

TERMS AND CONDITIONS

ENGAGEMENT OF OFFICE ASSISTANT

Eligibility:

- Minimum Graduation with basic knowledge of accounts and computer.
- Candidate should be resident of local area (within 5 kms radius of district headquarter).

Age Criteria:

- Minimum 18 years and maximum 45 years subject to physical fitness.

How to apply:

Application should be submitted in Bank's prescribed format available on our Website with supporting documents (Additional information and Employer Certificate will be required only for retired employees of PSU Banks).

No. Of Posts:

Two office assistant for RSETI Raigad on contractual basis for two years period. Provision for further renewal based on the satisfactory performance/ Conduct/ Behavior and for a maximum period of 5 years subject to maximum age of 65 years.

Selection Procedure:

The selection is based on performance in the written exam and interview. Decision of the Bank in this regard will be final.

Salary/ Remuneration:

Rs. 15,000/- per month on consolidated basis.

Leave

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- 12 days in calendar year to be availed with prior approval of RSETI Director, maximum 4 days on each occasion.
 - There is no provision of 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:

One month's notice from either side.

Last date for submission of application is 12.01.2024

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