

**DETAIL TERMS AND CONDITIONS  
FOR ENGAGEMENT OF OFFICE ASSISTANT (One at each RSETI ) ON  
CONTRACTUAL BASIS  
AT KHUNTI,GUMLA, LOHARDAGA AND SIMDEGA**

For engagement of **OFFICE ASSISTANT** at RSETI KHUNTI, GUMLA, LOHARDAGA & **SIMDEGA** 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 Khunti, Gumla, Lohardaga & Simdega** 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 15-01-2019. (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, Ranchi Zonal office, 11nd floor, Pradhan Towers, M.G. Road ( Main Road), Near overbridge, Ranchi (Jharkhand)-834001” in a closed cover by Registered / Speed post only 4:00 P.M. on or before 15.01.2019. 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  
Ranchi Zone