

**ENGAGEMENT OF SUPPORT STAFF AT
INDIAN BANK RURAL SELF EMPLOYMENT TRAINING INSTITUTE
(INDRSETI) Villupuram**

IMPORTANT: LAST DATE OF RECEIPT OF APPLICATIONS – 20.05.2024

Indian Bank Rural self Employment Training Institutes is a unit under Indian Bank Trust for Rural Development under the aegis of Ministry of Rural Development, Government of India. We are looking for engagement of support staff on contractual basis for a period of three years at Villupuram for training and official duties. The details are given below:

No of vacancies Faculty – 1 nos at Villupuram

Candidates residing in respective local areas will get preference in their respective institutions.

| S.No | Parameters | Eligibility Criteria |
|-------------|------------------------------------|--|
| 1 | Age | 22 to 40 years |
| 2 | Educational Qualification | Shall be a graduate / PG viz., (MSW/M.A in Rural Development / M.A in Sociology / Psychology / B.Sc.(Veterinary)/B.Sc.(Horticulture)/B.Sc.(Agri.)/ B.Sc. Agri. Marketing, BA with B.Ed |
| 3 | Experience | Previous experience as faculty is preferred |
| 4 | Communication skills | Good communication skill in Local language (Tamil) and English are essential. |
| 5 | Technical Skills | Shall have a flair for teaching and possess sound computer knowledge. |
| 6 | Other requirements | Valid Driving Licence is a must since the nature of job also involves travelling/field visit. |
| 7 | Salary structure and other details | <ul style="list-style-type: none"> • Consolidated Salary of Rs.20,000/- which may be revised on an annual basis @ 10% on satisfactory performance. • Fixed Travel Allowance (FTA): Actuals subject to minimum of Rs.1500/-pm against bills or can claim Rs.500/- on declaration basis • Leave/non-financial benefits as decided by the Trust from time to time. |

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. Applicant shall apply in the prescribed format with full details duly filling all the 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.
3. Completed application with all particulars supported by relevant certificates to be sent by Post/ Regd. Post / Courier to the address of INDRSETI, as given hereunder:

**The Director,
Indian Bank Rural Self Employment Training Institute
No.5, Alamelupuran
Mambalapattu Road
Villupuram - 605602**

With inscription ***Application for the post of Faculty***

4. The INDRSETI reserves the right to reject incomplete/ ineligible application
5. Selection Process 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, developmental approach
 - iii. Demonstration / Presentation to assess teaching skills and communication capability
6. Selected/ empanelled candidates shall be placed in the waiting list for future absorption, if required.
7. Validity of the empanelled candidates shall be for a period of one year.
8. The duties and responsibilities of the Faculty shall be as entrusted by the Director, INDRSETI.
9. 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 INDRSETI and shall devote time and best skills and efforts in the service of the INDRSETI
10. The candidate shall do any duty entrusted to him and take precautions to safeguard the INDRSETI's goodwill/interest/property against negligence, mishandling or non-performance during the course of his/her duties or otherwise.
11. 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.
12. 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.

13. If the candidate desires to withdraw his engagement as Faculty, he/she shall give one month notice to the INDRSETI of his intention to do so.
14. Any misconduct will be dealt with disciplinary proceedings and suitable punishment including termination will be under taken by the Trust.
15. 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 INDRSETI out of the work place /premises nor shall he in any way at time disclose, divulge to anybody or make public any information of the INDRSETI. He/ she shall be responsible for and shall take care of all books, computer software materials, documents or any other property /properties of the INDRSETI generally and specifically entrusted to him/ her.
16. 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 INDRSETI will stand disengaged forthwith.
17. 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.
- 18. The last date of receipt of filled in application is 20.05.2024 Monday 5.00 PM**