



Zonal Office: Kolkata Zone, Agricultural Finance Department  
6<sup>th</sup> Floor, 5 BTM Sarani, Kolkata-700001

Phone: 033-22314093, Email: [Kolkata.AFD@bankofindia.co.in](mailto:Kolkata.AFD@bankofindia.co.in)

**Detail Term and Conditions for Engagement of Faculty at RSETI, Barasat**

For engagement of Faculty (**Two faculty members**) on contractual basis the following terms and conditions to be followed by the applicant.

**Eligibility for Faculty:-**

- Candidate should be resident of local area/ district where RSETI is situated.
- Minimum Graduation, Dip. In vocational courses/guidance preferable,
- Preference to candidate who has flair for teaching in rural development, Social, Agricultural, Economics, psychology with Computer knowledge & proficient in MS Office (Word, excel, power point etc.)

**Job Profile:**

- Assisting the Director in conducting Training programmes.
- Conducting pre-Training activities including awareness programmes, generation of applications and selection of candidates.
- Assisting the Director in preparation of Annual Action Plan, designing the customized Training programmes and evaluation of the Training.
- Organizing the logistics for the Training programmes, including Training material and guest faculty.
- Handling sessions relating to motivation, entrepreneurship, market survey, business opportunity guidance, business plan preparation, launching formalities and enterprise management aspects (costing, pricing, inventory management, marketing, customer relations etc.)
- Providing post Training escort services including follow up visits/meets.
- Preparation of business plan / project report to RSETI trained entrepreneurs.
- Providing counseling, credit linkage, marketing linkage, etc., to the trained entrepreneurs.
- Preparation of success stories /case studies of entrepreneurs.
- Preparation of notes for Training sessions, post programme report, Monthly progress report & Annual Activity report.
- Organizing the functions, events and meetings of the institute.
- Preparation of press release/reports on the activities of the institute for media coverage.
- Supervising the work of the Office Assistant, sub-staff, watchman of the institute.
- Monitoring the performance of the guest faculty (skill Training).
- Maintenance of the fixed assets & library of the institute.
- Overseeing the maintenance of campus including, class rooms, kitchen, dining hall and dormitories.
- Up keep of premises/campus of the institute and all fixed assets including furniture and fixtures and library books of the institute.
- Maintaining discipline in the institute including the practices of daily attendance, prayer, Milly, Yoga and Shramadan.
- Any other work / responsibilities, entrusted by the Director..



**Experience:-**

Minimum 2 years experience as an in-house or visiting faculty and shall possess good flair/computing skills/knowledge in computer etc.

Candidates should preferably be resident of local area where RSETI is situated.

**How to Apply:**

Application should be submitted in Bank's prescribed format available in our website with necessary self addressed documents (Annx-1 for all applicants, Annx-2 & 3 additionally for retired employees of PSU Banks)

**No. of Posts:**

Two faculty members at RSETI, Barasat on **contractual basis for Two years period**. Provision for further renewal, based on the satisfactory performance conduct/behavior and for a maximum period of 5 years subject to maximum age of 65 years. The contract may be terminated by either side by giving one month notice.

**Age Criteria:**

Minimum 25 years to 65 years as on 01.01.2018 subject to physical fitness.

**Remuneration:** Rs.20, 000/-p.m. on consolidated basis.

**Actual Travelling expenses:**

Maximum Rs.250/- per diem, for taking on the job training wherever required at site, other than the institute, to be approved by RSETI Director based on the responsibility of the same.

**Leave:**

12 days C/L per calendar year, with prior approval of RSETI Director, maximum 4 days on each occasion.

**Encashment of Leave:** 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.

**Exit policy:** 1 months' notice from either side.

**Selection Procedure:**

**Written Test:-** To assess General Knowledge and computer Capability.

**Personal interview:** To assess communication ability, leadership quality, attitude, problem solving ability and to get along with the trainees development approach.

**Demonstration /Presentation:-** To assess teaching skills and communication ability.

**Decision of the Bank in this regard will be final.**

**Last date for submission of application is 05.02.2018.**

**Date of Written Test and Date of Interview/ Demonstration /Presentation for selected candidates will be decided with due consultation with committee and communicated to the candidates.**

The partly filled/incomplete applications will not be considered.

The Bank takes no responsibility for any delay in receipt or loss in postal transit of call letter/intimation.

Applicants should not be engaged with any PVT/Govt. Organization on full/part time basis/contextual basis as on the date of acceptance of offer letter, if he/she is selected.

Zonal Manager  
Kolkata Zone