

ALLAHABAD BANK

Zonal Office : Berhampore

Engagement of Office Assistant, Attendant & Watchman/Gardener

on Contract Basis for RSETI at Bolpur

LAST DATE OF RECEIPT OF APPLICATIONS : 23.01.2013

Allahabad Bank, a leading Public Sector Bank, invites applications from eligible candidates for the posts as mentioned below for our RSETI at Bolpur **contract basis strictly as per Contractual engagement policy of Bank.**

Sl. No.	Name of the Post	No. of Vacancies	Age as on 01.10.12	Mode of engagement	Qualification & other requirements	Approx salary. (Consolidated)	Place of Posting.
1	Office Assistant	2	21 to 35 years	a. On Contract basis. b. Selection will be made through interview	a. Graduate viz BSW/B.COM/BA with certificate in computer knowledge. b. Knowledge in Basic Accounts preferred	Rs. 10,000/-	Allahabad Bank Farmers' & Entrepreneurs' Training Institute (RSETI for Birbhum District) Santiniketan Road, Super Market, 1 st Floor, Bolpur-731204
2	Attendant	1	18 to 35 years	a) On contract basis b) Selection will be made through interview.	Matriculation	Rs. 5000/-	Allahabad Bank Farmers' & Entrepreneurs' Training Institute (RSETI for Birbhum District) Santiniketan Road, Super Market, 1 st Floor, Bolpur-731204
3	Watchman cum Gardner	1	18 to 35 years	a) On contract basis b) Selection will be made through interview	Matriculation	Rs. 5000/-	Allahabad Bank Farmers' & Entrepreneurs' Training Institute (RSETI for Birbhum District) Santiniketan Road, Super Market, 1 st Floor, Bolpur-731204

1. TENURE: The term of appointment will be initially for one year which may be extended further based on merits as per Bank's policy.

2. JOB PROFILE: They shall be under administrative control of the Director of RSETI and responsible for the overall development of RSETIs as per the guidelines of Bank / Govt. of India.

3. SELECTION PROCEDURE: The eligible candidates will be called for a personal interview. The decision of the Bank in this regard shall be final.

4. SUBMISSION OF APPLICATION: Applications should be submitted in the standard format /profile at the following address:

**Allahabad Bank Farmers' & Entrepreneurs' Training Institute
(RSETI for Birbhum District)**

Santiniketan Road, Super Market, 1st Floor, Bolpur-731204

Last date for receipt of application is 23.01.2013. No application shall be entertained beyond the stipulated date. Ineligible / incomplete applications will be rejected. Send the application, superscribing "**Application for the post of ----** ----- **alongwith Xerox copy of employment exchange card** to the above address **on or before** -----

5. General Instructions :

a. The above engagement is subject to indicative guidelines from Ministry of Rural Development, Govt. of India and regulations of Contractual Engagement Policy of the Bank .

b. Candidates must have their names registered with Local Employment Exchange.

c. For the post of Attendant & Watchman, preference will be given to the candidates residing in local area.

d. While applying for the post, the applicant should ensure that he/she fulfils 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 engagement that a candidate does not fulfil 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 engagement, his/her contractual engagement is liable to be terminated without any notice.

e. 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 interaction/ interview.

Place : Berhampore

Dated : 07.01.2013

Dy.General Manager.
ALLAHABAD BANK

Application for the post of

Name	
Fathers/ Husband Name	
Full postal address	
Date of Birth	
Caste	
Religion	
Education qualifications	
Work experience	
Hobbies/ extracurricular activities.	

Place:

Date:

Signature of candidate.