



இந்தியன் வங்கி ஊரக சுயவேலை வாய்ப்பு பயிற்சி நிறுவனம்
इंडियन बैंक स्वरोजगार प्रशिक्षण संस्थान
**INDIAN BANK RURAL SELF EMPLOYMENT TRAINING INSTITUTE
(INDRSETI)**

(under the aegis of Ministry of Rural Development, Govt of India)
5, Alamelupuram, First Floor, Mambalapattu Road, Villupuram - 605602
Phone no.04146 294115 – email indsetivillupuram2012@gmail.com

APPLICATION FOR ENGAGEMENT AS OFFICE ASSISTANT ON CONTRACT BASIS

Name of the post applied for
(Please tick appropriate Column)

Office Assistant

Please affix
your recent
Photograph

- 1 Name of the Applicant : Mr./Ms./Mrs.
- 2 Name of the Father/Guardian :
- 3 Contact Details:

Particulars	Permanent Address	Communication Address
(i) Door No.		
(ii) Street		
(iii) Village/Locality/Flat		
(iv) Post office		
(v) Taluk		
(vi) District with Pincode		
(vii) Contact Mobile Number and land line		
(viii) Mail ID		

4. Date of Birth(DD/MM/YYYY) :
5. Age :
6. Sex : Male / Female
(Please tick appropriate column)
7. Community : OBC / SC / ST / GENERAL
(Please tick : appropriate column)
- Nationality :



8	Educational Qualification :			
	Qualification	Institution	Year of passing	Percentage of marks
9	Computer Proficiency:			
	Qualification	Institution	From	To
	MS Office			
	Tally			
	Other (Please specify)			

10. Typing skills :

Typing	Tamil	English	Others (Please Specify)
Lower Grade			
Upper Grade			

(Please tick appropriate column)

11. Languages known :

Language	Read	Write	Speak
Tamil			
English			
Others (Please Specify)			

(Please tick appropriate column)

12. Previous experience :

Institution	Designation	Nature of Job	From	To

(Enclose experience certificate if any.)



13. **Any other relevant information :**

14. **Pending of any other criminal cases / proceeding :** Yes / No
(Please tick appropriate column)

15. **The attested copies of following certificates to be attached**
(Tick appropriate option as per the qualification requirement for the respective post.)

Particulars	Office Assistant
SSLC	
HSC	
UG- Degree	
PG - Degree	
Computer Proficiency	
Typing Skills	
Experience Certificate	
Community Certificate	

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





இந்தியன் வங்கி ஊரக சுயவேலை வாய்ப்பு பயிற்சி நிறுவனம்
इंडियन बैंक स्वरोजगार प्रशिक्षण संस्थान
**INDIAN BANK RURAL SELF EMPLOYMENT TRAINING INSTITUTE
(INDRSETI)**

(under the aegis of Ministry of Rural Development, Govt of India)
5, Alamelupuram, First Floor, Mambalapattu Road, Villupuram - 605602
Phone no.04146 294115 – email indsetivillupuram2012@gmail.com

IMPORTANT:LAST DATE OF RECEIPT OF APPLICATION: 18.08.2023

Indian Bank Trust for Rural Development (IBTRD) is running Indian Bank Rural Self –Employment Training Institute (INDRSETI) in the Lead Districts.Now, IBTRD is looking for engagement of support staff on **Contractual Basis** for a period of three years at INDRSETI, Villupuram for training and official duties.

The details are given below :

Office Assistant - 01 Post

Sl.No	Parameters	Eligibility Criteria
1	Age	22 to 40 Years
2	Educational Qualification	Shall be a Graduate viz., (BSW/B.A /B.Com/ with computer Knowledge. Knowledge in basic accounting is a preferred qualification.
3	Experience	Previous experience as Office Assistant is Preferred.
4	Communication Skills	Shall be fluent in Spoken and Written in Tamil Language,fluency in English would be an added qualification.
5	Technical Skills	Shall be proficient in MS Office,Internet,& Tally. Typing skill in English is essential. Typing skill in Tamil language would be an added advantage.
6	Other requirements	Valid Driving License is preferable since the nature of job also involves travelling/field visit.
7	Salary Structure and other details	i. Consolidated Salary of Rs.12,000/- which may be revised on an annual basis @ 10% of preceding year's consolidated salary on satisfactory review / performance of services rendered. ii. Fixed Travel Allowance (FTA) : Actuals subject to minimum of Rs.1000/- pm against bills or can claim Rs. 500/- on declaration basis. iii. Leave / non – financial benefits as decided by the Trust from time to time
8	Application site	www.indianbank.in / Career. Please super scribe location name on the cover while sending application.
9	Selection Process	Written Exam and Interview



Other Terms and Conditions:

1. 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.
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, 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 INDRSETI, VILLUPURAM as given here under:

**The Director,
Indian Bank Rural Self Employment Training Institute,
5, First Floor, Mambalapattu Road ,
Alamelupuram,
Villupuram 605 602
Phone no. 04146 294115**

5. **The INDRSETI reserves the rights to reject incomplete / ineligible applications.**
6. Selection Process comprises 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 / empanelled candidates shall be placed in the 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 Faculty / Office Assistant / 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 engagement as Faculty / Office Assistant / 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 in 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: 03.08.2023



AM
Director,

INDRSETI Villupuram