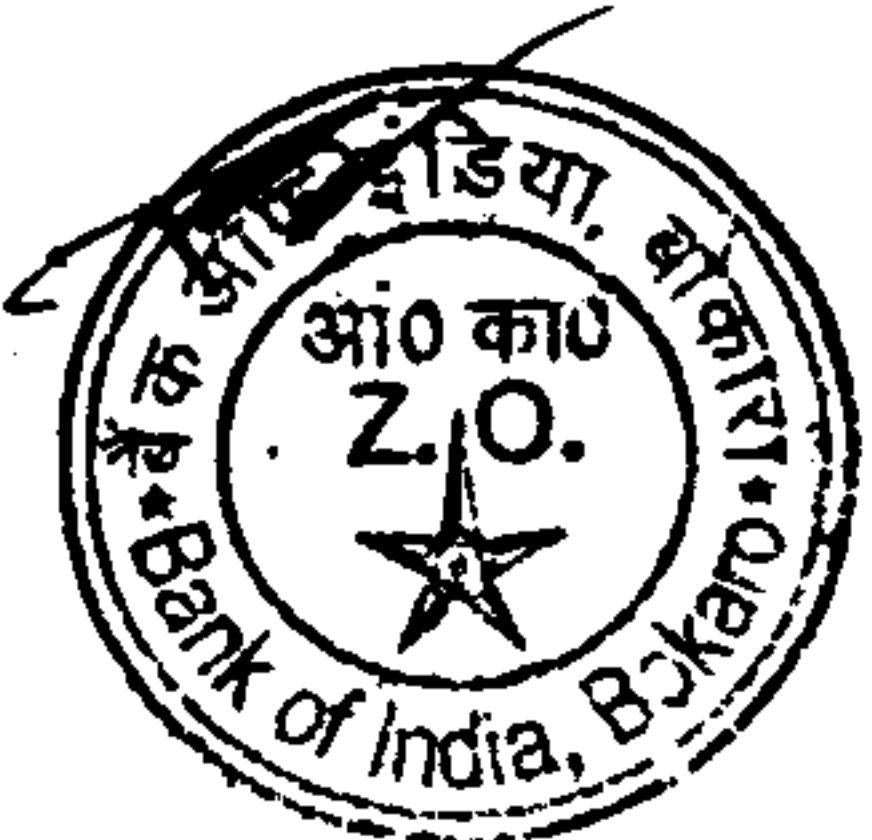
2 years in-house Faculty or visiting faculty. Shall possess good flair / computing skill /knowledge in computer etc.

Selection Procedure:

All candidate applying for the above post will have to clear:-

- **Written Test:** - to assess General Knowledge and Computer capability.
- **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.

**Minimum qualifying marks in the interview will be 50% (50 out of 100 marks).
Decision of the Bank in this regard will be final.**



The candidate should preferably be resident of the district where RSETI is located and local / State rules relating to selection of candidates would prevail.

Remuneration:

The remuneration will be Rs. 20000/- per month.

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:

- 12 days in a calendar year to be availed with prior approval of RSETI director, maximum 4 days on each occasion.
- 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 of RSETI faculty:

- Assisting the Director in conducting training programmes.
- Conducting pre training activities awareness programmes, generation of applications and selection of candidates.
- Assisting the director in preparation of Annual action Plan, designing the customize 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 relation 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 notes for Training sessions, Post programme report, Monthly progress report & Annual activity report.
- Organizing the functions, events, meetings of the institute.
- Preparation of press release/ reports on the activities of the institute for media coverage.
- Supervising the work of office assistant, Sub staff, watchman of the institute.
- Monitoring the performance of guest faculty (Skill training).
- Maintenance of fixed assets & library of the institute.
- Overseeing the maintenance of camps including, classrooms, kitchen, dining hall and dormitories.
- Up keep of premises/campus of the institute and all fixed assets including furniture and fixtures band library books of the institute.
- Any other work/ responsibilities, entrusted by the Director.



Last date for submission of application is 30-04-2019. (By Speed / Registered Post only)**

**** By hand application will not entertain.**

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

N.B. For retired Employees of PSU Bank extant provisions in vogue shall apply. In case of any dispute, jurisdiction of Ranchi only shall be valid.

Bank reserves the right to remove the faculty any time even before the expiry period of the contract in case his performance is not upto the Bank's expectations or otherwise too.

Bank also reserve the right to alter, modify, change the eligibility criteria and/ or any of other terms and conditions spelt out in this advertisement, including criteria for passing/ method and procedure of selection.

