

**NOTICE INVITING APPLICATIONS FOR THE POST OF FACULTY, OFFICE ASSISTANT  
ATTENDANT AND WATCHMAN/GARDNER AT UCO RSETI ROPAR**

Applications in sealed covers are invited for the post of Faculty, Office Assistant, Attendant and Watchman/Gardner on **purely temporary and contractual basis** for Rural Self Employment Training Institute (RSETI) Ropar, Distt. Ropar, Punjab as under:

Sr. no	Centre for Vacancy and address	Post	Vacancy
1.	RSETI Ropar UCO RSETI Ropar, Panchayat Bhawan behind Zila parishad complex ADC (D) distt Ropar Punjab 140001.	Faculty	1
		Office Assistant	2
		Attendant	1
		Watchman/Gardner	1

For further details please login to Bank's website [www.ucobank.com](http://www.ucobank.com) .

The Last date of receipt of the applications at respective RSETIs is 20-02-2020.

Applications complete in all respect must reach respective Directors RSETIs at the above-mentioned address latest by 20-02-2020.

For any enquiry, please contact:

Sr. No	Designation	Name	Contact No.
1.	Director RSETI, Ropar	Mr. Durgesh Kapoor	8988112221

  
Dy General Manager  
UCO Bank, Zonal Office  
Chandigarh



ਯੂਕੋ-ਸਵੈ ਰੁਜਗਾਰ ਸਿਖਲਾਈ ਸੰਸਥਾਂ ਰੋਪੜ (UCO RSETI Ropar) ਵਿੱਚ ਫੈਕਲਟੀ (Faculty) ਅਤੇ ਦਫਤਰੀ ਸਹਾਇਕ / ਆਫਿਸ ਅਸਿਸਟੈਂਟ (Office Assistant) ਸੇਵਾਦਾਰ (Attendant) ਅਤੇ ਚੋਕੀਦਾਰ ਕਮ ਮਾਲੀ (Watchman/Gardner) ਦੀਆਂ ਅਸਾਮੀਆਂ ਲਈ ਬਿਨੈ ਪੱਤਰਾਂ ਲਈ ਮੰਗ ਪੱਤਰ ।

ਯੂਕੋ-ਸਵੈ ਰੁਜਗਾਰ ਸਿਖਲਾਈ ਸੰਸਥਾਂ ਰੋਪੜ (UCO RSETI Ropar) ਵਿੱਚ ਫੈਕਲਟੀ (Faculty) ਅਤੇ ਦਫਤਰੀ ਸਹਾਇਕ ਆਫਿਸ ਅਸਿਸਟੈਂਟ (Office Assistant) ਸੇਵਾਦਾਰ (Attendant) ਅਤੇ ਚੋਕੀਦਾਰ ਕਮ ਮਾਲੀ (Watchman/Gardner) ਦੀਆਂ ਅਸਾਮੀਆਂ ਅਸਥਾਈ ਅਤੇ ਨਿਰੋਲ ਠੋਕਾ ਦੇ ਆਧਾਰ ਲਈ ਬਿਨੈ ਪੱਤਰਾਂ ਦੀ ਮੰਗ ਕੀਤੀ ਜਾਂਦੀ ਹੈ।

ਕ੍ਰਿਪਾ ਕਰਕੇ ਪੂਰੀ ਜਾਣਕਾਰੀ ਲਈ ਯੂਕੋ ਬੈਂਕ ਦੀ ਵੈੱਬ ਸਾਇਟ [www.ucobank.com](http://www.ucobank.com) ਅਤੇ ਜਿਲ੍ਹਾ ਲੀਡ ਡਿਸਟ੍ਰਿਕ ਮੈਨੇਜਰ (LDM) ਯੂਕੋ ਬੈਂਕ ਸ਼੍ਰੀ ਸੁਸ਼ੀਲ ਕੁਮਾਰ ਸ਼ਰਮਾ ਰੋਪੜ ਟੈਲੀਫੋਨ: 01881500381, 9876834433 ਜਾਂ ਡਾਇਰੈਕਟਰ ਯੂਕੋ ਆਰ ਸੈਟੀ ਰੋਪੜ ਟੈਲੀਫੋਨ ਨੰ: 01881-220623, 8988112221 ਨਾਲ ਸੰਪਰਕ ਕਰੋ।

ਬਿਨੈਕਾਰ ਯੂਕੋ ਆਰ ਸੈਟੀ ਰੋਪੜ ਪੰਚਾਇਤ ਭਵਨ ਜਿਲਾ ਪ੍ਰੀਸ਼ਦ ਕੰਪਲੈਕਸ ਵਧੀਕ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ ਡਿਵੈਲਪਮੈਂਟ ADC(D) ਜਿਲ੍ਹਾ ਰੋਪੜ ਪੰਜਾਬ 140001 ਵਿੱਚ ਪਹੁੰਚਣ ਦੀ ਆਖਰੀ ਮਿਤੀ 20.02.2020 ਹੈ।

