

Annexure-B

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

Last Date of Receipt of Applications: **15.06.2023**

Vacancies proposed to be filled in RSETIs:

Sr.No.	Name of RSETI	Location of RSETI	Post	
			Office Attender	Faculty
1	Mahasamund	BSVS Mahasamund	1 (One)	0
2	Dhamtari	BSVS Dhamtari	0	1 (One)

1. Eligibility Criteria:

(A) AGE LIMIT: (As on 15.06.2023)- 22-40 Years (for Office Attender and Faculty)

(B) Qualification:

Faculty	Sr. No.	Particulars	Proposed guidelines in line with MoRD
	i	Qualification & Other Requirements	<ul style="list-style-type: none"> ➤ Shall be a Graduate / Post Graduate viz. MSW/MA in Rural Development / MA in Sociology / Psychology / B.Sc. (Veterinary), B.Sc. (Horticulture), B.Sc. (Agri.), B.Sc. (Agri. Marketing) / B.A. with B.Ed. etc. Shall have a flair for teaching and possess ➤ sound Computer Knowledge Excellent communication skills in the local ➤ language essential, fluency in English and Hindi will be an added advantage. Typing skills in Hindi / English typing, an ➤ added advantage Previous experience as Faculty preferred
	ii	Salary Structure	<ul style="list-style-type: none"> i) Consolidated salary of Rs. 22,500/-pm. ii) Fixed Travel Allowance [FTA]: Travel Allowance on actual basis against bills or can claim Rs 500/- on declaration basis

Attendant	Sr. No.	Particulars	Proposed guidelines in line with MoRD
	i	Qualification & Other Requirements	<ul style="list-style-type: none"> ➤ Shall be a Matriculate Ability to Read and Write the Local ➤ Language preferred

	li	SalaryStructure	i) Consolidated salary of Rs.9500/-pm ii) Fixed Travel Allowance, Rs. 500/- on declaration basis
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(C) JOB DESCRIPTION OF SUPPORT STAFF AT RSETI.

(I). Faculty

1. Work as Faculty of the Institute handling sessions relating to entrepreneurship, motivation, personality development, business management, conducting business games etc guiding /educating the trainees, and coordinate the programmes of the Institute.
2. Conducting pre-training activities - EAPs, generation of applications and selection of candidates.
3. Assisting the Director in designing the Annual Action Plan and training programmes.
4. Arranging logistics for the training programmes, including training materials and arranging Guest faculty.
5. Providing post Training escort services including conducting of follow up meets/visits.
6. Providing counseling, credit linkage, preparation of project report etc.
7. Preparation of Success Stories and circulate.-a minimum of two stories per month to the Baroda Corporate Centre/ NACER (National Centre for Excellence of RSETI).
8. Preparation of Post Programme Report.
9. Preparation of monthly report and other periodical reports.
10. Assisting/Guiding the Office assistant in maintaining of Day book, General Ledger and all other registers and Books.
11. Design new training programs by collecting feedback on emerging business opportunities in the area.
12. Prepare case studies and training materials for effective delivery of sessions
13. Establish liaison with outside agencies
14. Assist Director in internal control/administration of the institute.
15. Organizing functions, events and meetings of the Institute.
16. Preparation of Press release/reports on various activities of the Institute.
17. Supervising the work of assistant, attendant, watchman cum Gardner of the Institute.
18. Monitoring the performance of Guest faculty of all skill trainings.
19. Maintenance of Inventory and Library books of the Institute.
20. Overseeing the maintenance of entire campus including class rooms, Kitchen, dining and Dormitory and to ensure to keep the premises clean and tidy.
21. Maintaining discipline in the Institute and ensuring administration of MILLY, LOG, PRAYER, YOGA SHRAMADHAN etc on daily basis.
22. Any other work assigned by the Director from time to time.

(II). Attendant/Attender

1. Generally all subordinate work of the Institute for assisting the Director and other staff of the Institute for smooth functioning of the day to day activities.
2. Up keeping of premises including office, training class rooms, dormitory, bathrooms, filing cabinet, visitors lounge etc.
3. Filing the documents in respective files as per direction of office Assistant/Faculty/ Director.
4. Going to Bank branches for all Bank work like for getting pass book updating etc. as per the instructions of Director.
5. Any other work entrusted by the Director from time to time.

(D) Selection Process: The selection process will comprise of:

- BSVS staff shall be recruited from open market. Regional office will advertise for the most competent candidates in relevant local / regional newspapers which have the reach to the district level and will also be put up on the BSVS Notice Board , in order to ensure a fair and transparent recruitment process. Advertisements will generally be displayed on BSVS Notice Board for a minimum• of two weeks. Applications received after the last date shall not be considered for the selection process
- No candidate shall be considered without an application for the position
- Candidates with best resumes will be shortlisted for further process

Selection Process

Personal Interview to be conducted to assess communication ability, leadership qualities, attitude, problem solving ability and ability to get along with the trainees, developmental approach. Member of the Interview Panel may be as under: Regional Manager/ Deputy Regional Manager of concerned Region Chairman• DDM, NABARD of concerned District. • Lead District Manager (If we are lead bank in the district) • Priority sector Incharge of concerned Region • Director of concerned BSVS • Selection list will have 3-5 candidates selected / empanelled under waiting list, valid for one year from the date of selection for future absorption, if required. Regional Office will submit the selection list with its recommendations to Zonal Office for final decision. Zonal Head, not below the rank of General Manager will approve the final selection of the candidate

Joining Formalities

The formal letter of engaging services is to be issued by the concerned BSVS centre on its letter head.

