

उज्जैन आंचलिक कार्यालय,
सी-2, क्षिप्रा विहार, देवास रोड, नागझिरी,
उज्जैन-456010
मध्य प्रदेश
दूरभाष: 0734-2515562

बैंक ऑफ इंडिया
Bank of India **BOI**



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

स्थान	पद का नाम	पद संख्या	पात्रता/अन्य योग्यताएँ	कार्य दिवस	मासिक मानदेय
स्टार स्वरोजगार प्रशिक्षण संस्थान देवास	कार्यालय सहायक	1	हमारे वेबसाइट से प्राप्त करें।	साप्ताहिक 6 दिन	15000/- (नियम एवं शर्तें लागू)
स्टार स्वरोजगार प्रशिक्षण संस्थान राजगढ़	कार्यालय सहायक	1	हमारे वेबसाइट से प्राप्त करें।	साप्ताहिक 6 दिन	15000/- (नियम एवं शर्तें लागू)
स्टार स्वरोजगार प्रशिक्षण संस्थान शाजापुर	कार्यालय सहायक	2	हमारे वेबसाइट से प्राप्त करें।	साप्ताहिक 6 दिन	15000/- (नियम एवं शर्तें लागू)
स्टार स्वरोजगार प्रशिक्षण संस्थान उज्जैन	कार्यालय सहायक	1	हमारे वेबसाइट से प्राप्त करें।	साप्ताहिक 6 दिन	15000/- (नियम एवं शर्तें लागू)
स्टार स्वरोजगार प्रशिक्षण संस्थान उज्जैन	परिचर	1	हमारे वेबसाइट से प्राप्त करें।	साप्ताहिक 6 दिन	8000/- (नियम एवं शर्तें लागू)
स्टार स्वरोजगार प्रशिक्षण संस्थान देवास	चौकिदार सह माली	1	हमारे वेबसाइट से प्राप्त करें।	साप्ताहिक 6 दिन	5000/- अथवा म.प्र. शासन द्वारा जारी न्यूनतम दैनिक भत्ता (दोनों में से जो अधिक हो) (नियम एवं शर्तें लागू)

कृपया नोट करें कि उपरोक्त पद पूर्ण रूप से दो वर्ष के लिये अनुबंध के आधार पर भरे जाएंगे एवं नियुक्त व्यक्तियों का कार्य विस्तार उनके कार्य की समीक्षा के आधार पर निश्चित अंतराल पर किया जाएगा। 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 27.08.2021 के संध्या 4:00 बजे तक भेजे जा सकते हैं। प्रारंभिक जांच के बाद उपुक्त पाये गए आवेदकों को लिखित परीक्षा (केवल संकाय सदस्य एवं कार्यालय सहायक के लिये) के लिए बुलाया जाएगा। 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 पूर्ण या अंशकालिक आधार या अनुबंध के आधार पर जुड़ा नहीं होना चाहिए।

(उपआंचलिक प्रबन्धक)
उज्जैन अंचल

Ujjain Zonal Office

DETAILED TERMS AND CONDITIONS
FOR ENGAGEMENT OF OFFICE ASSISTANT FOR RSETI

For engagement of **Office Assistant** (On contractual basis for 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.

How to apply:

Application should be submitted in Bank's prescribed format (Annex 1) available in our Website with necessary documents.

Age Criteria as on 01.04.2021:

Min 18 years Max 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: The written test will be conducted in English language only).

Remuneration:

The remuneration will be Rs.15,000/- 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 leave can be accumulated. At the end of the calendar year, the leave would lapse.

Exit Policy:

On one months' notice from either side.

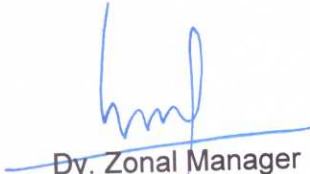
Last date for submission of application is 27.08.2021.

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, Ujjain Zonal Office, C-2, Kshipra Vihar, Dewas Road, Nagziri, Ujjain-456010 (M.P.)" in a closed cover by 4 P.M. on or before 27.08.2021. 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 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 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.


Dy. Zonal Manager
Ujjain Zone



Ujjain Zonal Office

**DETAILED TERMS AND CONDITIONS FOR ENGAGEMENT OF ATTENDANT
FOR RSETI**

For engagement of **Attendant (On contractual basis for 2 years)** the following terms and conditions to be read and followed by the applicant:

Eligibility:

- Minimum Matriculate pass
- Ability to Read and Write the Local Language preferred.

