

जमशेदपुर आंचलिक कार्यालय  
बैंक ऑफ इंडिया बिल्डिंग  
मेन रोड बिस्टुपुर, जमशेदपुर  
पिन: 831001, (झारखंड)

बैंक ऑफ इंडिया  
Bank of India

BOI

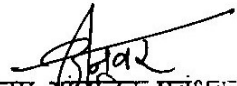


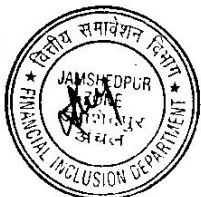
बैंक ऑफ इंडिया, जमशेदपुर अंचल अनुबंध के आधार पर निम्नलिखित पद के लिए योग्य व्यक्तियों से आवेदन आमंत्रित करता है।

पद का नाम	पदनाम	रिक्तियाँ	मासिक पारिश्रमिक*
आरएसईटीआई पश्चिमी सिंहभूम	संकाय - सदस्य	2	रु. 20,000/-
	कार्यालय परिचायक	1	रु. 15,000/-
एफ एल सी पूर्वी सिंहभूम	एफ एल सी कौंसलोर (FLC)	1	रु. 18,000/-
एफ एल सी पश्चिमी सिंहभूम	एफ एल सी कौंसलोर (FLC)	1	रु. 18,000/-
एफ एल सी सराईकेला खरसवान	एफ एल सी कौंसलोर (FLC)	1	रु. 18,000/-

अधिक जानकारी के लिए बैंक की वेब साईट [www.bankofindia.co.in](http://www.bankofindia.co.in) के करियर सेक्शन में जाएँ एवं निर्देशित हों। पूर्ण रूप से भरे गए आवेदन पूरे दस्तावेजों के साथ हमारे आंचलिक कार्यालय, जमशेदपुर के उपरोक्त पते पर दिनांक **25.07.2024 के संध्या 4.00 बजे** तक या उससे पहले बंद लिफाफे में उपरोक्त पते पर भेजे जा सकते हैं। स्थानीय उम्मीदवारों को प्राथमिकता दी जाएगी।

दिनांक : 10.07.2024  
स्थान : जमशेदपुर

  
(उप आंचलिक प्रबंधक)  
जमशेदपुर अंचल



बैंक ऑफ इंडिया  
Bank of India

**BOI**



BANK OF INDIA, ZONAL OFFICE  
JAMSHEDPUR ZONE  
2<sup>nd</sup> Floor, Bank of India Building  
Main Road, Bistupur, Jamshedpur- 831001

## **NOTICE FOR APPOINTMENT ON CONTRACTUAL BASIS**

**Bank of India** invites application for following posts on contractual basis related to our **FLC East Singhbhum, FLC West Singhbhum and FLC Seraikela Kharsawan and RSETI West Singhbhum**

Place	Post Name	Vacancies	Monthly Remuneration
RSETI WEST SINGHBHUM	Faculty Member	2	Rs.20000/-
	Office Assistant	1	Rs. 15000/-
FLC East Singhbhum	FLC Counsellor (FLC)	1	Rs 18000/-
FLC West Singhbhum	FLC Counsellor (FLC)	1	Rs 18000/-
FLC Seraikela Kharsawan	FLC Counsellor (FLC)	1	Rs 18000/-

For more information, please visit career section of our corporate website <https://www.bankofindia.co.in> and be guided accordingly. Completely filled in application forms should reach us at the above mentioned address by 4:00 pm on or before 25.07.2024. Please note preference will be given to local candidates.

Date : 10.07.2024  
Place : Jamshedpur

  
Dy. Zonal Manager  
Jamshedpur Zone



**APPLICATION FORM**

**ANNEXURE-2**

To,  
The Zonal Manager  
Bank of India  
Jamshedpur Zone.

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

**APPLICATION FOR THE POST OF FLC COUSELLOR / FACULTY MEMBER /OFFICE ASSISSTANT /  
ON CONTRACT BASIS IN BANK OF INDIA**

With reference to your insertion in Bank's Website/ Daily News Paper ,regarding above, I append below following information for your kind perusal and needful. I also enclose 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. and e-mail address) where he/she normally resides/will reside and will perform the duties after selection									
04.	Date of Birth									
05.	Age as on 01.07.2024	_____ Years _____ Months								
06.	Category (Strike of which is not applicable)	ST/SC/OBC/GENERAL								
07.	Educational Qualification									
08.	Language known	<table border="1"><thead><tr><th>Can Speak</th><th>Can Write</th><th>Can Read</th><th>Can Understand</th></tr></thead><tbody><tr><td></td><td></td><td></td><td></td></tr></tbody></table>	Can Speak	Can Write	Can Read	Can Understand				
Can Speak	Can Write	Can Read	Can Understand							
09.	Declaration	I hereby declare that: i) No case of CBI or other law enforcement agency or any proceedings in any court of law is pending against me and ii) I am physically fit to carry out duties of the FLC COUNSELLOR/FACULTY/OFFICE ASSISSTANT including continuous visits of villages and/or other places as per requirement of the Bank. (Please Tick the Post applied for) iii) I have gone through job profile, engagement conditions and remuneration of FLC COUNSELLOR/FACULTY/OFFICE ASSISSTANT and is unconditionally acceptable to me. (Please Tick the Post applied for) 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 or may not satisfying any of the eligibility criteria of Bank of India, my candidature is liable to be cancelled								

