

Annexure-B

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

Last Date of Receipt of Applications: 27-01-2026

Vacancies proposed to be filled in RSETIs:

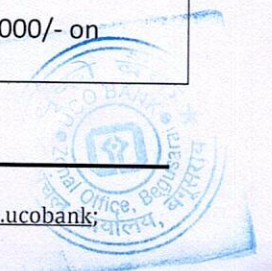
Sr. No.	Name of RSETI	Location of RSETI	Posts	
			Faculty	Office Assistant
1	Begusarai		1(one)	1(one)

1. Eligibility Criteria:

(A) AGE LIMIT: (As on 01.01.2026- 22-40 years

(B) Qualification:

Faculty	Sr. No	Particulars	Proposed guidelines in line with MoRD
	i	Qualification & Other Requirements	<p>Shall be a graduate(any i.e., Science/Commerce/Arts)/Post-Graduate; however, preference may be given to MSW/MA in Rural Development/MA in Sociology/Psychology/B.Sc.(Veterinary), B.Sc. etc.</p> <p>Shall have a flair for teaching and possess sound computer knowledge.</p> <p>Excellent communication skills in the local language essential, fluency in English and Hindi will be an added advantage.</p> <p>Skills in Typing in Local Language essential</p> <p>Typing skills in Hindi/English typing, an added advantage. Previous experience as Faculty preferred.</p>
	ii	Salary	<p>i) Consolidated salary of Rs.30,000/-pm(under revision)</p> <p>ii) Fixed Travel Allowance (FTA) Rs. 2500/- pm on declaration basis subject to completion of minimum number of visits for conducting EAPs, Follow ups etc.</p> <p>iii) Annual Medical allowance Rs. 5000/- on declaration basis.</p>



Office Assistant	Sr. No	Particulars	Proposed guidelines in line with MoRD
	i	Qualification & Other Requirements	<p>Shall be graduate viz. BSW/BA/B.com/with computer knowledge. Knowledge in Basic Accounting is a preferred qualification.</p> <p>Shall be Fluent in Spoken and written local language. Fluency in Hindi/English would be added qualification.</p> <p>Shall be proficient in MS Office (word and Excel), Tally &amp; Interest. Skills in typing in local language is essential, typing skills in English an added advantage. language essential, fluency in English and Hindi will be an added advantage.</p> <p>Skills in Typing in Local Language essential</p> <p>Typing skills in Hindi/English typing, an added advantage. Previous experience as Faculty preferred.</p>
	ii	Salary	<p>i) Consolidated salary of Rs.20,000/-pm(under revision)</p> <p>ii) Fixed Travel Allowance(FTA) Rs. 2000/- pm on declaration basis subject to completion of minimum number of visits for conducting EAPs, Follow ups etc.</p> <p>iii) Annual Medical allowance Rs. 5000/- on declaration basis.</p>



## CHAPTER – IV ANNEXURES, REPORTS AND PARAMETERS

### ANNEXURE – 1

#### JOB DESCRIPTION OF SUPPORT STAFF AT RSETIs

##### A. FACULTY

1. Any other work assigned by the Director from time to time.
2. 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 coordinating the programs of the Institute.
3. Conducting pre-training activities – EAPs, generation of applications and selection of candidates.
4. Assisting the Director in designing the Annual Action Plan and training programs
5. Arranging logistics for the training programs, including training materials and arranging guest faculty.
6. Providing post training escort services including conducting follow-up meets/visits
7. Providing counseling, credit linkage, preparation of project reports etc.
8. Preparation of success stories and circulation of a minimum of two stories per month to the Controlling Office/MoRD.
9. Preparation of Post Programme Report.
10. Preparation of monthly report and other periodical reports.
11. Assisting/Guiding the Office assistant in maintaining of Day Book, General Ledger and all other registers and Books.
12. Design new training programs by collecting feedback on emerging business opportunities in the area.
13. Prepare case studies and training materials for effective delivery of sessions.
14. Establish liaison with other agencies.
15. Assist Director in internal control/administration of the institute.
16. Organizing functions, events and meetings of the Institute.
17. Preparation of Press release/reports on various activities of the Institute.
18. Supervising the work of assistant, attender, watchman cum Gardner of the Institute.
19. Monitoring the performance of guest faculty of all skill training
20. Maintenance of Inventory and Library books of the Institute
21. Overseeing the maintenance of entire campus to keep the premises clean and tidy
22. Maintaining discipline in the Institute and ensuring administration of MILLY, LOG, PRAYER, YOGA SHRAMADHAN etc., on daily basis.



## **B. OFFICE ASSISTANT**

1. Assisting the Director and Faculty in effective functioning of the Institute to fulfill the objectives of the Trust.
2. Maintaining of Cash Book, General Ledger, vouchers, as per the guidelines (Presently single entry Book keeping).
3. Maintaining all books, registers, both manual and soft copy as per the prevailing guidelines from Trust/Ministry.
4. Maintaining and updating all data relating to training, Follow-up, Settlement, etc.
5. Creating and updating MIS data as per the guidelines.
6. Preparation of monthly report and other periodical reports and submission of Trust, Ministry and other agencies involved in overall supervision of functioning of RSETI.
7. Organizing the required logistics for training including arranging Boarding, Dormitory, etc.
8. Arranging the training materials for all skill batches.
9. Making registration of candidates in all the trainings, taking daily attendance of trainees, taking boarding attendance of trainees.
10. Conducting follow-up visits as directed by the Director and reporting the same to the Director.
11. Up keeping of all fixed Assets and maintaining of Inventory of items including training materials and equipment.
12. Maintaining the Library books and issuing books to the trainees as and when they demand.
13. Carry out all the Instructions/any other work given by the Director and faculty from time to time.

