

संदर्भ संख्या: जेडओबीई/एआरबीडी/विविध/2022-23/04

**दिनांक 06.04.2022 को प्रकाशित अधिसूचना का संशोधित प्रारूप**

यूको बैंक, अंचल कार्यालय, बेगूसराय अनुबंध के आधार पर आरसेटी मुंगेर और बेगूसराय हेतु विभिन्न पदों के लिए आवेदन आमंत्रित करता है। इच्छुक और योग्य उम्मीदवार दिनांक 25.04.2022 से पूर्व रिक्त पदों के लिए आवेदन कर सकते हैं। रिक्तियों का विवरण निम्न प्रकार से है।

पद	रिक्तियों की संख्या	रिक्ति का स्थान	पात्रता
संकाय	01	आरसेटी बेगूसराय	मान्यताप्राप्त संस्थान से स्नातक/ स्नातकोत्तर होना चाहिए अर्थात्, ग्रामीण विकास में एमएसडब्ल्यू/ एमए या समाजशास्त्र/ मनोविज्ञान में एमए या बी.एससी. (पशु चिकित्सा) या बी.एससी. (बागवानी), या बी.एससी. (कृषि), या बी.एससी (कृषि विपणन)/ बीए के साथ बी.एड आदि।
	01	आरसेटी मुंगेर	<p>के साथ शिक्षण कौशल तथा कंप्यूटर संचालन का ज्ञान होना चाहिए।</p> <ul style="list-style-type: none"> <li>स्थानीय भाषा में उत्कृष्ट संचार कौशल तथा अंग्रेजी और हिंदी में धारा-प्रवाह संप्रेषण कौशल को प्राथमिकता दी जाएगी।</li> <li>अंग्रेजी और स्थानीय भाषा में उत्कृष्ट संचार कौशल आवश्यक है।</li> <li>अधिमानतः उद्यमी विकास में शिक्षण-कौशल के साथ, एक उद्यमी, शिक्षक/संकाय के रूप में अनुभव होना चाहिए।</li> <li>एमएस ऑफिस और इंटरनेट का उपयोग में प्रवीणता अनिवार्य है।</li> <li>संकाय के रूप में पूर्व अनुभव को प्राथमिकता।</li> </ul>
कार्यालय सहायक	02	आरसेटी बेगूसराय	बीएसडब्ल्यू / बीए / बी.कॉम / में स्नातक के साथ कंप्यूटर ज्ञान सामाजिक कार्य, कला, वाणिज्य के साथ साथ बेसिक अकाउंटिंग का ज्ञान होना चाहिए।
	01	आरसेटी मुंगेर	<ul style="list-style-type: none"> <li>स्थानीय भाषा और अंग्रेजी में धाराप्रवाह वाचन तथा लेखन कौशल होना चाहिए।</li> <li>एमएस ऑफिस (वर्ड और एक्सेल) और इंटरनेट के उपयोग में कुशल होना चाहिए</li> </ul>

उम्मीदवार को अनुबंध के आधार पर 3 साल की अवधि के लिए नियुक्त किया जाएगा। मौजूदा नीतियों और नियमों के अनुसार बैंक के विवेकाधिकार पर नवीनीकरण पर विचार किया जा सकता है। इस संबंध में बैंक का निर्णय अंतिम होगा। विस्तृत अधिसूचना के साथ आवेदन पत्र अंचल कार्यालय, बेगूसराय, आरसेटी बेगूसराय और मुंगेर के कार्यालय में उपलब्ध है। विधिवत भरा हुआ आवेदन पत्र हमें यूको बैंक, अंचल कार्यालय, सोना जागेश्वर कॉम्प्लेक्स , ट्रेफिक चौक , बेगूसराय , बिहार -851101 के पते पर एक बंद लिफाफे में 25.04.2022 को संध्या 04.00 बजे तक पहुंच जाने चाहिए। कृपया ध्यान दें कि यूको बैंक बिना किसी पूर्व सूचना के विज्ञापन/ चयन प्रक्रिया को रद्द/ स्थगित करने का अधिकार सुरक्षित रखता है। अधिसूचना से संबंधित किसी भी जानकारी के लिए, आप श्री रूपेश कुमार के मोबाइल संख्या 9543647151से संपर्क कर सकते हैं।

दिनांक 08.04.2022

अंचल प्रमुख

यूको बैंक, अंचल कार्यालय, सोना जागेश्वर कॉम्प्लेक्स , ट्रेफिक चौक , बेगूसराय , बिहार - 851101

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Ref no: ZOBE/ARBD/Misc/2022-23/04

**CORRIGENDUM TO NOTIFICATION DATED 06.04.2022**

UCO Bank, Zonal Office, Begusarai invites the application for various posts of RSETI Munger & Begusarai on contractual basis. Interested and eligible candidates can apply for the post on or before 25.04.2022. Recruitment details are given below.

