इंडियन बैंक Indian Bank
अंचल कार्यालय - तिरुपति ZONAL OFFICE - TIRUPATI
इलाहाबाद ALLAHABAD
ई-मेल/ E-mail: zotirupati@indianbank.co.in

वित्तीय समावेशन अनुभाग /Ag.Section
अंचल कार्यालय / Zonal Office
नं / No 25, प्रथम तल/ 1st Floor
के आर प्राइड /K R Pride
के टी रोड / K T Road
तिरुपति / Tirupati - 517 507
फोन/Phone : (0877) 2500030 फैक्स/ Fax: (0877) 2234434

ZO: RBD: FI: 2023-24

Date:14.07.2023

TO
The General Manager (Information Technology)
Indian Bank
Corporate Office, Chennai.

Sir,

Sub: Porting of Advertisement for Engagement of Faculty/Office Assisitant/ Attender at INDSETI, Chittoor in Indian Bank Website – reg.

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As approved by our Bank's board regarding adoption of the Human Resource policy for the outsourced staff of the Indian bank self – Employment Training Institute (INDSETI), Chittoor, the terms and conditions for engagement of faculty / Office Assisitant / Attender at INDSETI, Chittoor, is enclosed herewith.

We request you to port the terms and conditions along with the applications format enclosed herewith in our Bank's website – www.indianbank.co.in as per the approved norms.

Yours faithfully,

Zonal Manager.

Encl: Application and Terms & conditions for engagement of support staff – Faculty / Office Assistant/ Attender at INDSETI, Chittoor.

Copy to: The Chairman, Indian Bank Trust for Rural Development, C/o CO:FID, COprorate office, Chennai.

INDIAN BANK SELF EMPLOYMENT TRAINING INSTITUTE
(INDSETI)
CHITTOOR

ENGAEMENT OF SUPPORT STAFF AT INDIAN BANK SELF EMPLOYMENT TRAINING INSTITUTE (INDSETI) CHITTOOR District ON CONTRACT BASIS

IMPORTANT: LAST DATE OF RECEIPT OF APPLICATION – 06/08/2023

Indian Bank Trust for Rural Development (IBTRD) is running Indian Bank Self - Employment Training Institutes (INDSETIs) at Various Districts in across the country. IBTRD is looking for engagement of support staff on contractual basis for a period of three years at **INDSETI CHITTOOR District** for training and official duties. The details as are given below,

SN	Position	Qualifications & Other Requirements
1.	Faculty	❖ Shall be a Graduate / Post Graduate viz. MSW/MA in Rural Development / MA in Sociology / Psychology / B.Sc. (Veterinary), B.Sc. (Horticulture), B.Sc. (Agri.), B.Sc.(Agri. Marketing)/ B.A. with B.Ed. etc. ❖ Shall have a flair for teaching and possess sound Computer Knowledge ❖ Excellent communication skills in the local language essential, fluency in English and Hindi will be an added advantage ❖ Skills in Typing in Local Language essential. ❖ Typing skills in Hindi / English typing, an added advantage ❖ Previous experience as Faculty preferred
2.	Office Assistant	❖ Shall be a Graduate viz. BSW/BA/B.Com./ with computer knowledge ❖ Knowledge in Basic Accounting is a preferred qualification ❖ Shall be fluent in spoken and written local language. ❖ Fluency in Hindi / English would be an added qualification ❖ Shall be proficient in MS Office (Word and Excel), Tally &Internet ❖ Skills in typing in local language is essential, Typing skills in English an added advantage
3.	Attender	❖ Shall be a Matriculate ❖ Ability to Read and Write the Local Language preferred

Other Terms and Conditions:

1. The selected candidate will be engaged on **contractual basis for period of three years subject to annual review and renewal of contract once in a year.** Such engagement shall come to an end after expiry period of contract. During this period, his/her services may be terminated at any time at Trust's discretion, if his/her work and conduct are not found satisfactory or for any other reasons whatsoever. It is, however, to be clearly understood that decision of the Trust about his/her work and conduct being satisfactory or otherwise or in terminating his/her services for any reason whatsoever shall be final and binding upon him/her.
2. If there is any disciplinary action taken against any candidate in his/her earlier organization, the decision of the Management of Trust / Society / RSETI regarding the selection of the said candidate, shall be final and binding.
3. Applicant shall apply in the prescribed format with full details viz. Name With Photo, Fathers Name, Date of Birth, Correspondence Address,, Permanent Address, Phone/Mobile Number, Education Qualifications with Photocopy of Certificates, Experience, Post Applied for etc.,
4. Completed applications with all particulars supported by relevant certificates to be sent by **Regd. Post to the address of INDSETI CHITTOOR District** as given here under:

The Director,
Indian Bank Self Employment Training Institute,
#2-1264/6, 1ST FLOOR, B.V.REDDY COLONY, Kongareddypalli, Chittoor Dist -517001. Andhra Pradesh

