

**आरसेटी हेतु संकाय सदस्य, कार्यालय सहायक, कार्यालय परिचारक एवं वाचमैन कम माली परामर्शदाता की
आवश्यकता**

बैंक ऑफ इंडिया, आगरा अंचल पुरस्कृत स्टार स्वारोजगार प्रशिक्षण संस्थान (RSETI) में अनुबंध के आधार पर संकाय सदस्य, कार्यालय सहायक, कार्यालय परिचारक एवं वाचमैन कम माली पद हेतु योग्य व्यक्तियों के लिए आवेदन आमंत्रित करता है। उपरोक्त पदों का विवरण निम्नस्वरूप है:

पद का नाम	कुल पद	आयु सीमा (आयु 31.03.2021 के अनुसार)	पात्रता	कार्य दिवस	मासिक मानदेय
संकाय सदस्य (Faculty Member)	मैनपुरी-02 कन्नौज-02 फर्रुखाबाद-02	न्यूनतम- 25वर्ष अधिकतम-63वर्ष	हमारी वेब साईट से प्राप्त करें।	साप्ताहिक 6 दिन (बैंक के निर्णयानुसार)	20,000/-रूपए प्रति माह। (नियम एवं शर्तें लागू)
कार्यालय सहायक (Office Assistant)	मैनपुरी-02 कन्नौज-02 फर्रुखाबाद-02	न्यूनतम- 18वर्ष अधिकतम-45वर्ष	हमारी वेब साईट से प्राप्त करें।	साप्ताहिक 6 दिन (बैंक के निर्णयानुसार)	15,000/-रूपए प्रति माह। (नियम एवं शर्तें लागू)
कार्यालय परिचारक (Office Attendant)	मैनपुरी-01 कन्नौज-01 फर्रुखाबाद-01	न्यूनतम- 18वर्ष अधिकतम-63वर्ष	हमारी वेब साईट से प्राप्त करें।	साप्ताहिक 6 दिन (बैंक के निर्णयानुसार)	8,000/-रूपए प्रति माह। (नियम एवं शर्तें लागू)
वाचमैन कम माली (Watchman cum gardener)	मैनपुरी-02 कन्नौज-02 फर्रुखाबाद-02	न्यूनतम- 18वर्ष अधिकतम-63वर्ष	हमारी वेब साईट से प्राप्त करें।	साप्ताहिक 6 दिन (बैंक के निर्णयानुसार)	5,000/-रूपए प्रति माह अथवा उ. प्र. राज्य शासन द्वारा जारी न्यूनतम दैनिक भत्ता (नियम एवं शर्तें लागू)

आवेदन पत्र को आंचलिक कार्यालय आगरा एवं हमारे बैंक की वेब साईट www.bankofindia.co.in के करियर सेक्शन से प्राप्त किया जा सकता है। आवेदनपत्र निम्नलिखित पते पर दिनांक 31.08.2021 के शाम 4.00 बजे तक जमा करना सुनिश्चित करें। विस्तृत जानकारी के लिए आंचलिक कार्यालय के कृषि ऋण विभाग में संपर्क करें।
आवेदन पत्र भेजने के लिए पता:

आंचलिक प्रबन्धक
बैंक ऑफ इंडिया,
आगरा अंचल
प्रथम तल, LIC बिल्डिंग, संजय प्लेस
आगरा- 282 002

उपरोक्त चयन के लिए बैंक ऑफ इंडिया आगरा अंचल के पास अंतिम निर्णय सुरक्षित रहेगा।



**Engagement of Support Staff for RSETI Mainpuri, Rseti Kannauj and RSETI
Farrukhabad on Contractual Basis**

Bank of India, Agra Zone invites applications for the post of various support staff at RSETI Mainpuri, Rseti Kannauj and RSETI Farrukhabad on Contractual Basis the details of which are as below:

