

इंडियन बैंक, ग्रामीण विकास न्यास, बलरामपुर

सूचना

इंडसेटी बलरामपुर में संविदा (Contract) के आधार पर संकाय सदस्य (Faculty member), 01 पद)

तथा कार्यालय सहायक (Office Assistant), 01 पद की नियुक्ति

संविदा के आधार पर संकाय सदस्य (**Faculty Member**) (01 पद) एवं कार्यालय सहायक (**Office Assistant**) (01 पद) पर नियुक्ति हेतु आवेदन पत्र आमंत्रित किए जाते हैं। विज्ञापन प्रकाशन की तिथि को आवेदनकर्ता की आयु 22 से 40 वर्ष की होनी चाहिए।

इच्छुक एवं पात्र अभ्यर्थी आवेदन हेतु निर्धारित प्रारूप व विस्तृत जानकारी दिनांक **04.06.2022** से इंडियन बैंक की वेबसाइट www.indianbank.in से डाउनलोड कर सकते हैं अथवा इंडसेटी बलरामपुर से प्राप्त कर सकते हैं। आवेदन पत्र पंजीकृत डाक से इंडियन बैंक, आंचलिक कार्यालय गोंडा, निकट बस स्टैंड, बहराइच रोड गोंडा में प्राप्त होने की अंतिम तिथि **25.06.2022** सायं 5:00 बजे तक है।

तिथि: **04.06.2022**

प्राधिकृत अधिकारी
इंडियन बैंक ,ग्रामीण विकास न्यास

INDIAN BANK
Zonal Office, Gonda

Appointment of Faculty and Office Assistant in INDSETI, Balrampur

Vacancy:

| S.N | Post | No. of Vacancies |
|-----|------------------|------------------|
| 1 | Faculty members | 1 |
| 2 | Office Assistant | 1 |

The Qualification and other requirement for the post and other terms and conditions is as under-

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

1. Qualifications:-

A. Faculty member:

- 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.
- Excellent communication skills in the local language essential, fluency in English and Hindi will be an added advantage.
- Skills in Typing in Local Language essential.
- Typing skills in Hindi / English typing, an added advantage.
- Previous experience as Faculty preferred.

B. Office Assistant:

- Shall be a Graduate viz. BSW/BA/B.Com./ with computer knowledge
- Knowledge in Basic Accounting is a preferred qualification
- Shall be fluent in spoken and written local language.
- Fluency in Hindi / English would be an added qualification
- Shall be proficient in MS Office (Word and Excel), Tally & Internet
- Skills in typing in local language is essential, Typing skills in English an added advantage

2. Selection process:-

A. The selection process will comprise 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.
- Demonstration / Presentation to assess teaching skills and communication capability.

| S.N | Criteria | Faculty | Office Assistant |
|-----|----------------------------|---------|------------------|
| 1 | Written test | YES | YES |
| 2 | Personal Interview | YES | YES |
| 3 | Demonstration/Presentation | YES | 0 |

3. Salary:-

A. Faculty Member:

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.

B. Office Assistant:

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.

4. Contract duration:-

The contract will be valid for a period of 3 years subject to annual review and renewal of the contract by the Director once a year for Faculty. Other terms and condition of the recruitment and service matters will be governed as per HR manual for INDSETI .

**Application for the post of Faculty/ Office Assistant
(on contract basis) in INDSETI Balrampur**

**SELF ATTESTED
COLOURED
PASSPORT SIZE
PHOTOGRAPH**

| | | | |
|----------|---|--|--------------------------|
| | Application for the post of | <input type="checkbox"/> | <input type="checkbox"/> |
| | | Faculty | Office Assistant |
| | | Please tick in only one of the above option/box | |
| 1 | Name of the Applicant | | |
| 2 | Name of the father / Husband | | |
| 3 | Permanent address (attached residential proof) | | |
| 4 | Present address / address for communication | | |
| 5 | Phone No. Land line with STD code / Mobile No: | | |
| 6 | E-mail address | | |
| 7 | Date of Birth and age (attached attested copy of Matric certificate) | | |
| 8 | Category (Gen/SC/ST/OBC/) | | |
| 9 | Educational Qualifications (detailed below)(attach attested copy of certificates) | | |

| | Name of the Educational Institution | Location | Subjects Studied | Year of Passing | Grade / % of marks. |
|--|-------------------------------------|----------|------------------|-----------------|---------------------|
| High School | | | | | |
| College | | | | | |
| University | | | | | |
| Professional / specialized qualifications/ trainings | | | | | |
| Computer Knowledge | | | | | |
| Other qualifications, if any | | | | | |

| | | | | | |
|-----------|--|--|--|--|--|
| a) | | | | | |
| b) | | | | | |
| c) | | | | | |
| 10 | Details of work experience, Organization, Time Period. | | | | |
| 11 | Present Occupation | | | | |
| 12 | 12. Names of 2 references with postal address and telephone numbers, if any | | | | |
| a) | | | | | |
| b) | | | | | |
| 13 | Have you ever pleaded guilty or been convicted of a crime, if yes, when and where, provide full details. | | | | |
| 14 | Hobbies | | | | |

(Photocopies of educational/experience certificates)

15. Language Known

| Language | Read | Write | Speak | Understand |
|----------|------|-------|-------|------------|
| a)..... | () | () | () | () |
| b)..... | () | () | () | () |
| c)..... | () | () | () | () |

I hereby declare that:

- i. No punishment/penalty was inflicted on me during my services with previous employer.
- ii. No case of CBI or any other Law Enforcement Agency is pending against me
- iii. I am physically fit to carry out of the duties as Faculty/ assistant.
- iv. I am computer literate and can handle internet services also.

I understand that in case of my selection, the appointment shall be purely on temporary basis,. I also undertake not to claim the status of a permanent employee and the RESTI will reserve its right to dispense with my services by giving a notice of 30 days.

The information provided above is true in all respect and I understand that if any time the information found to be false or incorrect, at any stage or not satisfying any of the eligibility criteria to the terms of HR policy approved by Ministry of Rural Development (MoRD), my candidature is liable to be cancelled The RSETI will have the absolute right to terminate my candidature/services and initiate legal action against me as warranted under the law.

Date:

Place:

Signature of the applicant