



இந்தியன் வங்கி சுயவேலை வாய்ப்பு பயிற்சி நிறுவனம்
इंडियन बैंक स्वरोजगार प्रशिक्षण संस्थान
INDIAN BANK SELF EMPLOYMENT TRAINING INSTITUTE
(under the aegis of Ministry of Rural Development, Govt of India)
258, Lenin Street, Kuyavarpalayam, Puducherry 605 013
Phone no.0413 2246500 – email indsetipuducherry@gmail.com

APPLICATION FOR ENGAGEMENT AS ATTENDER ON CONTRACT BASIS

1. Name :	Please affix your recent passport size color photograph
2. Father's Name :	
3. Age and Date of Birth :	
4. Address for Communication:	
5. Mobile No :	
6. E-Mail ID :	
7. Marital Status : Married / Unmarried	
8. Nationality :	

9. Educational Qualification : (from 10th std onwards – use separate sheet if necessary)

Sl. No	Qualification	Specification/Main subject	Name of Institution & University/Board	Year of Passing	% of Marks

10. Work Experience:

Sl. No	Organization	Designation	Nature of Job	Period

Declaration

I hereby declare that the above information furnished by me is true to the best of my knowledge and belief. If you found the above information as incorrect in future, my candidature / contract may be terminated with immediate effect and the losses occurred can be accounted on me.

Place:

Date :

Signature of The Applicant



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

IMPORTANT: LAST DATE OF RECEIPT OF APPLICATIONS – 30.08.2025

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 Puducherry for training and official duties. The details are given below:

No of vacancies - Attender – 1 no at Puducherry

Sl.No	Parameters	Eligibility Criteria
1	Age	22 to 40 Years
2	Educational Qualification	Shall be a Matriculate (10th Standard)
3	Experience	Previous experience as Attender is Preferred.
4	Communication Skills	Shall be fluent in Spoken and Written in Tamil Language.
5	Other requirements	Should have experience in office and maintenance-related work. Must be capable of organizing office materials and documents. Should be well-versed in office cleaning and maintenance work. Must possess punctuality, discipline, and a sense of responsibility. Must be able to ride a two-wheeler and hold a valid driving License.
7	Salary Structure and other details	<p>₹14,000/- per month (Leave, Fixed TA, and Medical Allowance will be provided as per institutional rules). An annual performance incentive of ₹1,000/- will be awarded each year based on a satisfactory review and performance of the services rendered.</p> <p>Fixed Conveyance Allowance (FCA) of ₹1,000/- per month will be provided on a declaration basis</p>
8	Selection Process	Interview

Other Terms and Conditions:

- 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. It is, however, to be clearly understood that 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.
- 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.
- 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, Education 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 INDSETI, PUDUCHERRY as given here under:

**The Director,
Indian Bank Rural Self Employment Training Institute,
258, Lenin Street ,
Kuyavarpalayam,
Puducherry 605 013
Phone no. 0413 2246500**

5. **The INDSETI reserves the rights to reject incomplete / ineligible applications.**
6. **Selection Process comprise of**
1. Personal Interview to assess communication ability, leadership qualities, attitude, problem solving ability and ability to get along with the trainees, developmental approach
 7. Selected / empaneled candidates shall be placed in the waiting list for future absorption, if required.
 8. Validity of the empaneled candidates shall be for a period of one year.
 9. The duties and responsibilities of the Attender shall be as entrusted by the Director, INDRSETI.
 10. The candidate so engaged shall 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.
 11. The candidate shall do any duty entrusted to him and take precautions to safeguard the INDRSETI's goodwill / interest / property against negligence, mishandling or nonperformance 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 or her engagement as Attender he / she shall give one-month notice to the INDRSETI of his intention to do so.
 15. Any misconduct will be dealt with disciplinary proceedings and suitable punishment including termination will be under taken by the Trust.
 16. 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/she be 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.
 17. 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.

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 terms 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: 12.08.2025



Director,
INDSETI PUDUCHERRY

