

**Guidelines for Recruitment of outsourced staff in RSETIs on Contractual basis:**

- **Last Date of Receipt of Applications – 13.05.2016**
- **Vacancies Proposed to be filled in RSETIs:**

Sr. No.	Name of RSETI	Faculty	Office Assistant	Attendant	Watchman/ Gardener
<b>In the state of Gujarat</b>					
1	Ahmedabad	2	2	1	1
2	Bhuj	1	1	0	1
3	Himmatnagar	2	1	1	0
4	Mehsana	1	1	0	1
5	Palanpur	1	1	0	1
6	Patan	2	1	1	1
<b>In the UT of Dadra &amp; Nagar Haveli</b>					
7	Silvassa	1	2	0	1
<b>In the state of Chhattisgarh</b>					
8	Raipur	1	1	0	1
9	Mahasamund	2	1	0	1
10	Durg	1	1	0	1
11	Dhamtari	1	1	0	1
12	Rajnandgaon	1	1	0	1
<b>Total</b>		16	14	3	11

**1. Eligibility Criteria :-**

**(A) AGE LIMIT: (as on 31.05.2016)- 22-40 Years**

However, maximum eligible age for selection of out-sourced staff, who had immediately preceding his application, satisfactorily served the RSETI, such period shall, be taken into consideration and the age limit for entry to be enhanced to that extent.

**(B) QUALIFICATION :-**

Faculty	Qualification & Other Requirements
	<ul style="list-style-type: none"> <li>➤ 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.</li> <li>➤ Shall have a flair for teaching and possess sound Computer Knowledge.</li> <li>➤ Excellent communication skills in the local language essential, fluency in English and Hindi will be an added advantage</li> <li>➤ Skills in Typing in Local Language essential.</li> <li>➤ Typing skills in Hindi / English typing, an added advantage.</li> <li>➤ Previous experience as Faculty preferred</li> </ul>

Office Assistant	Qualification & Other Requirements	<ul style="list-style-type: none"> <li>➤ Shall be a Graduate viz. BSW/BA/B.Com./ with computer knowledge</li> <li>➤ Knowledge in Basic Accounting is a preferred qualification</li> <li>➤ Shall be fluent in spoken and written local language.</li> <li>➤ Fluency in Hindi / English would be an added qualification</li> <li>➤ Shall be proficient in MS Office ( Word and Excel ), Tally &amp; Internet</li> <li>➤ Skill in typing in local language is essential, typing skills in English an added advantage.</li> </ul>
Attender	Qualification & Other Requirements	<ul style="list-style-type: none"> <li>➤ Shall be a Matriculate</li> <li>➤ Ability to Read and Write the Local Language preferred</li> </ul>
Watchmen/ Gardener	Qualification & Other Requirements	<ul style="list-style-type: none"> <li>➤ Should have passed 7th Standard</li> <li>➤ Should have experience preferably in agriculture/ gardening/ horticulture</li> </ul>

**(C) JOB DISCRIPTIONS :-**

**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 Controlling Office/ MoRD.
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. Organising 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, attender, 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.

#### **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. Organising 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.

#### **ATTENDANT**

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.

**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.

(D) **SELECTION PROCEDURE** :- 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
- (iii) **Demonstration / Presentation** to assess teaching skills and communication capability.

S.N.	Criteria	Faculty	Office Assistant	Attender	Watchman/ Gardener
1.	Written Test	√	√		
2.	Personal Interview	√	√	√	√
3.	Demonstration / Presentation	√			

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 entitle a candidate to be called for interview. The DRDF reserves the right to call only the requisite number of candidates for interview after preliminary screening / short listing with reference to candidate's qualifications, suitability, experience etc.

(E) **CONTRACT PERIOD** :-

The contract will be valid for a period of 3 years subject to annual review and renewal of the contract by the **RSETI Director** once a year. Renewal may be possible at DRDF's sole discretion in terms of extent policies and rules.

