


Bank of India

**JAMSHEDPUR ZONAL OFFICE,
Main Road Bistupur, Jamshedpur Pin-831001(Jharkhand)
ENGAGEMENT OF SUPPORT STAFFS FOR FLC COUNSELLOR IN
WEST SINGHBHUM AND RSETI EAST SINGHBHUM DISTRICT ON
CONTRACTUAL BASIS**

BANK OF INDIA, JAMSHEDPUR ZONE invites applications for the post of FLC Counsellor in West Singhbhum and post of RSETI East Singhbhum District on **Contractual Basis**.

Place	Post Name	Vacancies	Monthly Remuneration*
FLC-WEST SINGHBHUM	COUNSELLOR(FLC)	1	Rs.18,000/-
RSETI- EAST SINGHBHUM	FACULTY	2	Rs. 20,000/-
RSETI- EAST SINGHBHUM	OFFICE ASSITANCE	1	Rs. 15,000/-

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 25.01.2022**. 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: 05.01.2022

Place: JAMSHEDPUR


Zonal Manager

जमशेदपुर आंचलिक कार्यालय
बैंक ऑफ इंडिया बिल्डिंग
मेन रोड बिस्टुपुर, जमशेदपुर
पिन: 831001, (झारखंड)

बैंक ऑफ इंडिया
Bank of India

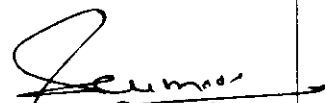
BOI



बैंक ऑफ इंडिया, जमशेदपुर अंचल अनुबंध के आधार पर निम्नलिखित पद के लिए योग्य व्यक्तियों से आवेदन आमंत्रित करता है।

पद का नाम	रिक्त पद	पात्रता / अन्य योग्यताएं	मासिक मानदेय
स्टार स्त्रोत्रगर प्रशिक्षण संस्थान में : कार्यालय सहायक (Office Assistant)	आरसेटी - पूर्वी सिंहभूम-1	हमारे वेब साइट से प्राप्त करें।	15,000/- (नियम एवं शर्तें लागू)
स्टार स्त्रोत्रगर प्रशिक्षण संस्थान में : संकाय सदस्य (Faculty Member)	आरसेटी - पूर्वी सिंहभूम-2	हमारे वेब साइट से प्राप्त करें।	20,000/- (नियम एवं शर्तें लागू)
परामर्शदाता (FLC Counsellor)	पश्चिमी सिंहभूम -1	हमारे वेब साइट से प्राप्त करें।	18,000/- (नियम एवं शर्तें लागू)

कृपया नोट करें कि 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 किये जा सकते हैं। पूर्ण रूप से भरे गए आवेदन पूरे दस्तावेजों के साथ हमारे आंचलिक कार्यालय, जमशेदपुर के उपरोक्त पते पर दिनांक 25.01.2022 के संध्या 4.00 बजे तक भेजे जा सकते हैं। प्रारंभिक जांच के बाद उपयुक्त पाए गए आवेदकों को लिखित परीक्षा के लिए बुलाया जाएगा। लिखित परीक्षा में अर्हता प्राप्त आवेदकों को व्यक्तिगत साक्षात्कार के लिए बुलाया जाएगा साथ ही आवेदकों को शिक्षण कौशल का पर्दर्शन 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 के निवासी होना चाहिए)। कॉल लेटर/ सूचना पत्र डाक संक्रमण में प्राप्त न होना, या नुकसान, या किसी भी देरी के लिए बैंक किसी भी प्रकार से जिम्मेदार नहीं होगी। आंशिक रूप से भरे आवेदनों पर विचार नहीं किया जाएगा। यदि आवेदक चुना जाता है तो प्रस्ताव पत्र स्वीकार करने की तिथि पर आवेदक किसी भी सरकारी या निजी संगठन के साथ पूरा या अंशकालिक आधार या अनुबंध के आधार पर जुड़ा नहीं होना चाहिए।


(आंचलिक प्रबंधक)
जमशेदपुर अंचल



APPLICATION FORM**ANNEXURE-2**

To,
The Zonal Manager
Bank of India
Jamshedpur Zone.

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

**APPLICATION FOR THE POST OF COUSELLOR / OFFICE ASSISSTANT ON CONTRACT BASIS IN
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.

01.	Full Name (in Block letters)				
02.	Father's / Husband's Name				
03.	Address (including telephone/mobile No. and e-mail address) where he/she normally resides/will reside and will perform the duties after selection				
04.	Date of Birth				
05.	Age as on 01.02.2022	_____ Years _____ Months			
06.	Category (Strike of which is not applicable)	ST/SC/OBC/GENERAL			
07.	Educational Qualification				
08.	Language known	Can Speak	Can Write	Can Read	Can Understand
09.	Declaration	I hereby declare that: i) No case of CBI or other law enforcement agency or any proceedings in any court of law is pending against me and ii) I am physically fit to carry out duties of the FLC COUNSELLOR/OFFICE ASSISSTANT, including continuous visits of villages and/or other places as per requirement of the Bank. (Please Tick the Post applied for) iii) I have gone through job profile, engagement conditions and remuneration of FLC COUNSELLOR/OFFICE ASSISSTANT, and is unconditionally acceptable to me. (Please Tick the Post applied for) 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 may not satisfying any of the eligibility criteria of Bank of India, my candidature is liable to be cancelled.			