ਆਂਚਲ ਪ੍ਰਬੰਧਕ

ਆਂਚਲ ਆਫਿਸ

ਯੂਕੋ ਬੈਂਕ

ਚੰਡੀਗੜ੍ਹ

**यूको- ग्रामीण स्वरोजगार प्रशिक्षण केंद्र (यूको - आर. से. टी.) रोपड़ में संकाय (faculty) एवं कार्यालय सहायक (Office Assistant), परिचारक (Attendant) एवं चौकीदार/ माली (Watchman/Gardner) के पद लिए अधिसूचना**

यूको- ग्रामीण स्वरोजगार प्रशिक्षण केंद्र (यूको आर. से. टी.) रोपड़ के लिए संकाय (Faculty), कार्यालय सहायक (Office Assistant), परिचारक (Attendant) एवं चौकीदार/ माली (Watchman/Gardner) के पद के लिए अस्थाई एवं अनुबन्ध के आधार पर **(Temporary and Contractual basis)** सील बंद आवेदन आमंत्रित की जाती हैं।

कृपया विस्तृत जानकारी हेतु बैंक की वेबसाइट [www.ucobank.com](http://www.ucobank.com) पर एवं निम्न अधिकारियों से संपर्क करें:

- श्री सुशील कुमार शर्मा, जिला अग्रणी प्रबन्धक, यूको बैंक, रोपड़, दूरभाष न. 01881500381/9876834433
- श्री दुर्गेश कपूर, निदेशक, आर.सेटी., रोपड़ - मोबाईल न. - 8988112221

आवेदन को यूको आर. से. टी. रोपड़ पंचायत भवन जिला परिषद् काम्प्लेक्स अतिरिक्त उपायुक्त (विकास) जिला रोपड़ (पंजाब 140001) में स्वीकार करने की अंतिम तिथि 20/02/2020 है।

अंचल प्रबन्धक  
अंचल कार्यालय  
यूको बैंक  
चंडीगढ़

**FOR EXPRESSION OF INTEREST FOR APPOINTMENT OF FACULTY, OFFICE ASSISTANT, ATTENDANT AND WATCHMAN/GARDNER AT RSETI ROPAR PURELY ON TEMPORARY AND CONTRACTUAL BASIS**

**LAST DATE FOR SUBMISSION OF THE APPLICATION 20/02/2020**

**Application fees: - NIL**

**Eligibility criteria:-**

Position	Qualifications and other requirements	Selection procedure
<b>Faculty</b>	<ul style="list-style-type: none"> <li>• Age 22-40 years.</li> <li>• Graduate/Post Graduate viz. MSW/MA in Rural Development/MA in Sociology/Psychology/B.Sc (Veterinary)/B.Sc. (Horticulture), B.Sc. (Agri. Marketing)/B.A with B.Ed. Etc.</li> <li>• Shall have a flair for teaching with Computer knowledge.</li> <li>• Excellent communication skills in local language essential, fluency in English and Hindi will be an added advantage.</li> <li>• Typing Skills in Hindi, Punjabi and English.</li> <li>• Previous experience as Faculty preferred.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Written Test:</b> General Knowledge and Computer capability.</li> <li>• <b>Personal Interview</b></li> <li>• <b>Demonstration/ Presentation.</b></li> </ul>
<b>Office Assistant</b>	<ul style="list-style-type: none"> <li>• Age 22-40 years.</li> <li>• Graduate viz. BSW/BA/B.com/with computer knowledge.</li> <li>• Knowledge in Basic Accounting is a preferred qualification.</li> <li>• Fluent in spoken and written local language, Hindi/English would be an added qualification.</li> <li>• Proficiency in MS Office (Word and Excel), Tally and Internet.</li> <li>• Typing skills in Hindi Punjabi and English.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Written Test :</b> General Knowledge and Computer capability.</li> <li>• <b>Personal Interview</b></li> </ul>
<b>Attendant</b>	<ul style="list-style-type: none"> <li>• Age 22-40 Years.</li> <li>• Shall be a Matriculate</li> <li>• Ability to Read and Write the Local Language</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Personal Interview</b></li> </ul>
<b>Watchman /Gardner</b>	<ul style="list-style-type: none"> <li>• 22-40 Years</li> <li>• Should have passed 7th Standard</li> <li>• Should have experience preferably in agriculture/ gardening/horticulture</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Personal Interview</b></li> </ul>

**TERMS & CONDITIONS:-**

• **Contract period :-**

The candidate shall be appointed on contractual 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 counselling, 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 Programme 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.
- Organising 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 SRAMADHAN 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 Cash book, General Ledger, Vouchers as per guidelines (Presently single entry Book Keeping).
- Maintaining all books registers, both manual and soft copy as per the prevailing guidelines from Trust/Ministry.
- Maintaining and updating all data relating to training, follow-up, settlement 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 over all supervision of functioning of RSETI.
- 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 trainings, 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 maintaining of inventory of items including training materials and equipments.
- 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.

