

Selection procedures for Faculty on contract basis for Tonk District

Bank has decided to hire services of Faculty at Tonk Rajasthan.
 Advertisement on Bank's website dated. 18.03.2024

Sr.	Name of BSVS	Name of Regional Office	State	No. of vacancy
1.	Tonk	SAWAIMADHOPUR	Rajasthan	01

Last date of Submission of Offline application: 05.04.2024 (Friday) Till 5:00 P M

Selection procedures for Faculty on contract basis:

Bank will be hiring services of Faculty for (BSVS) Tonk District centers in the states Rajasthan. The details of role & responsibility along with qualification and remuneration of the personnel proposed to be hired as Faculty by Bank are as under:

Sr No	Particulars	Proposed Criteria
1	Eligibility	<p><u>Qualification:</u></p> <p>Candidate Shall be a Graduate / Post Graduate viz. MSW/MA in Rural Development / MA in Sociology / Psychology / B.Sc. (Veterinary), B.Sc. (Horticulture), B.Sc. (Agri.), B.Sc.(Agri. Marketing)/ B.A. with B.Ed. etc. • Shall have a flair for teaching and possess sound Computer Knowledge • Excellent communication skills in the local language essential, fluency in English and Hindi will be an added advantage • Skills in Typing in Local Language essential. • Typing skills in Hindi / English typing, an added advantage • Previous experience as Faculty preferred.</p>
2	Remuneration	Consolidated salary of Rs. 22,500/- Only
3	Terms of Appointment	<p>i. Appointment of the Faculty will be for period on contract basis and shall not exceed one year and Renewal of the contract may be extended by RO based on approval from ZO based on satisfactory performance, subject to annual review.</p> <p>ii. The Contractual engagement is purely on temporary basis. This will not vest any right to claim for regular appointment or for continued contractual appointment.</p> <p>iii. For renewal of contract, RSETI Director to recommend the renewal/non-renewal of contract of the faculty to Region, Region further to send its recommendation to Zone. (In case there is no LEAD bank/RSETI center, base branch will submit its recommendation to Region) and Zone may take the final decision on the same. Zone to inform the renewal/ non-renewal of the contract of counsellor to corporate office.</p> <p>iv. The contract may be terminated with notice of one Month from either side.</p> <p>v. Renewal of contract may be possible at Bank's sole Discretion in terms of extant policies and rules.</p>

4	Roles & Responsibilities	<ol style="list-style-type: none"> 1. Work as Faculty of the Institute handling sessions relating to entrepreneurship, motivation, personality development, business management, conducting business games etc guiding /educating the trainees, and coordinate the programs of the Institute. 2. Conducting pre-training activities - EAPs, generation of applications and selection of candidates. 3. Assisting the Director in designing the Annual Action Plan and training programs. 4. Arranging logistics for the training programs, including training materials and arranging Guest faculty. 5. Providing post Training escort services including conducting of follow up meets/visits. 6. Providing counseling, credit linkage, preparation of project report etc. 7. Preparation of Success Stories and circulate.-a minimum of two stories per month to the Controlling Office/MoRD. 8. Preparation of Post programs Report. 9. Preparation of monthly report and other periodical reports. 10. Assisting/Guiding the Office assistant in maintaining of Day book, General Ledger and all other registers and Books. 11. Design new training programs by collecting feedback on emerging business opportunities in the area. 12. Prepare case studies and training materials for effective delivery of sessions 13. Establish liaison with outside agencies 14. Assist Director in internal control/administration of the institute. 15. Organizing functions, events and meetings of the Institute. 16. Preparation of Press release/reports on various activities of the Institute. 17. Supervising the work of assistant, attender, watchman cum Gardner of the Institute. 18. Monitoring the performance of Guest faculty of all skill trainings. 19. Maintenance of Inventory and Library books of the Institute. 20. Overseeing the maintenance of entire campus including class rooms, Kitchen, dining and Dormitory and to ensure to keep the premises clean and tidy. 21. Maintaining discipline in the Institute and ensuring administration of MILLY, LOG, PRAYER, YOGA SHRAMADHAN etc on daily basis. 22. Any other work assigned by the Director from time to time.
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5	Reporting Authority	The selected Faculty will report to the concerned Lead District Manager/RSETI Director/Regional Office (In case of non-lead District) and They will submit monthly report to Zonal Manager (with a copy to RO) before payment of monthly remuneration.
6	Review of Contract	Zonal Manager will be the competent authority for renewal Of contract of Faculty.
7	Discontinuation/ Termination of services	If performance of Faculty is not found to be satisfactory and / or for any other reason, bank does not require service of Faculty, the Zonal manager, on the recommendations of the Regional Manager will allow them to issue one month's notice for discontinuation/ termination to the Faculty and the services of Faculty will be discontinued/ terminated on completion of notice period. The Faculty may also issue a notice of one month to the Regional Manager/RSETI Director/LDM with a copy to Zonal Manager in case he/ She wants to discontinue / terminate his contract with the bank. Such notice is required to be received by the Zonal Manager as the Zonal manager is appointing authority of the counsellor.
8	Last date of application	Last date of application received to our office is 05.04.2024 TILL 5:00 PM