Place	Post Name	Vacancies	Monthly Remuneration*
Mainpuri	Faculty	02	Rs.20,000/-
Mainpuri	Office Assistant	02	Rs.15,000/-
Mainpuri	Office Attendant	01	Rs.8,000/-
Mainpuri	Watchmen cum Gardener	02	Rs.5,000/-
Kannauj	Faculty	02	Rs.20,000/-
Kannauj	Office Assistant	02	Rs.15,000/-
Kannauj	Office Attendant	01	Rs.8,000/-
Kannauj	Watchmen cum Gardener	02	Rs.5,000/-
Farrukhabad	Faculty	02	Rs.20,000/-
Farrukhabad	Office Assistant	02	Rs.15,000/-
Farrukhabad	Office Attendant	01	Rs.8,000/-
Farrukhabad	Watchmen cum Gardener	02	Rs.5,000/-

The selected candidates shall be engaged on contract basis for a period of 2 years. Renewal may be considered at Bank's sole discretion in terms of extant policies and rules. Decision of the Bank in this regard will be final. Application form with detailed notification is available on our website www.bankofindia.co.in under head "Career".

The Zonal Manager
Bank of India,
Agra Zonal Office
1st Floor LIC Building, Sanjay Palace
Agra- 282002

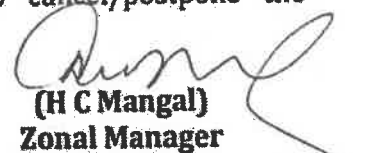
The duly completed application form should reach us at the above mentioned address in a closed cover by **4 P.M. on or before 31.08.2021**.

Description of Advertisement: "Engagement of support staff for various posts in RSETI Mainpuri, RSETI Kannauj and RSETI Farrukhabad on contract basis in Bank of India Agra Zone":

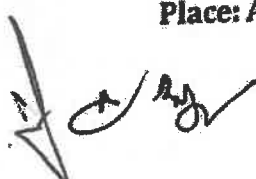
Zone : AGRA
Start date of Display in website : 16.08.2021
Display in Bank's website upto : 31.08.2021
Last date of receipt of application : 31.08.2021 (by 4.00 p.m.)

Please note that Bank of India reserves the right to cancel/postpone the advertisement/selection process without any prior Notice.

*As per extant policy & guidelines.


(H C Mangal)
Zonal Manager

Date: 11.08.2021
Place: Agra



APPLICATION FORM**ANNEXURE-II**

To,
The Zonal Manager
Bank of India
Agra Zone.

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

**APPLICATION FOR THE POST OF
FACULTY / OFFICE ASSISTANT / ATTENDANT / WATCHMAN CUM GARDENER
ON CONTRACT BASIS IN BANK OF INDIA**

With reference to your insertion on Bank's Website/ Daily News Paper, regarding the above I append below following information for your kind perusal and needful action. I am also enclosing 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.) where he/she normally resides/will reside and will perform the duties after selection				
04.	Email ID				
05.	Date of Birth				
06.	Age as on 31.03.2021	_____ Years _____ Months			
07.	Category (Strike of which is not applicable)	ST/SC/OBC/GENERAL			
08.	Educational Qualification				
09.	Language known	Can Speak	Can Write	Can Read	Can Understand
10.	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/WATCHMAN, 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/ATTENDANT/WATCHMAN, and they are 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 of my employment or if any information is found not satisfying any of the eligibility criterions of Bank of India; my candidature is liable to be cancelled.</p>			

Note: All correspondence (i.e. Admit Card for written examination, Interview call letter) will be issued in the e-mail Id of the applicant. No separate letter will be issued to the applicant.

