

Annexure-A

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

Last Date of Receipt of Applications: **24-01-2026**

Vacancies proposed to be filled in RSETIs:

Sr. No.	Name of RSETI	Location of RSETI	POST	Seat
1	<b>BSVS HALDWANI</b>	<b>BSVS RSETI, HALDWANI Behind Heera Kunwar Public School, Kunwarpur, Gaulapar, Haldwani Dist. Nainital, Uttarakhand PINCODE 263139</b>	<b>Attender 1 (One)</b>	

1. Eligibility Criteria:

S.No.		Position
		<b>Attender</b>
	<b>Age Limit (As on 04-01-2026)</b>	<b>22-40 years</b>
	<b>Educational Qualification</b>	•Should have passed 10 <sup>th</sup> Standard
	<b>Experience:</b>	•Ability to Read and write the Local language preferred

	<b>Remuneration Structure:</b>	<ol style="list-style-type: none"> <li>1. Consolidated salary of Rs. 14,000 - 1000x5 -Rs 19000/- Annual performance incentive of Rs. 1000/- every year is based on satisfactory review/ performance of services rendered.</li> <li>2. Fixed Conveyance Allowance [FCA]: Rs 1000/-pm. on declaration basis.</li> <li>3. <u>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</u></li> <li>4. Mobile allowance : Rs.300/-pm.</li> <li>5. EPF, ESI, Gratuity as per rules.</li> <li>6. Rs.5000/- Annual Medical allowance on declaration basis</li> </ol>
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	<b>JOB DESCRIPTION</b>	<ol style="list-style-type: none"> <li>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.</li> <li>2. Upkeeping of the premises including office, training classrooms, dormitory, bathrooms, filing cabinet visitors lounge etc.</li> <li>3. Filing the documents in files as per direction of the office assistant/faculty/Director.</li> <li>4. Going to bank branches for all bank work like getting passbook updating etc. as per the instruction of Director.</li> <li>5. Any other work entrusted by the Director from time to time.</li> </ol>
	<b>Selection Process</b>	Interview Only

	<p><b>Contract Period</b> (The contractual engagement is purely on temporary basis. This will not vest any right to claim for regular appointment or for continued contractual appointment)</p>	<p>The contract will be valid for a period of 3 years subject to annual review and renewal of the contract by the Director once a year.</p>
	<p>Leave:</p>	<p>Casual Leave: 12 days per Calendar year.      Privilege Leave: 10 days per year.  <b>Sick Leave:</b> 10 days per Calendar year.  <b>Maternity Leave:</b>      As per "The Maternity Benefit (Amendment) Act, 2017"  <b>Paternity Leave:</b>      15( Fifteen) days Per child subject to the condition as in case of Maternity Leave</p>

### **General Instructions:**

- a. While applying for the posts, the applicant should ensure that he/ she fulfils 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 fulfil 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 shortcomings 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 BSVS trust regarding the selection non-selection of the said candidate, shall be final and binding."
- g. The BSVS trust 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.

**d.** It should reach the address as under on or before 24-01-2026 along with required copy.

The Director  
Baroda Swarojgar Vikas Sansthan  
RSETI, HALDWANI  
Behind Heera Kunwar Public School,  
Kunwarpur, Gaulapar, Haldwani  
Dist. Nainital, Uttarakhand PINCODE 263139

**e.** Please sent the application on above mentioned address with title on envelope  
stating as applicable for ATTENDER AS:

**APPLICATION FOR THE POST OF “ATTENDER” at BSVS RSETI HALDWANI ON  
CONTRACTUAL BASIS.**

**APPLICATION FOR THE POST OF “ATTENDER” AT RSETI HALDWANI ON**  
**CONTRACTUAL BASIS**

The DIRECTOR  
Baroda Swarojgar Vikas Sansthan  
RSETI HALDWANI  
Behind Heera Kunwar Public School,  
Kunwarpur, Gaulapar, Haldwani  
Dist. Nainital, Uttarakhand PINCODE 263139

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:**

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**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 04-01-2026: \_\_\_\_\_ Years \_\_\_\_\_ Month

**6. Contact Details:**

MOBILE NO. - \_\_\_\_\_

LANDLINE No. \_\_\_\_\_

E-MAIL ID- \_\_\_\_\_

**7. GENDER:** \_\_\_\_\_

**8. NATIONALITY:** \_\_\_\_\_

**9. RELIGION:** \_\_\_\_\_

**10. MARITAL STATUS:** \_\_\_\_\_

**11. FATHER's/ Husband's NAME:** \_\_\_\_\_

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

**13. COMMUNICATION SKILL IN LOCAL LANGUAGES, HINDI & ENGLISH:**

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

**14. EDUCATION QUALIFICATION:**

Qualification	Details (B.A./B.Sc/ M.A./ M.Sc etc.)	Board/ University	Year of Passing	Subject/ Specialization	Marks (Rank if any)
Graduation					
Post- Graduation					
Professional Qualification					

Others/ Computer Knowledge					
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**15. RELATIVE EXPEREINCE - Total (in years)**

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SN	Name of Bank	Designation	Duration From	To	Responsibi- -lities	Pay Scale	Extra Ordinary Achievements

Total Years of Service \_\_\_\_\_ Years

Out of which as an Officer \_\_\_\_\_ Years

No. of years worked in Rural Areas \_\_\_\_\_ Years

**16. 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:**

**17. Date of Issue of Service Certificate of Previous Employer:**

\_\_\_\_\_

#### 18. Details of Present Employment:

- i) Organization
- j) Full Address:
- k) Position:
- l) Reporting To:
- m) Date of Joining :
- n) Date of Leaving :
- o) Total Experience (In Year)
- p) Salary/Compensation Presently Drawn:

19. Details of Applicant close relative working in Bank of Baroda

- i.) Name :
- ii.) Post :
- iii.) Presently posted at :

20. Brief detail of experience in the Bank in respect of working in Rural area /as Rural Development In-charge/ as Faculty/as LDM, etc.

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

22. Name and addresses of two references-

1) \_\_\_\_\_

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2) \_\_\_\_\_

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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 centre 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.