



Indian Bank Self Employment Training Institute (INDSETI)

No.25, II Floor First East Main Road, Gandhi Nagar, VELLORE 632006
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ENGAGEMENT OF FACULTY AT INDIAN BANK SELF EMPLOYMENT TRAINING INSTITUTE ON CONTRACT BASIS AT RANIPET AND TIRUPATTUR

IMPORTANT: LAST DATE OF RECEIPT OF APPLICATION – 15.02.2021

Indian Bank Trust for Rural Development (IBTRD) is running 33 Indian Bank Self Employment Training Institutes (INDSETIs) at its Lead Districts. IBTRD is now looking for engagement of faculty on contractual basis for a period of three years at Ranipet and Tirupattur locations.

Vision :

“ Instead of writing someone else’s account through wage employment , after 3-5 years of collegiate education , it is more meaningful to write one’s own account by embarking upon some self- employment” – Dr.D. Veerendra Heggade, RUDSETI.

4. Objectives of RSETI

- 1.To identify, orient, motivate and assist unemployed youth to undergo free reside training at RSETI to take up self-employment / wage employment activities
2. To impart knowledge and skills to the candidates by organizing training programmes on Agri based activities, product, process and general EDP.
3. To achieve high settlement rate for all the trained candidates
4. To facilitate Bank credit linkage for trained candidates
5. To provide handholding support for a period of two years to the trained candidates to help them to overcome teething problems and guide them for settlement.
- 6 .To provide the required exposure for highlighting achievements of successful entrepreneurs and facilitate marketing of their products.

No. of vacancy for Financial Literacy Counselors – 04 (Four)

S. No	Parameters	Norms
1	Age	22 - 40 years
2	Educational / Qualification	Graduate/Post Graduate Viz.,MSW/MA in Rural Development /M A Sociology/Psychology/ B.Sc.(Vet/ Agri/Hort/Agri.Marketing)/ B.A. with B.Ed. etc.,
3	Preference	Previous experience as Faculty preferred.
4	Communication skills	Fluency in local language and English with sound computer knowledge is essential.
5	Technical Skills	Should have a flair for teaching. Skill in typing in English is essential. Typing skills in local language (Tamil) an added advantage.



6	Remuneration	Rs.20000/- Per month with other applicable allowances.
8	Engagement Period	On contract basis for 3years with annual performance review and renewal of contract.
9	Selection Process	Based on Zonal Office recommended applications. Executive President with two Trustees of IBTRD is empowered for selection and engagement of the counselor on contract basis and final recommendations to be Chairman of IBTRD. Interview to assess the personal communication ability , leadership quality , attitude , problem solving ability and ability to get along with the trainees , developmental approach etc., will be conducted personally. It also comprise of Demonstration / Presentation to assess teaching skills and communication capability .

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 and extendable for further three years based on the performance. 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 / RSETI regarding the selection of the said candidate, shall be final and binding.
3. Applicant shall apply in the prescribed format with full details (Enclosed)
4. Completed application with all particulars supported by relevant certificates to be sent by Post/ Regd. Post to the address given below :

**The Lead District Manager,
LDM office ,
Indian Bank , Cutchery Road
Tirupattur -635601**

**The lead District Manager
LDM Office,
Indian Bank, MSME Branch
45, ArcotRoad,RANIPET-632401**

5. The IBTRD reserves the right to reject incomplete/ ineligible application.
6. 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 faculty shall be as entrusted by the IBTRD.



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 IBTRD and shall devote time and best skills and efforts in the service of the IBTRD.
11. The candidate shall do any duty entrusted to him and take precautions to safeguard the IBTRD'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 center, 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/ her engagement as Faculty he / she shall give one month notice to the IBTRD of his/ her intention to do so.
15. Any misconduct will be dealt with disciplinary proceedings and suitable punishment including termination will be under taken by the IBTRD.
16. The candidate shall at all times observe the secrecy about any information coming to his / her 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 IBTRD 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 IBTRD. He / She shall be responsible for and shall take care of all books, computer software materials, documents or any other property / properties of the IBTRD generally and specifically entrusted to him / her.
17. If it is found that the candidate had at the time of his/ her 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 IBTRD 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.



JOB Description of Faculty in RSETIs

A. 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.





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No.144, II Floor, Cutchery Street, Tirupathur – 635 601
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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 :
- c. Typing:

d. Computer:

12. 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

ANNEXURE - 1

JOB DESCRIPTION OF SUPPORT STAFF AT RSETIs

A. 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.
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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, 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.