

Annex III

बैंक ऑफ इंडिया
Bank of India

BOI



Invites Application for the Post of Office Assistant and Watchman cum Gardner for Star Swarojgar Prashikshan Sansthan (SSPS) on contract Basis

Bank Of India , Zonal Office , Ratnagiri invites applications for **One post of Office Assistant and one post of Watchman cum Gardner** in Star Swarojgar Prashikshan Sansthan , Ratnagiri on Contact basis for two years . Provision of further renewal is based on the satisfactory performance / conduct and behaviour for a maximum period of 5 years.

The relevant details are given below

Name of post	Age	Salary	Qualification	Experience /other eligibility criteria
Office Assistant	Min 18 years and Max 45 years.	Rs 15,000/- per month	A Graduate with computer knowledge	* Knowledge in Basic Accounts is preferred Qualification. * Should be proficient in MS Office (Word, excel & power Point) and Internet.
Watchman cum Gardner	Min 18 years and Max 65 years.	Rs 5,000/- per month	VIII th (Eighth) Pass	The candidate should preferably be resident of the district where the RSETI is located

Other details.

a) **Selection Procedure:-** Candidate has to clear following criteria

Sr. no.	Criteria	Office Assistant	Watchman cum Gardner
1.	Written Test	Yes	--
2.	Personal Interview	Yes	Yes
3.	Demonstration/ Presentation	--	--



b) **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.

c) **Exit Policy:** One month notice from either side

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

e) Candidate should apply only for one post at once. If Candidate apply for both post, his/her application will be rejected.

Application form is available on Bank's website www.bankofindia.co.in.

The desirous candidates are requested to submit their duly filled application form along with supporting documents, by hand / simple post to reach at following address on or before 5.00 p.m of 30.06.2021 (in working days only).


**Bank of India, Zonal Office,
Near Arogya Mandir,
Ratnagiri- Kolhapur Highway,
Shivaji nagar, Ratnagiri 415639
Contact No:**



प्रति,
आंचलिक प्रबंधक,
बँक ऑफ इंडिया,
रत्नागिरी आंचल

येथे स्व:ताचा फोटो
चिटकविणे

कंत्राटी तत्वावर जागा भरण्यासाठी अर्ज

ज्या पदासाठी अर्ज केला आहे त्या पदाचे नाव 		
१.	संपूर्ण नाव	
२.	वडिलांचे नाव	
३.	सध्याचा वास्तव्याचा पत्ता	
४.	कायमस्वरूपी वास्तव्याचा पत्ता	
५.	मोबाइल नंबर / फोन नं	
६.	वैवाहिक स्थिति	विवाहित / अविवाहित
७.	जन्म तारीख	
८.	वय ३१०५.२०२१. पर्यंत	
९.	जात	SC / ST / OBC / GENERAL
१०.	शिक्षण	
११.	अनुभव	

सदर अर्जसोबत मी फोटोचा पुरावा, रहिवासी पुरावा (रेशन कार्ड आणि आधार कार्ड), शिक्षणाचा पुरावा, अनुभवाचा पुरावा सोबत जोडत आहे.

ठिकाण :

सही:

दिनांक :

नाव:



Annex I
TERMS AND CONDITIONS FOR APPOINTMENT OF OFFICE ASSISTANT AT RSETI
RATNAGIRI

No. of Post : One on contractual basis for Two years, provision for further renewal subject to satisfactory performance/ conduct/ behaviour, and for a maximum period of 5 yrs only. The contract may be terminated by either side by giving one month notice.

Eligibility for Office Assistant

- Should be a Graduate with computer knowledge.
- Knowledge in Basic Accounts is preferred Qualification.
- Should be proficient in MS Office (Word, excel & power Point) and Internet.
- Candidate should preferably be permanent resident of District where the RSETI is located.

Age Criteria:-

Min 18 years and Max 45 years.

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.

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 faculty on any reason/ground. No leave can be accumulated at the end of the calendar year, the leave would lapse.

Note

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



**TERMS AND CONDITIONS FOR APPOINTMENT OF WATCHMAN CUM GARDNER AT
RSETI RATNAGIRI**

No. of Post : One on contractual basis for Two years, provision for further renewal subject to satisfactory performance/ conduct/ behaviour. The contract may be terminated by either side by giving one month notice.

Eligibility for Watchman cum Gardner

- Should be 8th pass.
- Candidate should preferably be permanent resident of District where the RSETI is located.

Age Criteria:-

Min 18 years and Max 65 years.

Job Profile-

To ensure guarding premises of RSETI and the assets lying therein for 24*7 hrs.

Selection Procedure:-

All candidates applying for the above post will have to clear:-

* **Personal Interview:** - to assess communication ability, leadership quality, attitude, problem solving ability and ability to get along with the trainees development approach.

Remuneration

The remuneration will be Rs. 5,000/- 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 faculty on any reason/ground. No leave can be accumulated at the end of the calendar year, the leave would lapse.

Note

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

