

# SNEHA TRUST

*(Sponsored by Indian Overseas Bank)*

*C/o Financial Inclusion Department*

*Indian Overseas Bank, Central office, 763, Anna Salai, Chennai -600 002*

“SNEHA” a Trust founded by Indian Overseas Bank, is running 14 Rural Self Employment Training Institutes (RSETIs).

RSETI aims at tackling the problem of unemployment through vigorous training, motivation, and practical orientation of the youth towards self-employment besides providing follow up/ escort services for enabling their self-employment as per the guidelines of MoRD.

Now “SNEHA” Trust requires personal for the post of Office Assistant for RSETI - Tirunelveli on contract basis.

SI.No	RSETIs	Office Assistant
1	TIRUNELVELI	1

## **Qualifications & Other Requirements:**

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

S.No	Post	Qualifications& Other Requirements:
2	Office Assistant	<ul style="list-style-type: none"><li>• Shall be a Graduate vi. BSW/BA/B. Com/ with computer knowledge. Knowledge in Basic Accounting is a preferred qualification</li><li>• Shall be fluent in spoken and written local language.</li><li>• Fluency in Hindi / English would be an added qualification</li><li>• Shall be proficient in MS Office (Word and Excel), Tally &amp; Internet.</li><li>• Skills in typing in local language is essential, Typing skills in English an added advantage</li></ul>

## **1.Minimum Standards of Recruitment:**

a. Only those candidates who meet the minimum eligibility criteria as outlined above will be considered. However, the Trust will evaluate most appropriate competencies including attitudes and behaviour.

b. The contract will be valid for **a period of 3 years** subject to annual review and renewal of the contract by the Trust once a year.

## 2.Selection Process

a. The selection process will 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

## 3.Application:

The common application form has been ported in our website [www.iob.in](http://www.iob.in). Applicants can download the form and apply for the respective post along with required copies of supportive documents as mentioned in the application.

Application fee of Rs.200/- for the post of Office Assistant towards the expenditure related to selection process which includes written test and interview has to be credited/sent to respective accounts as follows

S.No	Account No	Account Name	IFSC Code
1	02920200000555	IOB RESTI	IOBA0000292

The applicants can remit the amount to the said account by following modes.

Mode of payment	
Cash deposit in IOB branch/Transfer from any branch of IOB	Applicant may visit any nearby branch of IOB and pay the amount.
Cash Deposit / Transfer from other branches of any Bank other than IOB.	Applicants may credit the required fees to the RSETI Account by NEFT.

Eligible candidate may send their application along with attested copies of supporting certificates to respective RSETIs address within 15 days from the date of Advertisement.

**The Director, RSETI Tirunelveli, A-63, 5<sup>th</sup> cross street (First floor), Maharaja Nagar colony, Tirunelveli – 627011.**

## 4.Engagement on Contract

a. The Offer of Engagement of services will be issued by the Competent Authority / Trust and there will be no link or connection whatsoever with the parent Bank.

b. 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.

## 5.Joining Formalities

a) 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.

b) The selected candidate will be required to join soon, in any case not later than 15 days from the date of receiving the offer letter.

c) If either party decides to discontinue the contract, for any reason, whatsoever, the staff member or the organization, will be required to give one month's notice or equivalent salary in lieu thereof.

d) If there is any disciplinary action taken against any selected candidate in his / her earlier organization, the decision of the Management of Trust / Society / RSETI regarding the selection / non – selection of the said candidate, shall be final and binding."

e) The Trust reserves the right to terminate the contract without assigning any reasons. In such case, one-month notice or salary in lieu thereof will be payable by the organization.

f) The new joiner will submit a joining report to the Director and complete the required joining formalities

## **6. Job Description of Support Staff at RSETI**

### **A. Office Assistant**

1. Assisting the Director and Faculty in effective functioning of the Institute to fulfil the objectives of the Trust.

2. Maintaining of Cash book, General Ledger, vouchers, as per the guidelines (Presently single-entry Bookkeeping).

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. Organising 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 training materials and equipment.

12. Maintaining of Library books and issuing books to the trainees as and when they demand.

13. Carryout all the Instructions/any other work given by the Director and faculty from time to time.

## 7. Service Matters

### A. Emoluments

The emoluments payable to the support staff taken on contract is in the table below.

S.No	Post	Salary Structure		
1.	Office Assistant	Consolidated salary of Rs.20,000/- 1500*5 – Rs.27500/- Annual performance incentive of Rs.1500/-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.  Fixed Travel Allowance [FTA]: Actuals subject to minimum of Rs 1000/- pm against bills or can claim Rs 500/- on declaration basis.		
2.	Annual Medical allowance on declaration basis	Rs. 5000/-		
3.	Mobile Allowance	Rs.300/- per month		
4.	TA for outstation duties	TA payable for travel depends on the office exigencies and subject to approval of the tour programme by the competent authority i.e., Director of RSETI. For the approved tour programme/travel on duty, eligible mode of travel is 3 <sup>rd</sup> class AC. Otherwise, can also travel by public transport (Bus). Actual local conveyance by public transport will also be reimbursed.		
5.	HA for outstation tour (per day)		From 4to 8 Hrs	>8 hrs
		Office Assistant	Rs.200/-	Rs.400/-

### B. Leave

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

### **C. Career Planning**

1. If an Office Assistant has been performing very well and the contract has been renewed for two consecutive terms of three years, she/he may be designated as **Senior Office Assistant** for the next contract of three years. However the salary for all office assistant members shall be continued along with the existing annual increments accrued at the time of each renewal of the contract period.

