

Annexure-B

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

Last Date of Receipt of Applications: 30.06.2024

Vacancies proposed to be filled in RSETIs:

Name of RSETI	Location of RSETI	NAME OF POST	Vacancy for the post of JHABUA	Vacancy for the post of ALIRAJPUR
BSVS RSETI JHABUA /ALIRAJPUR	BSVS RSETI JHABUA /ALIRAJPUR	Office Assistant	2	2
		Attendant	2	2
		Faculty	1	1
		FLC (COUNSELLOR)	1	1

Eligibility Criteria: Age Limit :( As on 31.05.2024) - 22-40 Years (for office assistant, attendant, faculty)

Eligibility Criteria: Age Limit: FLC (COUNSELLOR) (AS ON 31.05.2024) Not More Than 64 Years

Qualification:

Faculty	<ul style="list-style-type: none"> <li>Shall be a Graduate / Post Graduate viz. MSW/MA in Rural Development / MA in Sociology / Psychology / B.Sc. (Veterinary), B.Sc. (Horticulture), B.Sc. (Agri.), B.Sc. (Agri. Marketing)/ B.A. with B.Ed. etc.)</li> <li>Shall have a flair for teaching and possess sound Computer Knowledge</li> <li>Excellent communication skills in the local language essential, fluency in English and Hindi will be an added advantage</li> <li>Skills in Typing in Local Language essential.</li> <li>Typing skills in Hindi / English typing, an added advantage</li> <li>Previous experience as Faculty preferred</li> </ul>
Office Assistant	<ul style="list-style-type: none"> <li>Shall be a Graduate viz. BSW/BA/B.Com./ with computer knowledge</li> <li>Knowledge in Basic Accounting is a preferred qualification</li> <li>Shall be fluent in spoken and written local language.</li> <li>Fluency in Hindi / English would be an added qualification</li> <li>Shall be proficient in MS Office ( Word and Excel), Tally &amp; Internet</li> <li>Skills in typing in local language is essential, Typing skills in English an added advantage</li> </ul>
Attendant	<ul style="list-style-type: none"> <li>Shall be a Matric pass</li> <li>Ability to Read and Write the Local Language preferred</li> </ul>
FLC Counsellor	<p><u>Qualification.</u></p> <p>i) A graduate degree from recognized University. Preference should be given to having post graduate degree in the area of Agriculture, Veterinary Science, Sociology, Psychology and Social work.</p>

- ii) Should be well conversant with the local language.
- iii) Should possess flair for teaching and computer knowledge.

Candidates for the post of FLC counsellor may be selected from open market. Counsellors should have sound knowledge of banking, insurance, investment, Pension, law, finance, requisite communication and team building skills etc.

Experience :

Shall be an ex-banker (Officer cadre) with minimum 5 years of experience in any Nationalized Bank / RRB / Pvt. Bank.

OR

Persons having minimum 5 years' experience in banking / with related fields, MBFCs / Fls.

OR

Business correspondent / BC-Coordinator with minimum 5 years of experience.

OR

Ex RSETI Director with minimum -3 years of experience/Faculty with minimum 5 years of Experience.

## **JOB DESCRIPTION OF SUPPORT STAFF AT RSETIs**

### **A. FACULTY**

1. Work as Faculty of the Institute handling sessions relating to entrepreneurship, motivation, personality development, business management, conducting business games etc guiding /educating the trainees, and coordinate the programmes of the Institute.
2. Conducting pre-training activities - EAPs, generation of applications and selection of candidates.
3. Assisting the Director in designing the Annual Action Plan and training programmes
4. Arranging logistics for the training programmes, including training materials and arranging Guest faculty.
5. Providing post Training escort services including conducting of follow up meets/visits.
6. Providing counseling, credit linkage, preparation of project report etc.
7. Preparation of Success Stories and circulate.-a minimum of two stories per month to the Controlling Office/MoRD.
8. Preparation of Post Programme Report.
9. Preparation of monthly report and other periodical reports.
10. Assisting/Guiding the Office assistant in maintaining of Day book, General Ledger and all other registers and Books.
11. Design new training programs by collecting feedback on emerging business opportunities in the area.
12. Prepare case studies and training materials for effective delivery of sessions
13. Establish liaison with outside agencies
14. Assist Director in internal control/administration of the institute.
15. Organizing functions, events and meetings of the Institute.
16. Preparation of Press release/reports on various activities of the Institute.
17. Supervising the work of assistant, attender, watchman cum Gardner of the Institute.

18. Monitoring the performance of Guest faculty of all skill trainings.
19. Maintenance of Inventory and Library books of the Institute.
20. Overseeing the maintenance of entire campus including class rooms, Kitchen, dining and Dormitory and to ensure to keep the premises clean and tidy.
21. Maintaining discipline in the Institute and ensuring administration of MILLY, LOG, PRAYER, YOGA SHRAMADHAN etc on daily basis.
22. Any other work assigned by the Director from time to time.

