

Annexure-B

Guidelines for recruitment of outsourced staff in RSETIs on contractual basis:

Last Date of Receipt of Applications: **23/03/2024**

VACANCIES PROPOSED TO BE FILLED IN RSETI

Sr.No.	Name of RSETI	Location of RSETI	POST	
			Office Assista	Watchman/ Gardener
1	Panchmahal (Godhra)	BSVS (RSETI) Panchmahal (Godhra)	1 (One)	1 (One)

ELIGIBILITY CRITERIA

(A) **Age Limit:** (As on 29.02.2024) **22-40 Years** (for Office Assistant and Watchman cum Gardener)

(B) **Qualification:**

SN	Position	Qualifications & Other Requirements in line with MoRD
1.	Office Assistant	<ul style="list-style-type: none">Shall be a Graduate viz. BSW/BA/B.Com./ with computer knowledgeKnowledge in Basic Accounting is a preferred qualificationShall be fluent in spoken and written local language.Fluency in Hindi / English would be an added qualificationShall be proficient in MS Office (Word and Excel), Tally & InternetSkills in typing in local language is essential, Typing skills in English an added advantage
2.	Watchman/ Gardener	<ul style="list-style-type: none">Should have passed 7th StandardShould have experience preferably in agriculture/ gardening/ horticulture

(C) **Salary Structure:**

1.	Office Assistant	<ul style="list-style-type: none">Consolidated salary of Rs.14000/- pm.Fixed Travel Allowance [FTA]: Actual subject to minimum of Rs. 1000/- pm against bills or can claim Rs 500/- on declaration.
2.	Watchman/ Gardener	<ul style="list-style-type: none">Consolidated salary of Rs.7500/- pm.Fixed Travel Allowance [FTA]: Actual Rs 500/- on declaration basis.

JOB DESCRIPTION OF SUPPORT STAFF AT RSETIs

1. 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 RSETI.
7. Organizing 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.

2. WATCHMAN/GARDNER:

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.

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.

S.N.	Criteria	Office Assistant	Watchman/ Gardener
1.	Written Test	√	
2.	Personal Interview	√	√

- Only those candidates who meet the minimum eligibility criteria as outlined in the advertisement will be considered.
- However, merely satisfying the eligibility norms do not confirm a candidate to be called for interview. The BSVS reserves the right to call only requisite number of candidates for interview after preliminary screening/short listing with reference to candidate's qualifications, suitability, experience etc.

CONTRACT PERIOD

The contract will be valid for a period of 12 month. BSVS trust will reserve the right for renewal/non-renewal of the contract based on the performance of the candidate during the contract period.

LEAVE

S.N.	Category of Leave	Period
01.	Casual Leave	12 days per year
02.	Privilege Leave	10 days per year
03.	Sick Leave	10 days
04.	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.

GENERAL INSTRUCTIONS

- a. While applying for the posts, the applicant should ensure that he/ she fulfills the eligibility and other norms mentioned above and that the particulars furnished not fulfill the eligibility norms and / or that he / she has furnished any incorrect /false information or has suppressed any material fact(s), his/her candidature will automatically stand cancelled. If any of the above shortcoming(s) is/are detected even after appointment, his/her contractual appointment is liable to be terminated without any notice.
- b. Mere submission of application against the advertisement and apparently fulfilling the criteria as prescribed in the advertisement would not bestow on him/her right to be called for interview.
- c. 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.
- d. The offer letter will contain details of contract, effective date, remuneration, duration and clause on renewal of contract subject to satisfactory review once in a year.

- e. If either party decides to discontinue the contract for any reason, whatsoever, the staff member or the organization, will be required to give one month's notice or equivalent salary in lieu thereof.
- f. If there is any disciplinary action taken against any selected candidate in his/her earlier organization, the decision of the BSVS trust regarding the selection non-selection of the said candidate, shall be final and binding."
- g. The BSVS trust reserves the right to terminate the contract without assigning any reasons. In such case, one month notice or salary in lieu there of will be payable by the organization.
- h. The new joinee will submit a joining report to the Director, RSETI and complete the required joining formalities.

SUBMISSION OF APPLICATION

- a. Eligible candidates have to submit/sent their duly filled and signed applications in the given format (Annexure C) with enclosure of education qualification and other relevant document in hardcopy only will be considered valid.
- b. Application received after the last date will not be entertained.
- c. Incomplete applications will be rejected. Application for more than one post in one RSETI or more than one RSETIS may be rejected.
- d. It should reach the address as under on or before **23/03/2024** along with required copy of supporting documents.

**The
Authorized Person
Baroda Swarojgar Vikas Sansthan
Baroda –RSETI
Shivampark Society,
Nr.Bank of Baroda Bamroli road Branch
Godhra-389001, Mob: 9099075899
Dist-Panchmahal**

- i. **Please sent the application on above mentioned address with title one envelope stating as applicable for respective post as under:**

**APPLICATION FOR THE POST OF “OFFICE ASSISSTANT” at
RSETI PANCHMAHAL (GODHRA) CONTRACTUAL BASIS.**

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**APPLICATION FOR THE POST OF “WATCHMAN/ GARDENER” at
RSETI PANCHMAHAL (GODHRA) ON CONTRACTUAL BASIS**