

DETAIL TERMS AND CONDITIONS FOR ENGAGEMENT OF FACULTY FOR RSETI AT CHATRA AND KODERMA

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

Eligibility for Faculty

- Qualification-Minimum Graduation. Dip in vocational courses/guidance preferable
- Shall have a Flair for teaching and possess sound Computerknowledge.
- Excellent communication skills in the local language essential, fluency in Hindi and English would be an addedqualification.
- Shall be proficient in MS Office (Word, excel & power Point) andInternet.
- Candidate should preferably be resident of localarea in which the RSETI is located
- Typing skills in Hindi / English typing, an addedadvantage

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 & Annx-3 additionally for retired employees of PSU banks)

No of Posts

One Faculty member each at RSETI CHATRA and RSETI KODERMA on contractual basis for **TWO YEARS period**.Provision for further renewal based on the satisfactory performance conduct/behavior and for a maximum period of 5years including initial two years subjecttomaximumageof65years.The contract may be terminated by either side by giving one months'notice.

Age Criteria

Min 25 years and Max 65 years (as on 01.01.2019) subject to physical fitness.

Experience

Desirable

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

Selection Procedure

All candidates 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.

NOTE: Only those candidates who qualify in written exam will be called for interview/presentation

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 INCHARGE/ 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.

Last date for submission of application is 19.01.2019

The duly completed application form should reach us at the address“ **The Zonal Manager, Bank Of India, Hazaribagh Zonal Office, Post Bag No. 34, Saketpuri, Sadanand Marg, Hazaribagh, Jharkhand Pin-825301**” in a closed cover by 4 P.M. on or before 19.01.2019. **Application for the Post of RSETI Faculty** 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. 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 other Govt/Private/any other organization 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.

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

Job Profile of RSETI Faculty

- Assisting the Director in conducting Training programmes.
- Conducting pre-Training activities including awareness programmes, generation of application sand selection of candidates.
- Assisting the Director in preparation of Annual Action Plan, designing the customized Training programmes and evaluation of the Training.
- Organizing the logistics for the Training programmes, including Training material and guestfaculty.
- Handling sessions relating to motivation, entrepreneurship, market survey, business opportunityguidance, business plan preparation, launching formalities and enterprise management aspects (costing, pricing, inventory management, marketing, customer relations 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 success stories /case studies of entrepreneurs.
- Preparation of notes for Training sessions, post programme report, Monthly progress report &Annual Activity report.
- Organizing the functions, events and meetings of the institute.
- Preparation of press release/reports on the activities of the institute for media coverage.
- Supervising the work of the Office Assistant, sub-staff, watchman of the institute.
- Monitoring the performance of the guest faculty (skill Training).
- Maintenance of the fixed assets & library of the institute.
- Overseeing the maintenance of campus including, class rooms, 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.
- Maintaining discipline in the institute including the practices of daily attendance, prayer,Yoga and Shramadan.
- Any other work / responsibilities, entrusted by the Director.

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DETAIL TERMS AND CONDITIONS

FOR ENGAGEMENT OF OFFICE ASSISTANT

FOR RSETI AT CHATRA AND KODERMA

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

Eligibility for Office Assistant

- Shall be a Graduate viz. BSW/BA/B.Com./ with computer knowledge
- Knowledge in Basic Accounting is a preferred qualification
- Shall be fluent in spoken and written local language.
- Fluency in Hindi / English would be an added qualification
- Shall be proficient in MS Office (Word and Excel), Tally & Internet
- Skills in typing in local language is essential, Typing skills in English 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, Annx-2 & Annx-3 additionally for retired employees of PSU banks)

No of Posts

One Office Assistant each at RSETI CHATRA and RSETI KODERMA on contractual basis for **TWO YEARS period**. Provision for further renewal based on the satisfactory performance conduct/behavior and for a maximum period of 5years including initial two years .The contract may be terminated by either side by giving one months' notice.

Age Criteria

Min 18 years Max 45 years (as on 01.01.2019) subject to physical fitness

Selection Procedure

All candidates 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.

