



Indian Bank Self Employment Training Institute (INDSETI)

At- Chitragupta Colony, Behind Godda College, Godda-814133

Email Id: rsetigodda@gmail.com

Engagement of support staff at Indian Bank Self Employment Training Institute (INDSETI) Godda on contract basis

IMPORTANT: LAST DATE OF RECEIPT OF APPLICATION – 25.01.2024

Indian Bank Trust for Rural Development (IBTRD) is running Indian Bank Self- Employment Training Institutes (INDSETIs) in the Lead Districts, Now IBTRD is now looking for engagement of Attender (one) and Watchman cum Gardener (one) on contractual basis for a period of three years at Godda. The details are given below:

Vacancy details:

Attender – 01 Post (INDSETI Godda)

Watchman cum Gardener- 01 Post (INDSETI Godda)

Qualification and other Criteria for Attender:

Attender-01 Post at INDSETI Godda

01- Vacancy

S. No	Parameters	Eligibility Criteria / Norms
1.	Age	22-40 years
2.	Educational Qualification	Matriculation- 10 th pass
3.	Technical Skills	Should read and write in local language(Hindi)
4.	Nature of Job	Basic support service like maintenance of premises, filing and any other works assigned by the Director.
5	Salary Structure and other details	i. Consolidated Salary of Rs. 8000 per moth 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 service rendered. ii. Fixed Travel Allowance (FTA)- Rs. 500/- Per Month iii. Medical allowance/ Per annum- Rs.2000.00
6.	Selection Process	Personal Interview
7.	Application Site	www.indianbank.in/ career. Please super scribe location name on the cover while sending application.

Qualification and other Criteria for Watchman cum Gardener:

Watchman cum Gardener-01 Post at INSDETI Godda

01- Vacancy

S. No	Parameters	Eligibility Criteria / Norms
1.	Age	22-40 years
2.	Educational Qualification	Should have passed 7 th Standard
3.	Technical Skills	Should have experience preferably in agriculture/ gardening / horticulture
4.	Nature of Job	i. Watch and ward of premises ii. Gardening work, maintenance and upkeep of the premises. iii. In case of need to perform the duties of the attendant iv. Any other work entrusted by the director from time to time.
5	Salary Structure and other details	i. Consolidated Salary of Rs. 6000 per month 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 service rendered. ii. Fixed Travel Allowance (FTA)- Rs. 500/- Per Month iii. Medical allowance/ Per annum- Rs.2000.00
6.	Selection Process	Personal Interview
7.	Application Site	www.indianbank.in/ career. Please super scribe location name on the cover while sending application.

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 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 organisation, the decision of the Management of Trust / Society / RSETI regarding the selection of said candidate, shall be final and binding.

3. Applicant shall apply for **one post only** in 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 the particulars supported by relevant certificates to be sent by Post/ Reg. Post to the Indian Bank Zonal Office Deoghar- address as given under:

The Assistant General Manager
Indian Bank
Zonal Office Deoghar
498 A, Srikant Road,
Belabagn, Deoghar- 814112

The envelope should be superscripted with the name of post applied for.

5. The IBTRD reserves right to reject incomplete/ ineligible application.
6. The IBTRD reserves right to cancel the selection process at any point of time.
7. Selected/ empanelled candidates shall be placed in waiting list for future absorption, if required.
8. Validity of the empanelled candidates shall be for a period of one year.
9. The duties and responsibilities of the Attender / Watchman cum Gardener shall be as entrusted by the Director, INDSETI.
10. The candidate so engaged shall not during his/ her period of engagement involve himself/ herself directly/ 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/her and take precautions to safeguard the INSETI'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 date of joining to confirm his / her current state of health.
14. If the candidate desires to withdraw his / her engagement as Attender / Watchman cum Gardener, he / she shall give one month notice to the INDSETI of his intention 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 / 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 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 the 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 engagement as Attender / Watchman cum Gardener 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 and documents to be submitted will be informed through engagement letter (After completion of selection process).