

बैंक ऑफ़ इंडिया  
Bank of India

BOI



Khandwa Zonal Office  
P.Makhanlal chaturvedi marg  
Aanand Nagar,  
Khandwa (M.P.) - 450001  
Phone - 0733-2249338,

आंचलिक कार्यालय खंडवा  
प.माखनलाल चतुर्वेदी मार्ग,  
आनंद नगर,  
खंडवा (म.प्र.)-450001  
दूरभाष - 0733-2249338

e-mail: [khandwa.afd@bankofindia.co.in](mailto:khandwa.afd@bankofindia.co.in)

**आरसेटी हेतु संकाय सदस्य, कार्यालय सहायक, कार्यालय परिचारक एवं वाचमैन कम माली की आवश्यकता**

बैंक ऑफ़ इंडिया, खंडवा अंचल पुरस्कृत स्टार स्वरोजगार प्रशिक्षण संस्थान (RSETI) में अनुबंध के आधार पर संकाय सदस्य, कार्यालय सहायक, कार्यालय परिचारक एवं वाचमैन कम माली पद के लिये योग्य व्यक्तियों से आवेदन आमंत्रित करता है :

पद का नाम	कुल पद	आयु सीमा	पात्रता	कार्य दिवस	मासिक मानदेय
संकाय सदस्य (Faculty Member)	खंडवा- 01 बुरहानपुर-2	न्यूनतम- 25 वर्ष अधिकतम-63 वर्ष	हमारी वेब साईट से प्राप्त करें।	साप्ताहिक 6 दिन (बैंक के निर्णयानुसार)	20,000/-रूपए प्रति माह। (नियम एवं शर्तें लागू)
कार्यालय सहायक (Office Assistant)	खंडवा -02 खरगोन-02 बुरहानपुर-02	न्यूनतम- 18 वर्ष अधिकतम- 45 वर्ष	हमारी वेब साईट से प्राप्त करें।	साप्ताहिक 6 दिन (बैंक के निर्णयानुसार)	15,000/-रूपए प्रति माह। (नियम एवं शर्तें लागू)
कार्यालय परिचारक (Office Attendant)	खंडवा -01 खरगोन-01 बुरहानपुर-01	न्यूनतम- 18 वर्ष अधिकतम- 63 वर्ष	हमारी वेब साईट से प्राप्त करें।	साप्ताहिक 6 दिन (बैंक के निर्णयानुसार)	8,000/-रूपए प्रति माह। (नियम एवं शर्तें लागू)
वाचमैन कम माली (Watchman cum Gardener)	खंडवा -02 खरगोन-02 बुरहानपुर-02	न्यूनतम- 18 वर्ष अधिकतम- 63 वर्ष	हमारी वेब साईट से प्राप्त करें।	साप्ताहिक 6 दिन (बैंक के निर्णयानुसार)	5,000/-रूपए प्रति माह। (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 किया जाएगा। नियुक्ति बैंक के नियम एवं शर्तों के आधार पर की जाएगी। उपरोक्त पदों के लिए आवेदन पत्र हमारी वेब साइट [www.bankofindia.co.in](http://www.bankofindia.co.in) के करियर सेक्शन से प्राप्त किए जा सकते हैं। पूर्ण रूप से भरे गये एवं समस्त दस्तावेज के साथ आवेदन पत्र हमारे आंचलिक कार्यालय, खंडवा के उपरोक्त पते पर दिनांक **08.09.2021** की शाम **4.00** बजे तक भेजे जा सकते हैं।

कृपया नोट करें कि बैंक आफ इंडिया बिनाकिसी पूर्व सूचना के इस विज्ञापन को रद्द करने का अधिकार सुरक्षित रखता है।(उम्मीदवार अधिमांतः स्थानीय क्षेत्र के होने चाहिए)

उम्मीदवार अधिमान्यतः स्थानीय क्षेत्र का निवासी होना चाहिए।

आवेदन पत्र का डाक संक्रमण में प्राप्त न होना, या नुकसान होना, या आवेदन पत्र प्राप्त होने में किसी भी देरी के लिए बैंक किसी भी प्रकार से ज़िम्मेदार नहीं होगा। आंशिक रूप से भरे या अपूर्ण आवेदन पत्र 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। विशेष जानकारी के लिए आंचलिक कार्यालय के कृषि ऋण विभाग में संपर्क करें।

