

ANNEXURE-I

भोपाल आंचलिक कार्यालय, अरेरा हिल्स जेल मार्ग, भोपाल -462001 मध्य प्रदेश दूरभाष: 0755-2574398					
बैंक ऑफ इंडिया, भोपाल अंचल अनुबंध के आधार पर निम्नलिखित पद के लिए योग्य व्यक्तियों से आवेदन आमंत्रित करता है।					
स्थान	पद का नाम	संकाय सदस्य संख्या	पात्रता/अन्य योग्यताएँ	कार्य दिवस	मासिक मानदेय
स्टार स्वरोजगार प्रशिक्षण संस्थान सीहोर	संकाय सदस्य	01	हमारे वैबसाइट से प्राप्त करें।	साप्ताहिक 6 दिन	20000/- (नियम एवं शर्तें लागू)
<p>कृपया नोट करें की उपरोक्त पद पूर्ण रूप से अनुबंध के आधार पर भरे जाएंगे एवं नियुक्त व्यक्तियों का कार्य विस्तार उनके कार्य की समीक्षा के आधार पर निश्चित अंतराल पर की जाएगी। नियुक्ति बैंक के नियम एवं शर्तों के आधार पर की जाएगी। उपरोक्त पदों के लिए आवेदन पत्र हमारे वेब साइट www.bankofindia.co.in के करियर सेक्शन से प्राप्त किए जा सकते हैं। पूर्ण रूप से भरे हुये आवेदन पूरे दस्तावेजों के साथ हमारे आंचलिक कार्यालय के उपरोक्त पते पर दिनांक 23.03.2022 के संध्या 4:00 बजे तक भेजे जा सकते हैं। प्रारंभिक जांच के बाद उपुक्त पाये गए आवेदकों को लिखित परीक्षा के लिए बुलाया जाएगा। लिखित परीक्षा में आहर्ता प्राप्त आवेदकों को व्यक्तिगत साक्षात्कार के लिए बुलाया जाएगा साथ ही आवेदकों को शिक्षण कौशल का प्रदर्शन दिखाना अनिवार्य है। कृपया नोट करें कि बैंक ऑफ इंडिया बिना किसी पूर्व सूचना के इस विज्ञापन को रद्द करने का अधिकार सुरक्षित रखता है (उम्मीदवार अधिमानतः स्थानीय क्षेत्र का निवासी होना चाहिए)। कॉल लेटर/ सूचना पत्र डाक से प्राप्त न होना, या नुकसान, या किसी भी देरी के लिए या कोई भी अन्य कारण के लिए बैंक किसी भी प्रकार से जिम्मेदार नहीं होगा। आंशिक रूप से भरे आवेदनो पर विचार नहीं किया जाएगा। यदि आवेदक चुना जाता है तो प्रस्ताव पत्र स्वीकार करने कि तिथि पर आवेदक किसी भी सरकारी या निजी संगठन के साथ पूरा या अंशकालिक आधार या अनुबंध के आधार पर जुड़ा नहीं होना चाहिए।</p>					
(आंचलिक प्रबंधक) भोपाल अंचल					

APPLICATION FORM

To,
The Zonal Manager
Bank of India
Bhopal Zone.

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

APPLICATION FOR THE POST OF FACULTY ON CONTRACTUAL BASIS IN RSETI SEHORE

(SPONSOR BANK – BANK OF INDIA)

With reference to your insertion in Bank's Website / Daily News Paper, 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 Qualification.