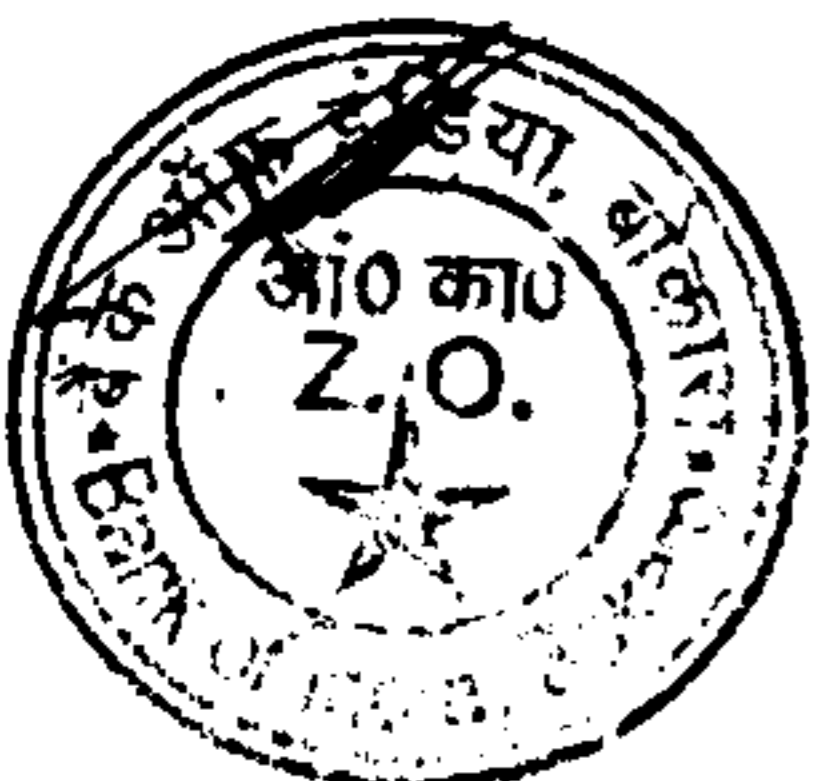
Only those candidates who have met the eligibility criteria and who are shortlisted for appearing written exam/ personal interview will be intimated by the email(online) or by speed post or by register post at the address or email address as the case may be, furnished by them in the application form.

The Bank takes no responsibility for any delay in receipt or loss in postal transit of call letter/ intimation.

The Partly filled/ incomplete applications will not be considered.

The duly completed application form should reach us at the address" The Chairman RSETI Selection Committee , C/o Bank of India, Bokaro Zonal office, E-17,1st floor, City Centre, Sec-IV, B.S. City, Bokaro (Jharkhand)-827004" in a closed cover by Speed / Registered post only by 4:00 P.M. on or before 30.04.2019. Application for the Post of RSETI Faculty / Office Assistant/ Attendant 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. 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.


**Zonal Manager
Bokaro Zone**



**DETAIL TERMS AND CONDITIONS
FOR ENGAGEMENT OF OFFICE ASSISTANT (One at each RSETI) ON
CONTRACTUAL BASIS
AT BOKARO AND GIRIDIH**

For engagement of **OFFICE ASSISTANT** at **RSETI Bokaro & Giridih** on contractual basis for **TWO** years the following terms and conditions to be read and followed by the applicant.

Eligibility for OFFICE ASSISTANT

- Shall be a Graduate with basic knowledge of accounts. Post Graduate viz. MSW/MA in rural Development / MA in Sociology / Psychology / B.sc (Veterinary), B.Sc. (Horticulture), B.sc (Agri.) B.Sc. (Agri Marketing) / B.A with B.Ed. etc.
- 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.
- **Candidate should be resident of local area.**
- Typing skills in Hindi / English typing, an added advantage

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 office Assistant at each RSETI Bokaro & Giridih on contractual basis for **TWO YEARS** period. Provision for further renewal based on the satisfactory performance conduct/ behavior and for a minimum period of 5 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 Max 45 years subject to physical fitness.

Selection Procedure: The selection is based on performance in **Written Exam & interview**. Minimum qualifying marks in the interview will be **50% (50 out of 100 marks)**. **Decision of the Bank in this regard will be final.**

The candidate should preferably be resident of the district where RSETI is located and local / State rules relating to selection of candidates would prevail.

Remuneration:

The remuneration will be Rs. 15,000/- per month.

Leave:

- 12 days in a calendar year to be availed with prior approval of RSETI director, maximum 4 days on each occasion.



- There is no provision for encashment of leave even after exit of the office assistant 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 30-04-2019. (By Speed / Registered Post only)**

**** By hand application will not entertain.**

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

Bank reserves the right to remove the faculty any time even before the expiry period of the contract in case his performance is not upto the Bank's expectations or otherwise too.


Bank also reserve the right to alter, modify, change the eligibility criteria and/ or any of other terms and conditions spelt out in this advertisement, including criteria for passing/ method and procedure of selection.

