



Indian Bank self employment Training Institute (INDSETI)

Jamaiyatpur, Khairabad, Sitapur, Uttar Pradesh – 261131

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Engagement of faculty, attendant and watchman cum gardener at Indian Bank Self Employment Training Institute on Contract basis at Sitapur, Bahraich and Shrawasti

Important : Last date of receipt of application: 30.08.2021

Indian Bank trust for Rural Development (IBTRD) is running 37 Indian Bank Self Employment Training Institutes (INDSETIs) all over India. IBTRD is now looking for engagement of faculty (Two), attendant (One) and watchman cum gardner (One) on contractual basis for a period of three years at Sitapur, Bahraich and Shrawasti locations.

Vision:

"Instead of writing someone else's account through wage employment, after 3-5 years of collegiate education, it is more meaningful to write one's own account by embarking upon some self-employment"- Dr.D. Veerendra Heggade, RUDSETI.

Objectives of RSETI

- To identify, orient, motivate and assist unemployed youth to undergo free reside training at RSETI to take up self-employment wage employment activities.
- To impart knowledge and skill to the candidates by organizing training programmes on Agri based activities, product, process and general EDP.
- To achieve high settlement rate for all the trained candidates.
- To facilitate Bank credit linkage for trained candidates.
- To provide handholding support for a period of two years to the trained candidates to help them to overcome teething problems and guide them for settlement.
- To provide the required exposure for highlighting achievements of successful entrepreneurs and facilitate marketing of their products.

Vacant Positions at INDSETIs

INDSETI Location	Faculty	Attender	Watchman/Gardner
SITAPUR	1	1	1
BAHRAICH	0	1	0
SHRAWASTI	1	0	0

Qualification and other requirements:

Desirable age for all outsourced positions is 22-40 years.

Position	Eligibility Parameters/ Norms
Faculty	<ol style="list-style-type: none">1. 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.2. Shall have a flair for teaching and possess sound Computer Knowledge3. Excellent communication skills in the local language (Hindi) essential, fluency in English and Hindi will be an added advantage



	4. Skills in Typing in Local Language essential. 5. Typing skills in Hindi / English typing, an added advantage. 6. Previous experience as Faculty preferred.
Attender	1. Shall be a Matriculate. 2. Ability to Read and Write the Local Language preferred
Watchman cum Gardner	1. Should have passed 7th Standard 2. Should have experience preferably in agriculture/ gardening/ horticulture.

Remuneration

Position	Remuneration
Faculty	Rs.20000/- per month with other applicable allowances.
Attendant	Rs.8,000/- per month with other applicable allowances.
Watchman/ Gardner	Rs. 6,000/- per month with other applicable allowances.

Selection criteria

S.no	Criteria *	Faculty	Attender	Watchman cum Gardner
1	Written Test	√		
2	Personal Interview	√	√	√
3	Demonstration/ Presentation	√		

Other Terms and conditions-

- The selected candidates will be engaged on **contractual basis** for a period of 3 years subject to annual review and renewal of contract once in a year and extendable for further 3 years based on the performance. During this period, his/her services may be terminated at any time at Trust discretion if his/her work and conduct are not found satisfactory or for any other reason 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 other reason whatsoever shall be final and binding upon him/her.
- If there is any disciplinary action taken against any candidate in his/her earlier organization, the decision of the management of the Trust/RSETI regarding the selection of the said candidate, shall be final and binding.
- Applicant shall apply for **one post only** in the prescribed format with full details (Enclosed).
- Completed application with all the particulars supported by relevant certificates to be sent by Post/Regd. post to the address given below-

**The Deputy General Manager,
Indian Bank
Zonal Office
Civil Lines, Sitapur
Pin Code-261001**

The envelope should be superscripted with the name of post applied for.

- The IBTRD reserves right to reject incomplete/ineligible application.
- The IBTRD reserves right to cancel the selection process at any point of time.
- Selected/ empanelled candidates shall be placed in waiting list for future absorption, if required.
- Validity of the empanelled candidates shall be for a period of one year.