(All details to be filled in **CAPITAL LETTERS**)

1.	FULL NAME				
2.	FATHER'S / HUSBAND'S NAME				
3.	PERMANENT ADDRESS				
4.	GENDER				
5.	MOBILE NO.				
6.	EMAIL ID				@
7.	DATE OF BIRTH	DD/MM/YYYY			
8.	AGE AS ON 01.03.2022	_____ YEARS _____ MONTHS _____ DAYS			
9.	CATEGORY	SC / ST / OBC / EWS / GEN			
10.	POST APPLIED FOR	FACULTY	RSETI SEHORE		
11.	EDUCATIONAL QUALIFICATIONS				
12.	LANGUAGES KNOWN (Tick the appropriate box)	<u>LANGUAGE</u>	<u>SPEAK</u>	<u>READ</u>	<u>WRITE</u>
		ENGLISH			
		HINDI			
		OTHER (Please specify)			
13.	DECLARATION	<p>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 and</p> <p>ii. 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 RSETI.</p> <p>iii. I have gone through job profile, engagement conditions and remuneration of Faculty, and is unconditionally acceptable to me.</p> <p>iv. I understand that all communication(s) by the bank with regard to this notification would be done only through email and that no hard copy of letter / notice shall be sent to me.</p> <p>I further declare that the information stated above is complete, true and correct to the best of my knowledge and belief. No material fact has been suppressed therefrom. I understand that in the event of any information being found untrue or incorrect at any stage or I do not satisfy any of the eligibility criteria as per extant rules, my candidature is liable to be cancelled.</p>			

All fields in this application form are mandatory. In case of incomplete application, the same shall be summarily rejected.

Place:

Date:

Signature

ANNEXURE-III

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

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 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-IV & V**: additionally (mandatory) for retired employees of PSU Banks).

No. of Vacancies:

Total **1 (one)** post for faculty position in our RSETI, Sehore 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 63 years (as on 01.03.2022) 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, Quantitative Aptitude, Reasoning 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 23.03.2022.**

The duly completed application form should reach us at the address "*The Zonal Manager, Bank of India, Bhopal Zonal Office, BOI Building, Jail Road, Arera Hills, Bhopal-462001*" in a closed cover by 4 P.M. on or before 23.03.2021. **APPLICATION FOR THE POST OF FACULTY IN RSETI-SEHORE** 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.

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 Bhopal 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 progressreport & 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 anddormitories.
- Up keep of premises/campus of the institute and all fixed assets including furniture andfixtures 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

ANNEXURE – IV**Additional Information to be submitted in case of application by a retired employee of a Public Sector Bank**

(Age should not be more than 63 years as on 24.02.2022)

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 three assignments before the retirement of 5 years.	
08.	Declaration	<p>I hereby declare that:</p> <p>i) I retired from the _____ Bank on superannuation/voluntary retirement.</p> <p>ii) No punishment/penalty was inflicted on me during five years of my service in _____ Bank preceding my retirement/VRS.</p> <p>iii) No case of CBI or other law enforcement agency or any proceedings in any court of law is pending against me and</p> <p>iv) I am physically fit to carry out duties of the FACULTY, RSETI, including continuous visits of villages and/or other places as per requirement of the Bank.</p> <p>v) I have gone through job profile, engagement conditions and remuneration of Faculty, RSETI 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 I do not satisfy any of the eligibility criteria as per extant rules, my candidature is liable to be cancelled.</p>
09.	Certificate of the employer Bank enclosed : YES / NO	

Signature of Shri / Smt. _____

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 RURAL SELF EMPLOYMENT TRAINING INSTITUTE (RSETI),
SEHORE ON CONTRACT BASIS IN BANK OF INDIA**

CERTIFICATE OF THE EMPLOYER BANK

(In case of application by a retired employee of a Public Sector Bank)

(Application without Employer Bank Certificate will not be considered)

We certify that the information furnished hereinabove by the applicant Shri/Smt.
..... Grade retired from this Bank on
attaining superannuation/voluntary retirement on have been verified with his/her
Service record 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.

Place:

Date:

(Signature & Seal of the Competent Authority *)

Name & Address of the Bank

* (Officer not below the rank of Chief Manager in the HR Department of Regional / Zonal
Office / Local Head Office or Head Office of the employer Bank)