

Dated:-21.12.2021

FOR EXPRESSION OF INTEREST FOR ENGAGEMENT OF FACULTY AND OFFICE ASSISTANT AT RSETI SHIMLA & RSETI- SOLAN, PURELY ON TEMPORARY AND CONTRACTUAL BASIS

LAST DATE FOR SUBMISSION OF THE APPLICATION 06.01.2022

Application fees: - NIL

Vacancy for Faculty-01 (01 for RSETI Shimla)

Vacancy for office assistant-02 (01 for RSETI Shimla and 01 for RSETI Solan)

1. Eligibility criteria:

Position	Qualifications and other requirements	Selection procedure
Faculty	<ul style="list-style-type: none"> Age 22-40 years. 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. Shall have a flair for teaching with Computer knowledge. Excellent communication skills in local language essential, fluency in English and Hindi will be an added advantage. Typing Skills in Hindi and English. Previous experience as Faculty preferred. 	<ul style="list-style-type: none"> Written Test: General Knowledge and Computer capability. Personal Interview Demonstration/ Presentation.
Office Assitant	<ul style="list-style-type: none"> Age 22-40 years. Shall be Graduate viz. BSW/BA/ B. Com with computer knowledge Knowledge in Basic Accounting is a preferred qualification. Shall be fluent in spoken and written English and Hindi. Shall be Proficient in MS Office (Word and Excel), Tally & Internet. Skills in typing in Hindi & English are essential, Typing Skills in English as added advantage 	<ul style="list-style-type: none"> Written Test: General Knowledge and Computer capability. Personal Interview

Ucobank zonal office shimla Email: zoshimla.psc@ucobank.co.in Contact: 0177 – 2629806

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Linked In:UCO BANK; You Tube:UCO Bank Official



TERMS & CONDITIONS:-

I.Contract period:-

The candidate shall be appointed on contract basis for a period of three years, renewal of the contract may be considered at the sole discretion of the Trust and subject to the satisfactory performance and **annual renewal the contract by the Director once in a year.**

1.Job description for the post of Faculty:-

- 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.
- Conducting pre- training activities -EAPs, generation of applications and selection of candidates.
- Assisting the Director in designing the Annual Action Plan and training programmes.
- Arranging the logistics for the training programmes, including training materials and arranging Guest Faculty.
- Providing post training escort services including conducting of follow up meets/visits.
- Providing counseling, credit linkage, preparation of project report etc.
- Preparation of success stories and circulates a minimum of two stories per month to the controlling Office/MORD.
- Preparation of Post Programmes report.
- Preparation of monthly report and other periodical reports.
- Assisting/Guiding the Office Assistant in maintaining of Day book, General Ledger and all other register and Books.
- Design new training programs by collecting feedback on emerging business opportunities in the area.
- Prepare case studies and training materials for effectively delivery of sessions. Establish liaison with outside agencies.
- Assist Director in internal control/administration of the institute.
- Organizing functions, events and meetings of the Institute.
- Preparation of Press release/reports on various activities of the Institute.
- Supervising the work of Assistant, attendant, watchman cum Gardner of the Institute.
- Monitoring the performance of Guest Faculty of all skill trainings.
- Maintenance of Inventory and Library books of the Institute.
- Overseeing the maintenance of the entire campus including class rooms, Kitchen, dining and Dormitory and to ensure to keep the premises clean and tidy.
- Maintaining discipline in the Institute and ensuring administration of MILLY, LOG, PRAYER, YOGA SHRAMADHAN etc on daily basis.
- Any other work assigned by the Director from time to time.



2. Job description for the post of Office Assistant:-

- Assisting the Director and Faculty in effective functioning of the Institute to fulfill the objectives of the Trust.
- Maintaining of Cashbook, General Ledger, Vouchers, as per the guidelines (Presently single entry Bookkeeping).
- Maintaining all books, registers, both manuals and soft copy as per the prevailing guidelines from Trust/ Ministry.
- Maintaining and updating all data relating to trainings, Follow up, Settlements, etc.
- Creating and updating MIS Data as per the guidelines.
- Preparation of monthly report and other periodical reports and submission to Trust, Ministry and other agencies involved in overall supervision of functioning of RESTI.
- Organizing the required logistics for training including arranging Boarding, Dormitory, etc.
- Arranging the training materials for all skill batches.
- Making Registration of candidates in all the training, taking daily attendance of the trainees, taking boarding attendance of trainees.
- Conducting follow up visits as directed by Director and reporting the same to the Director.
- Up Keeping of all fixed Assets and maintain of inventory of items including training materials and equipment.
- Maintaining of Library books and issuing books to the trainees as and when they demand.
- Carryout all the Instructions/any other work given by the Director and Faculty from time to time.

II. SALARY DETAILS:

POST	SALARY STRUCTURE
FACULTY	<ul style="list-style-type: none"> • Consolidated salary of Rs. 20000/- which may be revised for the ensuing year by an amount not exceeding 10% of preceding year's consolidated salary based on satisfactory review/ performance of services rendered. • Fixed Travel Allowance (FTA): Actual subject to maximum of Rs. 1500/-per month against bills or claim Rs. 500/- on declaration basis. • Annual Medical allowance on declaration basis Rs.3000/-.
OFFICE ASSISTANT	<ul style="list-style-type: none"> • Consolidated salary of Rs. 12000/- which may be revised for the ensuing year by an amount not exceeding 10% of preceding year's consolidated salary based on satisfactory review/ performance of services rendered. • Fixed Travel Allowance (FTA): Actual subject to maximum of Rs. 1000/-per month against bills or claim Rs. 500/- on declaration basis. • Annual Medical allowance on declaration basis Rs.2500 /-.