Place:
Date:

Post Applied For:

Signature:

**Additional Information to be submitted in case of application from a retired employee of
a Public Sector Bank
(Age should not be more than 63 years as on 31.03.2021)**

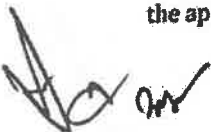
01.	Name of the Bank and Branch/Office wherefrom retired	
02.	Complete address of the Bank's HR Department wherefrom retired with contact No. (In case of Retired Employee)	
03.	Personal No. / PF No. / Personal Identification No. with the previous employer. (In case of Retired Employee)	
04.	Place and Date of Retirement. (In case of Retired Employee)	
05.	Grade/Scale from which retired.	
06.	Name and address of the Bank/Branch from where terminal benefits settled and/or pension account in existence. (In case of Retired Employee) with email id	
07.	Last three assignments of 5 years preceding retirement: i) ii) iii)	
08.	Declaration	<p>I hereby declare that:</p> <p>i) I retired from _____ 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</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 it 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 of my employment or if any information is found not satisfying any of the eligibility criterions of Bank of India; my candidature is liable to be cancelled.</p>
09.	Certificate of the employer Bank enclosed : YES / NO	

Note: All correspondence (i.e. Admit Card for written examination, Interview call letter) will be issued through the e-mail id of the applicant. No separate letter will be issued to the applicant.

Signature of Shri / Smt. _____

Verified _____

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



ANNEXURE IV

**APPLICATION FOR THE POST OF
FACULTY FOR OUR RSETI
(RURAL SELF EMPLOYMENT TRAINING INSTITUTE), Malnpuri, Kannau] & Farrukhabad'
ON CONTRACT BASIS IN 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. of Grade Retired from this Bank on attaining superannuation/voluntary retirement on His details have been verified with his/her Service record and found to be correct. While in 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 Channel Management Partner

Place:

Date:

(Signature and 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)**



बैंक ऑफ़ इंडिया
Bank of India

BOI



Relationship beyond Banking

Financial Inclusion Department – Agra Zone

ANNEXURE-V

Detailed Terms and Conditions for Engagement of Faculty on Contractual Basis for RSETI Mainpuri, RSETI Kannauj and RSETI Farrukhabad

For engagement of Faculty (on contractual basis for a period of 2 years) the following terms & conditions to be read and followed by the applicants.

Job Profile of RSETI Faculty: -

- Assisting the Director RSETI in conducting training programmes.
- Conducting pre-training activities, including awareness programmes, generation of applications and selection of candidates.
- Assisting the Director RSETI 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 sessions 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 for RSETI trained entrepreneurs.
- Providing counseling, credit linkage, marketing linkage, etc. to the trained entrepreneurs.
- Preparation of notes for training session, post programme report, monthly progress report and annual activity report.
- Organizing functions, events and meetings of the RSETI.
- Preparation of press release/reports on the activities of the RSETI for media coverage.
- Supervising work of the Office Assistant, Sub-staff and watchman of the RSETI.
- Monitoring the performance of guest faculty (skill training).
- Maintenance of fixed assets and library of the RSETI.
- Overseeing the maintenance of campus including, class rooms, kitchen, dining hall and dormitories.
- Up keep of premises/campus of the RSETI 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 and Shramdaan.
- Any other work/responsibilities, entrusted by the Director RSETI.

Eligibility for Faculty

- The candidate should have minimum qualification of Graduation. Diploma in vocational courses is preferable.



- The candidate should have a flair for teaching and should possess sound knowledge of computers.
- An excellent communication skill in local language is essential, fluency in Hindi and English would be an added qualification.
- The candidate should be proficient in MS Office (Word, Excel and Power Point) and Internet.
- Typing skills in Hindi/English will be an added advantage.
- The candidate should preferably be a resident of the district where RSETI is located.

How to apply:

The application should be submitted by the candidate with necessary documents as per Bank's prescribed format which is available from our Bank's official website Annexure-II: For all Applicants; Annexure-III & IV: additionally (mandatory) for retired employees of PSU Banks.

No. of Vacancies:

Total 2 (Two) vacancy for the post of faculty in each of our RSETI Mainpuri, RSETI Kannauj and RSETI Farrukhabad on contractual basis for a period of Two Years. Provision for further renewal based on satisfactory performance/conduct/behavior 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's notice.

Age criteria (age as on 31.03.2021):

Minimum 25 Years and Maximum 63 years subject to physical fitness

Experience Desirable:

2 years in house faculty or visiting faculty. The candidate should possess good flair / computing skill / knowledge in computers, etc.

