

आंचलिक कार्यालय, हजारीबाग अंचल  
वित्तीय समावेशन विभाग

34, सकेतपुरी, वेल्स ग्राउंड के समीप, सदानंद मार्ग, हजारीबाग-825301

[Email-Hazaribagh.FI@bankofindia.co.in](mailto:Email-Hazaribagh.FI@bankofindia.co.in)

**DETAILED TERMS AND CONDITIONS  
FOR ENGAGEMENT OF OFFICE ATTENDANT ON  
CONTRACTUAL BASIS FOR RSETI- KODERMA**

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

**Eligibility:**

- Should be Matriculate.
- Should be able to read and write the Local Language preferred.
- Candidate should preferably be permanent resident of District where the RSETI is located.

**How to Apply:**

Application (Annex-1) should be submitted in Bank's prescribed format available in our website with necessary self-attested documents.

**No. of Posts:**

One Office Attendant at RSETI Koderma on contractual basis for Two years period. Provision for further renewal, based on the satisfactory performance / conduct/ behavior and for a maximum period of 5 years including initial 2 years subject to maximum age of 65 years. The contract may be terminated by either side by giving one month notice.

**Age Criteria:**

Min 18 years Max 62 years as on 31.03.2024 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. 8000/- (Rupees Eight thousand only) per month or minimum daily wages set by state government (whichever is maximum) on consolidated basis.

**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 Office Attendant on any reason/ ground. No leave can be accumulated. At the end of the calendar year, the leaves, if any would lapse

**Exit Policy:** One months' notice from either side.



➤ **Last date for submission of application is 28/01/2024**

The date of Personal Interview will be decided with due consultation with higher authorities and Committee for the same. The same shall be communicated to the Applicants by email.

The duly completed application form should reach us at the address "The Zonal Manager, Bank of India, Hazaribagh Zonal Office, Financial Inclusion Department, Saketpuri, Near Wales Ground, Sadanand Marg, Hazaribagh-825301" in a closed cover on or before 28/01/2024 ( latest by 4:00 pm). "**APPLICATION FOR THE POST OF OFFICE ATTENDANT IN RSETI KODERMA**" should be mentioned on the top of the envelope. Partially filled or unfilled applications will be summarily rejected. Bank will not held responsible for any postal delay or non-delivery of any communication. Candidates should mention their E-mail IDs 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.

**Job Profile:-**

- Attendant will perform the indoor duties of file movement/ filing of papers/ safe keeping of the documents and attend to the participants coming for training.
- Attendant will keep the premises of the SSPS clean on daily basis.
- Any other work assigned by the In- charge SSPS/ Bank from time to time as per the SSPS/Bank's requirements.

