

**DETAIL TERMS AND CONDITIONS
FOR ENGAGEMENT OF OFFICE ASSISTANT FOR RSETIs at
Lucknow, Barabanki & Hardoi**

For engagement of OFFICE ASSISTANT (one at each RSETI on contractual basis for Two years) at Lucknow, Barabanki & Hardoi, the following terms and conditions to be read and followed by the applicant:

Eligibility:

- Minimum Graduation with basic knowledge of accounts. viz. B.Sc./B.A./B. Com.
- Shall have Computer knowledge.

How to apply:

Application should be submitted in Bank's prescribed format (Annx-4) available in our Banks Website with necessary documents.

Age Criteria: Min. 18 years Max. 45 years.

Selection Procedure:

The selection is based on performance in the interview. 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. 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.15,000/- per month. No other allowances/ reimbursement of expenses will be admissible.

Leave:

- 12 days in a calendar year to be availed with prior approval of RSETI director, maximum 4 days on each occasion.
- 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:

1 months notice from either side.

Last date for submission of application is **26.06.2014**.

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

Zonal Manager
Lucknow Zone