**\*\*उपरोक्त चयन के लिए बैंक ऑफ़ इंडिया खंडवा अंचल के पास अंतिम निर्णय सुरक्षित रहेगा।**

आंचलिक प्रबन्धक  
खंडवा अंचल

बैंक ऑफ़ इंडिया  
Bank of India

**BOI**



*Relationship beyond Banking*

**Khndwa Zonal Office**

**Financial Inclusion Department**

**Pd.Makhanlal chturvedi marg,**

**Anand Nagar, Khandwa - 450001**

ANNEXURE-I

**Engagement of Support Staff for RSETI Khandwa , RSETI Khargone and RSETI Burhanpur on Contractual Basis**

Bank of India, Khandwa Zone invites applications for the post of various support staff at RSETI Khandwa, RSETI Khargone and RSETI Burhanpur on **Contractual Basis** the details of which are as below:

<b>Place</b>	<b>Post Name</b>	<b>Vacancies</b>	<b>Monthly Remuneration*</b>
Khandwa	Faculty	1	Rs.20,000/-
Khandwa	Office Assistant	2	Rs.15,000/-
Khandwa	Office Attendant	1	Rs.8,000/-
Khandwa	Watchman cum Gardener	2	Rs.5,000/-
Khargone	Office Assistant	2	Rs.15,000/-
Khargone	Office Attendant	1	Rs.8,000/-
Khargone	Watchman cum Gardener	2	Rs.5,000/-
Burhanpur	Faculty	2	Rs.20,000/-
Burhanpur	Office Assistant	2	Rs. 15,000/-
Burhanpur	Office Attendant	1	Rs.8,000/-
Burhanpur	Watchmen cum Gardener	2	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 on our website [www.bankofindia.co.in](http://www.bankofindia.co.in) under head "**Career**". The duly completed application form should reach us at the above mentioned address in a closed cover by **4 P.M. on or before 08-09-2021**.

Candidate should preferably be a resident of the district where RSETI is located.

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.

**Zonal Manager**

**Date: 18.08.2021**

**Place: Khandwa**

**APPLICATION FORM**

**ANNEXURE-II**

**To,  
The Zonal Manager  
Bank of India  
Khandwa Zone.**

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

**APPLICATION FOR THE POST OF  
FACULTY / OFFICE ASSISTANT / ATTENDANT / WATCHMAN CUM GARDENER  
ON CONTRACT BASIS IN BANK OF INDIA**

With reference to your insertion on Bank's Website/ Daily News Paper, regarding the above I append below following information for your kind perusal and needful action. I am also enclosing 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.) where he/she normally resides/will reside and will perform the duties after selection									
04.	Email ID									
05.	Date of Birth									
06.	Age as on 31.03.2021	_____ Years _____ Months								
07.	Category (Strike off which is not applicable)	ST/SC/OBC/GENERAL								
08.	Educational Qualification									
09.	Language known	<table border="1" style="width: 100%;"><thead><tr><th>Speak</th><th>Write</th><th>Read</th><th>Understand</th></tr></thead><tbody><tr><td></td><td></td><td></td><td></td></tr></tbody></table>	Speak	Write	Read	Understand				
Speak	Write	Read	Understand							
10.	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</p> <p>ii) I am physically fit to carry out duties of the FACULTY/OFFICE ASSISTANT/ATTENDANT/WATCHMAN CUM GARDENER, including continuous visits of villages and/or other places as per requirement of the Bank. (Please Tick the Post applied for)</p> <p>iii) I have gone through job profile, engagement conditions and remuneration of FACULTY/OFFICE ASSISTANT/ATTENDANT/WATCHMAN CUM GARDENER, and they are unconditionally acceptable to me. (Please Tick the Post applied for)</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 of my employment or if any information is found not satisfying any of the eligibility criterion of Bank of India; my candidature is liable to be cancelled.</p>								

**Note: All correspondence (i.e. Admit Card for written examination, interview call letter) will be issued in the e-mail id of the applicant. No separate letter will be issued to the applicant.**

**Place:  
Date:**

**Post Applied For:**

**Signature:**

**Additional Information to be submitted in case of application from a retired employee of  
a Public Sector Bank****(Age should not be more than 63 years as on 31.03.2021)**

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.	
06.	Name and address of the Bank/Branch from where terminal benefits settled and/or pension account in existence. (In case of Retired Employee) with email id	
07.	Last three assignments of 5 years preceding retirement: i) ii) iii)	
08.	Declaration	<p>I hereby declare that:</p> <p>i) I retired from _____ 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</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 it 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 of my employment or if any information is found not satisfying any of the eligibility criterion of Bank of India; my candidature is liable to be cancelled.</p>
09.	Certificate of the employer Bank enclosed : YES / NO	

