

Phone No.: 07672-298414, Mobile No.: 8109806235, email id: alhbrsetisatna@gmail.com

Engagement of Support Staff (Office Assistant and Attender) at Indian Bank Self Employment Training Institute (INDSETI) Satna on Contract Basis

Important : Last Date of Receipt of Application : 10-02-2025

Indian Bank Trust for Rural Development (IBTRD) is looking for engagement of support staff on contractual basis for a period of three years @ **INDSETI SATNA** for training and official duties. The details are given below:

Sl. No.	Parameter	Office Assistant
1	Age	22-40 years
2	Educational Qualification	Shall be a Graduate viz. BSW/BA/B.Com./ with computer knowledge Knowledge in Basic Accounting is a preferred qualification
3	Experience	Previous experience as office work preferred
4	Communication Skill	Shall be fluent in spoken and written local language. Fluency in Hindi / English would be an added qualification
5	Technical Skills	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
6	Other Requirements	Valid Driving License is a must since the nature of job also involves travelling / field visit
7	Salary Structure and other details	Consolidated Salary of Rs. 20000/- pm. Annual Performance incentive of Rs. 1500/- x 5 every year subject to satisfactory review/ performance. Fixed Conveyance Allowance of Rs. 2000/- pm on declaration basis, subject to completion of minimum number of visits for conducting EAPs, follow up etc. Mobile Allowance of Rs. 300/- pm
8	Job Roles	<ol style="list-style-type: none"> Assisting the Director and Faculty in effective functioning of the Institute to fulfil the objectives of the Trust. Maintaining of Cash Book, General Ledger, Vouchers, as per the guidelines Maintaining all books, registers, both manual and soft copy as per the prevailing guidelines from Trust/Ministry. Maintaining and updating all data relating to training, follow-up, settlement, etc. Creating and updating MIS data as per the guidelines. Preparation of monthly report and other periodical reports and submission to Trust, Ministry and other agencies involved in overall supervision of functioning of RSETI Organizing the required logistics for training including arranging Boarding, Dormitory, etc. Arranging the training materials for all skill batches.



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		<p>9. Making registration of candidates in all the trainings, taking daily attendance of trainees, taking boarding attendance of trainees.</p> <p>10. Conducting follow-up visits as directed by the Director and reporting the same to the Director.</p> <p>11. Up keeping of all fixed assets and maintaining of inventory of items including training materials and equipment.</p> <p>12. Maintaining the library books and issuing books to the trainees as and when they demand.</p> <p>13. Carry out all the instructions/ any other work given by the Director and faculty from time to time.</p>
9	Selection Process	Written Test and Personal Interview

Other Terms and Conditions

- 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 reason 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.
- If there is any disciplinary action taken against any candidate in his/ her earlier organisation, 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, Father's Name, Date of Birth, Correspondence Address, Permanent Address, Phone/Mobile Number, Educational Qualifications with photocopies of certificates, Experience, Post applied for etc.
- Completed application with all particulars supported by relevant certificates to be sent by Post/ Regd. Post to the INDSETI Satna as per given address as under:**

The Director,
Indian Bank Rural Self Employment Training Institute,
Near Bharhut Hotel, Civil Lines,
Satna-485001
Madhya Pradesh
Email id: alhbrsetisatna@gmail.com
Application should reach us on or before 10-02-2025
- The INDSETI reserves the right to reject incomplete/ ineligible application.
- Selected/ empanelled candidate shall be placed in the waiting list for future absorption, if required.
- Validity of the empanelled candidate shall be for a period of one year.



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8. The duties and responsibilities of the candidate shall be as mentioned earlier and entrusted by the Director INDSETI.
9. 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.
10. 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.
11. 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.
12. The selected candidate will be required to submit a medical fitness report signed by the district level medical officer, prior to joining to confirm his/ her current state of health.
13. If the candidate desires to withdraw his engagement, he/ she shall give one month notice to the INDSETI of his intention to do so.
14. Any misconduct will be dealt with disciplinary proceedings and suitable punishment including termination will be undertaken by the Trust.
15. 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/ she 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.
16. If it is found that the candidate had at time of his engagement thereafter given false information regarding name, age, percentage of marks, qualifications, 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.
17. 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.
18. The candidate has to adhere to any other terms and conditions stipulated by the Trust from time to time.
19. The selection/ renewal of contract is based on the guidelines/ norms as per HR policy adopted by IBTRD.
20. Certificates and documents to be submitted will be informed through engagement letter (after completion of selection process).

