

कोल्हापुर आंचलिक कार्यालय
1519 सी, जयधवल बिल्डींग,
लक्ष्मीपुरी, पो. बाँ. नं. 5,
कोल्हापुर - 416 002



बैंक ऑफ इंडिया कोल्हापुर अंचल बैंक पुरस्कृत स्टार स्वरोजगार प्रशिक्षण संस्थान (RSETI) में अनुबंध के आधारपर नियुक्ती के लिए निम्नलिखित पदों के लिए योग्य व्यक्तियोंसे आवेदन आमंत्रित करता है :-

पद का नाम	पदों की संख्या	पात्रता	दि. 30.11.2021 को आयु सीमा	मासिक मानदेय
१. कार्यालय सहाय्यक (ऑफीस असिस्टेंट)	कोल्हापुर आरसेटी - 1 सांगली आरसेटी - 2	खातों की (Accounts) मूलभूत जानकारी के साथ पदवीधर, मूलभूत संगणकीय जानकारी.	न्युनतम - 18 अधिकतम - 45	रू.15,000/-
3. परिचारक (अटेंडेंट)	सांगली आरसेटी - 1	दसवीं पास.	न्युनतम - 18 अधिकतम - 65	रू.8,000/-

कृपया नोट करें कि उपरोक्त पद पूर्ण रूपसे अनुबंध के आधारपर भरे जाएंगे एवं नियुक्त व्यक्तियों को कार्य विस्तार उनके कार्यकी समीक्षाके आधारपर निश्चित अंतराल पर दिया जाएगा। नियुक्ती बैंक के नियम एवं शर्तों के आधारपर की जाएगी। उपरोक्त पदों के लिए आवेदन पत्र हमारे वेबसाईट www.bankofindia.co.in से प्राप्त किए जा सकते हैं। पूर्ण रूप से भरे आवेदन पूरे दस्तावेजों के साथ हमारे आंचलिक कार्यालय, कोल्हापुर के उपरनिर्दिष्ट पते पर दि.20.12.2021 तक भेजे जा सकते हैं। प्रारंभिक जांच के बाद उपयुक्त पाए गए आवेदकों में से, संकाय सदस्य और कार्यालय सहाय्यक पद के लिये आवेदनप्राप्त आवेदकों को लिखित परीक्षा के लिए बुलाया जाएगा। लिखित परीक्षा में अर्हता प्राप्त आवेदकों को व्यक्तिगत साक्षात्कार के लिए बुलाया जाएगा। संकाय सदस्य पद के आवेदकों को शिक्षण कौशल का प्रदर्शन दिखाना अनिवार्य है। परिचारक पद के लिये आवेदनप्राप्त आवेदकों व्यक्तिगत साक्षात्कार के लिए बुलाया जाएगा। कृपया नोट करें कि बैंक ऑफ इंडिया बिना किसी पूर्व सूचनाके इस विज्ञापन को रद्द करने का अधिकार सुरक्षित रखता है।

दि. 06.12.2021

हस्ताक्षर
आंचलिक प्रबंधक



APPLICATION FORMAT

ANNX-1

To,
The Zonal Manager
Bank of India
Kolhapur Zone

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

**APPLICATION FOR THE POST OF
Faculty/Office Assistant /Attendant (for RSETI, _____)
ON CONTRACT BASIS IN BANK OF INDIA**

With reference to your insertion in Bank's Website regarding above, I append below following information for your kind perusal and needful. I also enclose self attested papers/documents related to Proof of Identity/Address/Educational Qualification.

01.	Full Name (in Block letters)				
02.	Father's / Husband's Name				
03.	Address (including telephone/mobile No. and 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 30.11.2021	_____ Years _____ Months			
06.	Category (Strike of which is not applicable)	ST/SC/OBC/GENERAL			
07.	Educational Qualification				
08.	Language known	Can Speak	Can Write	Can Read	Can Understand
	Name the languages :---				
09.	Declaration	<p>I hereby declare that:</p> <p>i) No case of CBI or other law enforcement agency or any Proceedings in any court of law is pending against me.</p> <p>ii) I am physically fit to carry out duties of the FACULTY/OFFICE ASSISTANT / ATTENDANT including continuous visits of villages and/or other places as per requirement of the Bank .(Please tick the post applied for)</p> <p>iii) I have gone through job profile, engagement conditions and remuneration of FACULTY/OFFICE ASSISTANT, and is Unconditionally acceptable to me. (Please Tick the Post applied for)</p> <p>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.</p>			

Place: _____

Date: _____

Signature: _____



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 for Faculty and Attendant and 45 years in case of Office Assistant, as on 30.11.2021)

1.	Name of the Bank and Branch/Office wherefrom retired	
2.	Complete address of the Bank's HR Department wherefrom retired with contact No. (In case of Retired Employee)	
3.	Personal No. / PF No./Personal Identification No. with the previous employer . (In case of Retired Employee)	
4.	Place and Date of Retirement . (In case of Retired Employee)	
5.	Grade/Scale from which retired . (In case of Retired Employee)	
6.	Name and address of the Bank/Branch where terminal benefits settled and/or pension account in existence . (In case of Retired Employee)	
7.	Last three assignments before the retirement of 5 years.	
8.	Declaration	<p>I hereby declare that:</p> <p>i) I retired from the _____ Bank on superannuation/voluntary retirement.</p> <p>ii) No punishment/penalty was inflicted on me during five years of my service in _____ Bank preceding my retirement/VRS.</p> <p>iii) No case of CBI or other law enforcement agency or any proceedings in any court of law is pending against me and</p> <p>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.</p> <p>v) I have gone through job profile, engagement conditions and remuneration of Faculty, RSETI and is unconditionally acceptable to me.</p> <p>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.</p>
9.	Certificate of the employer Bank enclosed : YES / NO	