Selection Procedure:

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

- **Written Test:** to assess General Knowledge and Computer capability. Please note that the written test will be conducted in English language only.
- **Personal Interview:** to assess communication skills, 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.

Note: Only those candidates who qualify in written exam will be called for interview/presentation.

Remuneration:

The remuneration will be Rs. 20,000/- (Rupees Twenty Thousand only) per month on consolidated basis.



Actual Travelling Expenses:

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

Leaves:

- a. Maximum 12 days in a calendar year limited to a maximum of 4 days on each occasion to be availed only after prior approval of RSETI Director.
- b. There is no provision for encashment of leaves even after exit of the Attendant on any reason/ground. No leaves can be accumulated. At the end of the calendar year, the leaves would lapse.

Exit Policy:

Bank reserves the right to remove the RSETI Faculty at any time even before the expiry period of contract in case his performance is not up to the Bank's expectations or otherwise too.

Important Points:

- i) Last date for submission of application is 31.08.2021.
- i) The date of the written test and interview shall be decided with due consultation with higher authorities and with the committee formed for the purpose of appointment of support staff at RSETIs. The same shall be communicated to the Applicants by email. **No separate postal letter will be issued.**
- ii) The duly completed application form should reach us at the following address: **"The Zonal Manager, Bank of India, Agra Zonal Office, 1st Floor LIC Building, Sanjay Palace Agra- 282002"** in a closed cover by 4 P.M. on or before 31.08.2021.
- iii) **"APPLICATION FOR THE POST OF FACULTY IN RSETI-(Name of RSETI)"** should be mentioned on the top of the envelope. Partially filled or unfilled applications will be summarily rejected.
- iv) Bank will not be held responsible for any postal delay or non-delivery of any communication.
- v) Candidates should mention their e-mail ID without fail in the application form as all communication will be made through e-mail.
- vi) Please note that Bank of India reserves the right to cancel/postpone the advertisement/selection process without any prior notice.
- vii) 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.
- viii) **Note: - For retired employees of PSU Bank extant guidelines and provisions in vogue shall apply. In case of any dispute, jurisdiction of Agra only shall be valid.**



**Detailed Terms and Conditions for Engagement of Office Assistant for RSETI
Mainpuri, RSETI Kannauj and RSETI Farrukhabad**

**For engagement of Office Assistant (on contractual basis for a period of 2 years) the
following terms and conditions to be read and followed by the applicant:**

Job Profile of RSETI Office Assistant:

1. Assisting the Director and Faculty in effective functioning of the RSETI in order to fulfill the objectives of the Trust.
2. Maintaining of cash book, general ledger, vouchers, as per guidelines (Presently single entry Book keeping).
3. Maintaining all books, registers, both manual and soft copy as per prevailing guidelines laid down by the Trust/Ministry.
4. Maintaining and updating all data related to trainings; follow up, settlement, etc.
5. Creating and updating MIS data as per the guidelines.
6. Preparation of monthly report and other periodical reports and submission of the same to the Trust, the Ministry and other agencies involved in overall supervision of functioning of the RSETI.
7. Organizing the logistics required for training including arranging Boarding, Dormitory, etc.
8. Arranging the training materials for all skill batches.
9. Making registration of candidates in all trainings, taking daily attendance of trainees and taking boarding attendance of trainees.
10. Conducting follow up visits as directed by the Director RSETI and reporting the same to the Director RSETI.
11. Up keeping of all fixed Assets and maintaining of Inventory of items including training materials and equipment.
12. Maintaining library books and issuing books to the trainees as and when demanded.
13. Carrying out all the instructions/any other work given by the Director RSETI and faculty from time to time

Eligibility:

- The candidate should be a Graduate viz. BSW / BA / B.Com / with knowledge of computers.
- Candidate having knowledge in basic accounting will be taken as a preferred qualification.
- The candidate should be fluent in spoken and written local language.
- Fluency in Hindi / English would be an added qualification.
- The candidate should be proficient in MS Office (Word and Excel), Tally & Internet.
- The candidate should be skilled in typing in the local language, being able to type in English will be an added advantage.
- The candidate should preferably be a resident of the district where RSETI is located.



