

Age criteria:

Minimum 25 Years and Maximum 65 years (as on 01.08.2022) subject to physical fitness.

Selection Procedure:

All candidates applying for the above post will have to clear:-

- **Written Test:** to assess General Knowledge and Computer capability. Kindly note that the written test will be conducted in English language only.
- **Personal Interview:** to assess communication ability, leadership quality, attitude, problem solving ability and ability to get along with the trainees development approach.
- **Demonstration/Presentation:** to assess teaching skills and communication capacity.

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/behaviour 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. 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, to be approved by RSETI In Charge/Director based on the reasonability of the same.

Leave:

- 12 days in a calendar year to be achieved 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.





DHANBAD ZONE

**Zonal Office: 2nd Floor, S.R.Mansion,
Shastri Nagar, Bank More, Dhanbad-826001**

Phone-

Email: Dhanbad.FI@bankofindia.co.in

Date:20.08.2022

**DETAILED TERMS AND CONDITIONS FOR ENGAGEMENT OF FACULTY ON
CONTRACTUAL BASIS FOR RSETI – DHANBAD**

For engagement of Faculty (Two Faculty at RSETI Dhanbad) on contractual basis initially for Two Years period. Provision for further renewal subject to satisfactory performance/conduct/behaviour, and for a maximum period of 5 years only. The following terms and conditions to be read and followed by the applicant:

Eligibility:

- Qualification-Minimum Graduation from any stream.
- Shall have a flair for teaching and possess sound computer knowledge.
- Excellent communication skills in the local language essential, fluency in Hindi and English would be an added qualification
- Shall be proficient in MS Office (Word, Excel & Power Point) and Internet.
- Typing skills in Hindi/English typing will be an added advantage.
- The candidate should be resident (local) of the district where RSETI is located.

No. of Vacancies:

Total 2 (Two) post for faculty position in our RSETI, Dhanbad on contractual basis for a period of Two Years. Provision for further renewal based on the satisfactory performance/conduct/behaviour and for a maximum period of 5 Years including initial two years subject to maximum age of 65 Years. The contract may be terminated by either side by giving one month notice.

Experience Desirable:

2 years Experience as in house faculty or visiting faculty.

How to apply:

Application should be submitted in Bank's prescribed format available on our Website with necessary documents. (**Annexure-II**: For all Applicants; **Annexure-IV & V**: additionally (Mandatory) for retired employees of PSU Banks).



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→Last date for submission of application is 14.09.2022.

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

Bank reserves the right to remove the RSETI Faculty at 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.

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 registered post at the 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. Organisation on full/part time basis/contractual basis, as on the date of acceptance of offer letter, if He/She is selected.

The duly completed application form should reach us at the address "The Zonal Manager, Bank of India, Dhanbad Zonal Office, 2nd Floor, S.R.Mansion, Shastri nagar, Bank More, Dhanbad-826001." in a closed cover by 4 P.M. on or before 14.09.2020. "APPLICATION FOR THE POST OF RSETI FACULTY IN RSETI (Name of RSETI)" should be mentioned. Candidates should mention their Email ID without fail in application form as all communication will be made through e-mail. Please note that Bank of India reserves the right to cancel/postpone the advertisement/selection process without any prior notice. If any candidate is selected, he/she should not be attached to any Government/Private/any other organization on permanent/temporary/contractual basis as on the date of issue of engagement order.

Note: - For retired employees of PSU Bank extant guidelines and provisions in vogue shall apply. In case of any dispute, jurisdiction of Dhanbad only shall be valid.

Job Profile of RSETI Faculty: -

- Assisting the director in conducting Training programmes.
- Conducting pre-training activities including awareness programmes, generation of application 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 faculties
- Handling session related 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 counselling, credit linkage, marketing linkage, etc. to the trained Entrepreneurs.
- Preparation of notes for training session, 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, yoga & Shramdaan.
- Any other work/responsibilities, entrusted by the director.

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