

Keonjhar Zonal Office

**DETAIL TERMS AND CONDITIONS
FOR ENGAGEMENT OF OFFICE ASSISTANT FOR RSETIs AT KEONJHAR AND
BARIPADA**

For engagement of OFFICE ASSISTANT for our RSETI at Keonjhar, the following terms and conditions to be read and followed by the applicant.

Eligibility for Faculty:

- The applicant should be a Graduate viz. B.Sc./B.A./B Com
- Should have Computer knowledge.

Age Limit :Minimum 18 years and Maximum 45 years as on 01.09.2014

How to apply:

Application should be submitted in Bank's prescribed format available in our Website.
Annx1- For all Applicants.

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 year. 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.15000/- per month. No other allowances/ reimbursement of expenses will be admissible.

Leave:

The candidate can avail leave for a maximum period of 12 days in a year apart from Sundays & Holidays.

**Zonal Manager
Keonjhar Zone**