



यूको बैंक

सम्मान आपके विश्वास का



UCO BANK

Honours Your Trust



UCO Bank Invites applications solely on **contractual basis** for a period of **three years (subject to annual review)** against the following posts for Rural Self Employment Training Institute (RSETIs), South Salmara Mankachar (sponsored by UCO Bank Development Trust)

Posts	No of Posts	Educational Qualifications/Other Preferences	Remuneration (Rs)	Place
Faculty	02	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. Previous experience as Faculty preferred. Excellent communication & typing skills in the local language is essential.	Rs 20,000/- per month Excluding Fixed TA And fixed Annual Medical Allowance (Under Revision)	RSETI South Salmara
Office Assistant	02	Shall be a Graduate viz. BSW/BA/B.Com./ with computer knowledge. Knowledge in Basic Accounting is a preferred qualification. Shall be proficient in MS Office (Word and Excel), Tally & internet. Skills in typing in local language are essential, typing skills in English an added advantage.	Rs 12,000/- per month Excluding Fixed TA And fixed Annual Medical Allowance (Under Revision)	RSETI South Salmara
Attender	01	Shall be a Matriculate. Ability to Read and Write the Local Language preferred.	Rs 8,000/- per month Excluding Fixed TA And fixed Annual Medical Allowance (Under Revision)	RSETI South Salmara
Watchman/ Gardener	01	Should have passed 7th Standard. Should have experience preferably in agriculture/ gardening/ horticulture	Rs 6,000/- per month Excluding Fixed TA And fixed Annual Medical Allowance (Under Revision)	RSETI South Salmara

1) Interested & qualified candidates can send their applications with passport size photo and related documents (2 copies) to **Priority Sector Department, UCO BANK Guwahati Zonal Office, MRD Road, Silpukhuri, Assam, Guwahati, 781003**

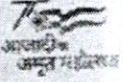
2) The Desired age of the candidates as on 01-01-2024 is 22-40 years

3) Degree Obtained from Govt. Recognized University/Institute shall be considered. The educational qualifications determined for the post is minimum.

4) The last date for acceptance of application is 25-12-2024. For further details contact us at the above mentioned address or Bank's Website: [www.ucobank.com](http://www.ucobank.com)

Deputy General Manager & Zonal Head,  
Zonal Office, Guwahati





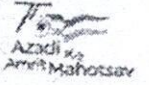
# यूको बैंक

मन्मान् ज्ञानकं विश्वान् कम्



# UCO BANK

Honours Your Trust



ইউক' বেংকত আৰুএছইটিআই, দক্ষিণ সালমাৰা মানকাচৰত ইউক' বেংকৰ ডেভলপমেণ্ট ট্ৰাষ্টৰ দ্বাৰা পৃষ্ঠপোষিত পদসমূহৰ বাবে তিনি বছৰীয়াৰ (প্ৰতি বছৰৰ পৰ্যালোচনাৰ বিষয়) চুক্তিভিত্তিক নিয়োগৰ বাবে আবেদন আহান জনোৱা হৈছে।