How to apply:

Application should be submitted in Bank's prescribed format (Annex 1) available in our Website with necessary documents.

Age Criteria as on 01.04.2021:

Min 18 years Max 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.8,000/- 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 Attendant on any reason/ground. No leave can be accumulated. At the end of the calendar year, the leave would lapse.

Exit Policy:

One months' notice from either side.

Last date for submission of application is 27.08.2021.

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, Ujjain Zonal Office, C-2, Kshipra Vihar, Dewas Road, Nagziri, Ujjain-456010 (M.P.)" in a closed cover by 4 P.M. on or before 27.08.2021. 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 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 Attendant

1. 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.
2. Up keeping of premises including office, training class rooms, dormitory, bathrooms, filing cabinet, visitors lounge etc.
3. Filing the documents in respective files as per direction of office Assistant/Faculty/Director.
4. Going to Bank branches for all Bank work like for getting pass book updating etc. as per the instructions of Director.
5. Any other work entrusted by the Director from time to time.




Dy. Zonal Manager
Ujjain Zone



**DETAILED TERMS AND CONDITIONS FOR ENGAGEMENT OF WATCHMAN CUM GARDENER
FOR RSETI**

For engagement of **WATCHMAN CUM GARDENER (On contractual basis for 2 years)**
the following terms and conditions to be read and followed by the applicant:

Eligibility:

- Should have passed 7th standard
- Ability to Read and Write the Local Language preferred.
- Should have experience preferably in agriculture/ gardening/ horticulture.

How to apply:

Application should be submitted in Bank's prescribed format (Annex 1) available in our Website with necessary documents.

Age Criteria as on 01.04.2021:

Min 18 years Max 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 fixed Rs.5,000/- per month or minimum daily wages set by M.P. state Government (whichever is maximum) 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/GARDENER on any reason/ground. No leave can be accumulated. At the end of the calendar year, the leave would lapse.

Exit Policy:

One months' notice from either side.

Last date for submission of application is 27.08.2021


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, Ujjain Zonal Office, C-2, Kshipra Vihar, Dewas Road, Nagziri, Ujjain-456010 (M.P.)" in a closed cover by 4 P.M. on or before 27.08.2021. APPLICATION FOR THE POST OF WATCHMAN/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/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.


Dy. Zonal Manager
Ujjain Zone

To,
The Zonal Manager
Bank of India
Ujjain Zone.

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**APPLICATION FOR THE POST OF
OFFICE ASSISTANT
ON CONTRACT BASIS IN RSETI DEWAS/RAJGARH/SHAJAPUR/UJJAIN
(Kindly Tick for only ONE District)**
DEWAS ()
RAJGARH ()
SHAJAPUR ()
UJJAIN ()

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 01.04.2021	_____ 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	<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 OFFICE ASSISSTANT, including continuous visits of villages and/or other places as per requirement of the Bank.</p> <p>iii) I have gone through job profile, engagement conditions and remuneration of OFFICE ASSISSTANT, 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>			

Place:

Date:

Signature: _____

ANNX 2**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 01.04.2021)

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 Office Assistant, 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 Office Assistant, 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 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
OFFICE ASSISTANT
ON CONTRACT BASIS IN RSETI DEWAS/RAJGARH/SHAJAPUR/UJJAIN**

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 Channel Management Partner

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)

APPLICATION FORMAT

ANNX 1

To,
The Zonal Manager
Bank of India
Ujjain Zone.

Paste a recent
passport sized
photograph duly
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photograph

**APPLICATION FOR THE POST OF
ATTENDANT
ON CONTRACT BASIS IN RSETI UJJAIN**

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 01.04.2021	_____ 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	<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 Attendant, including continuous visits of villages and/or other places as per requirement of the Bank.</p> <p>iii) I have gone through job profile, engagement conditions and remuneration of Attendant, 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>			

Place:

Date:

Signature: _____

To,
The Zonal Manager
Bank of India
Ujjain Zone.

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

**APPLICATION FOR THE POST OF
WATCHMAN CUM GARDENER
ON CONTRACT BASIS IN RSETI DEWAS**

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 01.04.2021	_____ 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	<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 Watchman cum Gardener, including continuous visits of villages and/or other places as per requirement of the Bank.</p> <p>iii) I have gone through job profile, engagement conditions and remuneration of Watchman cum Gardener, 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>			

Place:

Date:

Signature: _____