



**Keonjhar Zonal Office**

**DETAIL TERMS AND CONDITIONS  
FOR ENGAGEMENT OF FACULTY FOR RSETI  
AT KEONJHAR**

For engagement of FACULTY the following terms and conditions to be read and followed by the applicant.

**Eligibility for Faculty**

- Qualification-Minimum Graduation. Dip in vocational courses/guidance preferable
- 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.
- Candidate should preferably be resident of local area in which the RSETI is located
- Typing skills in Hindi / English typing, an added advantage

**How to apply:**

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

(Annex 1- For All Applicants, Annx-2 & Annx-3 additionally for retired employees of PSU banks)

**No of Posts:**

One Faculty member at RSETI Keonjhar 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 two years subject to maximum age of 65 years. The contract may be terminated by either side by giving one months' notice.

**Age Criteria:**

Min 25 years Max 65 years subject to physical fitness.

**Experience:**

**Desirable**

2 years in-house Faculty or visiting faculty. Shall possess good flair/ computing skill/knowledge in computer etc.

### **Selection Procedure:**

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

- **Written Test:** - to assess General Knowledge and Computer capability.
- **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.

### **Remuneration:**

The remuneration will be Rs. 20000/- 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 INCHARGE/ DIRECTOR based on the reasonability of the same.

### **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 faculty on any reason/ground. No leave can be accumulated at the end of the calendar year, the leave would lapse.

**Last date for submission of application is 30-07-2018.**

The duly completed application form should reach us at the address “The Zonal Manager, Bank Of India, Keonjhar Zonal Office, Mining Road, Keonjhar, Odisha Pin-758001” in a closed cover by 4 P.M. on or before 30 /07/2018. *Application for the Post of RSETI Faculty* should be mentioned on the top of the envelope. Partially filled or unfilled applications will be rejected. Bank will not be held responsible for any postal delay. 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 other Govt/Private/any other organization on permanent/temporary/contractual basis as on the date of issue of engagement order.

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

**N.B.** For retired Employees of PSU Bank extant provisions in vogue shall apply. In case of any dispute, jurisdiction of Keonjhar 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 applications 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 faculty.
- Handling sessions relating 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 counseling, credit linkage, marketing linkage, etc., to the trained entrepreneurs.
- Preparation of success stories /case studies of entrepreneurs.
- Preparation of notes for Training sessions, 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 band library books of the institute.
- Maintaining discipline in the institute including the practices of daily attendance, prayer, Milly, Yoga and Shramadan.
- Any other work / responsibilities, entrusted by the Director.