পদ	পদ সংখ্যা	শিক্ষা অৰ্হতা/অন্যান্য পছন্দসমূহ	দৰমহা (টকা)	স্থান
ফেকাল্টি	০২	এম.এছ.ডব্লিউ./এম.এ. গ্ৰামীণ উন্নয়ন/এম.এ. সমাজবিদ্যা/ মনোবিজ্ঞান/ বি.এছ.চি. (ভেটেনেৰী)বি.এছ.চি. (হাৰ্টিকালচাৰ), বি.এছ.চি. (কৃষি), বি.এছ.চি. (কৃষি-বিপনন) / বি.এ. বি.এড. উত্তীৰ্ণ। শিক্ষা-প্ৰশিক্ষণৰ প্ৰতি আগ্ৰহ থাকিব লাগিব আৰু কম্পিউটাৰৰ জ্ঞানৰ ওপৰত দক্ষতা থাকিব লাগিব। ফেকাল্টি হিচাপে পূৰ্বৰ অভিজ্ঞতাক অগ্ৰাধিকাৰ। স্থানীয় ভাষাত ভাল সংযোগ আৰু টাইপিংৰ দক্ষতা আবশ্যিক।	প্ৰতি মাহে ২০,০০০/- টকা স্থিৰ টি এ আৰু স্থিৰ বাৰ্ষিক চিকিৎসা ভাট্টা (পুনৰীক্ষণৰ অধীনত)	আৰুএছই টিআই দক্ষিণ সালমাৰা
অফিচ সহায়ক	০২	বি.এছ.ডব্লিউ./বি.এ./বি.কম. উত্তীৰ্ণ আৰু কম্পিউটাৰৰ জ্ঞানৰ লগতে। বেসিক একাউণ্টিংৰ জ্ঞান থাকিলে অগ্ৰাধিকাৰ। এম.এছ. অফিচ (বৰ্ড, এক্সেল), টেলি আৰু ইন্টাৰনেটত দক্ষ। স্থানীয় ভাষাত টাইপিংৰ দক্ষতা আৰু ইংৰাজীত টাইপিংৰ দক্ষতাক অগ্ৰাধিকাৰ।	প্ৰতি মাহে ১২,০০০/- টকা স্থিৰ টি এ আৰু স্থিৰ বাৰ্ষিক চিকিৎসা ভাট্টা (পুনৰীক্ষণৰ অধীনত)	আৰুএছই টিআই দক্ষিণ সালমাৰা
এটেণ্ডাৰ	০১	মেট্ৰিক উত্তীৰ্ণ। স্থানীয় ভাষা পঢ়া আৰু লিখাৰ সক্ষমতা থাকিলে অগ্ৰাধিকাৰ।	প্ৰতি মাহে ৮,০০০/- টকা স্থিৰ টি এ আৰু স্থিৰ বাৰ্ষিক চিকিৎসা ভাট্টা (পুনৰীক্ষণৰ অধীনত)	আৰুএছই টিআই দক্ষিণ সালমাৰা
পৰিচালক/ মালী	০১	সপ্তম শ্ৰেণী উত্তীৰ্ণ। কৃষি, উদ্যানপালন অথবা বাগানত অভিজ্ঞতাক অগ্ৰাধিকাৰ	প্ৰতি মাহে ৬,০০০/- টকা স্থিৰ টি এ আৰু স্থিৰ বাৰ্ষিক চিকিৎসা ভাট্টা (পুনৰীক্ষণৰ অধীনত)	আৰুএছই টিআই দক্ষিণ সালমাৰা

১) যোগ্য প্ৰাৰ্থীয়ে পাছপ'ৰ্ট ফটোসহ প্ৰয়োজনীয় নথিপত্ৰ ( ২ কপি) জমা দিব পাৰে Priority Sector Department, UCO BANK Guwahati Zonal Office, MRD Road, Silpukhuri, Assam, Guwahati, 781003 ঠিকনাত

২) ০১-০১-২০২৪ তাৰিখত প্ৰাৰ্থীৰ ইচ্ছা কৰা বয়স ২২-৪০ বছৰ।

৩) চৰকাৰৰ পৰা লাভ কৰা ডিগ্ৰী। স্বীকৃতিপ্ৰাপ্ত বিশ্ববিদ্যালয়/প্ৰতিষ্ঠান বিবেচনা কৰা হ'ব। পদটোৰ বাবে নিৰ্ধাৰিত শিক্ষাগত অৰ্হতা অতি কম।

৪) আবেদনৰ শেষ তাৰিখ ২৫-১২-২০২৪। অধিক তথ্যৰ বাবে উপৰোক্ত ঠিকনাত যোগাযোগ কৰক বা বেংকৰ ৱেবচাইটত চাওক: [www.ucobank.com](http://www.ucobank.com)

ডেপুটি জেনেৰেল মেনেজাৰ আৰু জ'নেল হেড,  
জ'নেল কাৰ্যালয়, গুৱাহাটী



**Annexure-B**

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

**Last Date of Receipt of Applications: 25/12/2024**

**Vacancies proposed to be filled in RSETIs:**

Sr. No.	Name of RSETI	Location of RSETI	Post			
			Faculty	Office Assistant	Attender	Watchman/ Gardener
1	South Salmara-Mankachar	South Salmara-mankachar	2 (Two)	2 (Two)	1 (One)	1 (One)

**1. Eligibility Criteria:**

**(A) AGE LIMIT:(As on 01.01.2024) - 22-40 Years**

**(B) Qualification:**

Faculty:	Sr. No.	Particulars	Proposed guidelines in line with MoRD
	i	Qualification & Other Requirements	➤ 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. Previous experience as Faculty preferred. Excellent communication & typing skills in the local language is essential.
	ii	Salary Structure	I. Consolidated salary of Rs.20,000/- pm. (Under Revision)  II. <b>Fixed Travel allowance (FTA)</b> Actual subject to Minimum of Rs.1000/- P.M against bill or Rs.500/- P.M on declaration basis.  III. <b>Annual Medical allowance</b> Rs.3000/- on declaration basis.