(C) Selection Process: The selection process will comprise of:

- (i) **Written Test** to assess General Knowledge and Computer capability
- (ii) **Personal Interview** to assess communication ability, leadership qualities Attitude, problem solving ability and ability to get along with the trainees, Development approach.
- (iii) **Demonstration/ Presentation** to assess teaching skills and communication Capability.

Sr. No.	Criteria	Faculty	Office Assistant
1.	Written	√	√
2.	Personal Interview	√	√
3.	Demonstration/Presentation	√	X

- Only those candidates who meet the minimum eligibility criteria as outlined in the advertisement will be considered.
- However merely satisfying the eligibility norms do not a candidate to be called for Interview. The UDT reserve the right to call only requisite number of candidates for interview after preliminary screening /short listing with reference y=to candidates' qualifications, suitability, experience etc

(D) **Contract Period:**

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.

(E) **Leave:**

Sr. No	Category of Leave	Period
01	Casual Leave	12 days per calendar
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



(F) General Instructions:

- While applying for the posts, the applicant should ensure that he/she fulfills 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 fulfill the eligibility norms and/ or that he/she furnished any incorrect /false information or has suppressed any material fact(s), his/her candidate will automatically stand cancelled. If any of the above shortcoming(s) is/are detected even after appointment, his /her contractual appointment is liable to be terminated without any notice.
- 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.
- 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
- The offer letter will contain details of contract, effective date, remuneration, duration and clause on renewal of contract subject to satisfactory review once a year.
- 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.
- If there is any disciplinary action against any selected candidate in his/her earlier organization, the decision of the UDT regarding the selection non-selection of the said candidates, shall be final and binding."
- The UDT 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.
- The new joiner will submit a joining report to the Director, RSETI and complete the required joining formalities.

(G) SUBMISSION OF APPLICATION :

- 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.
- Application received after the last date will not be entertained.
- Incomplete applications will be rejected. Application for more than one post in one RSETI or more than one RSETIs may be rejected.
- It should reach the address as under on before 26-01-2026 along with required copy.



The  
Authorized Person  
Uco Development Trust

C/O-  
UCO BANK  
Priority Sector Department,  
Begusarai Zonal Office,  
Sona Jogeshwar Complex, Traffic Chowk, Begusarai,  
851101

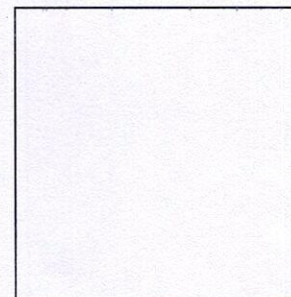
- Please sent the application on above mentioned address with title on envelope stating as applicable for respective post and RSETIS under:

**APPLICATION FOR THE POST OF “FACULTY AND OFFICE ASSISTANT” at  
RSETI Begusarai, Sona Jogeshwar Complex, Traffic Chowk, Begusarai, 851101**



**APPLICATION FOR THE POST ..... OF RSETI .....**  
**ON CONTRACTUAL BASIS**

To,  
Co-Chairman  
UCO Bank, Zonal Office  
Sona Jogeshwar Complex  
Traffic Chowk  
Pincode – 851101  
Begusarai



(Photograph)

With reference to your advertisement dtd ..... I would like to submit my application for the post of .....in prescribed format :

1	Name (in Full Capital Letters)	
2	Address for Correspondence	
3	Permanent Address	
4	If Person With Disability	
	Type of Disability	
	Percentage of Disability	
5	Date of Birth (As per Matriculation)	
6	Contract Details	
	Mobile No	
	Landline No	
	Email ID	
7	Gender	
8	Nationality	
9	Religion	
10	Marital Status	
11	Father's / Husband Name	



**12. Educational Qualification:**

Qualification	Name of School/ College	Board/ University	Full Time/ Part Time	Year of Passing	Subject	Marks Obtained	Percentage
Schooling (Upto 9 <sup>th</sup> )							
SSC/HSC (10+2)							
Graduation							
Post Graduation							
Professional Qualification							
Others							
Computer Proficiency (Diploma/Degree/ Certificate)							

**NOTE :** Please Attach copy of certificate duly attested by self and any Gazetted Officer.

**13. Details of Present Employment**

(a)	Organization	
(b)	Full Address	
(c)	Position	
(d)	Reporting to	
(e)	Salary / Compensation Presently drawn	

**14. Name and Address of Two references**

(1)	(2)



<b>15. Any Other Relevant Information</b>

**Declaration :**

I hereby declare that the particulars furnished above are true and correct to the best of my 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.

.....  
(Signature of Applicant)

Place : .....

Date : .....

-----X-----

