

बैंक ऑफ़ इंडिया
Bank of India **BOI** 
INTER-OFFICE MEMORANDUM

From:- Zonal Manager, Keonjhar Zone. Financial Inclusion Department	To:- The General Manager Financial Inclusion Department Head Office
---	---

Ref.No.ZO/KJR/FI/20-21/24

Date: 06-07-2020

UPLOADING OF ADVERTISEMENT IN BANK'S WEBSITE

We request reference to the captioned subject.

In our Zone 2 RSETIs are running, viz., Keonjhar & Baripada. Accordingly, we need to fill up the following vacancies of support staff under various posts as under:

<u>RSETI</u>	<u>Post Name</u>	<u>Vacancies</u>
Baripada	Faculty	1
	Office Attendant	1
	Watchmen cum Gardener	1
Keonjhar	Office Assistant	1
	Office Attendant	1
	Watchman cum Gardener	2

In view of the above, we recommend for uploading of advertisement on Bank's Website under career section with details as under:-

Description of Advertisement:-"Engagement of support staff for RSETI Keonjhar & RSETI Baripada on contract basis in Keonjhar zone".

Zone	Keonjhar
Proposed Advertisement Date	10.07.2020
Last date of Application	03.08.2020
Display from	10.07.2020
Display Up to	03.08.2020

Attachment:-

- Copy of memorandum
- Advertisement
- Application Form
- Terms & Condition


**DY. ZONAL MANAGER
KEONJHAR ZONE**





**KEONJHAR ZONAL OFFICE,
Mining Road, Keonjhar- ODISHA 758001**

**ENGAGEMENT OF SUPPORT STAFFS FOR RSETI KEONJHAR &
RSETI BARIPADA ON CONTRACTUAL BASIS**

BANK OF INDIA, KEONJHAR ZONE invites applications for the post of various support staff at RSETI Keonjhar & RSETI Baripada on **Contractual Basis**.

Place	Post Name	Vacancies	Monthly Remuneration*
Baripada	Faculty	1	Rs.20,000/-
Keonjhar	Office Assistant	1	Rs.15,000/-
Keonjhar	Office Attendant	1	Rs.8,000/-
Baripada	Office Attendant	1	Rs.8,000/-
Keonjhar	Watchmen cum Gardener	2	Rs.5,000/-
Baripada	Watchmen cum Gardener	1	Rs.5,000/-

The selected candidates shall be engaged on contract basis for a period of 2 years. Renewal may be considered at Bank's sole discretion in terms of extant policies and rules. Decision of the Bank in this regard will be final. Application Form with detailed notification is available in our website www.bankofindia.co.in under head "**Career**". The duly completed application form should reach us at the above address in a closed cover by **4 P.M. on or before 03.08.2020**. Please note that Bank of India reserves the right to cancel/postpone the advertisement/selection process without any prior Notice.

*As per extant policy & guidelines.

**Date: 06.07.2020
Place: Keonjhar**

Zonal Manager

DETAILED TERMS AND CONDITIONS FOR ENGAGEMENT OF FACULTY ON CONTRACTUAL BASIS FOR RSETI – BARIPADA.

For engagement of Faculty (on contractual basis for a period of 2 years) the following terms & 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.

How to apply:

Application should be submitted in Bank's prescribed format available in our Website with necessary documents. (**Annexure-II**: For all Applicants; **Annexure-III & IV**: additionally (mandatory) for retired employees of PSU Banks).

No. of Vacancies:

Total **1 (one)** post for faculty position in our RSETI, Baripada 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 two 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 and Maximum 65 years (as on 01.04.2020) 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. 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 candidates 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 Incharge / 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 the calendar year, the leave would lapse.

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 up to the Bank's expectation or otherwise too.

➤ **Last date for submission of application is 03.08.2020.**

The duly completed application form should reach us at the address "*The Zonal Manager, Bank of India, Keonjhar Zonal Office, Mining Road, Keonjhar, Odisha-758001.*" in a closed cover by 4 P.M. on or before 03.08.2020. "**APPLICATION FOR THE POST OF RSETI FACULTY IN RSETI (Name of RSETI)**" 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 Email ID 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.

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 Keonjhar 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 and 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 guest faculties.
- Handling session related to motivation, entrepreneurship, market survey, business opportunity guidance, 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 notes for training session, 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 and library/books of the institute.
- Maintaining discipline in the institute including the practices of daily attendance, prayer, yoga & Shramdaan.
- Any other work/responsibilities, entrusted by the director.