#### B. 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. Organizing 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.

#### C. 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.

## D.FLC COUNSELLORS

Key Responsibility Area :	He would be in charge of a particular FLC and would provide counselling at FLC in accordance with the guidelines of RBI on FLC. He shall report to the concerned Lead District Manager or RSETI Director (to be decided by RO)/ Base Branch office in case of non-lead Districts.
Roles & Responsibilities:	<ul style="list-style-type: none"> <li>i. Carry on day to day activities of FLCs as per guidelines of RBI</li> <li>ii. To maintain arm's length relationship with the Author Banks</li> <li>iii. Not to give impression that the counselling centres are pan of the bank.</li> <li>iv. Not to promote the products of the Bank.</li> <li>v. Not to give an impression to the general public/banks constituents that the counselling centres are recovery or marketing agents of the bank.</li> <li>vi. To provide counselling services except to wilful defaulters.</li> <li>vii. Impart financial literacy in the form of simple messages like why to save, why save with banks, why borrow from Banks, etc.</li> </ul>
	<ul style="list-style-type: none"> <li>Viii. To provide counselling and debt management services free of cost to the customers so as to put no additional burden on them.</li> <li>ix. To provide financial literacy activities to the trainees of rural development and self-employed training institute towards skill development capacity building for increased earnings/debt repaying ability of the distressed borrower families.</li> <li>x. Not to involve themselves in recovering and distributing money.</li> <li>xi. To assist and guide distressed individual borrowers.</li> <li>xii. To ensure that miss selling of financial products and services does not take place.</li> <li>xiii. To conduct Financial literacy Camps on Digital banking with latest digital banking Products.</li> <li>xiv. To maintain record in the form of register containing details such as name , gender, age, profession, contact details, whether banked or unbanked, details of services availed and whether linked with banking services</li> <li>XV. To arrange gram sabhas/ awareness camps in rural areas at regular interval.</li> <li>XVi. FLC has to submit his, tentative quarterly visit schedule to LDM. (LDM has to put the report in DLCC meeting as agenda item of the meeting).</li> <li>XVii. Imparting knowledge on various schemes of Govt. of India (like PMJDY, APY, PMSBY, PMJBY and other social security schemes, Digital Banking etc.) announced from time to time as per instructions of HO/ ZO/ LDMs.</li> <li>xviii. Other responsibilities that may deem fit from time to time.</li> </ul>

**Selection Process: The selection process will comprise of:**

Written Test to assess General Knowledge and Computer capability

Personal Interview to assess communication ability, leadership qualities, attitude, problem solving ability and ability to get along with the trainees, developmental approach

Demonstration/Presentation to assess teaching skills and communication capability.

S.N.	Criteria	Faculty	Office Assistant	Attendant	FLCC counsellor
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).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.

**(F) Leave:**

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

**For counsellor**

Leave entitlement:	<ul style="list-style-type: none"> <li>i. Casual Leave: - 1 day for every completed month subject to Maximum of 12 days for a contract period.</li> <li>ii. Sick leave: - 15 days full pay for contract period. Credit will be given pro-rata basis on completion of every month.</li> <li>iii. In case of absence from office without valid leave/ leave at credit, pro-rata deduction from monthly payment shall be made.</li> <li>iv. Un-availed leave if any will not be carried forward in case of further renewal/extension of your engagement, which will be Banks's sole discretion for renewal of your engagement as counsellor.</li> <li>v. Bank would be free to terminate the services in case of a counsellor remaining on unauthorized absence for more than 15 days beyond the entitled leave in a contract period.</li> </ul> <p>Sanctioning authority for leave and out of pocket expenses with be RSETI, Director, in which FLC is situated. Where RSETI centres are not situated/Non-lead Districts, the sanctioning authority will be</p>
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	Lead District manager/District co-ordinator/RO. However, the sanctioning authority must submit a statement of sanctions to the Regional head every month
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**(G) General Instructions:**

- 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 short coming(s)is/are detected even after appointment, his/her contractual appointment is liable to be terminated without any notice.
- 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 for interview.
- 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.
- The offer letter will contain details of contract, effective date, remuneration, duration and clause on renewal of contract subject to satisfactory review once in a year.
- 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.
- 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."
- 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.
- The new joinee will submit a joining report to the Director, RSETI and complete the required joining formalities.

(H) SUBMISSION OF APPLICATION:

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.

Application received after the last date will not be entertained. Incomplete applications will be rejected. Application for more than one post in one RSETI or more than one RSETIS may be rejected.

It should reach the address as under on or before ..... along with required copy.

BANK OF BARODA, RATLAM REGIONAL OFFICE (80FT ROAD) IMPERIAL MALL 2<sup>ND</sup> FLOOR RATLAM PIN CODE 457001.MP

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 ASSISSTANT" at RSETI .....ON CONTRACTUAL BASIS.

OR

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