

Engagement of Two Office Assistant on Contract basis

Important: Last Date of Receipt of Applications- 16.07.2025

Indian Bank Rural Self Employment Training Institute 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 3(Three) years at Lakhimpur Kheri U.P. for training and official duties. The details are given below:

No. of Vacancies Office Assistant- Two (2) at Lakhimpur-Kheri U.P.

S.No	Parameters	Eligibility Criteria
1	Age	22-40 years
2	Educational Qualification	Should 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 preferred.
4	Communication Skills	Shall be fluent in spoken and written local language. Fluency in English would be an added qualification.
5	Technical Skills	Shall be proficient in MS Office (Word & Excel), Tally & Internet. Skills in typing in local language are essential, Typing skills in English an added advantage.
6	Other Requirement	Valid Driving license is preferable since the nature of job also involves travelling/field visit.
7	Salary Structure & Other details	a. Consolidated salary of Rs 20000-1500x5-27500/-. Annual Performance incentive of Rs 1500/- every year will be based on satisfactory review/performance of services rendered. b. Fixed Conveyance Allowance (FCA): Rs 2000/- pm on declaration basis subject to terms & conditions. c. Mobile allowance: Rs 300/- pm d. Annual Medical allowance: Rs 5000/- on declaration basis. e. FPF, ESI, Gratuity as per rules



8	Leave details	S No	Category of Leave	Period
		1	Casual Leave	12 days per calendar year
		2	Privilege Leave	10 days per year
		3	Sick Leave	10 days per calendar year
		4	Maternity Leave	As per "The Maternity Benefit(Amendment) Act, 2017"
		5	Paternity Leave	15(Fifteen) days per child subject to the conditions as in case of Maternity Leave
9	Selection Process	<ul style="list-style-type: none"> • Written Test: to assess General Knowledge & Computer Capability. • Personal Interview: to assess communication ability, leadership qualities, attitude, problem solving ability and ability to get along with the trainees, developmental approach. 		

• **Job description of Office Assistant**

1. Assisting the Director and Faculty in effective functioning of the Institute to fulfill the objectives of the Trust.
2. Maintaining of Cash book, General Ledger, vouchers, as per the guidelines (Presently singleentry Book keeping).
3. Maintaining all books, registers, both manual and soft copy as per the prevailing guidelines from Trust/Ministry.
4. Maintaining and updating all data relating to trainings, Follow up, Settlement, etc.
5. Creating and updating MIS data as per the guidelines.
6. Preparation of monthly report and other periodical reports and submission to Trust, Ministry and other agencies involved in overall supervision of functioning of RSETI.
7. Organizing the required logistics for training including arranging Boarding, Dormitory, etc.
8. Arranging the training materials for all Skill batches.
9. Making registration of candidates in all the trainings, taking daily attendance of trainees,taking boarding attendance of trainees.
10. Conducting follow up visits as directed by Director and reporting the same to the Director.
11. Up keeping of all fixed Assets and maintaining of Inventory of items including trainingmaterials and equipment.



12. Maintaining the Library books and issuing books to the trainees as and when they demand.
13. Carry out all the Instructions /any other work given by the Director and faculty from time to time.

❖ **Other Terms & 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 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, Educational 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 Director INDSETI, Lakhimpur Kheri as given here under:

**The Director
(INDSETI)**
INDIAN BANK RURAL SELF EMPLOYMENT TRAINING INSTITUTE
Devkali Road Near Bhansadiya Railway Crossing
Lakhimpur Kheri-262701 U.P.

5. The INDSETI reserves the rights to reject incomplete/ineligible applications.
6. Selection Process
 - a. **Written Test:** to assess General Knowledge & Computer Capability.
 - b. **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 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 engagement by INDSEI and shall devote time and best skills and efforts in the service of INDSEI.
11. The candidate shall do any duty entrusted to him and take precautions to safeguard the INDSEI'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 Office Assistant, he/she shall give one month notice to the INDSEI of his intention to do so.
15. Any misconduct will be dealt with disciplinary proceeding and suitable punishment including termination will be undertaken by the Trust.
16. The candidate shall at all times observe the secrecy about any information coming to his knowledge during the period
17. If it is found that the candidate had at the time of his engagement as Office Assistant 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 INDSEI 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 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).

Date: 27.06.2025



Director, INDSEI