How to apply:

The application should be submitted by the candidate with necessary documents as per Bank's prescribed format (**Annexure-II**) which is available from our Bank's official website.

Age criteria (age as on 31.03.2021):

Minimum 18 years and Maximum 45 years subject to physical fitness

Selection Procedure:

The selection of the candidate is based on performance in the written test and personal interview. Decision of the Bank in this regard will be final. Kindly note that the written test will be conducted in English language only.

Remuneration:

The remuneration will be Rs.15,000/- (Rupees Fifteen Thousand Only) per month on consolidated basis.

Leave:

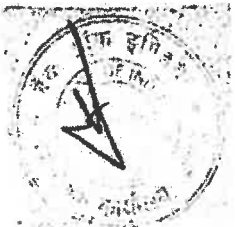
- a. Maximum 12 days in a calendar year limited to a maximum of 4 days on each occasion to be availed only after prior approval of RSETI Director.
- b. There is no provision for encashment of leaves even after exit of the Office Assistant on any reason/ground. No leaves can be accumulated. At the end of the calendar year, the leaves would lapse.

Exit Policy:

On one month's notice from either side.

Important Points:

- i) Last date for submission of application is 31.08.2021.
- ii) The date of the written test and the interview shall be decided with due consultation with higher authorities and with the committee formed for the purpose of appointment of support staff at RSETIs. The same shall be communicated to the Applicants by email. **No separate postal letter will be issued.**
- iii) The duly completed application form should reach us at the address "**The Zonal Manager, Bank of India, Agra Zonal Office, 1st Floor LIC Building, Sanjay Palace Agra-282 002**" in a closed cover by 4 P.M. on or before 31.08.2021.
- iv) **APPLICATION FOR THE POST OF OFFICE ASSISTANT IN RSETI-(Name of RSETI)** should be mentioned on the top of the envelope. Partially filled or unfilled applications will be summarily rejected.
- v) Bank will not be held responsible for any postal delay or non-delivery of any communication.
- vi) Candidates should mention their e-mail ID without fail in application form as all communication will be made through e-mail.
- vii) Please note that Bank of India reserves the right to cancel/postpone the advertisement/selection process without any prior notice.
- viii) 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.



Detailed Terms and Conditions for Engagement of Attendant (on contractual basis for a period of 2 years) at RSETI Mainpuri, RSETI Kannauj and RSETI Farrukhabad

(For engagement of Attendant on contractual basis for a period of 2 years the following terms & conditions to be read and followed by the applicants.)

Job Profile of RSETI Attendant:

- i) All general subordinate work of the RSETI required for assisting the Director and other staff of the RSETI for smooth functioning of the day to day activities.
- ii) Up keeping of premises including office, training class rooms, dormitory, bathrooms, filing cabinet, visitors lounge, etc.
- iii) Any other work entrusted by the Director of RSETI from time to time.

Eligibility:

- i) Minimum matriculate (10th) pass.
- ii) Candidate with the ability to read and write local language will be preferred.
- iii) The candidate should preferably be a resident of the district where the RSETI is located.

How to apply:

The application should be submitted by the candidate with necessary documents as per Bank's prescribed format (**Annexure-II**) which is available from our Bank's official website.

Age criteria (age as on 31.03.2021):

Minimum 18 years and Maximum 63 years subject to physical fitness.

Selection Procedure:

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

Remuneration:

The remuneration will be Rs. 8,000/- (Rupees Eight Thousand Only) per month on contractual basis.

Leaves:

- a. Maximum 12 days in a calendar year limited to a maximum of 4 days on each occasion to be availed only after prior approval of RSETI Director.
- b. There is no provision for encashment of leaves even after exit of the Attendant on any reason/ground. No leaves can be accumulated. At the end of the calendar year, the leaves would lapse.



