



INDIAN BANK TRUST FOR RURAL DEVELOPMENT (IBTRD)

C/O Financial Inclusion Department

Indian Bank, Corporate Office, 254-260 Avvai Shanmugham Salai, Chennai-14

Engagement of Supporting Staff on 3-year contract basis AT INDIAN BANK RURAL SELF EMPLOYMENT TRAINING INSTITUTE located in Krishnagiri and Dharmapuri Districts.

IMPORTANT: LAST DATE OF RECEIPT OF APPLICATION – 26/04/2021

Indian Bank Trust for Rural Development (IBTRD) is running 12 Indian Bank Self –Employment Training Institutes (INDRSETIs) at Cuddalore, Dharmapuri, Kanchipuram, Krishnagiri, Namakkal, Salem, Thiruvannamalai, Tiruvallur, Vellore, Villupuram (Tamil Nadu), Puducherry (UT of Puducherry) and Chittoor (Andhra Pradesh). IBTRD is looking for engagement of support staff on contractual basis for a period of three years at "INDRSETI KRISHNAGIRI and DHARMAPURI. The details are given below:

Qualification/Other criteria

S. No	Position	Vacancies	Age	Qualification/ Other criteria	Remuneration	Selection process
1	Faculty	2 (INDSETI Krishnagiri)	22-40 years	<ul style="list-style-type: none">•Should be a Graduate/Post graduate viz., MSW/MA in rural development /MA in sociology/ psychology/ B.Sc(Agri/Horti/Agri.Marketing/ veterinary)/ B.A with B.Ed etc.•Should have a flair for teaching and possess sound computer Knowledge.•Communication skill and typing in Tamil is essential.•Fluency and typing in English, previous experience as faculty and TWO-WHEELER driving license holder will be given preference.	Rs.20000/- Per Month	Written Test, Demonstration/ Presentation followed by Personal Interview
2	Office Assistant	1 (INDSETI Dharmapuri)	22-40 years	<ul style="list-style-type: none">•Graduate/BSW/BA/B.Com/ with computer knowledge.•Should be Proficient in MS Office (Word & Excel), Tally & Internet•Communication skill and typing in Tamil is essential.•Fluency and typing in English, knowledge in basic accounts and Two Wheeler driving license holder will be given preference.	Rs.12000/- Per Month	Written Test followed by Personal Interview
3	Attender	1 (INDSETI Krishnagiri)	22-40 years	<ul style="list-style-type: none">•Shall be a Matriculate•Ability to read and write in Tamil and Two Wheeler driving license holder will be given preference.	Rs.8000/- Per Month	Personal Interview only

Other Terms and conditions

1. The selected candidate will be engaged on **contractual basis** for a period of three years subject to annual review and renewal of the contract once in a year. Such engagement shall come to an end after expiry of 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 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 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, Father's name, Date of Birth, correspondence Address, Permanent Address, Phone/Mobile number, Educational Qualifications with photocopy of Certificates, Experience, Post applied for etc.
4. Completed application with all particulars supported by relevant certificates to be sent By Post/ Regd. Post to the address as given hereunder:

For Faculty and Attender	For Office Assistant
The Director, Indian Bank Rural Self Employment Training Institute, TRYSEM Building, KRP Dam, Krishnagiri, Krishnagiri District-635101 Land Line-04343-240500, Mobile-9442247921 Email:indsetikrishnagiri@yahoo.com	The Director, Indian Bank Rural Self Employment Training Institute, Khadi Building, Collectorate campus, Dharmapuri-636705 Land Line-04342-230511, Mobile-9442274912 Email:indsetidharmapuri@gmail.com

5. The INDSETI reserves the right to reject incomplete/ ineligible application
6. Selection Process 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.
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 staff shall be as entrusted by the Director, INDRSETI.

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 engaged by INDSETI and shall devote time and best skills and efforts in the service of the INDSETI.
11. The candidate shall do any duty entrusted to him and take precautions to safeguard the INDSETI'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 faculty/Office Assistant/attendant, he / she shall give one-month notice to the Director, INDSETI 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 INDSETI out of the work place / premises nor shall he in any way at time disclose, divulge to anybody or make public any information of the INDSETI. He / She shall be responsible for and shall take care of all books, computer software materials, documents or any other property / properties of the INDSETI generally and specifically entrusted to him / her.
17. If it is found that the candidate had at the time of his engagement as Faculty / Office Assistant /Attendant 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 INDSETI 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).



Indian Bank Rural Self Employment Training Institute(INDRSETI)
Khadi Building, Collectorate complex, Dharmapuri-636705.
Mail-id:indsetidharmapuri@gmail.com Mobile no:9442274912

APPLICATION FOR ENGAGEMENT AS OFFICE ASSISTANT ON CONTRACT BASIS

1. Name :
2. Father's Name :
3. Age & DOB :
4. Address :
(For Communication)
5. Contact Number :
6. E-mail ID :
7. Language Know :
8. Marital Status :
9. Nationality :
10. Educational Qualification :

Please affix your
photograph here

s.no	Qualification	Specification/ Main subject	Name of Institute & university / Board	Year of Passing	% of Marks

11. Technical Skills :
 - a. Typing:
 - b. Computer:
 - c. Two wheeler driving license:

12. Work Experience :

s.no	Organization	Designation	Nature of job	Period

I hereby declare that above information given by me is correct and true to the best of my knowledge. I accept the terms and conditions as mentioned above.

Date:
Place:

Signature of the Applicant



Indian Bank Rural Self Employment Training Institute(INDRSETI)
Trysem Building, KRP Dam, Krishnagiri District-635101.
Mail-id:indsetikrishnagiri@yahoo.com Mobile no:9442247921

APPLICATION FOR ENGAGEMENT AS FACULTY ON CONTRACT BASIS

01. Name :
02. Father's Name :
03. Age & DOB :
04. Address :
(For Communication)
05. Contact Number :
06. E-mail ID :
07. Language Know :
08. Marital Status :
09. Nationality :
10. Educational Qualification:

Please affix your
photograph here

s.no	Qualification	Specification/ Main subject	Name of Institute & university / Board	Year of Passing	% of Marks

11 Technical Skills :

A. Typing:

B: Computer:

C: Two wheeler driving license:

12 Work Experience :

S.No	Organization	Designation	Nature of job	Period

I hereby declare that above information given by me is correct and true to the best of my knowledge. I accept the terms and conditions as mentioned above.

Date:

Place:

Signature of the Applicant



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Trysem Building, KRP Dam, Krishnagiri District-635101.
Mail-id:indsetikrishnagiri@yahoo.com Mobile no:9442247921

APPLICATION FOR ENGAGEMENT AS ATTENDER ON CONTRACT BASIS

01. Name :
02. Father's Name :
03. Age & DOB :
04. Address :
(For Communication)

05. Contact Number :
06. E-mail ID :
07. Language Know :
08. Marital Status :
09. Nationality :
10. Educational Qualification:

Please affix your
photograph here

S.No	Qualification	Specification/ Main subject	Name of Institute & university / Board	Year of Passing	% of Marks

11. Two wheeler driving license:

12 Work Experience :

S.No	Organization	Designation	Nature of job	Period

I hereby declare that above information given by me is correct and true to the best of my knowledge. I accept the terms and conditions as mentioned above.

Date:

Place:

Signature of the Applicant