**ANNEXURE - I - GUIDELINES**

In order to expedite the process of engagement of the services of **ONE** Attender/ Sub-Staff for Bank’s RSETI/ FLCC center on Annual Contract basis, we give hereunder the guidelines which require to be followed scrupulously and without any deviation.

**1. Advertisement:** Regional Office should release advertisement **for publication in two newspapers i.e. one in Indian language in circulation of that area and other in the local/vernacular daily,** inviting application from eligible candidates**. For this window advertisement enclosed as Annexure II should be translated in to Indian language in circulation of that area and other in local/ vernacular language** and detailed advertisement should be got posted at Bank’s website **(Annexure-III)**. For posting the details at website matter should be taken up with web master, Central Office.

**2.** **Application Fee:** No application fee is prescribed.

**3.** **Scrutiny of applications received:** Applications received in the process, should be scrutinized by Regional Office, in respect of eligibility, age, experience, qualification etc. Thereafter, details of all applications received with remarks in respect of their eligibility as per Annexure should be put up to Regional Manager for approval.

**4.** **Interview:** After receiving the approval from Regional Manager, Regional Office will constitute a committee **headed by Regional Manager and two other officials not below the rank of Scale III and an eminent person or reputed NGO etc. as members.**

**5.** **Selection:** The duly signed rating sheet should be prepared by the Regional Office and after getting approval of the same, the Regional Manager will declare the result and issue engagement letter to the selected candidates.

**6.** **Terms and Conditions of engagement:** The engagement letter should be issued as per format enclosed **(Annexure).**

A list of selected candidates with their placement should be furnished to Zonal Office for their reference and record.

**7. Renewal of Contract:** The candidate, having worked for 12 months, if willing to work for the next 12 months, will give fresh offer in writing upon completion of said 12 months.

On satisfactory performance and at the request of applicant, the Contract can be renewed 3 times (i.e. the overall period including the period of One year of initial engagement should not exceed 4 years).

**8. Re-appointment:** Letter of renewal of contract will be given to the person engaged, in prescribed format, if the competent authority decides so in the matter.

**9. Upper Age Limit for Renewal of Contract:** No Contractual appointment for the post will be renewed upon completion of 60 years.

**10. Reservation:** There will be no reservation for single Post Cadres

**11. Notification to Employment Exchange:** Local Employment Exchange should be notified about the process under taken for Contractual Engagement.