

बैंक ऑफ़ इंडिया  
Bank of India



### Jamshedpur Zonal Office

## **DETAIL TERMS AND CONDITIONS FOR ENGAGEMENT OF OFFICE ASSISTANT FOR RSETI EAST SINGHBHUM (Jamshedpur) & West Singhbhum**

For engagement of Office Assistant the following terms and conditions to be read and followed by the applicant.

### **Eligibility for Faculty**

- Shall be a Graduate viz. BSW (Bachelor in social work) / B.A / B.com with computer knowledge.
- Knowledge in Basic Accounts is preferred Qualification.
- Shall be proficient in MS Office (Word, excel & power Point) and Internet.
- Candidate should be preferably be resident of District Where the RSETI is located and the local / State rule relating to selection of candidates would prevail.

### **How to apply:**

Applicant should be submitted in Bank' 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:**

One office Assistant at RSETI East Singhbhum, (Jamshedpur) and office Assistant at RSETI West Singhbhum on contractual basis for **TWO YEARS period**. Provision for further renewal based on the satisfactory performance conduct/ behavior and for a minimum period of 5 years subject to maximum age of 45 years. The contract may be terminated by either side by giving one month's notice.

### **Age Criteria:**

Min 25 years Max 45 years subject to physical fitness

### **Selection Procedure:**

All candidate 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. 15000/- 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.

**Exit policy:-**

1 Month' notice from either side,

**Last date for submission of application is 23-01-2017.**

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



*3/1/17*  
Zonal Manager  
Jamshedpur zone