Office Assistant:	Sr. No.	Particulars	Proposed guidelines in line with MoRD
	i	Qualification & Other Requirements	➤ Shall be a Graduate viz. BSW/BA/B.Com./ with computer knowledge. Knowledge in Basic Accounting is a preferred qualification. Shall be proficient in MS Office (Word and Excel), Tally & internet. Skills in typing in local language are essential, typing skills in English an added advantage.
	ii	Salary Structure	I. Consolidated salary of Rs.12,000/- pm. (Under Revision) II. <b>Fixed Travel allowance (FTA)</b> Actual subject to Minimum of Rs.1000/- P.M against bill or Rs.500/- P.M on declaration basis. III. <b>Annual Medical allowance</b> Rs.2500/- on declaration basis.

Attender:	Sr. No.	Particulars	Proposed guidelines in line with MoRD
	i	Qualification & Other Requirements	➤ Shall be a Matriculate. Ability to Read and Write the Local Language preferred..
	ii	Salary Structure	I. Consolidated salary of Rs.8,000/- pm. (Under Revision) II. <b>Fixed Travel allowance (FTA)</b> - Rs.500/- P.M III. <b>Annual Medical allowance</b> Rs.2000/- on declaration basis.

Watchman:	Sr. No.	Particulars	Proposed guidelines in line with MoRD
	i	Qualification & Other Requirements	➤ Should have passed 7 <sup>th</sup> Standard. Should have experience preferably in agriculture/ gardening/ horticulture.
	ii	Salary Structure	I. Consolidated salary of Rs.6,000/- pm. (Under Revision) II. <b>Fixed Travel allowance (FTA)</b> - Rs.500/- P.M III. <b>Annual Medical allowance</b> Rs.2000/- on declaration basis.





**CHAPTER - IV ANNEXURES, REPORTS AND PARAMETERS**

**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 programmes of the Institute.
2. Conducting pre-training activities - EAPs, generation of applications and selection of candidates.
3. Assisting the Director in designing the Annual Action Plan and training programmes
4. Arranging logistics for the training programmes, including training materials and arranging Guest faculty.
5. Providing post Training escort services including conducting of follow up meets/visits.
6. Providing counseling, credit linkage, preparation of project report etc.
7. Preparation of Success Stories and circulate.-a minimum of two stories per month to the Controlling Office/MoRD.
8. Preparation of Post Programme Report.
9. Preparation of monthly report and other periodical reports.
10. Assisting/Guiding the Office assistant in maintaining of Day book, General Ledger and all other registers and Books.
11. Design new training programs by collecting feedback on 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. Organising functions, events and meetings of the Institute.
16. Preparation of Press release/reports on various activities of the Institute.
17. Supervising the work of assistant, attender, watchman cum Gardner 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 entire campus including class rooms, Kitchen, dining and Dormitory and to ensure to keep the premises clean and tidy.
21. Maintaining discipline in the Institute and ensuring administration of MILLY, LOG, PRAYER, YOGA SHRAMADHAN etc on daily basis.
22. Any other work assigned by the Director from time to time.





**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 trainings, Follow up, Settlement, etc.
5. Creating and updating MIS data as per the guidelines.
6. Preparation of monthly report and other periodical reports and submission to Trust, Ministry and other agencies involved in overall supervision of functioning of RSETI.
7. Organising 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 equipment.
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.

**C. ATTENDANT**

1. Generally all subordinate work of the Institute for assisting the Director and other staff of the Institute for smooth functioning of the day to day activities.
2. Up keeping of premises including office, training class rooms, dormitory, bathrooms, filing cabinet, visitors lounge etc.
3. Filing the documents in respective files as per direction of office Assistant/Faculty/Director.
4. Going to Bank branches for all Bank work like for getting pass book updating etc. as per the instructions of Director.
5. Any other work entrusted by the Director from time to time.