Only those candidates who have met the eligibility criteria and who are shortlisted for appearing written exam/ personal interview will be intimated by the email(online) or by speed post or by register post at the address or email address as the case may be, furnished by them in the application form.

The Bank takes no responsibility for any delay in receipt or loss in postal transit of call letter/ intimation.

The Partly filled/ incomplete applications will not be considered.

The duly completed application form should reach us at the address" The Chairman RSETI selection committee , C/o Bank of India, Bokaro Zonal office, E-17,1st floor, City Centre, Sec-IV,B.S. City, Bokaro (Jharkhand)-827004" in a closed cover by Registered / Speed post only 4:00 P.M. on or before 30.04.2019. Application for the Post of RSETI Faculty / Office Assistant/ Attendant 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. 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.


**Zonal Manager
Bokaro Zone**



**DETAIL TERMS AND CONDITIONS
FOR ENGAGEMENT OF ATTENDANT (One at each RSETI) ON
CONTRACTUAL BASIS
AT BOKARO AND GIRIDIH**

For engagement of ATTENDANT (one post for each RSETI) for our RSETI BOKARO & GIRIDIH on contractual basis for TWO years the following terms and conditions to be read and followed by the applicant.

Eligibility for Attendant:

- The applicant shall be Matriculate.
- Age limit: minimum 18 years and maximum 65 years as on 31.12.2018
- Shall be proficient in MS Office (Word, excel & power Point) and Internet.
- **Should be able to read and write Hindi and English.**
- **Resident of the district where the RSETI located and local/ state rules relating to selection of candidates would prevail.**

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 Attendant for each RSETI Bokaro & Giridih on contractual basis for **TWO Years period.** Provision for further renewal based on the satisfactory performance conduct/ behavior and for a minimum period of 5 years subject to maximum age of 65 years. The contract may be terminated by either side by giving one months' notice.

Age Criteria:

Min 18 years Max 65 years subject to physical fitness.

Selection Procedure: The selection is based on performance in the interview. **Minimum qualifying marks in the interview will be 50% (50 out of 100 marks).** Decision of the Bank in this regard will be final.

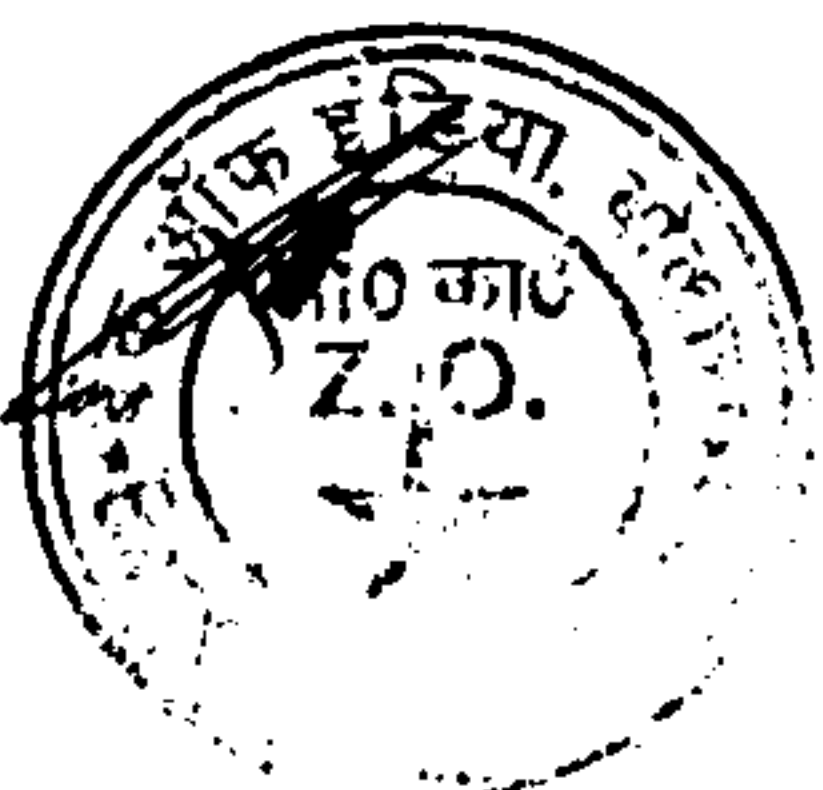
The candidate should preferably be resident of the district where RSETI is located and local / State rules relating to selection of candidates would prevail. The appointment to be confirmed by LAC during the meeting.

Remuneration:

The remuneration will be Rs. 8,000/- per month. No other allowances/ reimbursement of expenses will be admissible.

Leave:

- 12 days in a calendar year to be availed with prior approval of RSETI director, maximum 4 days on each occasion.



- 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 30-04-2019. (By Speed / Registered Post only)**

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

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