

Annexure-B

Guidelines for recruitment of outsourced staff in RSETIs on contractual basis:

Last Date of Receipt of Applications: 29-12-2023

Vacancies proposed to be filled in RSETIs:

Sr.No.	Name of RSETI	Location of RSETI	Post
			Watchman cum Gardener
1	Jhabua	BSVS RSETI Jhabua	1 (One)
2	Alirajpur	BSVS RSETI Alirajpur	1(One)

A . Eligibility Criteria:

- AGE LIMIT:(As on 31.07.2023)- 22- 40 Years (for Watchman cum Gardener)
- Qualification:

Watchman CUM Gardener:	Sr. No.	Particulars	Proposed guide lines in line with MoRD
	i	Qualification &Other Requirements	➤ Should have passed 7thStandard ➤ Should have experience preferably in agriculture/gardening/horticulture
	ii	Salary Structure	(i) Consolidated salary of Rs. 6500/-pm

B.JOB DESCRIPTION OF SUPPORT STAFF AT RSETIs.

WATCHMAN CUM 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

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	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.

(D).Contract Period:

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

(E) Leave:

S.N.	Category of Leave	Period
01.	Casual Leave	12days per year
02.	Privilege Leave	10days per year
03.	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.
04.	Maternity Leave	90daysperchildinacontractofoneyearaftercompleting Six months of entering in to contract subject to maximum of two surviving children.

(F) General Instructions:

- a. While applying for the posts, the applicant should ensure that he/ she fulfills the eligibility and other norms mentioned above and that the particulars furnished are correct in all respects. In case it is detected at any stage of recruitment that a candidate does 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 will automatically stand cancelled. If any of the above shortcoming(s) is/are detected even after appointment, his/her contractual appointment is liable to be terminated without any notice.
- b. Mere submission of application against the advertisement and apparently fulfilling the criteria as prescribed in the advertisement would not bestow on him/her right to be called or interview.
- c. The selected candidate will be required to submit a medical fitness report signed by a district level Medical Officer, prior to joining to confirm his/her current state of health.
- d. The offer letter will contain details of contract, effective date, remuneration, duration and clause on renewal of Contract subject to satisfactory review once in year.
- e. If either party decides to discontinue the contract, for any reason, whatsoever, the staff member or the organization, will be required to give one month's notice or equivalent salary in lieu thereof.
- f. If there is any disciplinary action taken against any selected candidate in his/her earlier organization, the decision of the BSVS trust regarding the selection non-selection of the said candidate, shall be final and binding."
- g. The BSVS trust reserves the right to terminate the contract without assigning any reasons .In such case, one month notice OR Salary in lieu thereof will be payable by the organization.
- h. The new joinee will submit a joining report to the Director, RSETI and complete the required joining formalities.

(G) 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 05.01.2023 along with required copy.

The Regional manager
RATLAM REGIONAL OFFICE
BANK OF BARODA
80FT ROAD IMPERIAL MALL 2ND FLOOR
NEAR HANUMANTALL RATLAM 457001.

- 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 "WATCHMAN/ GARDENER" at RSETI (NAME OF RSETI/BSVS).....
ON CONTRACTUAL BASIS.

ANNEXURE– C

APPLICATION FOR THE POST OF“.”AT RSETI/ BSVS.....ON CONTRACTUAL BASIS

To,

The Regional manager
RATLAM REGIONAL OFFICE
BANK OF BARODA
80FT ROAD IMPERIAL MALL 2ND FLOOR
NEAR HANUMANTALL RATLAM 457001.

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. ADDRESSFORCORRESPONDENCE:

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

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

Percentage of disability:

5. DATEOFBIRTH(As per School leaving Certificate):

Ageincompletedyearsason01/01/2022:

_____Years_____Month

6. Contact Details:

MOBILENO.-

E-MAILID-

LAND LINE No.

7. GENDER:

8. NATIONALITY:

9. RELIGION:

10. MARTIALSTATUS:

11. FATHER’s/Husband’s NAME:

12. PERMANENTADDRESS:

13. COMMUNICATION SKILL IN LOCAL LANGUAGES HINDI & ENGLISH: (TICK MARK)

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/Specialization	Marks (Rank if any)
Graduation					
Post-Graduation					
Professional Qualification					
Others/Computer Knowledge					

15. RELATIVE EXPERIENCE-Total (in years) .(IF ANY)

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

16. Details of Past Employment: .(IF ANY)

- 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: .(IF ANY)

17. Details of Present Employment: .(IF ANY)

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

18. Details of Applicant close relative working in Bank of Baroda .(IF ANY)

- 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.(IF ANY)

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

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 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 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 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.