Place:

Post Applied For:

Date:

Signature



**Additional Information to be submitted in case of application by a retired employee of a Public Sector Bank**

(Age should not be more than 64 years as on 01.07.2024)

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 (In case of Retired Employee)	
06.	Name and address of the Bank/Branch where terminal benefits settled and/or pension account in existence (In case of Retired Employee)	
07.	Last three assignments before the retirement of 5 years	
08.	Declaration	<p>I hereby declare that.</p> <p>i) I retired from the _____ 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 and</p> <p>iv) I am physically fit to carry out duties of the COUNSELLOR FLC 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 COUNSELLOR FLC and 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 or may not satisfying any of the eligibility criteria of Bank of India, my candidature is liable to be cancelled</p>
09.	Certificate of the employer	Bank enclosed : YES / NO

Signature of Shri / Smt. \_\_\_\_\_

VERIFIED \_\_\_\_\_

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



**APPLICATION FOR THE POST**  
**OF COUNSELLOR FLC EAST SINGHBHUM/ FLC WEST SINGHBHUM /FLC**  
**SERAIKELA KHARSAWAN ON CONTRACT BASIS IN BANK OF INDIA,**  
**JAMSHEDPUR ZONE**

**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. .... Grade .....retired from this Bank on attaining superannuation/voluntary retirement on..... have been verified with his/her Service record and found to be correct while in the 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 COUNSELLOR FLC for **EAST SINGHBHUM/WEST SINGHBHUM/SERAIKELA KHARSAWAN** (tick the place applied for)

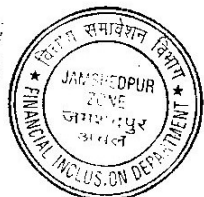
Place:

Date:

(Signature & 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)





**DETAIL TERMS AND CONDITIONS FOR  
ENGAGEMENT OF COUNSELLOR FOR FLC  
on Contractual basis**

**Eligibility:**

- Retired bank officers (on Superannuation or VRS with age not more than 64 years as on 01.07.2024) preferably having a background of rural credit and branch exposure.

**Post:**

- Counselor

**Remuneration:**

- Presently Rs. 18,000 /- per month \* condition apply.

**For engagement of retired bank officials as in-charge to oversee overall functioning of FLCs, the following terms and conditions to be read and followed by the applicants**

1. The applicants should have retired on attaining superannuation from Banks service as officer in Scale II or III and above will be eligible for working as InCharge/Counsellor of FLC. The post will be a contractual one.
2. Candidate should preferably be resident of local area in which the FLC is located.
3. His/her integrity should not have been doubtful during his/her service in the bank.
4. Counselors are expected to counsel the public in all issues related with Financial Institutions, proficiency in local language (reading, writing, speaking and understanding) is essential.
5. The monthly consolidated remuneration is Rs.18, 000/- per month subject to conduct of minimum 8 outdoor camps per month. An additional sum Rs.500/- to be paid towards telephone expenses on declaration basis. As these counselors are expected to conduct outdoor camps as well, a lump sum expenses of Rs.1500/- be reimbursed in lieu of not providing conveyance, provided they are holding minimum 8 (Eight) such outdoor camps per month.
6. Working days- 6 days per week (except second and fourth Sunday of the month)
7. The officials should have right aptitude /flair for training and rural development activities.
8. Age should not be above 64 years (with sound health)
9. Qualification: Graduate / Post graduate degree from UGC recognized University
10. The applicant should possess satisfactory service certificate from the previous employer.
11. The applicant should be well conversant with the local language.



**ANNEXURE-5**

12. Application should be submitted in banks prescribed format and should be submitted with employer bank certificate.
13. The selection is based on performance in the interview. Decision of the bank in this regard will be final.
14. The candidate will be engaged on contractual basis for a period of one year. Renewal may be possible at Banks sole discretion as per extant policies and rules.
15. The contract may be terminated by either side by giving 1 months' notice.

