

**Detailed Terms and Conditions for Engagement of Office Assistant for RSETI
Unnao**

For engagement of Office Assistant (on contractual basis for a period of 2 years) the following terms and conditions to be read and followed by the applicant:

Job Profile of RSETI Office Assistant:

1. Assisting the Director and Faculty in effective functioning of the RSETI in order to fulfill the objectives of the Trust.
2. Maintaining of cash book, general ledger, vouchers, as per guidelines (Presently single entry Book keeping).
3. Maintaining all books, registers, both manual and soft copy as per prevailing guidelines laid down by the Trust/Ministry.
4. Maintaining and updating all data related to trainings; follow up, settlement, etc.
5. Creating and updating MIS data as per the guidelines.
6. Preparation of monthly report and other periodical reports and submission of the same to the Trust, the Ministry and other agencies involved in overall supervision of functioning of the RSETI.
7. Organizing the logistics required for training including arranging Boarding, Dormitory, etc.
8. Arranging the training materials for all skill batches.
9. Making registration of candidates in all trainings, taking daily attendance of trainees and taking boarding attendance of trainees.
10. Conducting follow up visits as directed by the Director RSETI and reporting the same to the Director RSETI.
11. Up keeping of all fixed Assets and maintaining of Inventory of items including training materials and equipment.
12. Maintaining library books and issuing books to the trainees as and when demanded.
13. Carrying out all the instructions/any other work given by the Director RSETI and faculty from time to time

Eligibility:

- The candidate should be a Graduate viz. BSW / BA / B.Com / with knowledge of computers.
- Candidate having knowledge in basic accounting will be taken as a preferred qualification.
- The candidate should be fluent in spoken and written local language.
- Fluency in Hindi / English would be an added qualification.
- The candidate should be proficient in MS Office (Word and Excel), Tally & Internet.
- The candidate should be skilled in typing in the local language, being able to type in English will be an added advantage.
- The candidate should preferably be a resident of the district where the RSETI is located.



How to apply:

The application should be submitted by the candidate with necessary documents as per Bank's prescribed format (**Annexure-II**) which is available from our Bank's official website.

Age Criteria:

Minimum 18 years and Maximum 45 years subject to physical fitness

Selection Procedure:

The selection of the candidate is based on performance in the written test and personal interview. Decision of the Bank in this regard will be final. Kindly note that the written test will be conducted in English language only.

Remuneration:

The remuneration will be **Rs.15,000/- (Rupees Fifteen Thousand Only)** per month on consolidated basis.

Leave:

- a. Maximum 12 days in a calendar year limited to a maximum of 4 days on each occasion to be availed only after prior approval of RSETI Director.
- b. There is no provision for encashment of leaves even after exit of the Office Assistant on any reason/ground. No leaves can be accumulated. At the end of the calendar year, the leaves would lapse.

Exit Policy:

On one month's notice from either side.

Important Points:

- i) **Last date for submission of application is 16.08.2022.**
- ii) The date of the written test and the interview shall be decided with due consultation with higher authorities and with the committee formed for the purpose of appointment of support staff at RSETI. The same shall be communicated to the Applicants by email. **No separate postal letter will be issued.**
- iii) The duly completed application form should reach us at the address "**The Zonal Manager, Bank of India, Kanpur Zonal Office,128/24, Block H, Scheme II, Kidwai Nagar, Kanpur Nagar - 208011**" in a closed cover by 4 P.M. on or before 16.08.2022.
- iv) **APPLICATION FOR THE POST OF OFFICE ASSISTANT IN RSETI** should be mentioned on the top of the envelope. Partially filled or unfilled applications will be summarily rejected.
- v) Bank will not be held responsible for any postal delay or non-delivery of any communication.
- vi) Candidates should mention their e-mail ID without fail in application form as all communication will be made through e-mail.
- vii) Please note that Bank of India reserves the right to cancel/postpone the advertisement/selection process without any prior notice.
- viii) 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.



Classification: Internal