



**Zonal Office: Khandwa Zone, Pt. Makhanlal Chaturvedi Marg, Anand Nagar,
Khandwa (MP)- 450001**

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Date: 08.06.2014

Khandwa Zonal Office

**DETAIL TERMS AND CONDITIONS
FOR ENGAGEMENT OF OFFICE ASSISTANT FOR RSETIs
At Khandwa, Burhanpur, Khargone & Barwani**

For engagement of **Office Assistant (one at each RSETI** on contractual basis for Two years) at Khandwa, Burhanpur, Khargone & Barwani, the following terms and conditions to be read and followed by the applicant:

Eligibility:

- Minimum Graduation with basic knowledge of accounts

How to apply:

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

Age Criteria:

Min 18 years Max 45 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.15,000/- per month.

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:

1 months' notice form either side.

Last date for submission of application is **20.06.2014**

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

Zonal Manager
Khandwa Zone