



Star House, Plot C-5, "G" Block, Bandra-Kurla Complex, Bandra (East), Mumbai 400 051.

ENGAGEMENT OF INCHARGE, SSPS on CONTRACTUAL basis
Notice dated 21.04.2012

BANK OF INDIA, a leading Public Sector Bank having Head Office in Mumbai, invites applications for engagement of Incharge, SSPS on Contractual basis

For taking out Challan Click "Print Challan" Button on Page 8 and after making fee payment Click "Apply online" for the application form provided at the end of Advertisement/Notice – Page- 8.

Tentative Dates for Submission of application:

Payment of Application Fees through Challan from	02.05.2012
Submission of on – line application commencing from	02.05.2012
Last date for Payment of Fees (through Challan)	12.05.2012
Last date for submission of on – line application	13.05.2012
Relevant date for Age/Qualification/Experience	01.11.2011

NAME OF THE POST / VACANCIES:

Total 20 unfilled vacancies of
INCHARGE, STAR SWAROJGAR PRASHIKSHAN SANSTHAN (on Contractual basis)
Out of which:-

SC	ST	OBC	General	Total
4	3	12	1	20

The above vacancies are unfilled vacancies of previous process -
Vacancies for PWD candidates will be reserved as per Govt. guidelines.

A. ELIGIBILITY:

Essential

Should be retired Bank Officer, who has worked in Middle Management Grade Scale –III and above in Bank of India or any other Public Sector Bank or State Bank of India. Retired Officers who have taken VRS (Voluntary Retirement) are also eligible.

Should have served in Bank of India or/and any other Public Sector Bank or/and State Bank of India for minimum 20 years of which at least 15 years should be in the Officers cadre.

Should have worked as Branch Manager (in any Scale) in a rural Branch for at least 3 years.

Should not be above 65 years of age as on 01.11.2011.

Should be well conversant with the local knowledge.

Should be Graduate/Post Graduate from a UGC recognized University. Preference will be given to candidates having higher qualification.

Should produce satisfactory service certificate from the employer/s with whom he has worked for the last 3 years of service before retirement.

Desirable

Applicant should be physically fit to carry out the duties of INCHARGE, Star Swarojgar Prasikshan Sansthan(SSPS) which includes mapping the training requirements, identification and selection of trainees, customizing training curriculum to the localized needs and converting the trainees into entrepreneurs.

Selected personnel will be given preference to be placed at the centre in order of their choices subject to availability of position and generally their job will be non-transferrable.

B. PREFERENCE IN ENGAGEMENT:

Officers with rural development background i.e. Agriculture Officers/Rural Development Officer/ Lead District Manager/ Faculty members of Training Colleges/Centres in Bank of India, any other Public Sector Bank or State Bank of India will be preferred.

Preference will be given to those persons, who have flair for training with aptitude for rural development activities.

Bank reserves the right to relax any of the Eligibility conditions in case of deserving and suitable cases.

C. NO. OF INCHARGE, SSPS TO BE ENGAGED:

20 vacant posts have been identified at the following locations for the posting of Incharge, SSPS:

Sr. No.	State	Nos. required	Location
1	JHARKHAND	6	1. Bokaro 2. Chatra 3. Khunti 4. Kodarma 5. Lohardaga 6. Simdega
2.	MADHYA PRADESH	7	1. Barwani 2. Bhopal 3. Dewas 4. Dhar 5. Khandwa 6. Sehore 7. Ujjain
3.	KARNATAKA	1	1. Belgaum
4.	MAHARASHTRA	2	1. Gadchiroli 2. Gondia
5.	UTTAR PRADESH	3	1. Barabanki 2. Hardoi 3. Kannauj
7.	WEST BENGAL	1	1. Barasat
TOTAL		20	

Note : The above said vacant post are subject to further increase/ decrease/change as per the administrative need and Bank reserves the right for the same.

D. HOW TO APPLY

The eligible candidates would be required to apply online on Bank's prescribed Application Format as provided in Page – 8 after payment of Application Fee.

However the applicant will have to produce a printout of the application alongwith certificates (Photocopies alongwith Originals for verification) in support of date of birth, qualification, experience etc., He will have also be required to submit two Character certificates from the previous employer/s or Gazetted Officers at the time of Interview. Applicants will not be allowed to participate in the Interview without the above said Certificates.

