



Zonal office, Raigad Zone

Financial inclusion Department

2nd floor, Hotel Meera Madhav Building, Opposite S.T.Stand, Alibag Dist. Raigad 402 201

Ph. No.02141-223895; Email-Raiqad.FI@bankofindia.co.in

Detailed Term and Conditions for engagement of Attendant on contractual basis

For engagement of **Attendant** on contract basis the following terms and conditions to be read and followed by the applicant:

Eligibility for ATTENDANT:

- Qualification - Matriculate.
- Age limit: minimum 18 years and maximum 65 years as on 15.02.2024
- The candidate should preferably be resident of the district as RSETI.

How to apply:

- Application should be submitted in Bank's prescribed format available in our website with necessary self-attested documents.

No. of Posts:

- One post of Attendant for RSETI Raigad on Contractual basis for a period of 2 years. Provision for further renewal, based on the satisfactory performance/conduct/behavior and for a maximum period of 5 years including initial 2 years subject to maximum age of 65 years. The contract may be terminated by either side by giving one month notice.

Age Criteria:

- Minimum 18 years and Maximum 65 years as on 15.02.2024 subject to physical fitness.

Selection Procedure:

- The selection is based on performance in interview. Minimum qualifying marks in the interview will be 50% (50 out of 100). Decision of the Bank in this regard will be final.

Remuneration:

- The remuneration will be Rs.8000/- (Rupees Eight Thousand only) per month on consolidated basis. No other allowances/reimbursement of expenses will be admissible.

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.

Note: Banks reserves the right to remove the RSETI Attendant any time even before the expiry period of the contract in case his performance is not up to the Bank's expectation or otherwise too.

Exit Policy:

- 1 month notice from either side.

Last date for submission of application is 15.02.2024

The duly completed application form should reach us at the address **The Zonal Manager, Bank of India, Raigad Zonal Office, 2nd floor, Hotel Meera Madhav Building, Opposite S.T.Stand, Alibag Dist. Raigad 402 201** in a closed cover by 5.00 p.m. on or before 15.02.2024. "APPLICATION FOR THE POST OF RSETI ATTENDANT" should be mentioned on the top of the envelope. Partially filled or unfilled applications will be summarily rejected. Bank will not held responsible for any postal delay or non-delivery of any communication. Candidates should mention their e-mail IDs without fail in application forms as all communication will be made through email. Please note that bank of India reserves the right to cancel/postpone the advertisement/selection process without any prior notice. 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.

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

Job Profile:-

- Up keeping of the premises including office, training class rooms, dormitory, bathrooms, filing cabinets, visitors lounge etc.
- Filing the documents in respective files as per the directions of Office Assistant/Faculty/Director.
- Attending to Bank related works like getting pass book updation, depositing cheque etc. as per the instructions of Director/Faculty/Office Assistant.
- Attending to dispatch work and maintaining stationery of the institute.
- Any other work entrusted by the Director/Faculty from time to time.