



Zonal Office: Khandwa Zone, Pt. Makhanlal Chaturvedi Marg, Anand Nagar,
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Date:04.07.2016

Khandwa Zonal Office

**DETAIL TERMS AND CONDITIONS
FOR ENGAGEMENT OF OFFICE ASSISTANT FOR RSETIs
At Khandwa, Burhanpur and Khargone**

For engagement of **Office Assistant (one at each RSETI** on contractual basis for Two years) at Khandwa, Burhanpur and Khargone, the following terms and conditions to be read and followed by the applicant:

Eligibility:

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

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:

The contract may be terminated by either side by giving one months notice.

Last date for submission of application is **16.07.2016**

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

**Zonal Manager
Khandwa Zone**