

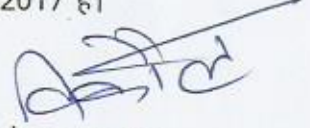
यूको- ग्रामीण स्वरोजगार परीक्षण केंद्र (यूको - आर. से. टी.) नाहन में संकाय (faculty) एवं कार्यालय सहायक (Office Assistant) के पद लिए अधिसूचना

यूको- ग्रामीण स्वरोजगार परीक्षण केंद्र (यूको आर. से. टी.) नाहन के लिए संकाय (faculty) एवं कार्यालय सहायक (Office Assistant) के पद के लिए अस्थाई एवं अनुबन्ध के आधार पर **(Temporary and Contractual basis)** सील बंद निविदाएँ आमंत्रित की जाती हैं।

कृपया विस्तृत जानकारी हेतु बैंक की वेबसाइट www.ucobank.com एवं जिला अग्रिणी प्रबन्धक , यूको बैंक , नाहन , श्री सुरिन्दर पाल , दूरभाष 01702222301 एवं 9592336734 / 9857120021 से संपर्क करें।

निवेदाओं को यूको आर. से. टी. नाहन , नजदीक पी. डबल्यू. डी. रेस्ट हाउस, नया बाज़ार , तहसील नाहन, जिला सिरमौर हि. प्र. 173001 में स्वीकार करने की अंतिम तिथि 28/10/2017 है।




अंचल प्रबन्धक
अंचल कार्यालय
यूको बैंक शिमला

**NOTICE INVITING APPLICATIONS FOR THE POST OF FACULTY AND OFFICE ASSISTANT AT
UCO RSETI NAHAN**

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

For further details please login to Bank's website www.ucobank.com or contact Lead District Manager UCO Bank, Nahan, Mr. Surinder Paul Contact no. 01702222301 , 9592336734 and 9857120021.

The Last date of receipt of the applications to UCO RSETI Nahan, Near PWD Rest House, Naya Bazar ,Tehsil Nahan, Distt. Sirmaur H.P. 173001 is 28/10/2017.




Zonal Manager
UCO Bank
Zonal Office
Shimla

Dated :-10.10.2017

**FOR EXPRESSION OF INTEREST FOR APPOINTMENT OF FACULTY AND OFFICE ASSISTANT AT RSETI
NAHAN PURELY ON TEMPORARY AND CONTRACTUAL BASIS**

LAST DATE FOR SUBMISSION OF THE APPLICATION 28/10/2017

Application fees: - NIL

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. 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 Assistant	<ul style="list-style-type: none"> Age 22-40 years. Graduate viz. BSW/BA/B.com/with computer knowledge. Knowledge in Basic Accounting is a preferred qualification. Fluent in spoken and written local language, Hindi/English would be an added qualification. Proficiency in MS Office (Word and Excel), Tally and Internet. Typing skills in Hindi and English. 	<ul style="list-style-type: none"> Written Test : General Knowledge and Computer capability. Personal Interview

UCO BANK ZONAL OFFICE HOTEL HIMLAND, CIRCULAR ROAD, SHIMLA – 171 001

PHONE: 0177-2629806, FAX: 0177-2625061 E-mail: zo.shimla@ucobank.co.in



TERMS & CONDITIONS:-

• **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 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. 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 minimum of Rs. 1500/- per month against bills or claim Rs. 500/- on declaration basis. • Annual Medical allowance on declaration basis Rs. 3000/-.

यूको बैंक UCO BANK

सम्मान आपके विश्वास का

Honours your trust

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 minimum of Rs. 1000/- per month against bills or claim Rs. 500/- on declaration basis.• Annual Medical allowance on declaration basis Rs. 2500/-.
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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 at UCO RSETI , Near P.W.D , Naya Bazar , Tehsil Nahan , Distt. Sirmaur H.P. 173001 is 28/10/2017

4. General Instructions:-

1. 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.
2. 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.



(Vivek Kaul)
Deputy General Manager
Zonal Office
Shimla



APPLICATION FOR THE POST OF FACULTY/ OFFICE ASSISTANT OF RSETI NAHAN

ON CONTRACTUAL BASIS

To
 The Director
 UCO RSETI Nahan
 District Sirmaur
 Himachal Pradesh 173001

Paste Passport
 size photograph

Please sign across

With reference to Bank's advertisement in News papers Divya Himachal & The Tribune dated 11.10.2017 and on Website I, submit my application for the post of **FACULTY/OFFICE ASSISTANT** (whichever is applicable) 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	:	

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	
	Full Address	
(b)		
(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.