NOTE: Only those candidates who qualify in written exam will be called for interview

Remuneration

The remuneration will be Rs. 15000/- 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 office assistant on any reason/ground. No leave can be accumulated at the end of the calendar year, the leave would lapse.

Exit Policy

- 1 months notice period from either side

Last date for submission of application is 19.01.2019

The duly completed application form should reach us at the address“ The Zonal Manager, Bank Of India, Hazaribagh Zonal Office, Post Bag No. 34,Saketpuri, Sadanand Marg, Hazaribagh, Jharkhand Pin-825301” in a closed cover by 4 P.M. on or before 19.01.2019.Application for the Post of RSETI Office Assistant 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. 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 other Govt/Private/any other organization 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.

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

Job Profile of RSETI Office Assistant

- Assisting the Director and Faculty in effective functioning of the Institute to fulfill the objectives of the Trust.
- Maintaining of Cash book, General Ledger, vouchers, as per the guidelines (Presently single entry Book keeping).
- Maintaining all books, registers, both manual and soft copy as per the prevailing guidelines from Trust/Ministry.
- Maintaining and updating all data relating to trainings, Follow up, Settlement, etc.
- Creating and updating MIS data as per the guidelines.
- Preparation of monthly report and other periodical reports and submission to Trust, Ministry and other agencies involved in overall supervision of functioning of RSETI.
- Organising the required logistics for training including arranging Boarding, Dormitory, etc.
- Arranging the training materials for all Skill batches.
- Making registration of candidates in all the trainings, taking daily attendance of trainees, taking boarding attendance of trainees.
- Conducting follow up visits as directed by Director and reporting the same to the Director.
- Up keeping of all fixed Assets and maintaining of Inventory of items including training materials and equipment.
- Maintaining of Library books and issuing books to the trainees as and when they demand.
- Carryout all the Instructions/any other work given by the Director and faculty from time to time.

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DETAIL TERMS AND CONDITIONS FOR ENGAGEMENT OF COUNSELLOR FOR FLCC

For engagement of retired bank officials as in-charge to oversee overall functioning of FLCs, the following terms and conditions to be read and followed by the applicants

1. The applicants should have retired on attaining superannuation from Banks service as officer in Scale II or III and above for working as in charge of FLCC .The post will be a contractual one.
2. His/her integrity should not have been doubtful during his/her service in the bank.
3. Counselors are expected to counsel the public in all issues related with Financial Institutions, proficiency in local language(reading, writing, speaking and understanding)is essential
4. The monthly consolidated remuneration is Rs 18000/-per month subject to conduct of minimum 8 outdoor camps per month. An additional some of Rs 500/- per month to be paid towards telephone expenses on declaration basis .As the counselors are expected to conduct outdoor camp as well ,a lump sum expense of Rs 500/- per camp will be reimbursed in lieu of not providing conveyance etc ,provided counselors are holding minimum 8 such outdoor camps per month.
5. Working days- 6 days per week (except second and fourth Sunday of the month)
6. The officials should have right aptitude /flair for training and rural development activities.
7. Age should not be above 65 years (with sound health)
8. Qualification : Graduate / Post graduate degree from UGC recognized University
9. The applicant should possess satisfactory service certificate from the previous employer
10. The applicant should be well conversant with the local language
11. Application should be submitted in banks prescribed format and should be submitted with employer bank certificate
12. The selection is based on performance in the interview .Decision of the bank in this regard will be final
13. The candidate will be engaged on contractual basis for a period of one year. Renewal may be possible at Banks sole discretion as per extant policies and rules .
14. The contract may be terminated by either side by giving 1 months notice

Last date for submission of application is 19.01.2019

The duly completed application form should reach us at the address“ The Zonal Manager, Bank Of India, Hazaribagh Zonal Office, Post Bag No. 34,Saketpuri, Sadanand Marg, Hazaribagh, Jharkhand Pin-825301” in a closed cover by 4 P.M. on or before 19.01.2019.Application for the Post of Counselor,FLC KODERMA 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. 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 other Govt/Private/any other organization on permanent/temporary/contractual basis as on the date of issue of engagement order.

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

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