



Zonal office, Raigad Zone

Financial inclusion Department

2nd floor, Hotel Meera Madhav Building, Opposite S.T.Stand, Alibag Dist. Raigad 402 201

Ph. No.02141-223895; Email-Raiqad.FI@bankofindia.co.in

Detailed Term and Conditions for engagement of Faculty on contractual basis

For engagement of **Faculty** on contract basis the following terms and conditions to be read and followed by the applicant:

Eligibility for FACULTY:

- Qualification - Minimum Graduation. Diploma in vocational course 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.
- Preference would be given to the candidate residing in the same district as RSETI.

How to apply:

- Application should be submitted in Bank's prescribed format available in our website with necessary self-attested documents.
(Annx1 – for all applicants, Annx2 - & Annx3 additionally for retired employee of PSU Banks)

No. of Posts:

- One post of Faculty for RSETI Raigad on Contractual basis for a period of 2 years. 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:

- Minimum 25 years and Maximum 65 years as on 28.11.2023 subject to physical fitness.

Selection Procedure:

- All candidates applying for the post will have to clear:-
 - **Written Test:-** To assess General Knowledge and Computer Capability. Kindly note that the written test will be conducted in English language only.
 - **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.

Note: Only those candidate who qualifying in written exam will be called for interview/ presentation.

Remuneration:

- The remuneration will be Rs.20000/- (Rupees Twenty Thousand only) per month on consolidated basis.

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 In-charge/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.

Note: Banks reserves the right to remove the RSETI Faculty member any time even before the expiry period of the contract in case his performance is not up to the Bank's expectation or otherwise too.

Exit Policy:

- 1 month notice from either side.

Last date for submission of application is 20.12.2023

The duly completed application form should reach us at the address **The Zonal Manager, Bank of India, Raigad Zonal Office, 2nd floor, Hotel Meera Madhav Building, Opposite S.T.Stand, Alibag Dist. Raigad 402 201** in a closed cover by 5.00 p.m. on or before 20.12.2023. "APPLICATION FOR THE POST OF RSETI FACULTY" 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 forms as all communication will be made through email. 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.

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

Job Profile:-

- 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 programme 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.
- Collection of settlement details from the settled candidates and updating in MIS.
- Maintaining and updation of MIS pertaining to the training and post training activities.
- Preparation of notes for training session, post programme report, monthly progress report and annual activity report.
- Organizing the functions, event and meeting 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 and library of the institute.
- Overseeing the maintenance of campus including classrooms, kitchen, dining hall, dormitories etc.
- Up keep of premises/campus of the institute and all fixed assets including furniture and fixtures and library books of the institute.
- Maintaining discipline in the institute the practices of daily attendance, prayer, yoga and shramdaan etc.
- Any other work/responsibilities, entrusted by the Director.