



Indian Bank Trust for Rural Development (IBTRD)
Indian Bank
Corporate Office: Rural Banking Department
Plot no 254-260 Avvai Shanmugham Salai, Royapettah, Chennai 14.

ENGAGEMENT OF SUPPORT STAFF AT INDIAN BANK SELF EMPLOYMENT TRAINING INSTITUTES (INDSETIs/RSETIs) ON CONTRACT BASIS

IMPORTANT: LAST DATE OF RECEIPT OF APPLICATIONS – 30.04.2013

Indian Bank Trust for Rural Development (IBTRD) is running 12 Indian Bank Self Employment Training Institutes (INDSETIs) at Cuddalore, Dharmapuri, Kancheepuram, Krishnagiri, Namakkal, Salem, Thiruvannamalai, Tiruvallur, Vellore, Villupuram (Tamil Nadu), Puducherry (U T of Puducherry) and Chittoor (Andhra Pradesh), IBTRD is looking for engagement of support staff on contractual basis for a period of two years at above INDSETIs for training and official duties. The details are given below:

Faculty (One each per Centre)

SI No	Parameters	Eligibility Criteria
1	Age	Less than 65 years with sound health
2	Educational qualification	MSW / M.Com / M.Sc / M.A in Rural Development/ MA in Sociology/ Psychology / B.Sc in Agriculture & allied subjects.
3	Experience	3-5 years of teaching experience / social work / rural development, Shall have a flair for teaching.
3	Knowledge of Languages	Fluent in both written and spoken English and local language
4	Communication ability	Preference will be given to candidates possessing excellent communication skills
5	Computer Knowledge	Proficiency in MS Office, internet and email
6	Remuneration	Rs.15,000 per month in lump sum (No other allowances will be admissible)

Office Assistant (One each per Centre)

SI No	Parameters	Eligibility Criteria
1	Age	Less than 65 years with sound health
2	Educational qualification	BSW / B.A/ B.Com/B.Sc - Knowledge in basic Accounts is a preferred qualification
3	Experience	2-3 years of experience in accounting / banking
3	Knowledge of Languages	Fluent in both written and spoken English and local language
4	Communication ability	Good communication skills
5	Computer Knowledge	Proficiency in MS Office, internet and email
6	Remuneration	Rs.10,000 per month in lump sum (No other allowances will be admissible)

Other Terms and conditions shall be as under:

1. The candidate to be engaged will be on **contractual basis** initially for a period of two years and further renewable depending upon the performance. 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 the decision of the Trust about his/her work & conduct being satisfactory or otherwise or in terminating his/her services for any reason whatsoever shall be final and binding upon him/her.
2. Applicant will apply with details, viz. Name with photo, Father's name, Date of birth, correspondence Address, Permanent Address, Phone / Mobile number, Tenure of resident, Educational Qualifications with photocopy of Certificates, Experience, Post applied for etc.
3. The application should be submitted only in the prescribed proforma which can be downloaded from the Bank's website – www.indianbank.in with all particulars supported by relevant certificates to be sent by Post / Regd. Post by mentioning the nature of assignment applied on the cover of the envelop to the address of the concerned INDSETI applied for as given hereunder:

Sl.No.	Name of the INDSETI	Postal address with Pin code
1	Chittoor, Andhra Pradesh	D.No.2-1264/6, B. V. Reddy Colony Kongareddipalli, Chittoor – 517001 Andhra Pradesh
2	Cuddalore	No. 7, Logambal Kovil st, Seetharam Nagar, Cuddalore - 607 001
3	Dharmapuri	Khadi Building, Collectorate Complex Dharmapuri – 635705
4	Kancheepuram	Plot No. 18, Door No. 685, First Cross Street, Arasu Nagar, Vishnu Kanchi, Kancheepuram 631501
5	Krishnagiri	First Floor, Indian Bank, Gandhi Road Branch Upstairs, Krishnagiri-635001
6	Namakkal	II Floor, Ravin Plaza,3/151-Trichy Main Road, Near Railway overbridge-Nammakkal-637001
7	Puducherry	159, Thiruvalluar Salai, Pillai Thottam Puducherry – 605013
8	Salem	First Floor , R. R. Thirumana Mahal Kondalampatti Bye Pass Road Near Soudeswari College, Salem – 636010
9	Thiruvannamalai	No.143/74, Ramalinganar Main Road, Thiruvannamalai - 606601
10	Tiruvallur	12/13 Ekkadu Road, Tiruvallur Tiruvallur Dist. - 602001
11	Vellore	No. 25, 2nd Floor , 1st East Main Road Gandhi Nagar, Vellore– 632006
12	Villupuram	5, FIRST FLOOR, ALAMAE LUPURAM, Mambalapattu Road, Villupuram - 605602.

4. The INDSETI reserves the right to reject any application without mentioning reason.
5. 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.
6. After receipt of applications, they shall be short listed and call letters shall be issued for interview.
7. The names/candidates selected by the interview board shall be put on a panel to be engaged as and when required. The mere inclusion of any candidate's name on the panel shall not entitle him for contractual engagement.
8. The panel of selected candidates shall be valid for one year.
9. The duties and responsibilities as a faculty /Office assistant and obligations 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 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
11. 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.
12. The engagement of the candidate as faculty /office assistant in INDSETI is subject to his/her medical fitness. Therefore, the management shall have the right to require him/her at any time to subject himself/ herself for medical examinations at the INDSET's cost by any registered medical practitioner of its choice. If in such examination, he/ she is found to be medically unfit then his/ her contract shall stand automatically forfeited and he/ she is liable to be disengaged by giving him one months notice or emoluments in lieu of notice.
13. If the candidate desires to withdraw his engagement as faculty /office assistant, he/ she shall give one months notice to the INDSETI's of his intention to do so.
14. If the candidate absent from work without permission continuously for a period of 15 days or more, he/ she shall be deemed to have abandoned his contract of faculty /office Assistant with the INDSETI with effect from date of commencement of such absence.

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 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 the time of his engagement as faculty /office assistant or 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 contact in the INDSETI will stand disengaged forth with.
17. The issuance of letter to engage the candidate as a faculty /Office Assistant at INDSETI does not create any relationship as employee of sponsor Bank. i.e. Indian Bank.
18. Nothing stated in the letter shall be construed to imply that the candidate is being absorbed in the services of the INDSETI as a regular employee and consequently entitled to the benefits