

ZONAL OFFICE: NAGPUR ZONE. 3rd floor, P.B. No.4, S. V. Patel Marg, Nagpur-440001.
Phone: 0712-2040038, Email: Nagpur.Financialinclusion@bankofindia.co.in

Date: 07.07.2022

ENGAGEMENT OF OFFICE ASSISTANT, OFFICE ATTENDANT AND WATCHMEN AT RSETIs
BHANDARA, GONDIA & GADCHIROLI IN NAGPUR ZONE ON CONTRACTUAL BASIS

Bank of India, Nagpur Zone invites Applications For engagement of Office Assistant, Office Attendant and Watchmen at RSETI Bhandara, Gondia & Gadchiroli Centre of Nagpur Zone on contractual basis.

The detail of vacancy is as under:

| S.N. | RSETI | Staff requirement | | | | Watchman |
|------|------------|-------------------|---------|------------------|-----------|----------|
| | | Director | Faculty | Office Assistant | Attendant | |
| 1 | Bhandara | 0 | 0 | 2 | 1 | 1 |
| 2 | Gadchiroli | 0 | 0 | 2 | 1 | 1 |
| 3 | Gondia | 0 | 0 | 1 | 1 | 1 |


We enclose the relevant information in the annexure as under:

- Annex: Covering Page.
- Annex: Eligibility criteria and details terms and condition required for the post of Office Assistant, Attendant and Watchmen.
- Annex: Application Form for Office Assistant, Attendant and Watchmen and format of Employer's certificate wherever necessary.

Last date for submission of application is 01.08.2022.

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




Zonal Manager,
Nagpur Zone



Zonal Office: Nagpur Zone, 3rd floor, Bank of India building, P.B. No.4, S.V. Patel Marg, Kingsway, Nagpur -440001

Phone: 0712-2539101

Email: Nagpur.Financialinclusion@bankofindia.co.in

Date: 07.07.2022

Applicants are invited for **FOLLOWING POSTS** in the prescribed format:

Engagement of Office assistant (Two at Bhandara and Gadchiroli RSETI and 1 at Gondia RSETI on contractual basis), Attendant (One at each RSETI on contractual basis) at Bhandara, Gondia and Gadchiroli and Watchmen (one at each RSETI on contractual basis) within jurisdiction of Nagpur Zone.

[CLICK here for detailed ADVERTISEMENT for the post of Office Assistant, Attendant and Watchmen](#)

[CLICK here for APPLICATION FORM for the post of Office Assistant, Attendant and Watchmen](#)

Filled in applications (Hard copy) supported by necessary documents

- 1) **Duly filled Application form.**
- 2) **KYC**
- 3) **Educational qualification Documents.**

must be submitted to the below mentioned address by 01-08-2022

To,
The Zonal Manager,
Financial Inclusion Department,
Bank of India,
Bank of India building,
4th floor,
Nagpur Zonal Office,
S. V. Patel Marg, P.B. no.4,
Kingsway, Nagpur
Maharashtra - 440001

***Note- Soft copy will not be entertained.**



Zonal Manager,
Nagpur Zone



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Date: 07-07-2022

Nagpur Zonal Office

**DETAIL TERMS AND CONDITIONS
FOR ENGAGEMENT OF OFFICE ASSISTANT FOR RSETI
Bhandara, Gondia and Gadchiroli Centre**

For engagement of Office Assistant (at RSETI on contractual basis for Two years) at RSETI Bhandara, Gondia and Gadchiroli Centre of Nagpur Zone on contractual basis.

The Terms and Conditions are as under:

Eligibility:

- Minimum qualification is Graduation with basic knowledge of accounts and computer
- Candidate should be resident of local area (within 5 kms radius of district headquarter)

How to apply:

- Application should be submitted in Bank's prescribed format available in our Website with necessary documents

Age Criteria:

- Minimum 18 yrs. and maximum 45 years

Selection procedure:

- Written test to access General Knowledge and computer capability.
- Personal interview
- The selection is based on combine performance in written test and in the interview. Decision of the Bank in this regards will be final.

Remuneration:

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

Leave:

- 12 days in calendar year to be availed with prior approval of RSETI Director, maximum 4 days on each occasion.
- There is no provision of 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. Un-availed Leave will automatically lapse after completion of calendar year

Exit Policy:

- The contract may be terminated by either side by giving one month notice.

Last date for submission of application is 01.08.2022. The date of interview will be decided with due consultation with higher authorities and committee for the same.



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DETAIL TERMS AND CONDITIONS

FOR ENGAGEMENT OF OFFICE ATTENDANT FOR RSETIS

At Bhandara, Gondia and Gadchiroli

For engagement of OFFICE ATTENDANT (One office attendant member at each RSETI) Bhandara, Gondia and Gadchiroli center. The following terms and conditions to be read and followed by the applicant:

Eligibility

- Minimum matriculate pass
- Ability to read and write the local language preferred.

How to apply:

Application should be submitted in Bank's prescribed format available in our Website with necessary documents.

No. of Posts:

One office attendant for each RSETI Bhandara, Gondia and Gadchiroli on **contractual basis for one year period**. Provision for further renewal based on the satisfactory performance conduct/behavior and for a minimum period of 5 years subject to maximum age of 65 years. The contract may be terminated by either side by giving one months' notice.

Age Criteria:

Min 18 years Max 65 years subject to physical fitness.

Selection Procedure:

The selection is based on performance in the interview. Decision of the Bank in this regard will be final.

Remuneration:

The remuneration will be Rs.8,000/- per month on contractual basis.

Leave:

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

(b) There is no provision for encashment of leave even after exit of the attendant on any reason/ground. No leave can be accumulated at the end of the calendar year, the leave would lapse.

Exit policy

One months' notice from either side.

Last date for submission of application is 01.08.2022

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



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**DETAIL TERMS AND CONDITIONS
FOR ENGAGEMENT OF WATCHMEN FOR RSETIs
At Bhandara, Gondia and Gadchiroli**

For engagement of WATCHMEN (One watchmen at RSETI) Bhandara, Gondia and Gadchiroli center. The following terms and conditions to be read and followed by the applicant:

Eligibility :

- Minimum 8th pass
- Physical and mental fitness
- Ability to read and write the local language preferred.

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 subject to physical fitness.

Selection Procedure:

The selection is based on performance in the interview. Decision of the Bank in this regard will be final.

Remuneration:

The remuneration will be Rs.5,000/- per month on contractual basis.

Leave:

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

(b) There is no provision for encashment of leave even after exit of the attendant on any reason/ground. No leave can be accumulated at the end of the calendar year, the leave would lapse.

Exit policy

One months' notice from either side.

Last date for submission of application is 01.08.2022

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


Zonal Manager
Nagpur Zone