- The duties and responsibilities of the faculty shall be as per entrusted by the IBTRD.
- 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 engaged by IBTRD and shall devote time and best skills and efforts in the service of the IBTRD.
- The candidate shall do any duty entrusted to him and take precautions to safeguard the IBTRD goodwill/interest/property against negligence, mishandling or nonperformance during the course of his/her duties or otherwise.
- The selected candidate will be required to join immediately at the center, in any case not later than 15 days from the date of receiving the offer letter.
- The selected candidate will be required to submit a medical fitness report signed by district level medical officer, prior to joining to confirm his/her current state of health.
- If the candidate desires to withdraw his/her engagement as faculty he/she shall give one month notice to the IBTRD of his/her intention to do so.
- Any misconduct will be dealt with disciplinary proceedings and suitable punishment including termination will be undertaken by the IBTRD.
- The candidate shall at the time observe the secrecy about any information coming to his/her 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 IBTRD out of the work place/premises nor shall he/she in any way at time disclose, divulge to anybody or make public any information of the IBTRD. He/She shall be responsible for and shall take care of all books, computer software materials, documents or any other property/properties of the IBTRD generally and specifically entrusted to him/her
- If it is found that the candidate had at the time of his/her engagement as faculty/staff thereafter given false information regarding name, age, percentage of marks and 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 IBTRD will stand disengaged forthwith.
- 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.
- The candidate has to adhere to any other terms and conditions stipulated by the Trust from time to time.
- The selection/renewal of contract is based on the guidelines/norms as per HR Policy adopted by IBTRD.

Job Description of Staff at RSETIs

A Faculty-

- 1. 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 coordinate the programmes of the Institute.
- 2. Conducting pre-training activities - EAPs, generation of applications and selection of candidates.
- 3. Assisting the Director in designing the Annual Action Plan and training programmes
- 4. Arranging logistics for the training programmes, including training materials and arranging Guest faculty.
- 5. Providing post Training escort services including conducting of follow up meets/visits.
- 6. Providing counseling, credit linkage, preparation of project report etc.
- 7. Preparation of Success Stories and circulate.-a minimum of two stories per month to the Controlling Office/MoRD.
- 8. Preparation of Post Programme Report.
- 9. Preparation of monthly report and other periodical reports.

(Handwritten signatures)



- 10. Assisting/Guiding the Office assistant in maintaining of Day book, General Ledger and all other registers and Books.
- 11. Design new training programs by collecting feedback on emerging business opportunities in the area.
- 12. Prepare case studies and training materials for effective delivery of sessions
- 13. Establish liaison with outside agencies
- 14. Assist Director in internal control/administration of the institute.
- 15. Organising functions, events and meetings of the Institute.
- 16. Preparation of Press release/reports on various activities of the Institute.
- 17. Supervising the work of assistant, attender, watchman cum Gardner of the Institute.
- 18. Monitoring the performance of Guest faculty of all skill trainings.
- 19. Maintenance of Inventory and Library books of the Institute.
- 20. Overseeing the maintenance of entire campus including class rooms, Kitchen, dining and Dormitory and to ensure to keep the premises clean and tidy.
- 21. Maintaining discipline in the Institute and ensuring administration of MILLY, LOG, PRAYER, YOGA SHRAMADHAN etc on daily basis.
- 22. Any other work assigned by the Director from time to time.

B. ATTENDANT-

- Generally all subordinate work of the Institute for assisting the Director and other staff of the Institute for smooth functioning of the day to day activities.
- Up keeping of premises including office, training class rooms, dormitory, bathrooms, filing cabinet, visitors lounge etc.
- Filing the documents in respective files as per direction of office Assistant/Faculty/ Director. Going to Bank branches for all Bank work like for getting pass book updating etc. as per the instructions of Director.
- Any other work entrusted by the Director from time to time.

C WATCHMAN/GARDNER:

- Watch and ward of the premises
- Gardening work and maintenance and upkeep of the premises.
- In case of need to perform the duties of the attendant.
- Any other work entrusted by the Director from time to time

(Handwritten initials)



Application Form for Candidates-



Indian Bank Self Employment Training Institute(INDSETI)

Application for engagement on contract basis

Post applied for (please tick at any ONE in appropriate box)-

Faculty at RSETI Sitapur []

Faculty at RSETI Shrawasti []

Attender at RSETI Sitapur []

Attender at RSETI Bahraich []

Watchman cum gardner at RSETI Sitapur []

1. Name-
2. Father's Name-
3. Age & DOB-
4. Address-
5. Contact Number-
6. E-mail Id-
7. Language known-
8. Marital Status-
9. Nationality-
10. Educational Qualification-

Please affix
Photograph

S.No	Qualification	Specification/Main Subject	Name of Institute/University/Board	Year of Passing	% of Marks
1.					
2.					
3.					
4.					
5.					
6.					
7.					

11. Technical Skills:

- a. Typing-
- b. Computer-

12. Work Experience-

S.No	Organization	Designation	Nature of Job	Period
1.				
2.				
3.				
4.				

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 mention above.

Date:

Place:

Signature of Applicant