



Selection procedures for Watchman/Gardner on contract basis for BSVS Tonk

Bank has decided to hire services of Watchman/Gardner at BSVS Tonk Rajasthan.

Advertisement on Bank's website dated. 25.07.2024

Sr.	Name of Post	Name of Regional Office	Location	State	No. of vacancy
1.	Watchman/Gardner	SAWAIMADHOPUR	BSVS Tonk	Rajasthan	01

Last date of Submission of Offline application: 08.08.2024 (Thursday) Till 5:00 P M

Selection procedures for Watchman/Gardner on contract basis:

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

Sr No	Particulars	Proposed Criteria
1	Eligibility	<p><b><u>Qualification:</u></b></p> <ul style="list-style-type: none"><li>• Should have passed 7th Standard</li><li>• Should have experience preferably in agriculture/ gardening/ horticulture.</li></ul> <p>(i) Only those candidates who meet the minimum eligibility criteria as outlined in the advertisement will be considered. RSETI will endeavour to recruit the best fit - with the most appropriate competencies including attitudes and behaviour.</p> <p>(ii) The contract will be valid for a period of 3 years subject to annual review.</p>
	Selection Process	<p>(a) The selection process will comprise of:</p> <p>(i) <b>Written Test</b> to assess General Knowledge and Computer capability</p> <p>(ii) <b>Personal Interview</b> to assess communication ability, leadership qualities, attitude, problem solving ability and ability to get along with the trainees, developmental approach</p> <p>(iii) <b>Demonstration / Presentation</b> to assess teaching skills and communication capability</p>





		(b) The persons responsible for recruitment will develop a set of criteria to be followed in the selection process.
2	Remuneration	(i) Consolidated salary of Rs. 6,000/- which may be revised for the ensuing year by an amount not exceeding 10% of preceding year's consolidated salary based on satisfactory review/ performance of services rendered. (ii) Fixed Travel Allowance [FTA]: Rs 500/-pm (iii) EPF, ESI, Gratuity as per rules
3.	Annual Medical allowance on declaration basis	Rs. 2000/-
4.	Terms of Appointment	i. Appointment of the Watchman / Gardner 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. 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. iii. For renewal of contract, LDM or RSETI Director(as decided by RO) / Br Head of base Branch to recommend the renewal/non-renewal of contract of the watchman/Gardner 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. iv. The contract may be terminated with notice of one Month from either side. v. Renewal of contract may be possible at Bank's sole Discretion in terms of extant policies and rules.
5	Key Responsibility Area :	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 from time to time.





Leave entitlement:

**(i) Casual Leave (CL) :**

CL is calculated at the rate of one day for each calendar month completed or part thereof, subject to a maximum of 12 days in a calendar year (January - December), computed on pro-rata basis. CL balance at the end of the year will lapse.

**(ii) Privilege Leave (PL):**

☑ Each staff member is entitled for 10 days of PL for completed year of active service (active service is the service rendered excluding the leave other than the leave earned during the relevant period.)

☑ For the purpose of availing PL, the support staff shall submit application at least 15 days prior to the date of commencement of leave. The leave sanctioning authority may waive the notice in exceptional circumstances at its sole discretion.

☑ PL may be availed/sanctioned on pro-rata basis. Unveiled PL at the end of the contract period will lapse.

**(iii) Sick Leave:**

Sick leave, when availed by a person on contract for one day or more at a stretch, will require the staff member to submit a medical certificate and fitness certificate from a Registered Medical Practitioner.

**(iv) Leave Without Pay ( LWP ) :**

In extraordinary circumstances, when there is no accumulated leave of whatsoever kind available with the staff member, the Director may recommend to the Regional Office to consider granting LWP depending on the merits of the case for a period not exceeding 10 days in a year under any circumstances. In any case, the staff member shall not be granted LWP more than once during a contract period of 1 year.

**(v) Maternity Leave:**

A female support staff of the Institute may be granted maternity leave in the case of less than 2 surviving children on full pay up to a period of 90 days per year subject to a maximum of 180 days, if the contract period extends to second / more years from the date of its commencement. During such period, she shall be paid leave salary equal to the emoluments drawn immediately before proceeding on leave. Maternity leave may be granted in case of miscarriage including abortion for a period of 6 weeks in





		<p>a year. The application for maternity leave should be supported by a medical certificate from a registered medical practitioner.</p> <p><b>(vi) Eligibility for Maternity Leave:</b> The female support staff member should have served for a minimum period of 6 months to become eligible for maternity leave.</p> <p><b>(vii) No other kind of leave for any reason is permitted.</b></p>
9	Review of Contract	Zonal Manager will be the competent authority for renewal Of contract of WATCHMAN / GARDNER.
10	Discontinuation/ Termination of services	<p>If performance of Watchman / Gardner is not found to be satisfactory and or for any other reason, bank does not require service of Watchman / Gardner, the Zonal manager, on the recommendations of the Regional Manager will allow them to issue one month's notice for discontinuation/ termination to the Watchman / Gardner and the services of Watchman / Gardner will be discontinued/ terminated on completion of notice period.</p> <p>The Watchman / Gardner 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.</p>
11	Last date of application	Last date of application received to our office is <b>08.08.2024 TILL 5:00 PM</b>





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**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 Watchman/Gardner for BSVS Tonk ON CONTRACTUAL BASIS”

Address for Application to be sent:

क्षेत्रीय कार्यालय :सवाई माधोपुर क्षेत्र – प्रथम तल,वात्सल्य अस्पताल के ऊपर , रणथंबोर रोड,  
सवाई माधोपुर322201-

Regional Office, Sawai Madhopur Region, 2<sup>nd</sup> Floor, Above Vatsalya Hospital, Ranthambor Road,  
Sawai Madhopur-322201

Email: fi.sawaimadhopur@bankofbaroda.com

(Vimal Kumar Jain)

Regional Manager

Sawaimadhopur





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ANNEXURE – III

APPLICATION FOR THE POST OF Watchman/Gardner  
ON CONTRACTUAL BASIS

To,

Regional Manager  
Bank of Baroda  
Regional Office Sawaimadhopur  
2<sup>nd</sup> 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.....Month

6. Contact Details:

MOBILE NO. -.....

LANDLINE No.

E-MAIL ID- .....

7. GENDER: .....

8. NATIONALITY:.....

9. RELIGION: .....





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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	Designation	Duration		Responsibilities	Pay Scale	Extra Ordinary Achievements
			From	To			

15. Details of Past Employment:

- Organization :
- Full Address:
- Position:
- Reporting To:
- Date of Joining :
- Date of Leaving :





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- 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/Institution in respect of working in Rural area /as Rural Development In-charge/ as Faculty/as LDM, etc.

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

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20. Name and addresses of two references-

1) \_\_\_\_\_  
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2) \_\_\_\_\_

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**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 25.07.2024.

**(Signature of applicant)**

Place: \_\_\_\_\_

Date: \_\_\_\_\_

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

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

