

**Annexure-B**

**Guidelines for recruitment of outsourced staff in RSETIs on contractual**

**basis:Last Date of Receipt of Applications: 02/09/2023**

**Vacancies proposed to be filled in RSETIs:**

Sr.No.	Name of RSETI	LocationofRSETI	POST		
			Office Assistant	Office Attender	Watchman/ Gardener
1	Rajnandgaon	BSVS RSETI Rajnandgaon	1 (One)	1(One)	1 (One)

**1. EligibilityCriteria:**

**(A) AGE LIMIT:( As on 31.07.2023)- 22-40Years (for Office Assistant , Office Attender and Watchman cum Gardener)**

**(B) Qualification:**

OfficeAss istant:	Sr. No.	Particulars	Proposed guide lines in line with MoRD
	i	Qualification & OtherRequirem ents	<ul style="list-style-type: none"> <li>➤ Shall be a Graduate viz. BSW/BA/B.Com./ withcomputerknowledge</li> <li>➤ Knowledge in Basic Accounting is a preferredqualification</li> <li>➤ Shall be fluent in spoken and written locallanguage.</li> <li>➤ Fluency in Hindi / English would be an addedqualification</li> <li>➤ Shallbe proficientin MSOffice(WordandExcel ),Tally&amp;Internet</li> <li>➤ Skillintypinginlocallanguageisessential,typingskill s inEnglishanaddedadvantage.</li> </ul>
	ii	SalaryStructure	<ul style="list-style-type: none"> <li>i) Consolidated salary of Rs. 14,000/-pm.</li> <li>ii) Fixed Travel Allowance[FTA]:Actuals subject to minimum of Rs 1000/- pm against bills or can claim Rs 500/-on declaration basis.</li> </ul>

<b>Office Attender</b>	<b>Sr. No</b>	<b>Particulars</b>	<b>Proposed guide lines in line with MoRD</b>
	i	Qualification & Other Requirements	<ul style="list-style-type: none"> <li>➤ Shall be Matriculate Ability to Read and Write the Local Language</li> <li>➤ Should have experience preferably in agriculture/gardening/horticulture</li> </ul>
	li	Salary Structure	<ul style="list-style-type: none"> <li>i) Consolidated salary of Rs. 9500/-pm</li> <li>ii) Fixed Travel Allowance Rs. 500/- on declaration basis</li> </ul>

<b>Watchman/ Gardener:</b>	<b>Sr. No.</b>	<b>Particulars</b>	<b>Proposed guide lines in line with MoRD</b>
	i	Qualification & Other Requirements	<ul style="list-style-type: none"> <li>➤ Should have passed 7th Standard</li> <li>➤ Should have experience preferably in agriculture/gardening/horticulture</li> </ul>
	li	Salary Structure	(i) Consolidated salary of Rs. 7500/-pm

## **(C) JOBDESCRIPTIONOFSUPPORTSTAFFATRSETIs.**

### **1. OFFICE ASSISTANT**

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

### **2. OFFICE ATTENDANT**

1. Generally all subordinate work of the Institute for assisting the Director and other staff of the Institute for smooth functioning of the day to day activities.
2. Up keeping of premises including office, training class rooms, dormitory, bathrooms, filing cabinet, visitors lounge etc.
3. Filing the documents in respective files as per direction of office Assistant/Faculty/ Director.
4. Going to Bank branches for all Bank work like for getting pass book updating etc. as per the instructions of Director.
5. Any other work entrusted by the Director from time to time.

### **3. WATCHMAN/GARDNER:**

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

**(D) Selection Process: The selection process will comprise of:**

- (i) **Written Test** to assess General Knowledge and Computer capability
- (ii) **Personal Interview** to assess communication ability, leadership qualities, attitude, problem solving ability and ability to get along with the trainees, developmental approach
- (iii) **Demonstration/Presentation** to assess teaching skills and communication capability.

S.N.	Criteria	Office Assistant	Office Attendant	Watchman/Gardener
1.	Written Test	√		
2.	Personal Interview	√	√	√
3.	Demonstration / Presentation			

- Only those candidates who meet the minimum eligibility criteria as outlined in the advertisement will be considered.
- However, merely satisfying the eligibility norms do not a candidate to be called for interview. The BSVS reserves the right to call only requisite number of candidates for interview after preliminary screening / short listing with reference to candidate's qualifications, suitability, experience etc.

**(E).ContractPeriod:**

The contract will be valid for a period of 12 month. BSVS trust will reserve the right forrenewal/non-renewal of the contract based on the performance of the candidate during thecontractperiod.

**(F) Leave:**

S.N.	Categoryof Leave	Period
01.	CasualLeave	12days per year
02.	PrivilegeLeave	10days per year
03.	SickLeave	10days
04.	MaternityLeave	90daysperchildinacontractofoneyearaftercompleting Six months of entering in to contract subject to maximum of two surviving children.

