



INDIAN BANK TRUST FOR RURAL DEVELOPMENT (IBTRD)
C/O FINANCIAL INCLUSION DEPARTMENT, CORPORATE OFFICE INDIAN BANK,
CHENNAI-14

**ENGAGEMENT ON CONTRACT BASIS OF 1 FACULTY AT INDSETI HAMIRPUR
1 FACULTY/ 1 WATCHMAN CUM GARDENER AT INDSETI BANDA
1 FACULTY/ 1 OFFICE ASSISTANT/ 1 WATCHMAN CUM GARDENER AT INDSETI MAHOBA**

IMPORTANT: LAST DATE OF RECEIPT OF APPLICATION 10/06/2023

Financial Literacy or Financial education can broadly be defined as providing familiarity with and understanding of financial market products, especially rewards and risks, in order to make informed choices. It primarily relates to personal finance to enable individuals to take effective action to improve Overall well-being and avoid distress in matters that are financial. It also goes beyond the provision of financial information and advice. The focus is primarily on the individual, who usually has limited resources and skills to appreciate the complexities of financial dealings with financial intermediaries on a day to day basis.

As per guidelines, IBTRD is now proposing to engage staff on vacant post on contractual basis at INDSETI HAMIRPUR, BANDA and MAHOBA for a period of two years at above locations.

Objectives of INDSETI centre:

- ❖ Identify, orient, motivate and assist unemployed youth to undergo free residential training at INDSETI to take up self-employment / wage employment activities.
- ❖ Impart knowledge and skills to the candidates by organizing training programs on Agri based activities, product, process and general EDP.
- ❖ Achieve high settlement rate for all the trained candidates
- ❖ Facilitate Bank credit linkage for trained candidates
- ❖ Provide handholding support for a period of two years to the trained candidates to help them overcome teething problems and guide them for settlement.
- ❖ Provide the required exposure for highlighting achievements of successful entrepreneurs and facilitate marketing of their products.

No. of vacancy for Faculty – 01 at INDSETI HAMIRPUR

No. of vacancy for Faculty – 01 Watchman cum gardener – 01, at INDSETI BANDA

No. of vacancy for Faculty – 01, Office assistant- 01, Watchman cum gardener-01, at INDSETI MAHOBA

Qualifications & Other Requirements:

SN	Position	Qualifications & Other Requirements
1.	Faculty	<ul style="list-style-type: none">• 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

		<p>Knowledge</p> <ul style="list-style-type: none"> • 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
2.	Office Assistant	<ul style="list-style-type: none"> • 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
3.	Watchman/Gardener	<ul style="list-style-type: none"> • Should have passed 7th Standard • Should have experience preferably in agriculture/ gardening/ horticulture

SALARY STRUCTURE & OTHER DETAILS

S.N.	Category	Salary Structure
01	Faculty	<p>(i) 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.</p> <p>(ii) Fixed Travel Allowance [FTA]: Actuals subject to minimum of Rs 1500/- pm against bills or can claim Rs 500/- on declaration basis.</p> <p>(iii) EPF, ESI, Gratuity as per rules</p>
02	Office Assistant	<p>(i) 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.</p> <p>(ii) Fixed Travel Allowance [FTA]: Actuals subject to minimum of Rs 1000/- pm against bills or can claim Rs 500/- on declaration basis.</p> <p>(iii) EPF, ESI, Gratuity as per rules</p>
03	Watchman/Gardner	<p>(iv) Consolidated salary of Rs. 6,000/- 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.</p> <p>(v) Fixed Travel Allowance [FTA]: Rs 500/-pm</p> <p>(vi) EPF, ESI, Gratuity as per rules</p>

04	Annual Medical allowance on declaration basis	Faculty	Rs.3000/-	
		Office Assistant	Rs.2500/-	
		Watchman/Gardener	Rs. 2000/-	
05	Group Insurance	All Support staff members may be covered under the group insurance scheme up to a reasonable monetary limit. Benefits of Jan DhanYojana may also be passed on to the outsourced staff by making requisite payment to the Bank by INDSETI on behalf of the staff.		
06	TA for outstation duties	The travelling expenses payable for travel to the staff of INDSETI is dependent on the office exigencies and approval of the tour programme on duty either for follow up / EAP / other office work by the competent authority i.e. Director of INDSETI. For the approved tour programme/travel on duty, eligible mode is II Class sleeper by train by the regular/shortest route or equivalent class by Public Transport (Bus). A reasonable local conveyance by public transport may also be reimbursed.		
07	HA for outstation tour (per day)		From 4 to 8 hrs	> 8 hrs
		i. Faculty	150.00	300.00
		ii. Office Assistant	100.00	200.00