**Last date for submission of application is 25.07.2024**

The duly completed application form should reach us at the address "The Zonal Manager, Bank Of India, Jamshedpur Zonal Office, Bank of india building, Main Road Bistupur, Jamshedpur, Jharkhand Pin-831001" in a closed cover by 4 P.M. on or before 25.07.2024. Application for the Post of Counselor, FLC 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. Candidates should mention their email 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 other Govt/Private/any other organization on permanent/temporary/contractual basis as on the date of issue of engagement order.

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





**Jamshedpur Zonal Office**

**DETAIL TERMS AND CONDITIONS FOR ENGAGEMENT  
OF FACULTY MEMBER On Contractual Basis FOR  
RSETI**

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

**Eligibility for Faculty Member**

- 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 2- For All Applicants, Annx-3 & Annx-4 additionally for retired employees of PSU banks)

**No of Posts**

Two Faculty member for RSETI WEST SINGHBHUM on contractual basis for **TWO YEARS period**. Provision for further renewal based on the satisfactory performance conduct/behavior and for a maximum period of 5years 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 and Max 64 years (as on 01.07.2024) 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 candidates 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 trainee's 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. 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 25.07.2024**

The duly completed application form should reach us at the address“ The Zonal Manager, Bank Of India, Jamshedpur Zonal Office, 3<sup>rd</sup> floor Bank of india building,Main Road Bistupur,Jamshedpur, Jharkhand Pin-831001” in a closed cover by 4 P.M. on or before 25.07.2024.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. Candidates should mention their email id's 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 other Govt/Private/any other organization on permanent/temporary/contractual basis as on the date of issue of engagement order.



**Job Profile of RSETI Faculty**

- Assisting the Director in conducting Training programmes.
- Conducting pre-Training activities including awareness programmes, generation of application sand 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 guestfaculty.
- Handling sessions relating to motivation, entrepreneurship, market survey, business opportunityguidance, 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, Yoga and Shramadan.
- Any other work / responsibilities, entrusted by the Director.





## DETAIL TERMS AND CONDITIONS FOR ENGAGEMENT OF OFFICE ASSISTANT FOR RSETI

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

### **Eligibility for Office Assistant**

- Shall be a Graduate viz. BSW/BA/B.Com./ with computer knowledge
- Knowledge in Basic Accounting is a preferred qualification
- Shall be fluent in spoken and written local language.
- Fluency in Hindi / English would be an added qualification
- Shall be proficient in MS Office ( Word and Excel ), Tally & Internet
- Skills in typing in local language is essential, Typing skills in English an added advantage

### **How to apply**

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

(Annex 2- For All Applicants, Annx-3 & Annx-4 additionally for retired employees of PSU banks)

### **No of Posts**

One Office Assistant for RSETI WEST SINGHBHUM on contractual basis for **TWO YEARS period**. Provision for further renewal based on the satisfactory performance conduct/behavior and for a maximum period of 5years including initial two years .The contract may be terminated by either side by giving one months' notice.

### **Age Criteria**

Min 18 years Max 45 years (as on 01.07.2024) subject to physical fitness

### **Selection Procedure**

All candidates 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.

**NOTE:** Only those candidates who qualify in written exam will be called for interview

### **Remuneration:**

The remuneration will be Rs. 15000/- per month. No other allowances/reimbursement of expenses will be admissible



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

**Exit Policy**

- 1 months notice period from either side

**Last date for submission of application is 25.07.2024**

The duly completed application form should reach us at the address "The Zonal Manager, Bank Of India, Jamshedpur Zonal Office, 3<sup>rd</sup> floor Bank of india building, Main Road Bistupur, Jamshedpur, Jharkhand Pin-831001" in a closed cover by 4 P.M. on or before 25.07.2024. Application for the Post of RSETI Office Assistant 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. Candidates should mention their email id's 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 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 Jamshedpur only shall be valid.



**Job Profile of RSETI Office Assistant**

- Assisting the Director and Faculty in effective functioning of the Institute to fulfill the objectives of the Trust.
- Maintaining of Cash book, General Ledger, vouchers, as per the guidelines (Presently single entry Book keeping).
- Maintaining all books, registers, both manual and soft copy as per the prevailing guidelines from Trust/Ministry.
- Maintaining and updating all data relating to trainings, Follow up, Settlement, etc.
- Creating and updating MIS data as per the guidelines.
- Preparation of monthly report and other periodical reports and submission to Trust, Ministry and other agencies involved in overall supervision of functioning of RSETI.
- Organizing the required logistics for training including arranging Boarding, Dormitory, etc.
- Arranging the training materials for all Skill batches.
- Making registration of candidates in all the trainings, taking daily attendance of trainees, taking boarding attendance of trainees.
- Conducting follow up visits as directed by Director and reporting the same to the Director.
- Up keeping of all fixed Assets and maintaining of Inventory of items including training materials and equipment.
- Maintaining of Library books and issuing books to the trainees as and when they demand.
- Carryout all the Instructions/any other work given by the Director and faculty from time to time.