E. SELECTION PROCEDURE:

The selection and engagement of the Incharge, SSPS will be done through Interview of the eligible Applicants. The selection will be based on performance in the interview. Minimum qualifying marks in the interview will be 50% (50 out of 100 marks) for Gen Category Candidate (45% for SC/ST/OBC/PWD Candidate). Decision of the Bank in this regard will be final and binding.

Interviews will be held at following Centres:

Sr No.	Centre	
1.	Ranchi	Note: Bank reserves the right to change/cancel the Interview Centres/date/time as per the need of the organisation
2.	Bangaluru	
3.	Bhopal	
4.	Nagpur	
5.	Lucknow	
6.	Kolkata	

Bank reserves the right to reject the candidature of any of the Applicants without assigning any reasons thereof.

F. JOB-PROFILE OF Incharge, SSPS:

Incharge, SSPS will oversee the overall functioning of the assigned Star Swarojgar Prasikshan Sansthan.

Any other work assigned by the Bank from time to time as per the Bank's requirements.

G. TERMS AND CONDITIONS OF ENGAGEMENT:

- a. The Incharge, SSPS will be engaged on a contract for a period of 1 year from the date of the commencement of contract.
- b. The contract of service shall automatically stands terminated upon expiry of stipulated period of 1 year from the date of the commencement of contract unless renewed for a further period not exceeding 1 year or upto maximum two renewals or total period of contract not exceeding 3 years.
- c. The contract can be terminated at any time on either side by giving one month's notice or payment of one month's remuneration in lieu of notice. The Bank will

be at liberty to terminate the contract in its sole discretion without assigning any reasons.

- d. The Incharge, SSPS shall not be entitled to any benefit like PF, Pension, Gratuity, medical reimbursement, seniority, promotion etc. or any other benefits available to the Bank employee who is appointed on regular basis.
- e. The Incharge, SSPS will not have any claim or right for regular appointment in the Bank.
- f. The engagement is on contractual basis and its continuation or renewal will be subject to the physical fitness from the designated medical authority specified by the bank.
- g. Performance of Incharge, SSPS will be reviewed on six-monthly basis by the Head Office, Financial Inclusion Department, who will also be empowered to renew the Contract after completion of one year of Contract period.
- h. The Bank may decide to terminate the contract of engagement at any time, if the performance of any Incharge, SSPS is not found satisfactory. The Bank shall be the sole judge for deciding on satisfactory performance.
- i. The Incharge, SSPS shall perform the duties assigned to him/her as provided in the contract. The Bank reserves the right to assign any additional duties as and when required. No extra/additional allowance will be admissible in case of such assignment.
- j. The Incharge, SSPS shall maintain secrecy in respect of the information available/revealed to him during his/her engagement and even after the Contract is over.

H. REMUNERATION:

The monthly remuneration for the Incharge, SSPS would be fixed as under:-

Amount equivalent to last Salary drawn in Public Sector Bank/SBI
LESS Amount of Pension to be drawn/being drawn by him/her

OR

Rs. 30,000/- per month, whichever is less.

Only the remuneration as given above will be payable. No other allowances/perquisites as admissible to the Bank employees will be payable.

However, the Incharge, SSPS will be eligible for reimbursement of T.A./D.A. for travelling as payable in Bank of India as per the requirement of the post as per the Scale/Grade in which he was working at the time of his/her VRS/superannuation.

I. LEAVE:

The selected candidate will be entitled for a maximum period of 15 days leave in a year apart from Sundays and Holidays as followed by concerned SSPS.

J. APPLICATION FEE (NON-REFUNDABLE) : Rs.300/-

Application will be on-line and payment will be received by all the branches of Bank of India only by a Challan printed through system (see Page – 8).

NOTE : Application once made will not be allowed to be withdrawn and fees once paid will NOT be refunded on any account nor can it be held in reserve for any other examination or selection.

K. GENERAL INSTRUCTIONS

- (a) Before applying for any post, the candidate should ensure that he/she fulfills the eligibility and other norms mentioned in this Notice. Decision of Bank in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced for the purpose of the conduct of interview, selection and any other matter relating to engagement will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the bank in this behalf.
- (b) In case it is detected at any stage of engagement process that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information/certificate/documents or has suppressed any material fact(s), his/her candidature will be cancelled. If any of these shortcomings is/are detected even after engagement, his/her Contract is liable to be terminated.