Eligible candidates have to submit their applications in the given format duly filled in all respects shall be submitted as per the details appended below no application shall be entertained beyond the stipulated date Incomplete applications will be rejected.

Last date of receipt of the application is 06.01.2022

- The Application for the post of 01 Faculty & 01 Office Assistant for RSETI Shimla to be submitted at

UCO Self Employment Training Institute, Revenue and Planning Bhawan, Old Brockhurst, Chota Shimla-171002

- The Application for the post of 01 Office Assistant for RSETI Solan to be submitted at

UCO Self Employment Training Institute, 2nd Basement of Metro Plaza, Subathu Road (Near Bittu Auto Repair) Solan-173211

3. General Instructions:-

1. While applying for the post, the applicants should ensure that he/she fulfills the eligibility criteria 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 that he/she has furnished any incorrect /false information or has suppressed any material fact his/her candidature will be automatically stands cancelled. If any of the above shortcomings are detected after engagement his/her contractual engagement is liable to be terminated without any notice.
2. Mere admission of application against advertisement and apparently fulfilling the criteria prescribed would not bestow on him/ her right to be called for interview.

(S.S.Negi)
Deputy General Manager & Zonal Head
Zonal Office
Shimla





NOTICE INVITING APPLICATIONS FOR THE POST OF OFFICE ASSISTANT AT UCO, RSETI SOLAN

Applications in sealed covers are invited for the post of 01 Office Assistant on purely temporary and contractual basis for Rural Self Employment Training Institute (RSETI) Solan, Distt. Solan, Himachal Pradesh.

For further details please login to Bank's website or contact Lead District Manager UCO Bank, Solan, Mr. K K Jaiswal, Contact no. 9418842004,

The Last date of receipt of the applications to UCO RSETI, 2nd Basement of Metro Plaza, Subathu Road (Near Bittu Auto Repair) Solan 173211 is 06.01.2022

(S.S.Negi)
Deputy General Manager & Zonal Head
Zonal Office
Shimla



NOTICE INVITING APPLICATIONS FOR THE POST OF FACULTY AND OFFICE ASSISTANT AT UCO, RSETI SHIMLA

Applications in sealed covers are invited for the post of 01 Faculty and 01 Office Assistant on purely temporary and contractual basis for Rural Self Employment Training Institute (RSETI) Shimla, Distt. Shimla, Himachal Pradesh.

For further details please login to Bank's website or contact Lead District Manager UCO Bank, Shimla Mr A K Singh, Contact no. 9821962965

The Last date of receipt of the applications to RSETI Shimla- UCO Self Employment Training Institute, Revenue and Planning Bhawan, Old Brockhurst, Chota Shimla-171002 is 06.01.2022


(S.S. Negi)
Deputy General Manager & Zonal Head
Zonal Office
Shimla



NOTICE INVITING APPLICATIONS FOR THE POST OF OFFICE ASSISTANT AT UCO, RSETI SOLAN

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LinkedIn: UCO BANK; You Tube: UCO Bank Official

APPLICATION FOR THE POST OF FACULTY AT RSETI SHIMLA ON CONTRACTUAL BASIS

To
The Director
UCO RSETI Shimla
Planning and Revenue Bhawan
Old Brockhurst
Chota Shimla
Himachal Pradesh -171002

Paste Passport
size photograph

Please sign across

With reference to Bank's advertisement in News papers Amar Ujala dated _____ and on Bank's Website, I submit my application for the post of **FACULTY on temporary and contractual basis** in prescribed format as under:

1.	NAME (in full)	:	
2.	ADDRESS FOR CORRESPONDENCE	:	
3.	If person with Disability:		
	Type of disability	:	
	Percentage of disability	:	
4.	Date of Birth (as per School leaving Certificate)	:	
	Age in completed years as on _____	:	
5.	Contact Details:		
	Mobile No.	:	
	Landline No.	:	
	e-mail ID	:	

Details of Present Employment

(a) Organization

:

(b) Full Address

:

(c) Position

:

(d) Reporting to

:

(e) Salary / Compensation

:

Presently drawn

Note: Attach self attested letter/certificate of employer/institution/organization.

15. Brief details of experience in the Bank/other institution in respect of working in Rural Area as Rural Development In-Charge / Bank Official and Faculty in training centre.

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 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 and I undertake to abide by all the terms and conditions mentioned in the advertisement displayed on Bank's website dated

_____.

(Signature of applicant)

Place: _____.

Date: _____

Enclosures:

- 1.
- 2.
- 3.
- 4.

APPLICATION FOR THE POST OF OFFICE ASSISTANT AT RSETI SHIMLA ON CONTRACTUAL BASIS

To
The Director
UCO RSETI Shimla
Planning and Revenue Bhawan
Old Brockhurst
Chota Shimla
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1.	NAME (in full)	:	
2.	ADDRESS FOR CORRESPONDENCE	:	
3.	If person with Disability:		
	Type of disability	:	
	Percentage of disability	:	
4.	Date of Birth (as per School leaving Certificate)	:	
	Age in completed years as on _____	:	
5.	Contact Details:		
	Mobile No.	:	
	Landline No.	:	
	e-mail ID	:	

Details of Present Employment

(a) Organization

:

(b) Full Address

:

(c) Position

:

(d) Reporting to

:

(e) Salary / Compensation

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_____.

(Signature of applicant)

Place: _____.

Date: _____

Enclosures:

- 1.
- 2.
- 3.
- 4.