Indian Bank Self Employment Training Institute (INDSETI)

Vill :PaschimBeguni, PO- Chakshyampur, PS - Debra, Dist - PaschimMedinipur
E-mail : allahabadbank.rsetidebra@gmail.com

ENGAGEMENT OF SUPPORT STAFF AT INDIAN BANK SELF MPLOYMENT TRAINING INSTITUTE PASCHIM MEDINIPUR (DEBRA) ON CONTRACT BASIS

IMPORTANT: LAST DATE OF RECEIPT OF APPLICATION – **27.03.2023**

Indian Bank Trust for Rural Development (IBTRD) is running Indian Bank self – Employment Training Institutes (INDSETIs) in the Lead Districts. Now, IBTRD is looking for engagement of support staff on contractual basis for a period of three years at INDSETIs for training and official duties. The details are given below:

Faculty – 01 posts:

S. No	Parameters	Eligibility Criteria
1	Age	Must not be less than 22 Years and not more than 40 years as on 01.03.2023
2	Educational Qualification	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.
3	Experience	Previous experience as Faculty preferred.
4	Communication skills	Excellent communication skills in the local language essential, fluency in English and Hindi will be an added advantage.
6	Technical Skills	Skills in Typing in Local Language essential. Typing skills in Hindi / English typing, an added advantage.
7	Salary structure and other details	(i) Consolidated salary of Rs. 20,000/- which may be revised for the ensuing year by an amount of 10% of preceding year's consolidated salary based on satisfactory review/ performance of services rendered. (ii) Fixed Travel Allowance [FTA]: Actuals subject to minimum of Rs 1500/- pm against bills or can claim Rs 500/- on declaration basis. (iii) EPF, ESI, Gratuity as per rules (iv) Leave / non-financial benefits as decided by the Trust from time to time.
8	Other requirements	Valid Driving License is preferable since the nature of job also involves travelling / field visit.
.9	Application site	www.indianbank.in / career. Please super scribe location name on the cover while sending application.
10	Selection Process	Written Exam, Demonstration / Presentation and Interview

Office Assistant – 01 posts:

S. No	Parameters	Eligibility Criteria
1	Age	22 to 40 years
2	Educational Qualification	Shall be a graduate viz., (BSW/ BA/ B.com/ with computer knowledge.) Knowledge in basic accounting is preferred qualification.
3	Experience	Previous experience as Office Assistant is preferred.

4	Communication skills	Shall be fluent in spoken and written local language, fluency in English would be an added qualification.
6	Technical Skills	Shall be proficient in MS Office, Internet & Tally. Typing Skill in English is essential. Typing skill in local language would be an added advantage.
7	Other requirements	Valid Driving License is preferable since the nature of job also involves travelling / field visit.
8	Salary structure and other details	(i) Consolidated salary of Rs. 12,000/- which may be revised for the ensuing year by an amount not exceeding 10% of preceding year's consolidated salary based on satisfactory review/ performance of services rendered. (ii) Fixed Travel Allowance [FTA]: Actuals subject to minimum of Rs 1000/- pm against bills or can claim Rs 500/- on declaration basis. (iii) EPF, ESI, Gratuity as per rules (iv) Leave / non-financial benefits as decided by the Trust from time to time.
9	Application site	www.indianbank.in / career. Please super scribe location name on the cover while sending application.
.10	Selection Process	Written Exam and Interview

Other Terms and conditions:

1. The selected candidate will be engaged on **contractual basis** for a period of three years subject to annual review and renewal of the contract once in a year. Such engagement shall come to an end after expiry of 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 the 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, Father's name, Date of Birth, correspondence Address, Permanent Address, Phone/Mobile number, Educational Qualifications with photocopy of Certificates, Experience, Post applied for etc.

4. Completed application with all particulars supported by relevant certificates to be sent By Post / Regd. Post to the INDSETI, PaschimMedinipur (Debra) address as given hereunder:

   The Director,
   Indian Bank RSETI
   Vill- PaschimBeguni, PO- Chakshyampur
   PS- Debra, Dist- PaschimMedinipur
   PIN- 721124, West Bengal

5. **The INDSETI reserves the right to reject incomplete/ ineligible application**

6. Selection Process comprises of:

- 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.

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 shall be as entrusted by the Director, INDSETI.

10. The Candidate so engaged shall not during his / her period of engagement involve Himself / herself directly or indirectly in any other business or employment while engage by INDSETI and shall devote time and best skills efforts in the service of the INDSETI.

11. The candidate shall do any duty entrusted to him and take precaution to safeguard the INDSETI's goodwill / interest / property against negligence, mishandling or non- Performance 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, 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 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.

21. Certificates & documents to be submitted will be informed through engagement letter (After completion of selection process).

Director
INDSETI, Paschim Medinipur

कृते इंडियन बैंक / FOR INDIAN BANK
इलाहाबाद / ALLAHABAD
ग्रामीण स्व-रोजगार प्रशिक्षण संस्थान, डेबरा
Rural Self Employment Training Institute, Debra

निदेशक / Director
आर.एस.ई.टी.आई., डेबरा / RSETI, DEBRA

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APPLICATION FOR ENGAGEMNT AS FACULTY / OFFICE ASSISTANT ON CONTRACT BASIS

Name :
Father's Name :
Age & DOB :
Address :
(For Communication)
(Submit Address Proof viz. Aadhar, Voter Card)

Please affix your photograph here

Contact Number:
E-mail ID :
Language Known:
Marital Status :
Nationality :
Educational Qualification : (Attach Relevant Certificate & Marks Sheet)

S.No	Qualification	Specification/ Main subject	Name of Institute & university / Board	Year of Passing	% of Marks

Technical Skills (Enclose Supporting certificates):
Typing :

Computer :
Work Experience :

S.No	Organization	Designation	Nature of job	Period

I hereby declare that above information given by me is correct and true to the best of my knowledge.
I accept the terms and conditions as mentioned above.

Date:
Place:

Signature of the Applicant