



# Indian Bank Self Employment Training Institute (INDSETI)

No.36, 1<sup>st</sup> Floor, 3<sup>rd</sup> Main Road, Sathuvachary, VELLORE 632009  
Tel: (0416) - 2255015, E-mail: indsetivellore@yahoo.in

## ENGAGEMENT OF SUPPORT STAFF (FACULTY & ATTENDER) AT INDIAN BANK SELF EMPLOYMENT TRAINING INSTITUTE (INDSETI) VELLORE ON CONTRACT BASIS

**IMPORTANT: LAST DATE OF RECEIPT OF APPLICATION – 02/11/2024**

Indian Bank Trust for Rural Development (IBTRD) is running 12 Indian Bank self – Employment Training Institutes (INDSETIs) in the state of Tamil Nadu at Cuddalore, Dharmapuri, Kanchipuram, Krishnagiri, Namakkal, Ranipet, Salem, Thiruvannamalai, Tirupattur, Tiruvallur, Vellore & Villupuram and also in other states of our Country. **IBTRD is looking for engagement of support staff on contractual basis for a period of three years @ INDSETI-VELLORE for training & official duties.** The details are given below:

**No. of vacancy for FACULTY – 01 (One) (at INDSETI, Vellore)**

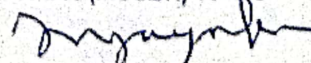
Sl	Parameters	Eligibility Criteria for FACULTY
1	Age	22 to 40 years
2	Educational Qualification	Shall be a Graduate (any i.e., Science/ Commerce/Arts) Post-Graduate however, preference may be given to MSW/ MA in Rural Development/ MA in Sociology/ Psychology / B.Sc., (Veterinary), B.Sc., ( Horticulture) B.Sc., ( Agri.), B. Sc. (Agri. Marketing) / B.A. with B.Ed. etc. Shall have a flair for teaching and possess sound Computer Knowledge.
3	Experience	Previous experience as Faculty preferred.
4	Communication skills	Shall be fluent in spoken and written local language, fluency in English would be an added qualification.
6	Technical Skills	Shall be proficient in MS Office, Internet & Tally. Typing Skill in English is essential. Typing skill in local language (Tamil) would be an added advantage.
7	Other requirements	Valid Driving License is a must since the nature of job also involves travelling / field visit.
8	Salary structure and other details	Consolidated Salary of Rs.30,000/- - Annual Performance Incentive @ Rs.2000/- X 5 = Rs.40000/- Fixed Conveyance Allowance of Rs.2500/-pm on declaration basis subject to completion of minimum number of visits, EAPs, Follow up etc. Mobile Allowance Rs.300/- pm

**No. of vacancy for ATTENDER – 01 (One) (at INDSETI, Vellore)**

### **ELIGIBILITY CRITERIA FOR ATTENDER:**

- Age 18 to 40 Years
- Shall be a Matriculate
- Ability to read and write the local language preferred.

For Indian Bank Self Employment Training  
Institute (INDSETI) Vellore

  
Director



- Salary & other details :  
Consolidated salary of Rs.14000/-pm  
Annual Performance Incentive @ Rs.1000X5 = Rs.19000/-  
Fixed Conveyance Allowance Rs.1000/- pm on declaration basis.  
Mobile Allowance Rs.300/- pm

**Other Terms and conditions:**

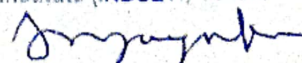
1. The selected candidate will be engaged on **contractual basis** for a period of three years subject to annual review and renewal of the contract once in a year. Such engagement shall come to an end after expiry of period of contract. During this period, his/her services may be terminated at any time 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 the 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, 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 particulars supported by relevant certificates to be sent By Post/Regd. Post to the INDSETI, Vellore address as given hereunder:**

**The Director, Indian Bank Self Employment Training Institute  
No.36, I Floor, 3rd Main Road,  
TNHB Phase – I, Sathuvachary,  
Vellore — 632009. Tamil Nadu**

**APPLICATIONS SHOULD REACH US ON OR BEFORE 02.11.2024**

5. **The INDSETI reserves the right to reject incomplete/ ineligible application**
6. Selection Process comprises of:  
**For Faculty – Written Test, Personal Interview & Demonstration/Presentation**  
**For Attender – Personal Interview**
  - 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 / empaneled candidates shall be placed in the waiting list for future absorption, if required.
8. Validity of the empaneled candidates shall be for a period of one year.
9. The duties and responsibilities of the Office Assistant shall be as entrusted by the Director, INDSETI.

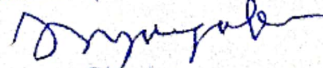
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Director



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 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 Office Assistant, he / she shall give one month notice to the INDSETI 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 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.
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 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 & documents to be submitted will be informed through engagement letter (After completion of selection process).

For Indian Bank Self Employment Training  
Institute (INDSETI) Vellore

  
Director





# Indian Bank Self Employment Training Institute (INDSETI)

No.25, II Floor First East Main Road, Gandhi Nagar, VELLORE 632006  
Tel: (0416) - 2244015, E-mail: indsetivellore@yahoo.in

## APPLICATION FOR ENGAGEMENT AS **ATTENDER** ON CONTRACT BASIS

13. Name :  
14. Father's Name :  
15. Age & DOB :  
16. Address :  
(For Communication)

Please affix  
your  
photograph  
here

17. Contact Number :  
18. E-mail ID :  
19. Language Know :  
20. Marital Status :  
21. Nationality :  
22. Educational Qualification:

S.No	Qualification	Specification/ Main subject	Name of Institute & university / Board	Year of Passing	% of Marks

23. Technical Skills :  
c. Typing :  
d. Computer :

24. Work Experience :

S.No	Organization	Designation	Nature of job	Period

I hereby declare that above information given by me is correct and true to the best of my knowledge. I accept the terms and conditions as mentioned above.

Date:  
Place:

Signature of the Applicant

For Indian Bank Self Employment Training  
Institute (INDSETI) Vellore

*[Signature]*  
Director





# Indian Bank Self Employment Training Institute (INDSETI)

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## APPLICATION FOR ENGAGEMENT AS FACULTY ON CONTRACT BASIS

1. Name :
2. Father's Name :
3. Age & DOB :
4. Address :  
(For Communication)
5. Contact Number :
6. E-mail ID :
7. Language Know :
8. Marital Status :
9. Nationality :
10. Educational Qualification:

Please affix  
your  
photograph  
here

S.No	Qualification	Specification/ Main subject	Name of Institute & university / Board	Year of Passing	% of Marks

11. Technical Skills :
  - a. Typing :
  - b. Computer :

12. Work Experience :

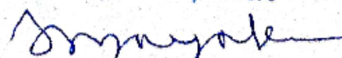
S.No	Organization	Designation	Nature of job	Period

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Date:  
Place:

Signature of the Applicant

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Institute (INDSETI) Vellore

  
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