

To,
The Zonal Manager,
Bank of India,
Kanpur Zone.

Paste a recent
passport sized
photograph duly
signed across on
the photograph

**Application for the post of Faculty / Office Assistant for
our RSETI (Rural Self Employment Training Institute),
Unnao – Kanpur Zone on Contract basis in Bank of India**

With reference to your insertion in Bank's Website / Aaj Newspaper Hindi Daily / Times of India, Kanpur Edition (Name of the source of information) regarding above. I append below following information for your kind perusal and needful:

01.	Full Name (In Block Letters)			
02.	Father's / Husband's Name			
03.	Address (Including Mobile No. / E-mail address) where he / she normally resides / will reside and will perform the duties after selection			
04.	Date of Birth			
05.	Age as on 01.05.2014	_____ Years	_____ Months	
06.	Category (Strike of which is not applicable)	SC / ST / OBC / General		
07.	Educational Qualification			
08.	Language Known	Can Speak	Yes	No
		Can Write	Yes	No
		Can Read	Yes	No
		Can Understand	Yes	No
09.	Declaration	I hereby declare that :		
		i)	No case of CBI or other law enforcement agency or any proceedings in any court of law is pending against me ; and	
		ii)	I am physically fit to carry out duties of the Faculty, RSETI including continuous visits of villages and / or other places as per requirement of the Bank.	
		iii)	I have gone through job profile, engagement conditions and remuneration of Faculty, RSETI and is unconditionally acceptable to me.	
		I further declare that the information stated above is complete, true and correct to the best of my information, knowledge and belief. I understand that in the event of any information being found untrue or incorrect at any stage or my not satisfying any of the eligibility criteria of Bank of India, my candidature is liable to be cancelled.		

Place :

Date :

Signature : _____

(Only for faculty)

Additional Information to be submitted in case of application by a retired employee of a Public Sector Bank (Age should not be more than 65 years as on 01.05.2014).

01.	Name of the Bank & Branch / Office wherefrom retired		
02.	Complete address of the Bank's HR Department wherefrom retired with Contact No. (In case of Retired Employee)		
03.	Personal No. / PF No. / Personal Identification No. with the previous employer. (In case of Retired Employee)		
04.	Place & Date of Retirement (In case of Retired Employee)		
05.	Grade / Scale from which retired (In case of Retired Employee)		
06.	Name & Address of the Bank / Branch where Terminal Benefits settled and / or pension account in existence. (In case of Retired Employee)		
07.	Last three assignments before the retirement of 5 years	a)	
		b)	
		c)	
08.	Declaration	I hereby declare that :	
		i)	I retired from the _____ Bank on superannuation / voluntary retirement.
		ii)	No punishment / penalty was inflicted on me during the five years of my services in _____ Bank preceding my retirement / VRS.
		iii)	No case of CBI or other law enforcement agency or any proceedings in any court of law is pending against me : and
		iv)	I am physically fit to carry out duties of the Faculty, RSETI including continuous visits of villages and / or other places as per requirement of the Bank.
		v)	I have gone through job profile, engagement conditions and remuneration of Faculty, RSETI and is unconditionally acceptable to me.
			I further declare that the information stated above is complete, true and correct to the best of my information, knowledge and belief. I understand that in the event of any information being found untrue or incorrect at any stage or my not satisfying any of the eligibility criteria of Bank of India, my candidature is liable to be cancelled.

Signature of Shri / Smt. : _____

Verified : _____

(Signature of the authorised Bank official of Bank Branch where proceeds of terminal benefits of the applicant credited / pension being paid)

**Application for the post of Faculty for our RSETI
(Rural Self Employment Training Institute), Unnao –
Kanpur Zone on Contract basis in Bank of India**

Certificate of the Employer Bank

(In case of application by a retired employee of a Public Sector Bank)

(Application without Employer Bank Certificate will not be considered)

We certify that the information furnished hereinabove by the applicant Shre / Smt. _____ Grade _____ Retired from this Bank on attaining superannuation / voluntary retirement on __.__._____ have been verified with his / her service record and found to be correct while in the Bank's service, his / her integrity was beyond doubt. There is nothing on record that may render the candidate prima facie ineligible for the post of Channel Management Partner.

Place : _____

Date : _____

(Signature & Seal of the Competent Authority *)
Name & Address of the Bank

(*) Officer not below the rank of Chief Manager in the HR Department of Regional / Zonal Office / Local Head Office or Head Office of the employer Bank.

Kanpur Zonal Office

Detail Terms & Conditions engagement of Faculty for RSETIs at Unnao --- Kanpur Zone

For engagement of Faculty at RSETI Unnao the following terms and conditions to be read and followed by the applicant.

Eligibility for Faculty : The applicant shall be a minimum Graduate / Diploma in Vocational Courses / guidance preferable

Age Criteria : Minimum 25 years maximum 63 years subject to physical fitness.

Experience :

- i) 2 years as in house Faculty or visiting faculty shall possess good flair / computing skills / knowledge in computer, etc.
- ii) Candidate should preferable by resident of local area.

How to Apply : Application should be submitted in Bank's prescribed format available in our Website, (Annx-I for all applicants Annx-2 & Annx-3 additionally for retired employees of PSU banks)

Selection Procedure : The selection is based on performance in the interview, minimum qualifying marks in the interview will be 50% (50 out of 100 marks). Decision of the Bank in this regard will be final.

Contract Period : The candidate shall be engaged on contract basis for a period of 2 years. Renewal may be possible at Bank's sole discretion in terms of extant policies and rules. The contract may be terminated by either side by giving one months notice.

Remuneration : The remuneration will be Rs. 20,000/- per month. Actual travelling expenses Maximum Rs. 250/- per diem, for taking on the job training wherever required at site other than the institute.

Leave : The candidate can avail leave for a maximum period of 12 days in a year apart from Sundays & Holidays, Maximum 4 days on each occasion.

N.B. for retired employees of PSU Bank extant provisions in vogue shall apply. In case of any dispute, jurisdiction of Unnao only shall be valid.

**Zonal Manager
Kanpur Zone**

Bank of India, Kanpur Zonal Office, 73-A, "Raj Bhawan", Canal Road, Canntt., Kanpur – 208 004

E-Mail : zo.kanpur@bankofindia.co.in

Phone Nos. (0512) 6456606, 2332074, 2306671, 2331429

**Detail Terms & Conditions for Engagement of
Office Assistant (One at each RSETI) on contractual basis**

For engagement of office assistant at RSETI Unnao the following terms and conditions to be read and followed by the applicant.

Educational Qualification :

Minimum Graduate with basic knowledge of accounts.

Age Criteria : Minimum 18 years Maximum 45 years

Other details are as follows :

- a) Remuneration : Rs. 15,000/- p.m. on consolidated basis.
b) Leave : 12 days CL per calendar year.

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.

Selection Procedure : The selection is based on performance in the interview; minimum qualifying marks in the interview will be 50% (50 out of 100 marks). Decision of the Bank in this regard will be final.

The candidate should preferably be resident of the district where the RSETI is located and local / State rules relating to selection of candidates would prevail. The appointment to be confirmed by LAC during its meeting.

Exit Policy :

1 months' notice from either side.

**Zonal Manager
Kanpur Zone**

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