(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) SALARY STRUCTURE & OTHER DETAILS :-**

S.N	Category	Salary Structure		
01	Faculty	(i) Consolidated salary of Rs. 20,000/- which may be revised for the ensuing year by an amount of 10% of preceding year's consolidated salary based on satisfactory review/ performance of services rendered. (ii) Fixed Travel Allowance [FTA]: Actuals subject to minimum of Rs 1500/- pm against bills or can claim Rs 500/- on declaration basis. (iii) EPF, ESI, Gratuity as per rules		
02	Office Assistant	(i) Consolidated salary of Rs. 12,000/- which may be revised for the ensuing year by an amount not exceeding 10% of preceding year's consolidated salary based 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) EPF, ESI, Gratuity as per rules		
03	Attendant	(i) Consolidated salary of Rs. 8,000/- which may be revised for the ensuing year by an amount not exceeding 10% of preceding year's consolidated salary based on satisfactory review/ performance of services rendered. (ii) Fixed Travel Allowance [FTA]: Rs 500/-pm (iii) EPF, ESI, Gratuity as per rules		
04	Watchman/ Gardner	(i) Consolidated salary of Rs. 6,000/- which may be revised for the ensuing year by an amount not exceeding 10% of preceding year's consolidated salary based on satisfactory review/ performance of services rendered. (ii) Fixed Travel Allowance [FTA]: Rs 500/-pm (iii) EPF, ESI, Gratuity as per rules		
05	Annual Medical allowance on declaration basis	Faculty	Rs.3000/-	
		Office Assistant	Rs.2500/-	
		Attender	Rs. 2000/-	
		Watchman	Rs. 2000/-	
06	Group Insurance	All Support staff members may be covered under the group insurance scheme up to a reasonable monetary limit. Benefits of Jan Dhan Yojana may also be passed on to the outsourced staff by making requisite payment to the Bank by RSETI on behalf of the staff.		
07	TA for outstation duties	The travelling expenses payable for travel to the staff of RSETI is dependent on the office exigencies and approval of the tour programme on duty either for follow up / EAP / other office work by the competent authority i.e. Director of RSETI. For the approved tour programme/travel on duty, eligible mode is II Class sleeper by train by the regular/shortest route or equivalent class by Public Transport (Bus). A reasonable local conveyance by public transport may also be reimbursed.		
08	HA for outstation tour (per day)		From 4 to 8 hrs	> 8 hrs
		i. Faculty	150.00	300.00
		ii. Office Assistant	100.00	200.00

**(H) APPLICATION FEE INCLUDING POSTAL CHARGES (NON-REFUNDABLE)**

- a) For SC/ST/PWD - Rs. 50/- (Only Postal Charges)
- b) For all others (including OBC/Ex-Servicemen) - Rs. 400/-

Requisite application fee must be paid by Demand Draft (DD) drawn in favor of “DENA RURAL DEVELOPMENT FOUNDATION” payable at Ahmedabad/ Raipur as per following table:

Sr. No.	Name of RSETI	DD payable at	Address to submit application form
1	Ahmedabad	Ahmedabad	DENA BANK, AHMEDABAD ZONAL OFFICE DENA LAXMI BUILDING 1 <sup>ST</sup> FLOOR, 188-A ASHRAM ROAD, NAVRANGPURA, AHMEDABAD – 380 009.
2	Bhuj	Ahmedabad	DENA BANK, BHUJ ZONAL OFFICE SHRI MukT JEEVAN SWAMI, BAPU BHAVAN, 1 <sup>ST</sup> FLOOR, OPP G K GENERAL HOSPITAL, LOTUS PLOT, BHUJ, KUTCH – 370 001.
3	Himmatnagar	Ahmedabad	DENA BANK, GANDHINAGAR ZONAL OFFICE DENA LAXMI BUILDING, 1 <sup>ST</sup> FLOOR, PLOT NO.320-321, SECTOR- 16, GH-4, GANDHINAGAR – 382 016.
4	Mehsana	Ahmedabad	DENA BANK, MEHSANA ZONAL OFFICE 2 <sup>ND</sup> FLOOR, SHRIRAM COMPLEX, RADHANPUR ROAD, MEHSANA – 384 002.
5	Palanpur	Ahmedabad	-As above-
6	Patan	Ahmedabad	- As above -
7	Silvassa	Ahmedabad	DENA BANK, SURAT ZONAL OFFICE 8 <sup>TH</sup> FLOOR, KRISHI BAZAR, APMC MARKET, NEAR SAHARA DARWAJA, RING ROAD, SURAT-395 002.
8	Raipur	Raipur	DENA BANK, RAIPUR ZONAL OFFICE 2nd FLOOR, LIC INVESTMENT BLDG. – II, BEHIND LIC DIVISIONAL OFFICE, JEEVAN BIMA MARG, PANDRI, RAIPUR - 492 004 (C.G.)
9	Mahasamund	Raipur	-do-
10	Durg	Raipur	DENA BANK, DURG ZONAL OFFICE 1st Floor,Zonal Market ,Sectore-10,Bhilai Pin-490006(C.G.)
11	Dhamtari	Raipur	do-
12	Rajnandgaon	Raipur	do-

