

ANNEXURE-I

Address for submission of Application:-

UCO BANK
ZONAL OFFICE, BALASORE
Police Line Chhak, O.T. Road, Dist-Balasore
PIN-756001

Applications are invited for the appointment of the following post on contractual basis for a period of Five years subject to annual review and renewal of the contract by the Director on the basis of performance for Rural Self Employment Training Institute (RSETI), **BALASORE and BHADRAK**.

Last Date of Receipt of Application is **13.07.2025 at the above address**.

Details of Vacancy:

SL. NO.	NAME OF THE POST	RSETI BALASORE	RSETI BHADRAK	TOTAL
1.	Office Assistant	0	1	1

Desirable Age limit for all the above posts: 22-40 years as on 30.06.2025

1.Name of the Post: **OFFICE ASSISTANT-1 No.**

Educational Qualification of Candidate: 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 & Excel), Tally & internet, Skills in typing in local Language are essential, typing skills in English an added advantage.

Consolidated Salary: **Rs.20000/- (Rupees Twenty Thousand only per month)**

Procedure to Apply:

On the above cited terms and conditions, all interested candidates may apply with their complete **Bio-data** to the undersigned with self attested Xerox copies of Educational Qualification, experience certificates, if any and giving details of Name, Father's name/Husband's Name, Date of Birth, sex, Category (SC/ST/OBC Caste Certificate), Permanent Address, Address for communication, E-Mail ID (compulsory), Mobile No, Educational Qualification, Experience, Computer Knowledge, Two recent passport Size photographs.

SELECTION PROCEDURE:-

Office Assistant: Written Test and Personal Interview.

(The institute reserves the right to reject any or all applications without assigning any reason thereof. In case of any Vacancy arises in future in RSETIs, the waiting list of candidates to be utilized)

****Date of Examination and venue will be intimated to shortlisted eligible candidates through Email/Phone/Whatsapp.**