Place:

Post Applied For:

Date:

Signature



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

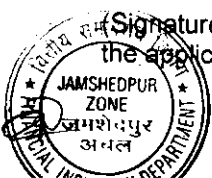
(Age should not be more than 65 years as on 01.02.2022)

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 COUNSELLOR FLC 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 COUNSELLOR FLC 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 my not satisfying any of the eligibility criteria of Bank of India, 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 COUNSELLOR FLC WEST SINGHBHUM
ON CONTRACT BASIS IN BANK OF INDIA, JAMSHEDPUR ZONE

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. Graderetired 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 COUNSELLOR FLC for WEST SINGHBHUM (tick the place applied for)

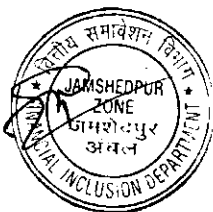
Place:

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)



DETAIL TERMS AND CONDITIONS FOR ENGAGEMENT OF FACULTY FOR RSETI AT EAST SINGHBHUM

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 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 preferably be resident of local area in which the RSETI is located Typing skills in Hindi / English typing, will be 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

TWO Faculty member at RSETI EAST SINGHBHUM 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 subject to maximum age of 65 years. The contract may be terminated by either side by giving one months' notice.

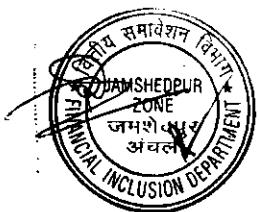
Age Criteria

Min 25 years and Max 65 years (as on 01.02.2022) subject to physical fitness.

Experience

Desirable

2 years in-house Faculty or visiting faculty. Shall possess good fair/ 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 25.01.2022

The duly completed application form should reach us at the address "*The Zonal Manager, Bank of India, Jamshedpur Zonal Office, Bistupur Main Road, East Singhbhum, Jamshedpur-831001*" in a closed cover by 4 P.M. on or before 25.01.2022. 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 Jamshedpur only shall be valid.



Job Profile of RSETI Faculty

- Assisting the Director in conducting Training programs.
- Conducting pre-Training activities including awareness programs, generation of application and selection of candidates.
- Assisting the Director in preparation of Annual Action Plan, designing the customized Training programs and evaluation of the Training.
- Organizing the logistics for the Training programs, 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 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 and 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.



Zonal Manager
Jamshedpur Zone



JAMSHEDPUR ZONAL OFFICE

ANNEXURE – 6

DETAILED TERMS AND CONDITIONS FOR ENGAGEMENT OF OFFICE ASSISTANT FOR RSETIs AT EAST SINGHBHUM ON CONTACT BASIS

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-2**) available in our website with necessary documents.

Age Criteria as on 01.02.2022:

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 25.01.2022.**

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

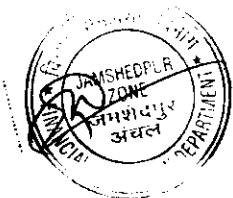




The duly completed application form should reach us at the address “*The Zonal Manager, Bank of India, Jamshedpur Zonal Office, Bistupur Main Road, East Singhbhum, Jamshedpur-831001*” in a closed cover by 4 P.M. on or before 25.01.2022. **APPLICATION FOR THE POST OF OFFICE ASSISTANT IN RSETI-(Name of 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.





**DETAIL TERMS AND CONDITIONS FOR
ENGAGEMENT OF COUNSELLOR FOR FLC
on Contractual basis**

Eligibility :

- Retired bank officers (on Superannuation or VRS with age not more than 64 years as on 01.02.2022) preferably having a background of rural credit and branch exposure.

Post :

- Counselor

Remuneration :

- Presently Rs.18,000/- per month * condition apply.

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 FLC .The post will be a contractual one.
 2. Candidate should preferably be resident of local area in which the FLC is located
 3. His/her integrity should not have been doubtful during his/her service in the bank.
 4. 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
 5. The monthly consolidated remuneration is Rs.18,000/- per month subject to conduct of minimum 8 outdoor camps per month. An additional sum Rs.500/- to be paid towards telephone expenses on declaration basis. As these counselors are expected to conduct outdoor camps as well, a lump sum expenses of Rs.1500/- be reimbursed in lieu of not providing conveyance, provided they are holding minimum 8 (Eight) such outdoor camps per month.
 6. Working days- 6 days per week (except second and fourth Sunday of the month)
 7. The officials should have right aptitude /flair for training and rural development activities.
 8. Age should not be above 65 years (with sound health)
 9. Qualification : Graduate / Post graduate degree from UGC recognized University
 10. The applicant should possess satisfactory service certificate from the previous employer
- The applicant should be well conversant with the local language



ANNEXURE-5

12. Application should be submitted in banks prescribed format and should be submitted with employer bank certificate
13. The selection is based on performance in the interview .Decision of the bank in this regard will be final
14. 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 .
15. The contract may be terminated by either side by giving 1 months notice

Last date for submission of application is 25.01.2022

The duly completed application form should reach us at the address “The Zonal Manager, Bank Of India, Jamshedpur Zonal Office ,Bank of India Building, Main road, Bistupur, Jamshedpur, Jharkhand Pin-831001” in a closed cover by 4 P.M. on or before 25.01.2022. Application for the Post of Counselor, FLC 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.