**(I) 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. 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 Secretary, DRDF regarding the selection / non – selection of the said candidate, shall be final and binding.”
- g. The DRDF 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 joinee will submit a joining report to the Director, RSETI and complete the required joining formalities.

#### **SUBMISSION OF APPLICATION :-**

- i. Eligible candidates have to submit their applications in the given format (Annexure D)
- ii. It should reach the address given in above table on or before **13.05.2016** along with DD in original for requisite amount. Application received after the last date will not be entertained.
- iii. Incomplete applications will be rejected.
- iv. **Application for more than one post in one RSETI or more than one RSETIs may be rejected.**

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(Annexure-D)

Application for the Post of “ \_\_\_\_\_ ”  
at RSETI \_\_\_\_\_ on contractual basis

To,  
The Authorised Person,  
c/o Dena Rural Development Foundation (DRDF)  
Zonal Office, \_\_\_\_\_  
Dena Bank

Paste Passport size  
Photograph

Please sign across  
the Photograph

With reference to your advertisement in newspaper dt. \_\_\_\_\_ / Bank's website  
I, submit my application in prescribed format as under.

1. NAME (in full)- \_\_\_\_\_

2. ADDRESS FOR CORRESPONDENCE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. CATEGORY: \_\_\_\_\_

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 31.05.2016 \_\_\_\_\_:

Weather relaxation sought in max age limit \_\_\_\_\_ Yes/No

If yes, then certificate for working in Dena RSETI in the same capacity must be enclosed.

6. Details of Non refundable Application Fee:

Name of issuing bank:

Branch Name:

DD No. :

Date :

Amount:

7. Contact Details:

MOBILE NO. -

LANDLINE No.

E-MAIL ID-

8. GENDER:

9. NATIONALITY:

10. RELIGION:

11. MARTIAL STATUS:

12. FATHER's/ Husband's NAME:



**13. PERMANENT ADDRESS:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**14. COMMUNICATION SKILL IN LOCAL LANGUAGES, HINDI & ENGLISH :**

Sr. No.	Name of Language	Weather Essential or Not	Read	Write	TYPING
1	Local Language-	Essential			
2	Hindi				
3	English				

**15. EDUCATION QUALIFICATION:**

Qualification	Details	Board/ University	Full time/ Part Time	Year of Passing	Subject/ Specialization	Marks (Rank if any)
Graduation						
Post-Graduation						
Professional Qualification						
Others/ Computer Knowledge						

**16. RELATIVE EXPERIENCE - Total (in years)\_\_\_\_\_**

SN	Name of organization	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

**17. DATE OF ISSUE OF SERVICE CERTIFICATE OF PREVIOUS EMPLOYER \_\_\_\_\_**

**18. DETAILS OF PRESENT EMPLOYMENT:**

- (a) Organisation
- (b) Full Address:
- (c) Position:
- (d) Reporting to:
- (e) Salary presently drawn:

**19. DETAILS OF APPLICANT CLOSE RELATIVES WORKING IN DENA BANK:**

- i) Name
- ii) Post
- iii) Presently posted at

**20. Brief detail of experience in the Bank/ Organisation in respect of working in Rural area /as Rural Development Incharge/ as Faculty/as LDM**

etc. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**21. Significant Achievement (If Any) in respect of above assignments-**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**22. Name and addresses along with contact numbers of two references-**

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 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 services are liable to be terminated. I am willing to serve anywhere in India. I agree that DRDF has right to transfer me to any part of the country at its discretion.

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 \_\_\_\_\_(Mumbai) and Courts/tribunals/forums at \_\_\_\_\_(Mumbai) undertake to abide by all the terms and conditions mentioned in the advertisement published in newspaper and displayed on Banks website dated\_\_\_\_\_.

**(Signature of applicant)**

Place: \_\_\_\_\_  
 Date: \_\_\_\_\_

Enclosures:

- 1.
- 2.