Signature of Shri / Smt. _____

VERIFIED _____

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



**APPLICATION FOR THE POST OF
Faculty for RSETI
(RURAL SELF EMPLOYMENT TRAINING INSTITUTE), _____
ON CONTRACT BASIS Sponsored by 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 Shri/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 Faculty member/Office Assistant.

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)



**Zonal Office: Kolhapur, 1519 C, Jaydhaval Bldg, Laxmipuri, P. B. No. 5
Kolhapur - 416002
Phone: 0231/2646373, 74, 75**

Email: ZO.Kolhapur@bankofindia.co.in

Date: 03.12.2021

**DETAIL TERMS AND CONDITIONS
FOR ENGAGEMENT OF OFFICE ASSISTANT FOR
RSETI KOLHAPUR AND RSETI SANGLI**

For engagement of **Office Assistant (One Office Assistant at RSETI Kolhapur and Two at RSETI Sangli)** at RSETI, Kolhapur and RSETI, Sangli on **contractual basis** initially for Two years period. Provision for further renewal subject to satisfactory performance/conduct/behavior, and for a maximum period of 5 years only. The following terms and conditions to be read and followed by the applicant:

Eligibility:

- Minimum Graduation with basic knowledge of accounts
- Applicant should be resident of district (local) where RSETI is situated.

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 as on 30.11.2021.

Selection Procedure:

- The selection is based on performance in the written test and personal interview. Minimum qualifying marks in the written test and personal interview will be 50% in each parameter. Decision of the Bank in this regard will be final.

Contract Period:

- The candidate shall be engaged on **contractual basis** initially for **Two years period**, and provision for further renewal based on the satisfactory performance conduct / behavior and for a maximum period of 5 years at Bank's sole discretion in terms of extant policies and rules. The contract may be terminated by either side by giving one month's notice.

Remuneration:

The remuneration will be Rs.15000/- per month.



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:

- One month's notice from either side.

Last date for submission of application is 20.12.2021.

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

Note:- Bank reserves the right to remove the Office Assistant any time even before the expiry period of the contract in case his performance is not up to the Bank's expectation or otherwise too.

Bank also reserve the right to alter , modify or change the eligibility criteria and/or any of other terms and conditions spelt out in this advertisement , including criteria for passing/method and procedure for selection.

Only those candidates who have met with eligible criteria and who are shortlisted for appearing for written test and then after for personal interview will be intimated either by email (online) or by speed post or by register post at the address or email address as the case may be, furnished by them in the application form.

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

The partly filled/ incomplete applications will not be considered.

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



Zonal Manager
Kolhapur Zone

**Zonal Office: Kolhapur, 1519 C, Jaydhaval Bldg, Laxmipuri, P. B. No. 5
Kolhapur - 416002**

Phone: 0231/2646373, 74, 75

Email: ZO.Kolhapur@bankofindia.co.in

Date: 03.12.2021

For engagement of **ATTENDANT** (one post for SANGLI RSETI) for our RSETI, Sangli on contractual basis initially for two year period. Provision for further renewal subject to satisfactory performance / conduct / behavior up to maximum period of 5 years. The following terms and conditions to be read and followed by the applicant.

Eligibility for Attendant:

- The applicant shall be Matriculate.
- Age limit: minimum 18 years and maximum 65 years as on 30.11.2021
- Should be able to read and write Hindi and English.
- Resident of the district where the RSETI located and local/ state rules relating to selection of candidates would prevail.

How to apply:

- Application should be submitted in Bank's prescribed format available in our Website.

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 **contractual basis** initially for **Two years period**, and provision for further renewal based on the satisfactory performance conduct / behavior and for a maximum period of 5 years at Bank's sole discretion in terms of extant policies and rules. The contract may be terminated by either side by giving one month's notice.

Remuneration:

- The remuneration will be Rs.8000/- per month. No other allowances/ reimbursement of expenses will be admissible.

Leave:

- 12 days C/L. Maximum 4 days on each occasion.
- There is no encashment of leave even after exit of the attendant for any reason/ground. No leave can be accumulated. At the end of the calendar year, the leave would lapse.

Exit Policy:

- One month's notice from either side.



Last date for submission of application is 20.12.2021.

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

Note:- Bank reserves the right to remove the Attendant any time even before the expiry period of the contract in case his performance is not up to the Bank's expectation or otherwise too.

Bank also reserve the right to alter , modify or change the eligibility criteria and/or any of other terms and conditions spelt out in this advertisement , including criteria for passing/method and procedure for selection.

Only those candidates who have met with eligible criteria and who are shortlisted for appearing for personal interview will be intimated either by email (online) or by speed post or by register post at the address or email address as the case may be, furnished by them in the application form.

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



**Zonal Manager
Kolhapur Zone**