**(G) GeneralInstructions:**

- a. While applying for the posts, the applicant should ensure that he/ she fulfills theeligibility and other norms mentioned above and that the particulars furnished arecorrectinallrespects.Incaseitisdetectedatanystageofrecruitmentthatacandidatedoes not fulfill the eligibility norms and / or that he / she has furnished any incorrect /false information or has suppressed any material fact(s), his/her candidature willautomaticallystandcancelled.Ifanyoftheaboveshortcoming(s)is/aredetectedevenaft er appointment, his/her contractual appointment is liable to be terminated withoutanynotice.
- b. Meresubmissionofapplicationagainsttheadvertisementandapparentlyfulfillingthecriteri a as prescribed in the advertisement would not bestow on him/her right to becalledforinterview.
- c. The selected candidate will be required to submit a medical fitness report signed by adistrict levelMedical Officer,prior tojoining toconfirmhis/hercurrentstate ofhealth.
- d. The offer letter will contain details of contract, effective date, remuneration, durationandclause onrenewalofcontractsubjecttosatisfactoryreviewonce inayear.
- e. Ifeitherpartydecidestodiscontinuethecontract,foranyreason,whatsoever,thestaffmemb er or the organization, will be required to give one month's notice or equivalentssalaryin lieu thereof.
- f. Ifthereisanydisciplinaryactiontakenagainstanyselectedcandidateinhis/herearlierorganiz ation, the decision of the BSVS trust regarding the selection non-selection ofthesaidcandidate,shallbefinal andbinding."
- g. The BSVS trust reserves the right to terminate the contract without assigning anyreasons.Insuchcase,onemonthnoticeorsalaryinlieuthereofwillbepayablebytheorga nization.
- h. The new joinee will submit a joining report to the Director, RSETI and complete therequiredjoiningformalities.

**(H) SUBMISSION OF APPLICATION:**

- a. Eligible candidates have to submit/sent their duly filled and signed applications in the given format (Annexure C) with enclosure of Education Qualification and other relevant document in Hardcopy only will be considered valid.**
- b. Application received after the last date will not be entertained.**
- c. Incomplete applications will be rejected. Application for more than one post in one RSETI or more than one RSETIS may be rejected.**
- d. It should reach the address as under on or before 02/09/2023 along with required copy.**

**The  
Authorized Person  
Baroda Swarojgar Vikas Sansthan Trust**

**Lead Bank Office Bank of Baroda  
Indrapuri Near Circuit House  
Basantpur Road Teh+Dist-  
Rajnandgaon (CG) 491441**

- e. Please sent the application on above mentioned address with title one envelope stating as applicable for respective post as under:**

**APPLICATION FOR THE POST OF "OFFICE ASSISTANT" at  
RSETI RAJNANDGAON ON CONTRACTUAL BASIS.**

**OR**

**APPLICATION FOR THE POST OF "OFFICE Attendant / Attender" at  
RSETI RAJNANDGAON ON CONTRACTUAL BASIS.**

**OR**

**APPLICATION FOR THE POST OF "WATCHMAN/ GARDENER" at RSETI  
RAJNANDGAON ON CONTRACTUAL BASIS.**

**ANNEXURE- C**

**APPLICATION FOR THE POST OF“ \_\_\_\_\_”AT RSETI RAJNANDGAON  
ON CONTRACTUAL BASIS**

To,  
Aauthorised Person  
Baroda Swarojgar Vikas Sansthan Trust

Lead Bank Office Bank of Baroda  
Indrapuri Near Circuit House Basantpur Road  
Teh+Dist- Rajnandgaon (CG) 491441

Paste  
Passport  
sizePhotogra  
phPlease  
signacross  
thePhotogra  
ph

Dear Sir,

Withreference to youradvertisement onBank’swebsite/Newspaperdated

\_\_\_\_\_,  
Isubmitmyapplication in prescribedformat.

1. NAME(infull)- \_\_\_\_\_

2. ADDRESSFORCORRESPONDENCE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. CATEGORY(GEN/SC/ST/OBC): \_\_\_\_\_

4. If person with  
Disability:Typeof  
disability:  
Percentageofdisability:

5. DATEOFBIRTH(Asper SchoolleavingCertificate):  
Ageincompletedyearsason01/01/2022: \_\_\_\_\_Years\_\_\_\_\_Month

6. ContactDetails:  
MOBILENO.- \_\_\_\_\_ LANDLINENO.  
E-MAILID-

7. GENDER:

8. NATIONALITY:

9. RELIGION:

10. MARTIALSTATUS:

11. FATHER’s/Husband’sNAME:

12. PERMANENT ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

13. COMMUNICATION SKILL IN LOCAL LANGUAGES HINDI & ENGLISH:

Sr.NO.	Name of Language	Weather essential or Not	Read	Write	Typing
1	Local Language i.e.Hindi	Essential	√	√	√
2	English				

14. EDUCATION QUALIFICATION:

Qualification	Details(B. A./B.Sc/ M.A./M.Scetc.)	Board/University	Year of Passing	Subject/Specification	Marks (Rank if any)
Graduation					
Post-Graduation					
Professional Qualification					
Others/Computer Knowledge					

15. RELATIVE EXPERIENCE-Total (in years) \_\_\_\_\_

SN	Name of Bank	Designation	Duration From To	Responsibilities	Pay Scale	Extra Ordinary Achievements

Total Years of Service \_\_\_\_\_  
 \_\_\_\_\_ Years Out of which  
 as an Officer \_\_\_\_\_ Years  
 No. of years worked in Rural Areas \_\_\_\_\_ Years

15. Details of Past Employment:

- a) Organization:
- b) Full Address:



- c) Position:
- d) ReportingTo:
- e) Date ofJoining:
- f) Date ofLeaving:
- g) TotalExperience(InYear)
- h) Salary/CompensationPresentlyDrawn:

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. Details of Applicant close relative working in Bank of Baroda

- i.) Name
- ii.) Post
- iii.) Presently posted at

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

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

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21. 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 is 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 RSETI and Courts/tribunals/forums at said center only.

I undertake to abide by all the terms and conditions mentioned in the advertisement displayed on Bank website dated \_\_\_\_\_.

**(Signature of applicant)**

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

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

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

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