**Note: All correspondence (i.e. Admit Card for written examination, interview call letter) will be issued through the e-mail id of the applicant. No separate letter will be issued to the applicant.**

Signature of Shri / Smt. \_\_\_\_\_

Verified \_\_\_\_\_

(Signature of the authorized Bank official of the Bank Branch from where proceeds of terminal benefits of the applicant were credited/pension being paid)

**APPLICATION FOR THE POST OF  
FACULTY FOR OUR RSETI  
(RURAL SELF EMPLOYMENT TRAINING INSTITUTE),KHANDWA AND BURHANPUR  
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. .... of Grade ..... Retired from this Bank on attaining superannuation/voluntary retirement on ..... His details have been verified with his/her Service record and found to be correct. While in 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 and 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)**

बैंक ऑफ़ इंडिया

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Financial Inclusion Department – Khandwa Zone

**ANNEXURE-V**

**Detailed Terms and Conditions for Engagement of Faculty on Contractual Basis for RSETI Khandwa and RSETI Burhanpur**

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.

**Job Profile of RSETI Faculty: -**

- Assisting the Director RSETI in conducting training programs.
- Conducting pre-training activities, including awareness programs, generation of applications and selection of candidates.
- Assisting the Director RSETI 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 faculties.
- Handling sessions 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 for 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 and annual activity report.
- Organizing functions, events and meetings of the RSETI.
- Preparation of press release/reports on the activities of the RSETI for media coverage.
- Supervising work of the Office Assistant, Sub-staff and watchman of the RSETI.
- Monitoring the performance of guest faculty (skill training).
- Maintenance of fixed assets and library of the RSETI.
- Overseeing the maintenance of campus including, class rooms, kitchen, dining hall and dormitories.
- Up keep of premises/campus of the RSETI 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 Shrimdaan.
- Any other work/responsibilities, entrusted by the Director RSETI.

**Eligibility for Faculty**

- The candidate should have minimum qualification of graduation. Diploma in vocational courses is preferable.

- The candidate should have a flair for teaching and should possess sound knowledge of computers.
- An excellent communication skill in local language is essential, fluency in Hindi and English would be an added qualification.
- The candidate should be proficient in MS Office (Word, Excel and Power Point) and Internet.
- Typing skills in Hindi/English will be an added advantage.
- The candidate should preferably be a resident of the district where RSETI is located.

**How to apply:**

The application should be submitted by the candidate with necessary documents as per Bank's prescribed format which is available from our Bank's official website **Annexure-II**: For all Applicants; **Annexure-III & IV**: additionally (mandatory) for retired employees of PSU Banks.

**No. of Vacancies:**

One vacancy for the post of faculty in our RSETI Khandwa and two vacancy at RSETI Burhanpur on contractual basis for a period of **Two Years**. Provision for further renewal based on 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's notice.

**Age criteria:**

Minimum 25 Years and Maximum 63 years subject to physical fitness

**Experience Desirable:**

2 years in house faculty or visiting faculty. The candidate should possess good flair / computing skill / knowledge in computers, etc.

**Selection Procedure:**

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

- **Written Test:** to assess General Knowledge and Computer capability. Please note that the written test will be conducted in English language only.
- **Personal Interview:** to assess communication skills, 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 up the job of training wherever required at site, other than the institute, to be approved by RSETI Incharge / Director based on the reasonability of the same.

### **Leaves:**

- a. Maximum 12 days in a calendar year limited to a maximum of 4 days on each occasion to be availed only after prior approval of RSETI Director.
- b. There is no provision for encashment of leaves even after exit of the Attendant on any reason/ground. No leaves can be accumulated. At the end of the calendar year, the leaves would lapse.

### **Exit Policy:**

Bank reserves the right to remove the RSETI Faculty at any time even before the expiry period of contract in case his performance is not up to the Bank's expectations or otherwise too.

### **Important Points:**

- i) **Last date for submission of application is 08.09.2021.**
- i) The date of the written test and interview shall be decided with due consultation with higher authorities and with the committee formed for the purpose of appointment of support staff at RSETIs. The same shall be communicated to the Applicants by email. **No separate postal letter will be issued.**
- ii) The duly completed application form should reach us at the following address: **"The Zonal Manager, Bank of India, Khandwa Zonal Office, Pd.Makhanlal chaturvedi marg, Anand nagar, khandwa - 450001"** in a closed cover by 4 P.M. on or before 08.09.2021.
- iii) **"APPLICATION FOR THE POST OF FACULTY IN RSETI-(Name of RSETI)"** should be mentioned on the top of the envelope. Partially filled or unfilled applications will be summarily rejected.
- iv) Bank will not be held responsible for any postal delay or non-delivery of any communication.
- v) Candidates should mention their e-mail ID without fail in the application form as all communication will be made through e-mail.
- vi) Please note that Bank of India reserves the right to cancel/postpone the advertisement/selection process without any prior notice.
- vii) 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.
- viii) **Note: - For retired employees of PSU Bank extant guidelines and provisions in vogue shall apply. In case of any dispute, jurisdiction of Kanpur only shall be valid.**



