



**Zonal Office: Bank of India,  
Financial Inclusion Department,  
Nagpur Zonal Office,**

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Date: 24.03.2026

**DETAIL TERMS AND CONDITIONS FOR ENGAGEMENT OF ONE POST OF OFFICE ASSISTANT FOR RSETI GONDIA, ONE POST OF OFFICE ASSISTANT FOR RSETI GADCHIROLI & ONE POST OF WATCHMAN/GARDNER FOR RSETI GONDIA.**

For engagement of **One Office Assistant at RSETI Gondia ,one Office Assistant at RSETI Gadchiroli and one Watchman/Gardner at RSETI Gondia** on a contractual basis for an initial period of three years, with a provision for further renewal subject to satisfactory performance and conduct/behavior at the Bank's sole discretion as per the extant policies and rules. The contract may be terminated by either party by giving one month's notice. The following terms and conditions are to be read and strictly followed by the applicant.

**Eligibility for Office Assistant:**

- The candidate shall be a graduate (BSW / BA / B. Com) with computer knowledge. Basic knowledge of Accounting will be an added advantage.
- Age limit: minimum 22 years and maximum 40 years, as on 19.04.2026.
- Resident of the district where the RSETI located and local/ state rules relating to selection of candidates would prevail.
- The candidate shall be fluent in spoken and written local language. Fluency in Hindi and/or English will be an added qualification.
- The candidate shall be proficient in MS Office (Word and Excel), Tally, and Internet applications. Typing skills in the local language are essential, while typing skills in English will be an added advantage.

**Eligibility for Watchman/Gardner:**

- The applicant should have passed 7<sup>th</sup> class.
- Age limit: minimum 22 years and maximum 40 years, as on 19.04.2026.
- Resident of the district where the RSETI located and local/ state rules relating to selection of candidates would prevail.
- The candidate should have experience preferably Agriculture/Gardening/Horticulture

**How to apply:**

- Application should be submitted in Bank's prescribed format available in our Website.

### **Selection Procedure:**

- The selection is based on performance in the interview. Decision of the Bank in this regard will be final.

### **Contract Period:**

- The candidate shall be engaged on **contractual basis** initially for **Three years' period**, and provision for further renewal based on the satisfactory performance conduct / behavior at Bank's sole discretion in terms of extant policies and rules. Either side may terminate the contract by giving one month's notice.

### **Remuneration:**

#### **Office Assistant:**

- Consolidated salary of Rs. 20,000 – 1500 × 5 – Rs. 27,500/-.  
Annual performance incentive of Rs. 1,500/- every year will be based on satisfactory review/ performance of services rendered.
- Fixed Conveyance Allowance (FCA): Rs. 2,000/- pm on declaration basis, subject to completion of minimum number of visits for conducting FAPs, Follow up etc. Otherwise, the Director of the RSETIs shall consider to pay proportionately.
- The increments accrued shall be continued at the time of renewal 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.
- Mobile allowance: Rs. 300/- pm.
- EPF, ESI, Gratuity as per rules.

#### **Watchman/Gardner:**

- Consolidated salary of Rs. 12000/- – 800 × 5 – Rs. 16000/- Annual performance incentive of Rs. 1000/- every year is based on satisfactory review / performance & services rendered.
- Fixed Conveyance Allowance (FCA): Rs. 800/- pm on declaration basis.
- 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.
- Mobile allowance: Rs. 300/- pm.
- EPF, ESI, Gratuity as per rules.

**Leave:**

<b>S.N.</b>	<b>Category of Leave</b>	<b>Period</b>
01.	Casual Leave	12 days per calendar year
02.	Privilege Leave	10 days per year
03.	Sick Leave	10 days per calendar year
04.	Maternity Leave	As per "The Maternity Benefit (Amendment) Act, 2017"
05.	Paternity Leave	15 (fifteen) days per child, subject to the conditions as in case of Maternity Leave

There is no encashment of leave even after exit of the Assistant for any reason/ground. No leave can be accumulated. At the end of the calendar year, the leave would lapse.

**Exit Policy:**

- One month's notice from either side.

**Last date for submission of application is 19.04.2026.**

The date of interview will be decided with due consultation with higher authorities and committee for the same.

**Note:** - The Bank reserves the right to remove the Watchman-cum-Gardener and the Assistant at any time, even before the expiry of the contract period, in case their performance is not up to the Bank's expectations or for any other valid reason.

Bank also reserve the right to alter, modify or change the eligibility criteria and/or any of other terms and conditions spelt out in this advertisement, including criteria for passing/method and procedure for selection.

Only those candidates who have met with eligible criteria and who are shortlisted for appearing for personal interview will be intimated either by email (online) or by speed post or by register post at the address or email address as the case may be, furnished by them in the application form.

The Bank takes no responsibility for any delay in receipt or loss in postal transit of call letter/intimation.

The partly filled/ incomplete applications will not be considered.

Applicant should not be engaged with any PVT/Govt. organization on full/part time basis/contractual basis, as on the date of acceptance of offer letter, if he/she is selected.

Zonal Manager  
Nagpur Zone