**3. Job description for the post of Attendant:-**

- 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.
- Up keeping of premises including office, training class rooms, dormitory, bathrooms, Filing cabinet, visitors lounge etc.
- Filing the documents in respective files as per direction of office Assistant/Faculty/ Director.
- Going to Bank branches for all Bank work like for getting pass book updating etc. as per the instructions of Director.
- Any other work entrusted by the Director from time to time.

**4. Job description for the post of Watchman/Gardner:-**

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

**SALARY DETAILS:-**

POST	SALARY STRUCTURE
<b>FACULTY</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Fixed Travel Allowance (FTA): Actual subject to minimum of Rs. 1000/- per month against bills or claim Rs. 500/- on declaration basis.</li> <li>• Annual Medical allowance on declaration basis Rs. 3000/-.</li> </ul>
<b>OFFICE ASSISTANT</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Fixed Travel Allowance (FTA): Actual subject to minimum of Rs. 1000/- per month against bills or claim Rs. 500/- on declaration basis.</li> <li>• Annual Medical allowance on declaration basis Rs. 2500/-.</li> </ul>
<b>ATTENDANT</b>	<ul style="list-style-type: none"> <li>• Consolidated salary of Rs. 8000/- 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.</li> <li>• Fixed Travel Allowance (FTA) : 500/- per month.</li> <li>• Annual Medical allowance on declaration basis Rs. 2000/-.</li> </ul>
<b>WATCHMAN/GARDNER</b>	<ul style="list-style-type: none"> <li>• Consolidated salary of Rs. 6000/-* 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.</li> <li>• Fixed Travel Allowance (FTA): 500/- per month.</li> <li>• Annual Medical allowance on declaration basis Rs. 2000/-.</li> </ul>

\*or as per minimum wage rate for unskilled labour prescribed by Labour Commissioner Punjab.

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.

**The Last date of receipt of the applications to UCO RSETI Ropar, Panchayat Bhawan behind Zila parishad complex ADC (D) distt Ropar Punjab 140001 is 20/02/2020.**

**General Instructions:-**

- a. While applying for the post, the applicants should ensure that he/she fulfils 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 fulfil 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.
- b. Mere admission of application against advertisement and apparently fulfilling the criteria prescribed would not be stow on him/ her right to be called for interview.

**Deputy General Manager  
Zonal Office  
Chandigarh**



**APPLICATION FOR THE POST OF FACULTY/ OFFICE  
ASSISTANT/ATTENDANT/WATCHMAN/GARDNER OF RSETI ROPAR**

**ON CONTRACTUAL BASIS**

**To  
The Director  
UCO RSETI Ropar  
District Ropar  
Punjab 140001**

Paste Passport  
size photograph

Please sign across

With reference to Bank's advertisement in News papers \_\_\_\_\_ dated \_\_\_\_\_ and on Website I, submit my application for the post of **FACULTY/OFFICE ASSISTANT/ ATTENDANT/WATCHMAN -GARDNER** (whichever is applicable) on temporary and contractual basis in prescribed format as under:

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

6.	GENDER	:	
7.	NATIONALITY	:	
8.	RELIGION	:	
9.	MARITAL STATUS	:	
10.	FATHER's / HUSBAND's NAME	:	
11.	PERMANENT ADDRESS:	:	

**12. EDUCATIONAL QUALIFICATION:**

Qualification	Details (SSC/HSC (10+2)/B.A/ B. Sc. / M.A / M. Sc. Etc.)	Board / University	Full Time / Part-Time	Year of Passing	Subject	Marks (Rank if any)
SSC/HSC (10+2)						
Graduation						
Professional Qualification						
Others ---						
Computer (Diploma/Degree/ Certificate)						

**Note: Please attach copy of certificate duly attested by self or any Gazetted officer.**

**13. For Faculty only:**

A. RELATIVE EXPERIENCE (if any)--			Total (in years) _____.		
Sr. No.	Institution	Designation	Duration From To	Responsibilities	Achievements

**14. 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. (for faculty only)

**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. 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.