The selected candidate will be required to join soon, in any case not later than 15 days from the date of receiving the offer letter.

The offer letter will contain details of contract, effective date, remuneration, duration and clause on renewal of contract subject to satisfactory review after six months.

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. If there is any disciplinary action taken against any selected candidate in his / her earlier organization, the decision of the Management of Trust / Society / RSETI regarding the selection / non – selection of the said candidate, shall be final and binding.

(E) 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.

(F) 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.

(G) 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 are correct in all respects. In case it is detected at any stage of recruitment that a candidate does 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. Merely 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 thereof will be payable by the organization.
- h. The new joiner will submit a joining report to the Director, RSETI and complete the required joining formalities.

(H) 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 Hard copy 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 RSETI may be rejected.
- d. It should reach the address as under on or before **15.06.2023** along with required copy.

The
Authorized Person
Baroda Swarojgar Vikas Sansthan Trust

C/O Bank of
Baroda Regional Office Dham
tari
First Floor, civic centre, sector-5,
Bhilai (Chhattisgarh) – 490006

- e. Please send the application on above mentioned address with title on envelope stating as applicable for respective post as under:

**APPLICATION FOR THE POST OF “OFFICE Attendant/ Attender”
at RSETI Mahasamund ON CONTRACTUAL BASIS.**

OR

**APPLICATION FOR THE POST OF “Faculty” at RSETI Dhamtari
ON CONTRACTUAL BASIS.**

ANNEXURE- C

**APPLICATION FOR THE POST OF "_____"
_____ "ATRSETI Mahasamund/
Dhamtari ON CONTRACTUAL BASIS**

**To,
Authorised Person
Baroda Swarojgar Vikas Sansthan Trust**

**C/O Bank of Baroda
Regional Office Dhamtari
First Floor, Civic Centre, Sector 5,
Bhilai, (Chhattisgarh) – 490006**

Paste
Passport
size Photograph
Please
sign across
the Photograph

Dear Sir,

With reference to your advertisement on Bank's website/Newspaper dated _____,

I submit my application in prescribed format.

1. NAME (in full)- _____

2. ADDRESS FOR CORRESPONDENCE:

3. CATEGORY (GEN/SC/ST/OBC): _____

**4. If person with
Disability: Type of
disability:
Percentage of disability:**

**5. DATE OF BIRTH (As per School Leaving Certificate):
Age in completed years as on 01/04/2023: _____ Years _____ Month**

**6. Contact Details:
MOBILE NO.- _____ LANDLINE NO. _____
E-MAIL ID- _____**

7. GENDER:

8. NATIONALITY:

9. RELIGION:

10. MARITAL STATUS:

11. FATHER's/Husband's NAME:

12. PERMANENT ADDRESS: _____

13. COMMUNICATION SKILL IN LOCAL LANGUAGE HINDI & ENGLISH:

Sr.NO.	Name of Language	Weather essential or Not	Read	Write	Typing
1	Local Language i.e. Hindi	Essential	√	√	√
2	English				

14. EDUCATION QUALIFICATION:

Qualification	Details (B.A./B.Sc./M.A./M.Sc. etc.)	Board/University	Year of Passing	Subject/Specialization	Marks (Rank if any)
Graduation					
Post-Graduation					
Professional Qualification					
Others/Computer Knowledge					

15. RELATIVE EXPERIENCE - Total (in years) _____

SN	Name of Bank	Designation	Duration From To	Responsibilities	Pay Scale	Extra Ordinary Achievements

Total Years of Service _____
 _____ Years Out of which
 as an Officer _____ Years
 No. of years worked in Rural Areas _____ Years

15. Details of Past Employment:

- Organization:
- Full Address:

- c) Position:
- d) ReportingTo:
- e) Date ofJoining:
- f) Date ofLeaving:
- g) TotalExperience(InYear)
- h) Salary/CompensationPresentlyDrawn:

16. Dateof IssueofService Certificateof PreviousEmployer:_____

17. DetailsofPresent Employment:

- a) Organization
- b) FullAddress:
- c) Position:
- d) ReportingTo:
- e) Date ofJoining:
- f) Date ofLeaving:
- g) TotalExperience(InYear)
- h) Salary/CompensationPresentlyDrawn:

18. Details of Applicant close relative working in Bank of

- Barodai.) Name
- ii.) Post
- iii.) Presentlypostedat

19. Brief detail of experience in the Bank in respect of working in Rural area /as RuralDevelopment In-charge/asFaculty/as LDM,etc.

20. SignificantAchievement(IfAny)inrespectofaboveassignments-

21. Nameandaddresses of tworeferences-

1) _____

2) _____

DECLARATION:

I hereby declare that the particulars furnished above are true and correct to the best of knowledge and belief and I understand that in the event of any information being found false or incorrect or incomplete application at any stage or not satisfying the eligibility criteria according to the requirements of the relative advertisement, my candidature/ appointment for the said post is liable to be cancelled/terminated at any stage and if appointed, my service is liable to be terminated.

I hereby agree that any legal proceedings in respect of any matter of claims or disputes arising out of this application and/or out of said advertisement can be instituted by me only at place of concerned RSETI and Courts/tribunals/forums at said center only.

I undertake to abide by all the terms and conditions mentioned in the advertisement displayed on Bank's website dated _____.

(Signature of applicant)

Place: _____

Date: _____

Enclosures: Copy of All Educational Qualification/Experience certificate /other relevant document.

- 1.
- 2
- 3.
- 4.
- 5.
- 6.