2. Any extension / renewal in contract shall be done within time frame which is mandatory.

3. The retirement age for the Office Assistant shall be 60 years or the project period whichever is earlier, subject to satisfactory performance and renewal of contract period from time to time.

### **d. Induction:**

Induction is a systematic process of introducing the new joiners to RSETI, to enable them to understand the Vision, Mission, Values, Objectives of RSETI, Key features of RSETI, as well as their job responsibilities.

### **e. Increment**

The contract staff will be eligible for increment once she/he completes the contract period of one year satisfactorily.

### **f. Separation**

**i. Resignation:** The contract staff member who resigns from the services of the organization, will be required to serve one month after serving the notice or will forfeit proportionate salary / make good the salary as per the contract.

**ii. Dismissal for disciplinary reasons:** The contract of the staff may be terminated by the Director for reasons of serious misconduct by following due process as laid down, with due approval from the concerned Regional Manager.

### **g. Code of Conduct:**

#### **Misconduct:**

No staff member shall indulge in any form of misconduct in the organization. Misconduct will be categorized as – (i) Minor Misconduct and (ii) Major Misconduct. Without prejudice to the general meaning of the word "misconduct", the following omissions and commissions will constitute minor/ major misconduct.

1. **Minor Misconduct** This refers to irregularities and misconduct on the part of staff that are improper but not grave enough to warrant immediate suspension or dismissal viz.: Absence from duty without showing proper cause or without reporting the absence in a timely manner, even for a day
2. **Major Misconduct** Given below is the list of grave actions that warrant immediate investigation and suspension / dismissal viz.

(a) Theft, fraud, and falsification of records.

(b) Misappropriation of funds and property.

- (c) Failure to carry out duties as stated in the job description.
- (d) Failure to maintain responsible work behavior.
- (e) Failure to carry out instructions of the superiors.
- (f) Abuse of administrative rules and procedures for monetary gain.
- (g) Corruption (i.e. giving or accepting bribes or kickbacks in the form of money, services, gifts or discounts directly or indirectly).
- (h) Engaging directly in trade, commercial activity, other employment or any other activity regarded as conflict of interest.
- (i) Absence from duty for 3 or more consecutive days without prior intimation /permission.
- (j) Unauthorised disclosure of any confidential or classified information to public/outside/ others
- (k) Undisclosed conflict of interest
- (l) Insubordination (i.e. undermining authority)
- m) Physical violence against staff.
- (n) Discrimination and harassment whether racial, social or sexual.
- (o) Repeated instances of one or more minor misconduct.
- (p) Gross negligence or negligence of work which may be harmful to the organization.
- (q) Criminal conviction by a court.
- (r) Any action which may result in or create a situation detrimental to RSETI's work or reputation, outside or inside the place of work.
- (s) Holding double employment

**(iii) Disciplinary Action and procedure there of**

(a) In the case of minor misconduct, informal procedures such as one – to – one discussion will be conducted. Formal procedures will be employed in cases where informal mechanisms have failed. Even verbal warnings will be documented on file.

(b) In case of major misconduct appropriate action will be initiated by the Director. RM or his/ her representative will conduct an enquiry at the Institute to provide the opportunity for all concerned to put forward their cases. The person conducting the enquiry will then submit a report with recommendations. RM will take a decision and implement the same which will be binding on both the parties.

(c) In case of termination of contract for act of major misconduct, the staff member shall be relieved from the services with immediate effect and no contract amount in lieu of notice period will be payable.

(d) All disciplinary procedures will be unbiased and fair investigations will be conducted with the opportunity for defence.

(e) A staff member who is alleged to have committed an act of misconduct or has allegedly failed to comply with RSETI's policies will be given a show – cause notice / charge – sheet clearly mentioning the acts of omission / commission s/he is alleged to have indulged in seeking her/ his explanation for the same.

(f) The staff member will be given 7 days' time to reply to the show – cause notice/ charge sheet from the date on which such notice is served on the concerned staff member.

(g) On receipt of the explanation from the staff member, disciplinary action as deemed fit by the RM shall be initiated as follows:

- I. If the staff member admits the charges and allegations, the Regional Manager (RM) may decide to impose such punishment as deemed fit.
- II. If the staff member denies the charges and allegations, the RM may appoint an Enquiry Authority (EA) to go into the charges and allegations and submit the report within 15 days of the response.
- III. The EA will afford all reasonable opportunities to the staff member to be heard in the enquiry. The EA shall also examine any witnesses and evidence as may be placed before it.

(h) On receipt of the report of the EA, the RM after due consideration of the report may:

- I. If the EA has found the person guilty, agree to the charges, then, EA may impose such punishment as they deem fit, including dismissal where necessary
- II. For reasons to be recorded, disagree with the findings, and impose such punishment / acquit the person, as they deem fit.

(i) While arriving at the decision, the RM will consider the findings of the EA, the past service records of the staff member, any extenuating circumstances, and all other relevant material

#### **h. Standards of Service:**

The staff member shall carry out the assignment in accordance with the highest standard of professional and ethical competence and integrity, having due regard to the nature and purpose of the assignment and will conduct herself / himself in the required manner

**For any queries, the candidates may contact**

**The Director, RSETI Tirunelveli, A-63, 5<sup>th</sup> cross street (First floor), Maharaja Nagar colony, Tirunelveli – 627011 ; Email – iobrseti.tirunelveli@gmail.com**