

Annexure-A

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

Last Date of Receipt of Applications: **28.04.2025**

Vacancies proposed to be filled in RSETIs:

Sr. No.	Name of RSETI	Location of RSETI	POST	Seat
1	BSVS HALDWANI	BSVS RSETI, Hotel Narottam Inn, Shishmahal, Nainital Road, Haldwani, Distt Nainital Uttarakhand	Watchman/ Gardener 1 (One)	

1. Eligibility Criteria:

S.No.		Position
		Watchman/ Gardener
	Age Limit (As on 13.04.2025)	22-40 years
	Educational Qualification	<ul style="list-style-type: none"> •Should have passed 7th Standard
	Experience:	<ul style="list-style-type: none"> •Should have experience preferably in agriculture/ gardening/ horticulture
	Remuneration Structure:	<ol style="list-style-type: none"> 1. Consolidated salary of Rs. 12,000 - 800x5 -Rs 16000/- Annual performance incentive of Rs. 1000/- every year is based on satisfactory review/performance of services rendered. 2. Fixed Conveyance Allowance [FCA]: Rs 800/-pm. on declaration basis. 3. <u>The increments accrued shall be continued at the time of each contract period and the contract shall be continued till the retirement age of 60 Years or the project period whichever is earlier, subject to satisfactory performance and renewal of the contract period from time to time</u> 4. Mobile allowance : Rs.300/-pm. 5. EPF, ESI, Gratuity as per rules. 6. Rs.5000/- Annual Medical allowance on declaration basis

	JOB DESCRIPTION	<p>Watch and ward of the premises.</p> <p>Gardening work and maintenance and upkeep of the premises.</p> <p>In case of need to perform the duties of the attendant.</p> <p>Any other work entrusted by the Director from time to time</p>
	Selection Process	Interview Only
	Contract Period (The contractual engagement is purely on temporary basis. This will not vest any right to claim for regular appointment or for continued contractual appointment)	The contract will be valid for a period of 3 years subject to annual review and renewal of the contract by the Director once a year.
	Leave:	<p>Casual Leave: 12 days per Calendar year.</p> <p>Privilege Leave: 10 days per year.</p> <p>Sick Leave: 10 days per Calendar year.</p> <p>Maternity Leave: As per "The Maternity Benefit (Amendment) Act ,2017"</p> <p>Paternity Leave: 15(Fifteen) days Per child subject to the condition as in case of Maternity Leave</p>

(D) General Instructions:

- a. While applying for the posts, 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 recruitment 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 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 for 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 a 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.

(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 Hard copy only will be considered valid.**
- b.** Application received after the last date will not be entertained.
- c.** Incomplete applications will be rejected.

- d.** It should reach the address as under on or before 25.03.2025 along with required copy.

The Director
Baroda Swarojgar Vikas Sansthan
RSETI Bank of Baroda
Hotel Narottam Inn
1st Floor, Shish Mahal
Nainital Road, Haldwani
Dist. Nainital, Uttarakhand PINCODE 263139

- e.** Please sent the application on above mentioned address with title on envelope stating as applicable for WATCHMAN /GARDNER AS:

APPLICATION FOR THE POST OF "WATCHMAN /GARDNER" at BSVS RSETI HALDWANI ON CONTRACTUAL BASIS.

ANNEXURE – C

**APPLICATION FOR THE POST OF “FLC COUNSELOR/ WATCHMAN /GARDNER ” AT
RSETI HALDWANI ON CONTRACTUAL BASIS**

**The DIRECTOR
Baroda Swarojgar Vikas Sansthan
RSETI HALDWANI
Hotel Narottam Inn, 1st Floor,
Shish Mahal, Nainital Road, Haldwani
Dist. Nainital, Uttarakhand PINCODE 263139**

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. ADDRESS FOR CORRESPONDENCE:

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

4. If person with Disability: Type of disability:

Percentage of disability:

5. DATE OF BIRTH (As per School leaving Certificate):

Age in completed years as on 13.04.2025: _____Years_____Month

6. Contact Details:

MOBILE NO. -

LANDLINE No.

E-MAIL ID-

7. GENDER:

8. NATIONALITY:

9. RELIGION:

10. MARITAL STATUS:

11. FATHER's/ Husband's NAME:

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. Kumaoni	Essential	√	√	x
2	Hindi				
3	English				

14. EDUCATION QUALIFICATION:

Qualification	Details (B.A./B.Sc/ M.A./ M.Sc etc.)	Board/ University	Year of Passing	Subject/ Specialization	Marks (Rank if any)
Graduation					
Post- Graduation					
Professional Qualification					

Others/ Computer Knowledge					
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15. RELATIVE EXPERIENCE - Total (in years)

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

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:

- Organization :
- Full Address:
- Position:
- Reporting To:
- Date of Joining :
- Date of Leaving :
- Total Experience (In Year)
- Salary/Compensation Presently Drawn:

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.

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 centre 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.

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