5. The INDSETI reserves the rights to reject incomplete / ineligible applications.
6. Selection Process
   - Written Test to assess General Knowledge and Computer Capability
   - Personal Interview to assess communication ability, Leadership qualities, attitude, problem solving ability and ability to get along with the trainees, developmental approach.
   - Demonstration / Presentation to assess teaching skills and communications Capability
7. Selected / empanelled candidates shall be placed in the waiting list for future absorption, if required.
8. Validity of the empanelled candidates shall be for a period of one year.
9. The duties and responsibilities of the Faculty/Office Assistant/Attender shall be as entrusted by the Director, INDSETI.
10. The candidate so engaged shall during his/her period of engagement involve himself / herself directly or indirectly in any other business or employment while engaged by INDSETI and shall devote time and best skills and efforts in the service of the INDSETI.

11. The candidate shall do any duty entrusted to him and take precautions to safeguard the INDSETI's goodwill / interest / property against negligence, mishandling or nonperformance during the course of his / her duties or otherwise.
12. The selected candidate will be required to join immediately at the Institute, in any case not later than 15 days from the date of receiving the offer letter.
13. 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.
14. If the candidate desires to withdraw his engagement as Faculty / Office Assistant / Attender, he / she shall give one-month notice to the INDSETI of his intention to do so.
15. Any misconduct will be dealt with disciplinary proceedings and suitable punishment including termination will be under taken by the Trust.
16. The candidate shall at all times observe the secrecy about any information coming to his knowledge during the period of his / her engagement and shall not take any papers, books, documents, computer software materials or any other property of the INDSETI out of the work place / premises nor shall he/she is any way at time disclose, divulge to anybody or make public any information of the INDSETI. He / She shall be responsible for and shall take care of all books, computer software materials, documents or any other property / properties of the INDSETI generally and specifically entrusted to him / her.
17. If it is found that the candidate had at the time of his engagement as faculty thereafter given false information regarding name, age, percentage of marks, qualification, previous experience, state of health or any other personal information knowing it to be false, or had knowingly suppressed any such information, his / her contract in the INDSETI will stand disengaged forthwith.
18. There will be No commitment / obligation / liability for the Bank to absorb such candidates who are selected on contract for any job in the Bank at any time.
19. The candidate has to adhere to any other terms and conditions stipulated by the Trust from time to time.
20. The selection / renewal of contract is based on the guidelines / norms as per HR policy adopted by IBTRD.

INDIAN BANK SELF EMPLOYMENT TRAINING INSTITUTE
(INDSETI)
CHITTOOR

RSETI
Rural Self Employment Training Institutes
Empowering Rural Entrepreneurship

APPLICATION FOR ENGAGEMENT AS FACULTY / OFFICE ASSISTANT / ATTENDER ON CONTRACT BASIS

(Separate application has to be submitted for each post)

Name of the post applied for
(Please tick appropriate Column)

Faculty	Office Assistant	Attender

Name of the Institute
(Please tick appropriate Column)

INDSETI	DHARMAPURI	KRISHNAGIRI

Please affix your recent Photograph

1 Name of the Applicant :Mr./Ms./Mrs.
2 Name of the Father/Guardian :
3 Contact Details

Particulars	Permanent Address	Communication Address
(i) Door No.		
(ii) Street		
(iii) Village/Locality/Flat		
(iv) Post office		
(v) Taluk		
(vi) District with Pin code		
(vii) Contact Mobile Number and land line		
(viii) Mail ID		

4 Date of Birth (DD/MM/YYYY) : **Age:**

5 Sex : **Male / Female**
(Please tick appropriate column)

6 Community : OBC / SC/ST / GENERAL
(Please tick: appropriate column)

7 Nationality :

8	Educational Qualification :			
	Qualification	Institution	Year of passing	Percentage of marks

9	Computer Proficiency			
	Qualification	Institution	From	To
	MS Office			
	Tally			
	Other (Please specify)			

10 Typing skills :

Typing	Tamil	English	Others (Please Specify)
Lower Grade			
Upper Grade			

(Please tick appropriate column)

11 Languages known :

Language	Read	Write	Speak
Tamil			
English			
Others (Please Specify)			

(Please tick appropriate column)

12 Previous experience :

Institution	Designation	Nature of Job	From	To

(Enclose experience certificate if any.)

13. Any other relevant information :

14. Pending of any other criminal cases / proceeding : Yes / No
(Please tick appropriate column)

15. The attested copies of following certificates to be attached
(Tick appropriate option as per the qualification requirement for the respective post.)

Particulars	Faculty	Office Assistant	Attender
SSLC			
HSC			
UG- Degree			
PG - Degree			
Computer Proficiency			
Typing Skills			
Experience Certificate			
Community Certificate			

Declaration

I hereby declare that the above information furnished by me is true to the best of my knowledge and belief. If you found the above information as incorrect in future, my candidature / contract may be terminated with immediate effect and the losses occurred can be accounted on me.

Place :

Date:

Signature of The Applicant.