**D. WATCHMAN/GARDNER:**

1. Watch and ward of the premises
2. Gardening work and maintenance and upkeep of the premises.
3. In case of need to perform the duties of the attendant.
4. Any other work entrusted by the Director from time to time.

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**(D) Selection Process: The selection process will comprise of:**

- (i) **Written Test** to assess General Knowledge and Computer capability
- (ii) **Personal Interview** to assess communication ability, leadership qualities, attitude, problem solving ability and ability to get along with the trainees, developmental approach
- (iii) **Demonstration/Presentation** to assess teaching skills and communication capability.

S.N.	Criteria	Faculty	Office Assistant	Attender	Watchman
1.	Written Test	√	√		
2.	Personal Interview	√	√	√	√
3.	Demonstration/ Presentation	√			

- Only those candidates who meet the minimum eligibility criteria as outlined in the advertisement will be considered.
- However, merely satisfying the eligibility norms do not a candidate to be called for interview. The UDT reserves the right to call only requisite number of candidates for interview after preliminary screening / short listing with reference to candidate's qualifications, suitability, experience etc.

**(E) Contract Period:**

The contract will be valid for a period of 12 month. UDT will reserve the right for renewal/non-renewal of the contract based on the performance of the candidate during the contract period.

**(F) Leave:**

S.N.	Category of Leave	Period
01.	Casual Leave	12 days per year
02.	Privilege Leave	10 days per year
03.	Sick Leave	10 days
04.	Maternity Leave	90 days per child in a contract of one year after completing Six months of entering into contract subject to maximum of two surviving children.

**(G) General Instructions:**

- a. While applying for the posts, the applicant should ensure that he/ she fulfills 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 fulfill 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 UDT regarding the selection non-selection of the said candidate, shall be final and binding."
- g. The UDT 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. Application for more than one post in one RSETI or more than one RSETIS may be rejected.
- d. **It should reach the address as under on or before 25.12.2024 along with required copy.**

**The  
Authorised Person  
Uco Development Trust**

**C/O- UCO BANK  
Priority Sector Department,  
Guwahati Zonal Office,  
MRD Road, Silpukhuri , Assam, Guwahati, 781003**

- e. **Please sent the application on above mentioned address with title on envelope stating as applicable for respective post and RSETIS under:**

**APPLICATION FOR THE POST OF "FACULTY, OFFICE ASSISTANT,  
ATTENDER & WATCHMAN/GARDENER" at RSETI SOUTH SALMARA-  
MANKACHAR ON CONTRACTUAL BASIS.**



**ANNEXURE-C**

APPLICATION FOR THE POST OF " \_\_\_\_\_ "  
AT RSETI \_\_\_\_\_ ON CONTRACTUAL BASIS

To,  
Authorized Person  
Uco Bank Trust

C/O Uco Bank,  
Zonal office, Silpukhri, MRD Road  
Guwahai-781003

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 01/01/2024: \_\_\_\_\_ Years \_\_\_\_\_ Month

6. Contact Details:  
MOBILENO.- \_\_\_\_\_ LANDLINE No. \_\_\_\_\_  
E-MAILID- \_\_\_\_\_

7. GENDER:  
8. NATIONALITY:  
9. RELIGION:  
10. MARTIALSTATUS:  
11. FATHER's/Husband's NAME:





12. PERMANENT ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

13. COMMUNICATION SKILL IN LOCAL LANGUAGES, ASSAMESE & ENGLISH:

Sr. NO.	Name of Language	Weather essential or Not	Read	Write	Typing
1	Local Language i.e. Assamese	Essential	√	√	√
2	Hindi				
3	English				

14. EDUCATION QUALIFICATION:

Qualification	Details (B.A./B.Sc/ M.A./M.Scetc.)	Board/ University	Year of Passing	Subject/ Specialization	Marks (Rankif any)
Graduation					
Post-Graduation					
Professional Qualification					
Others/ Computer Knowledge					

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:

- 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:

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 Uco Bank

- 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.

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20. Significant Achievement (If Any) in respect of above assignments-

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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 center 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.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