Caution:

Duly filled and Signed Application with enclosure of Education Qualification and other relevant Document sent in Hard copy only will be considered valid.

Please sent the application on below mention address with title on envelope stating as

“APPLICATION FOR THE POST OF FACULTY Tonk ON CONTRACTUAL BASIS”

Address for Application to be sent:

The Director
Baroda Swarojgar Vikas Sansthan Tonk
Diet Road, Wazirpura, Tonk 304001
(Rajasthan)
Mobile: 8094004571
Email: bsvs.tonk@bankofbaroda.com

**APPLICATION FOR THE POST OF FACULY
ON CONTRACTUAL BASIS**

To,
Regional Manager
Bank of Baroda
Regional Office Sawaimadhpor
2nd Floor, Above Vatsalya Hospital,
Ranthambor Road,
Sawai Madhopur-322201

Paste Passport size
Photograph
Please sign across
the Photograph

Dear Sir,

With reference to your advertisement on Bank's website/Newspaper dated _____, I submit my application in prescribed format.

1. NAME (in full)- _____

2. ADDRESS FOR CORRESPONDENCE:

3. CATEGORY(GEN/SC/ST/OBC): _____

4. If person with Disability:
Type of disability:
Percentage of disability:

5. DATE OF BIRTH (As per School leaving Certificate):
Age in completed years as on .../.../.....: _____ Years

6. Contact Details:

MOBILE NO. -
E-MAIL ID-

LANDLINE No.

7. GENDER:
8. NATIONALITY:
9. RELIGION:
10. MARTIAL STATUS:
11. FATHER's/ Husband's NAME:

12. PERMANENT ADDRESS: _____

13. EDUCATION QUALIFICATION:

Qualification	Details (B.A./B.Sc/ M.A./M.Sc etc.)	Board/ University	Full time/ Part Time	Year of Passing	Subject/ Specialization	Marks (Rank if any)
Graduation						
Post- Graduation						
Professional Qualification						
Others/ Computer Knowledge						

14. RELATIVE EXPERIENCE - Total (in years) _____

SN	Name of Bank/institution /Other	Designation	Duration		Responsi- bilities	Pay Scale	Extra Ordinary Achievements
			From	To			

15. Details of Past Employment:

- a) Organization :
- b) Full Address:
- c) Position:
- d) Reporting To:
- e) Date of Joining :
- f) Date of Leaving :
- g) Total Experience (In Year)
- h) Salary/Compensation Presently Drawn:

16. Date of Issue of Service Certificate of Previous Employer:



17. Details of Present Employment:

- a) Organization
- b) Full Address:
- c) Position:
- d) Reporting To:
- e) Date of Joining :
- f) Date of Leaving :
- g) Total Experience (In Year)
- h) Salary/Compensation Presently Drawn:

18. Brief detail of experience in the Bank in respect of working in Rural area /as Rural Development In-charge/ as Faculty/as LDM, etc.

19. Significant Achievement (If Any) in respect of above assignments-

20. Name and addresses of two references-

1) _____



2) _____

DECLARATION:

I hereby declare that the particulars furnished above are true and correct to the best of knowledge and belief and I understand that in the event of any information being found false or incorrect or incomplete application at any stage or not satisfying the eligibility criteria according to the requirements of the relative advertisement, my candidature/ appointment for the said post is liable to be cancelled/terminated at any stage and if appointed, my service are liable to be terminated.

I hereby agree that any legal proceedings in respect of any matter of claims or disputes arising out of this application and/or out of said advertisement can be instituted by me only at place of concerned Regional office and Courts/tribunals/forums at said center only.

I undertake to abide by all the terms and conditions mentioned in the advertisement displayed on Banks website dated _____.

(Signature of applicant)

Place: _____

Date: _____

Enclosures: Copy of All Educational Qualification/Experience certificate /other relevant document.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.