**Detailed Terms and Conditions for Engagement of Office Assistant for RSETI  
Khandwa, RSETI Burhanpur and RSETI Khargone**

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

**Job Profile of RSETI Office Assistant:**

1. Assisting the Director and Faculty in effective functioning of the RSETI in order to fulfill the objectives of the Trust.
2. Maintaining of cash book, general ledger, vouchers, as per guidelines (Presently single entry Book keeping).
3. Maintaining all books, registers, both manual and soft copy as per prevailing guidelines laid down by the Trust/Ministry.
4. Maintaining and updating all data related 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 of the same to the Trust, the Ministry and other agencies involved in overall supervision of functioning of the RSETI.
7. Organizing the logistics required for training including arranging Boarding, Dormitory, etc.
8. Arranging the training materials for all skill batches.
9. Making registration of candidates in all trainings, taking daily attendance of trainees and taking boarding attendance of trainees.
10. Conducting follow up visits as directed by the Director RSETI and reporting the same to the Director RSETI.
11. Up keeping of all fixed Assets and maintaining of Inventory of items including training materials and equipment.
12. Maintaining library books and issuing books to the trainees as and when demanded.
13. Carrying out all the instructions/any other work given by the Director RSETI and faculty from time to time

**Eligibility:**

- The candidate should be a Graduate viz. BSW / BA / B.Com / with knowledge of computers.
- Candidate having knowledge in basic accounting will be taken as a preferred qualification.
- The candidate should be fluent in spoken and written local language.
- Fluency in Hindi / English would be an added qualification.
- The candidate should be proficient in MS Office (Word and Excel), Tally & Internet.
- The candidate should be skilled in typing in the local language, being able to type in English will be an added advantage.
- The candidate should preferably be a resident of the district where RSETI is located.

**How to apply:**

The application should be submitted by the candidate with necessary documents as per

Bank's prescribed format (**Annexure-II**) which is available from our Bank's official website.

**No. of Vacancies:**

Two vacancy for the post of office assistant in our RSETI Khandwa, Two vacancy for office assistant at RSETI Burhanpur and two vacancy for office assistant at RSETI Khargone on contractual basis for a period of **Two Years**.

**Age Criteria:**

Minimum 18 years and Maximum 45 years subject to physical fitness.

**Selection Procedure:**

The selection of the candidate 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:**

- c. Maximum 12 days in a calendar year limited to a maximum of 4 days on each occasion to be availed only after prior approval of RSETI Director.
- d. There is no provision for encashment of leaves 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 month's notice from either side.

**Important Points:**

- ii) **Last date for submission of application is 08.09.2021.**
- iii) The date of the written test and the interview shall be decided with due consultation with higher authorities and with the committee formed for the purpose of appointment of support staff at RSETIs. The same shall be communicated to the applicants by email. **No separate postal letter will be issued.**
- iv) The duly completed application form should reach us at the address "**The Zonal Manager, Bank of India, Khandwa Zonal Office, Pd.Makhanlal chaturvedi marg, Anand Nagar, Khandwa - 450001**" in a closed cover by 4 P.M. on or before 08.09.2021.
- v) **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.
- vi) Bank will not be held responsible for any postal delay or non-delivery of any communication.
- vii) Candidates should mention their e-mail ID without fail in application form as all communication will be made through e-mail.
- viii) Please note that Bank of India reserves the right to cancel/postpone the advertisement/selection process without any prior notice.

- ix) 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.

**Detailed Terms and Conditions for Engagement of office Attendant (on contractual basis for a period of 2 years) at RSETI Khandwa, RSETI Khargone and RSETI Burhanpur**

**(For engagement of Attendant on contractual basis for a period of 2 years the following terms & conditions to be read and followed by the applicants.)**

**Job Profile of RSETI office Attendant:**

- i) All general subordinate work of the RSETI required for assisting the Director and other staff of the RSETI for smooth functioning of the day to day activities.
- ii) Up keeping of premises including office, training class rooms, dormitory, bathrooms, filing cabinet, visitors lounge, etc.
- iii) Any other work entrusted by the Director of RSETI from time to time.