Post	No of Vacancy	Place of Vacancy	Eligibility
FACULTY	01	RSETI Begusarai	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. Shall have a flair for teaching and possess sound Computer Knowledge. <input type="checkbox"/> Excellent communication skills in the local language essential, fluency in English and Hindi will be an added advantage. <input type="checkbox"/> Excellent Communication skills in English and the local language is essential. <input type="checkbox"/> Shall have Experience as an Entrepreneur, Teacher/Faculty preferably in Entrepreneur Development with flair for teaching. <input type="checkbox"/> Proficiency in MS Office and use of internet is compulsory. <input type="checkbox"/> Previous experience as Faculty preferred.
	01	RSETI Munger	
OFFICE ASSISTANT	02	RSETI Begusarai	Shall be a Graduate in BSW/BA/B.Com./ with computer knowledge, Social work, Arts, Commerce with knowledge in Basic Accounting. <input type="checkbox"/> Shall be fluent in spoken and written local language and English. <input type="checkbox"/> Shall be proficient in MS Office (Word and Excel) and internet
	01	RSETI Munger	

The candidate shall be engaged on contract basis for a period of 3 years. Renewal may be considered at Bank's sole discretion in terms of extant policies and rules. Decision of the Bank in this regard will be final. Application Form with detailed notification is available at Zonal Office, Begusarai and RSETI Begusarai & Munger office. The duly completed application form should reach us to **UCO Bank Zonal Office, Sona Jageshwar Complex Traffic Chowk, Begusarai, Bihar - 851101** in a closed cover by 04.00 P.M. on or before 25.04.2022. Please Note that UCO Bank reserves the right to cancel/postpone the advertisement/selection process without any prior Notice. For any Query, you may call Mr Rupesh Kumar, Cont. No: 9543647151.

Date:08.04.2022

Zonal Head



यूको बैंक  
सम्मान आपके विश्वास का



UCO BANK  
Honours Your Trust



UCO Bank, Zonal Office, Sona Jageshwar Complex, Traffic Chowk, Begusarai invites the application for various posts of RSETI on contractual basis. Interested and eligible candidates can apply for the post on or before 25.04.2022. Recruitment details are given below.

**DETAILED TERMS AND CONDITIONS  
FOR ENGAGEMENT OF FACULTY/OFFICE ASSISTANT  
FOR RSETI  
MUNGER & BEGUSARAI**

For engagement of **VARIOUS POSTS** for our RSETI at MUNGER & BEGUSARAI, the following terms and conditions to be read and followed by the applicant:

**Eligibility:**

Post	Eligibility
FACULTY	Shall be a Graduate / Post Graduate viz. MSW/MA in Rural Development / MA in Sociology / Psychology / B.Sc. (Veterinary/Horticulture/Agri./ Agri. Marketing)/ B.A. with B.Ed. etc. Shall have a flair for teaching and possess sound Computer Knowledge. Excellent communication skills in the local language are essential, Previous experience as Faculty preferred.
OFFICE ASSISTANT	Shall be a Graduate in BSW/BA/B.Com./ with computer knowledge and knowledge in Basic Accounting. Shall be proficient in MS Office (Word and Excel) Tally and Internet. Skill in typing in Local language is essential and typing skill in English an added advantage.

**How to apply:**

Application should be submitted in Bank's prescribed format available at Zonal Office, Begusarai, offices RSETI Munger & Begusarai and in our website [www.ucobank.com](http://www.ucobank.com) under "career" section with necessary documents on or before 25.04.2022 till 5 P.M.

**No. of Posts:**

Post	No of Vacancy	Place of Vacancy
FACULTY	02	RSETI Begusarai & RSETI Munger
OFFICE ASSISTANT	02	RSETI Begusarai
OFFICE ASSISTANT	01	RSETI Munger

**Age Criteria:**

Min. 22 years & Max. 40 years (as on 01.04.2022) subject to physical fitness.

यूको बैंक, अंचल कार्यालय, सोना जागेश्वर कॉम्प्लेक्स, ट्रैफिक चौक, बेगूसराय, बिहार - 851101  
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LinkedIn: [UCO BANK](https://www.linkedin.com/company/UCO BANK); You Tube: [UCO Bank Official](https://www.youtube.com/channel/UCO Bank Official)



**Selection Procedure:**

The selection for FACULTY AND OFFICE ASSISTANT is based on performance in written test, personal interview and demonstration/presentation. Decision of the Bank in this regard will be final.

**Remuneration:**

Post	Salary P.M	Fixed Travel Allowance (FTA)	Annual Medical Allowance
FACULTY	Rs 20,000.00	Actual ( subject to minimum Rs 1000.00	Rs 3000.00 on declaration basis.
OFFICE ASSISTANT	Rs 12,000.00	PM against bill or Rs 500.00 PM on declaration basis)	Rs 2500.00 on declaration basis

Last date for submission of application is **25.04.2022**.

The date of written test and interview will be informed latter on. All other terms and conditions will be as per Manual of HR policy for RSETI, received from Ministry of Rural and Development (MoRD), Govt. of India (NRLM division of RSETI)

Zonal Manager  
UCO Bank  
Zonal Office, Begusarai



1. Annexure -1

**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 programs of the institute.
2. Conducting pre-training activities – EDPs, generation of applications and selection of candidates.
3. Assisting the Director in the designing the Annual Action Plan and training programs.
4. Arranging logistics for the training programs, including training materials and arranging guest faculty.
5. Providing post training escort services including conducting of follow-up needs/visits.
6. Providing counseling, credit linkage, preparation of project reports etc.
7. Preparation of success stories and certificate. – A minimum of two stories per month to the controlling office/MoRD.
8. Preparation of post program reports.
9. Preparation of monthly report and other periodical reports.
10. Assisting/guiding the Office assistant in maintaining Day-Books, General-Ledger and all other registers and books.
11. Design new training programs by collecting feedback on the 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/report on various activities if the Institute.
17. Supervising of work of assistant, attender, watchman cum gardener 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 the entire campus including classrooms, kitchen, dining and dormitory and insure to keep the premises clean and tidy.
21. Maintaining discipline in the Institute and ensuring administration of MILLY, LOG, PRAYER, YOGA SRAMDHAN etc on daily basis.
22. Any other work assigned by the Director from time to time.

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**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 training, follow-ups, settlements etc.
5. Creating and updating MIS data as per guidelines.
6. Preparation of monthly reports and other periodical and submission to Trust, Ministry and other agencies involved in overall supervision of functioning of RSETIs.
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 equipments.
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.

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