X - X - X - X - X

DETAILED TERMS AND CONDITIONS FOR ENGAGEMENT OF OFFICE ASSISTANT FOR RSETIs AT BARIPADA & KEONJHAR

For engagement of **Office Assistant** (on contractual basis for a period 2 years) the following terms and conditions to be read and followed by the applicant:

Eligibility:

- 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.
- The candidate should preferably be resident of the district where RSETI is located.

How to apply:

Application should be submitted in Bank's prescribed format (**Annexure-II**) available in our website with necessary documents.

Age Criteria as on 01.04.2020:

Minimum 18 years and Maximum 45 years.

Selection Procedure:

The selection is based on performance in the written test and personal interview. Decision of the Bank in this regard will be final. Kindly note that the written test will be conducted in English language only.

Remuneration:

The remuneration will be Rs.15,000/- (Rupees Fifteen Thousand Only) per month on consolidated basis.

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 Office Assistant on any reason/ground. No leaves can be accumulated. At the end of the calendar year, the leaves would lapse.

Exit Policy:

On one months' notice from either side.

- **Last date for submission of application is 03.08.2020.**

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

The duly completed application form should reach us at the address “*The Zonal Manager, Bank of India, Keonjhar Zonal Office, Mining Road, Keonjhar, Odisha-758001*” in a closed cover by 4 P.M. on or before 03.08.2020. **APPLICATION FOR THE POST OF OFFICE ASSISTANT IN RSETI-(Name of RSETI)** 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 Email 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 Office Assistant

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

x – x – x – x – x

**DETAILED TERMS AND CONDITIONS FOR ENGAGEMENT OF ATTENDANT
FOR RSETI AT BARIPADA & KEONJHAR**

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 (**Annexure-II**) available in our Website with necessary documents.

Age Criteria as on 01.04.2020:

Minimum 18 years and Maximum 65 years.

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.8,000/- (Rupees Eight Thousand Only) per month on contractual basis.

Leaves:

- a. 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.
- b. 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 03.08.2020.**



The date of interview shall 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, Keonjhar Zonal Office, Mining Road, Keonjhar, Odisha-758001" in a closed cover by 4 P.M. on or before 03.08.2020. "**APPLICATION FOR THE POST OF ATTENDANT IN RSETI-(Name of RSETI)**" should be mentioned on the top of the envelope. Partially filled or unfilled applications will be summarily rejected. Bank will not be held responsible for any postal delay or non-delivery of any communication. Candidates should mention their Email ID 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

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

X - X - X - X - X

**DETAILED TERMS AND CONDITIONS FOR ENGAGEMENT OF WATCHMAN
CUM GARDENER FOR RSETIs AT KEONJHAR & BARIPADA**

For engagement of **Watchman cum Gardener (on contractual basis for a period of 2 years)** the following terms and conditions to be read and followed by the Applicant:

Eligibility:

- Should have passed 8th Standard (VIIIth Pass).
- Ability to read and write the local language preferred.
- Should have experience preferably in agriculture/ gardening/ horticulture.
- The candidate should preferably be resident of the District where the RSETI is located.

How to apply:

Application should be submitted in Bank's prescribed format (**Annexure-II**) available in our Website with necessary documents.

Age Criteria as on 01.04.2020:

Minimum 18 years and Maximum 65 years

Selection Procedure:

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

Remuneration:

The remuneration will be Rs.5,000/- (Rupees Five Thousand only) per month on contractual basis.

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 Watchman cum Gardener on any reason/ground. No leave can be accumulated. At the end of the calendar year, the leaves, if any, would lapse.

Exit Policy:

One months' notice from either side.

Last date for submission of application is 03.08.2020

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



The duly completed application form should reach us at the address “*The Zonal Manager, Bank of India, Keonjhar Zonal Office, Mining Road, Keonjhar, Odisha-758001*” in a closed cover by 4 P.M. on or before 03.08.2020. “*APPLICATION FOR THE POST OF WATCHMAN CUM GARDENER IN RSETI-(Name of RSETI)*” should be mentioned on the top of the envelope. Partially filled or unfilled applications will be rejected. Bank will not held responsible for any postal delay or non-delivery of any communication. 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 Government/Private/any other organization on permanent/temporary/contractual basis as on the date of issue of engagement order.

Job Profile of RSETI Watchman cum Gardener

1. Watch & ward of the premises.
2. Gardening work & maintenance & upkeep of the premises.
3. In case of need to perform the duties of the attendant.
4. Any other work entrusted by the Director from time to time.

X - X - X - X - X