Leave:

S.N.	Category of Leave	Period
1	Casual Leave	12 days per year
2	Privilege Leave	10 days per year
3	Sick Leave	10 days
4	Maternity Leave	90 days per child in a contract of one year after completing six months of entering into contract subject to maximum of two surviving children.

Recruitment Process:-

INDSETI staff shall be recruited from open market. Trust / Society / INDSETI will advertise for the most competent candidates in relevant local / regional newspapers which have the reach to the district level; on the Trust / Society/ INDSETI website and will also be put up on the INDSETI Notice Board, in order to ensure a fair and transparent recruitment process.

Selection Process :-

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.
- III) **Demonstration / Presentation** to assess teaching skills and communication capability.

S.N.	Criteria	Faculty	Office Assistant	Watchman/Gardener
1	Written Test	✓	✓	
2	Personal Interview	✓	✓	✓
3	Demonstration / Presentation	✓		

JOB DESCRIPTION OF SUPPORT STAFF AT INDSETIs

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

B. 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 single entry 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 INDSETI.
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.

C. Watchman/Gardener

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

Other Terms and conditions:

Increment: -

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

The annual Increment rate for the Senior Faculty / Senior Office Assistant may be fixed at 15%.

Career Planning:-

If a faculty member has been performing very well and the contract has been renewed for two consecutive terms, s/he may be designated as **Senior Faculty** for the next contract of three years.

Similarly, if an Office Assistant has been performing very well and the contract has been renewed for two consecutive terms of three years, s/he may be designated as **Senior Office Assistant** for the next contract.

Separation:-

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.

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.

Any extension / renewal in contract shall be done within timeframe which is mandatory

1. The selected candidate will be engaged on contractual basis for a period of two years subject to annual review and renewal of the contract once in a year and extendable for further three years based on the performance. 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. If any disciplinary action is taken against any candidate in his/her earlier organization. The decision of the Management of Trust regarding selection of the said candidate shall be final and binding.
3. Applicant shall apply in the prescribed format (available in Bank's website) with full details.
4. Completed application with all details supported by relevant certificates to be sent by Regd. Post/by hand to the address given below (Depending upon the preferred location):

**Indian Bank, ZO HAMIRPUR
Ramedl Taraunj, Ramedl,
Hamirpur U.P. 210301**

**Indian Bank, INDSETI Hamirpur,
Surajpur Danda, Kuchhechha, Hamirpur PIN 210301**

**Indian Bank, INDSETI Banda
Pt J N P G College,
Civil Lines, Banda UP 210001**

**Indian Bank, INDSETI Mahoba
Laudi Road, Near Home Guard office,
Bhatipura, Mahoba U.P. 210427**

5. IBTRD reserves the right to reject incomplete/ineligible application.
6. The duties and responsibilities of the staff shall be as entrusted by the IBTRD.
7. The candidate so engaged shall not during his/her period of engagement involve Himself/herself directly or indirectly if any other business or employment while engages by IBTRD and shall devote time and best skills and efforts in the service of the IBTRD.
8. The candidate shall carry out the duties entrusted to him and take precautions to safeguard the IBTRD's goodwill/interest/property against negligence, Mishandling, non performance during the course off his/her duties or otherwise.
9. 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.
10. 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.
11. If the candidate desires to withdraw his/her engagement, he/she shall give one month notice to the IBTRD of his/her intention to do so.
12. Any misconduct will be dealt with disciplinary proceedings and suitable punishment including termination will be under taken by the IBTRD.
13. The candidate shall at all times 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 is 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.
14. There will be no commitment/obligation/liability for the Bank to absorb such candidate who is selected on contract for any job in the Bank at any time.
15. The candidate has to adhere to any other terms and conditions stipulated by the Trust from time to time.
16. The selection/renewal of contract is based on the guidelines/norms as per HR policy adopted by IBTRD.