Exit Policy:

One month's notice from either side.

Important Points:

- i) Last date for submission of application is 31.08.2021.
- i) The date of the interview shall be decided with due consultation with higher authorities and with the committee formed for the purpose of appointment of support staff at RSETIs. The same shall be communicated to the Applicants by email. **No separate postal letter will be issued.**
- ii) The duly completed application form should reach us at the following address: **"The Zonal Manager, Bank of India, Agra Zonal Office, 1st Floor LIC Building, Sanjay Palace Agra-282 002"** in a closed cover by 4 P.M. on or before 31.08.2021.
- iii) **"APPLICATION FOR THE POST OF ATTENDANT IN RSETI-(Name of RSETI)"** should be mentioned on the top of the envelope. Partially filled or unfilled applications will be summarily rejected.
- iv) Bank will not be held responsible for any postal delay or non-delivery of any communication.
- v) Candidates should mention their e-mail ID without fail in the application form as all communication will be made through e-mail.
- vi) Please note that Bank of India reserves the right to cancel/postpone the advertisement/selection process without any prior notice.
- vii) 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.



बैंक ऑफ़ इंडिया

Bank of India

BOI



Relationship beyond Banking

Financial Inclusion Department - Agra Zone

ANNEXURE - VIII

Detailed Terms and Conditions for Engagement of Watchman cum Gardener for RSETI Mainpuri, RSETI Kannauj and RSETI Farrukhabad

For engagement of Watchman cum Gardener (on contractual basis for a period of 2 years) the following terms and conditions to be read and followed by the Applicant:

Job Profile of RSETI Watchman cum Gardener:

1. Watch and ward of the premises.
2. Gardening work and maintenance and upkeep of the premises.
3. In case of need, to perform the duties of the attendant.
4. Any other work entrusted by the Director RSETI from time to time.

Eligibility:

- i) The candidate should have passed 8th Standard.
- ii) Candidate with the ability to read and write local language will be preferred.
- iii) The candidate should have experience preferably in agriculture/ gardening/ horticulture.
- iv) The candidate should preferably be a resident of the district where the RSETI is located.

How to apply:

The application should be submitted by the candidate with necessary documents as per Bank's prescribed format (**Annexure-II**) which is available from our Bank's official website.

Age criteria (age as on 31.03.2021):

Minimum 18 years and Maximum 63 years subject to physical fitness.

Selection Procedure:

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

Remuneration:

The remuneration will be Rs. 5,000/- (Rupees Five Thousand only) per month on contractual basis or at min rate of wages as per U.P. state government guidelines whichever is higher.

Leave:

- a. Maximum 12 days in a calendar year limited to a maximum of 4 days on each occasion to be availed only after prior approval of RSETI Director.
- b. There is no provision for encashment of leaves even after exit of the Attendant on any reason/ground. No leaves can be accumulated. At the end of the calendar year, the leaves would lapse.



Exit Policy:

One month's notice from either side.

Important Points:

- i) **Last date for submission of application is 31.08.2021.**
- i) The date of the interview shall be decided with due consultation with higher authorities and with the committee formed for the purpose of appointment of support staff at RSETIs. The same shall be communicated to the Applicants by email. **No separate postal letter will be issued.**
- ii) The duly completed application form should reach us at the following address: **"The Zonal Manager, Bank of India, Agra Zonal Office, 1st Floor LIC Building, Sanjay Palace Agra-282 002"** in a closed cover by 4 P.M. on or before 31.08.2021.
- iii) **"APPLICATION FOR THE POST OF WATCHMAN CUM GARDENER IN RSETI- (Name of RSETI)"** should be mentioned on the top of the envelope. Partially filled or unfilled applications will be summarily rejected.
- iv) Bank will not be held responsible for any postal delay or non-delivery of any communication.
- v) Candidates should mention their e-mail ID without fail in the application form as all communication will be made through e-mail.
- vi) Please note that Bank of India reserves the right to cancel/postpone the advertisement/selection process without any prior notice.
- vii) 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.