**Eligibility:**

- i) Minimum matriculate (10<sup>th</sup>) pass.
- ii) Candidate with the ability to read and write local language will be preferred.
- iii) The candidate should preferably be a resident of the district where the RSETI is located.

**How to apply:**

The application should be submitted by the candidate with necessary documents as per Bank's prescribed format (**Annexure-II**) which is available from our Bank's official website.

**No. of Vacancies:**

One vacancy for the post of office attendant in our RSETI Khandwa, one vacancy for post of office attendant at RSETI Burhanpur and one vacancy for post of office attendant at khargone on contractual basis for a period of **Two Years**.

**Age Criteria:**

Minimum 18 years and Maximum 63 years subject to physical fitness.

**Selection Procedure:**

The selection of the candidate 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:**

- e. Maximum 12 days in a calendar year limited to a maximum of 4 days on each occasion to be availed only after prior approval of RSETI Director.

- f. There is no provision for encashment of leaves even after exit of the Attendant on any reason/ground. No leaves can be accumulated. At the end of the calendar year, the leaves would lapse.

**Exit Policy:**

One month's notice from either side.

**Important Points:**

- ix) **Last date for submission of application is 08.09.2021.**
- x) The date of the interview shall be decided with due consultation with higher authorities and with the committee formed for the purpose of appointment of support staff at RSETIs. The same shall be communicated to the Applicants by email. **No separate postal letter will be issued.**
- x) The duly completed application form should reach us at the following address: **"The Zonal Manager, Bank of India, Khandwa Zonal Office, Pd.Makhanlal chaturvedi marg, Anand Nagar, Khandwa - 450001"** in a closed cover by 4 P.M. on or before 08.09.2021.
- xi) **"APPLICATION FOR THE POST OF OFFICE ATTENDANT IN RSETI-(Name of RSETI)"** should be mentioned on the top of the envelope. Partially filled or unfilled applications will be summarily rejected.
- xii) Bank will not be held responsible for any postal delay or non-delivery of any communication.
- xiii) Candidates should mention their e-mail ID without fail in the application form as all communication will be made through e-mail.
- xiv) Please note that Bank of India reserves the right to cancel/postpone the advertisement/selection process without any prior notice.
- xv) 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.

**Detailed Terms and Conditions for Engagement of Watchman cum Gardener for RSETI Khandwa, RSETI Khargone and RSETI Burhanpur**

**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:**

**Job Profile of RSETI Watchman cum Gardener:**

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

**Eligibility:**

- i) The candidate should have passed 8<sup>th</sup> Standard.
- ii) Candidate with the ability to read and write local language will be preferred.
- iii) The candidate should have experience preferably in agriculture/ gardening/ horticulture.
- iv) The candidate should preferably be a resident of the district where the RSETI is located.

**How to apply:**

The application should be submitted by the candidate with necessary documents as per Bank's prescribed format (**Annexure-II**) which is available from our Bank's official website.

**No. of Vacancies:**

Two vacancy for the post of watchman in our RSETI Khandwa ,two vacancy for the post of watchman at RSETI Burhanpur and two vacancy for the post of watchman at RSETI khargone on contractual basis for a period of **Two Years**.

**Age Criteria:**

Minimum 18 years and Maximum 63 years subject to physical fitness.

**Selection Procedure:**

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

**Remuneration:**

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

**Leave:**

- g. Maximum 12 days in a calendar year limited to a maximum of 4 days on each occasion to be availed only after prior approval of RSETI Director.
- h. There is no provision for encashment of leaves even after exit of the Attendant on any reason/ground. No leaves can be accumulated. At the end of the calendar year,

the leaves would lapse.

**Exit Policy:**

One month's notice from either side.

**Important Points:**

- xvi) **Last date for submission of application is 08.09.2021.**
- xi) The date of the interview shall be decided with due consultation with higher authorities and with the committee formed for the purpose of appointment of support staff at RSETIs. The same shall be communicated to the Applicants by email. **No separate postal letter will be issued.**
- xvii) The duly completed application form should reach us at the following address: **"The Zonal Manager, Bank of India, Khandwa Zonal Office, Pd.makhanlal chaturvedi marg , Anand Nagar, Khandwa - 450001"** in a closed cover by 4 P.M. on or before 08.09.2021.
- xviii) **"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 summarily rejected.
- xix) Bank will not be held responsible for any postal delay or non-delivery of any communication.
- xx) Candidates should mention their e-mail ID without fail in the application form as all communication will be made through e-mail.
- xxi) Please note that Bank of India reserves the right to cancel/postpone the advertisement/selection process without any prior notice.
- xxii) 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.