

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 posts on contractual basis for a period of three 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,BHADRAK & JAGATSINGHPUR.

Last Date of Receipt of Application is **16.03.2024 at the above address.**

Details of Vacancy:

SL. NO.	NAME OF THE POST	RSETI BALASORE	RSETI BHADRAK	RSETI JAGATSINGHPUR	TOTAL
1.	Faculty	0	1	0	1
2.	Office Assistant	0	1	1	2
3.	Attendant	1	1	0	2
4.	Watchman/Gardener	0	1	1	2

Desirable Age limit for all the above posts: 22-40 years as on 16.03.2024

1.Name of the Post: FACULTY 1 No.

Educational Qualification :Shall be a Graduate/Post Graduate viz. MSW/MA in Rural development/MA in Sociology/Psychology/BSc.(Veterinary)/BSc. (Horticulture),BSc. (Agri),BSc(Agri. Marketing)/B.A/ with B.Ed. etc.Shall have a flair for teaching and possess sound Computer Knowledge.previous experience as faculty preferred.Excellent communication & typing skills in the local language is essential.

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

2.Name of the Post: OFFICE ASSISTANT-2 Nos.

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.12000/- (Rupees Twelve Thousand only per month)



3.Name of the Post: ATTENDANT-2 Nos.

Educational Qualification of Candidate:Shall be a Matriculate.Ability to Read and Write the Local Language preferred.

Consolidated Salary:Rs.8000/- (Rupees Eight Thousand Only per month)

4.Name of the Post: WATCHMAN/GARDENER-2 Nos.

Educational Qualification of Candidate:Should have passed 7th standard.Should have experience preferably in agriculture/gardening/horticulture.

Consolidated Salary:Rs.6000/- (Rupees Six Thousand Only per month)

Procedure to Apply:

On the above cited terms and conditions,all interested candidates may apply 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,Mobile No,Educational Qualification,Experience,Computer Knowledge,Two recent passport Size photographs.

SELECTION PROCEDURE:-

Faculty: Written Test,Personal Interview,Demonstration/Presentation

Office Assistant:Wrtnen Test and Personal Interview

Attendant,Watchman /Gardener: 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)

