

Ref. no. ZO: PSCD: SPR/2015-16/34

**DETAIL TERMS AND CONDITIONS  
FOR ENGAGEMENT OF OFFICE ASSISTANT FOR RSETIs at Dhar**

For engagement of **Office Assistant** at Dhar **RSETI**, 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 **\_15.09.2015**

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

Zonal Manager  
Indore Zone