PLEASE NOTE THAT PRINTED APPLICATION MAY BE SUBMITTED TO US AT THE TIME OF INTERVIEW ONLY AND NOT BEFORE THAT.

- (c) The Bank takes no responsibility for any delay in receipt or loss in postal transit of Call Letter/Intimation of Interview.
- (d) The candidates should fill the details in application correctly, in particular - Age / Qualification / Experience etc. which will have direct effect on selection / non-selection. Bank takes no responsibility for rejection / non-selection due to aforesaid error.
- (e) A recent, passport size photograph should be firmly pasted on the application and should be signed across by the candidate to be produced at the time of interview.
- (f) The candidates will have to appear for interview at their own expense.
- (g) Candidates serving in Government/Public Sector Undertakings should take permission before applying and produce a "No Objection Certificate" from their employer at the time of interview, in the absence of which their candidature may not be considered.
- (h) Any request for change of address will not be entertained.
- (i) Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Mumbai.
- (j) In case any dispute arises on account of interpretation in version other than English, English version will prevail.
- (k) Engagement of selected candidates is subject to his/her being declared medically fit and verification of character and antecedents as per the requirement of the Bank
- (l) Candidates will have to produce original caste and other relevant certificates like age, educational qualification, experience etc. with Xerox copies, duly attested, alongwith

the application Print-out, at the time of interview, in support of his eligibility, failing which his / her candidature will be cancelled.

HOW TO APPLY

- (i) Candidate should have a valid e-mail id.
- (ii) The candidate should apply on-line through website www.bankofindia.co.in
- (iii) First of all, candidate should take out Print-out of Challan provided in page 8.
- (iv) Against the above-said Challan, the candidate should make the payment of fees in any of the Bank of India branches on or before 12.05.2012.
- (v) Once the payment of fees is made, the concerned branch will give him a Transaction No.
- (vi) Candidate should visit again our website www.bankofindia.co.in under the caption "Recruitment / Career" and should fill up the application available after at the end of the Notice on APPLY ONLINE.
- (vii) Transaction No. should be correctly filled in the application at appropriate place.
- (viii) Application should be saved and after verification submitted by click to button.
- (ix) Application should be printed and photo affixed on that, to be kept ready for submission at the time of interview at the Interview Venue.
- (x) You should note / remember your Registration No. and Password for future reference and use.
- (xi) There is provision to modify the submitted on-line application. Candidates are requested to make use of this facility to correct the details in on-line application, if any. This Modification facility shall be available after 2 days of registration & up to 15.05.2012. Modification will be allowed only 3 times. After the last date of modification i.e. 15.05.2012, no modification will be permitted.
- (xii) Please note that the above procedure is the only procedure for applying. Physical mode of application or incomplete application would not be accepted and if submitted such application would be rejected outright.
- (xiii) In case of more than one application by the same candidate, application submitted last, will be taken as authentic / conclusive (all other applications will be treated as null and void).

As per the above said procedure, we summarize the steps as below :

- i. Print Challan
- ii. Pay the fees in any of the Bank of India Branch and take Transaction No.
- iii. Fill-up the application Form - On-line and after verification - Submit.
- iv. Print Application and affix photograph – to submit the same at the time of interview with following documents:
 - a. Copy of receipted challan;

- b. Attested copy of School leaving certificate or any other document showing proof of age acceptable to the Bank.
- c. Attested copies of Mark sheets / certificates in support of Educational Qualification;
- d. Candidates serving in Government / Public Sector Undertakings will be required to submit "No Objection Certificate" from their employer, in the absence of which their candidature will not be considered.

It is for the candidate to ensure that he / she has met with the eligibility criteria and complied with the requirements and adhered to the instructions contained in this advertisement as well as in the application form. Candidates are, therefore, urged to carefully read the advertisement and complete the application form and submit the same as per instructions given in this regard.

[PRINT CHALLAN](#)

[APPLY ONLINE](#)

(R. K. GOYAL)
General Manager - HR

Place : Mumbai,
Date : 21.04.2012

Candidates who have applied are requested to visit the 'Recruitment / Career with Bank' Section on our website - www.bankofindia.co.in for updates