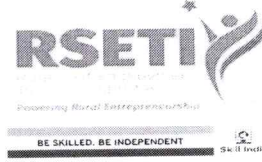


सत्यमेव जयते  
Ministry of Rural Development  
GOVERNMENT OF INDIA



इंडियन बैंक ग्रामीण स्वरोजगार प्रशिक्षण संस्थान, बलरामपुर, प्रवर्तक-इंडियन बैंक, संरक्षक-ग्रामीण विकास मंत्रालय भारत सरकार

Email id- allbankrseti.balrampur@gmail.com

## ENGAGEMENT ON CONTRACT BASIS OF WATCHMAN CUM GARDENER AT

### INDSETI BALRAMPUR

**IMPORTANT:- Last Date of Receipt of Application – 14/08/2023**

#### Objectives of INDSETI centre:

- ❖ Identify, orient, motivate and assist unemployed youth to undergo free residential training at INDSETI to take up self-employment / wage employment activities.
- ❖ Impart knowledge and skills to the candidates by organizing training programs on Agriculture based activities, product, process and general EDP.
- ❖ Achieve high settlement rate for all the trained candidates
- ❖ Facilitate Bank credit linkage for trained candidates
- ❖ Provide handholding support for a period of two years to the trained candidates to help them overcome teething problems and guide them for settlement.
- ❖ Provide the required exposure for highlighting achievements of successful entrepreneurs and facilitate marketing of their products.

**For engagement of Watchman cum Gardner (On contract basis for 3 years) on following terms and conditions**

**No. of Vacancy: - 01 at INDSETI Balrampur**

**Position:-Watchman cum Gardener**

#### Qualifications & Other Requirements:

- i- Desirable age for this post is 22-40 years
- ii- Candidate should be an Indian citizen .

S.N.	Position	Qualifications & Other Requirements
01	Watchman/Gardner	<ol style="list-style-type: none"> <li>1. Should have passed 7th Standard</li> <li>2. Should have experience preferably in agriculture/gardening/ horticulture</li> </ol>

#### SALARY STRUCTURE & OTHER DETAILS

S.N.	Category	Salary Structure
1	Watchman/Gardner	<ol style="list-style-type: none"> <li>(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.</li> <li>(ii) Fixed Travel Allowance [FTA]: Rs 500/-pm</li> <li>(iii) EPF, ESI, Gratuity as per rules</li> </ol>
2	Annual Medical allowance on declaration basis	(i) Watchman/Gardener Rs. 2000/-

#### Recruitment Process:-

Interested candidates must apply through application form .Shortlisted candidates will call on personal interview.

#### Selection Process:-

The selection is based on performance in personal interview. Bank decision will be final in this regard.

#### How to apply:-

Application should be submitted banks prescribed format available at our website with necessary self-attached documents. Application format also attached with this advertisement.

**Last date of submission of application:-14/08/2023**

**Complete application form should reach on or before by 14.08.2023 via registered post to the following address-**

**Lead bank cell.**

**Yateem khana, Near tulsi park**

**Balrampur-271201**

### **Job description for Watchman/Gardener**

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

### **Other Terms and conditions:**

#### **Increment:-**

- (i) The contract staff will be eligible for increment once she/he completes the contract period of one year satisfactorily.

#### **Separation:-**

**Resignation:** The contract staff member, who resigns from the services of the organization, will be required to serve one month after serving the notice or will forfeit proportionate salary / make good the salary as per the contract. Dismissal for disciplinary reasons: The contract of the staff may be terminated by the Director for reasons of serious misconduct by following due process as laid down, with due approval from the concerned Regional Manager.

### **Any extension / renewal in contract shall be done within timeframe which is mandatory**

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 any disciplinary action is taken against any candidate in his/her earlier organization. The decision of the Management of Trust regarding selection of the said candidate shall be final and binding.
3. Applicant shall apply in the prescribed format (available in Bank's website) with full details.
4. Completed application with all details supported by relevant certificates to be sent by Regd. Post/by hand to the address given below (Depending upon the preferred location):
5. IBTRD reserves the right to reject incomplete/ineligible application.
6. The duties and responsibilities of the staff shall be as entrusted by the IBTRD.
7. The candidate so engaged shall not during his/her period of engagement involve Himself/herself directly or indirectly if any other business or employment while engages by IBTRD and shall devote time and best skills and efforts in the service of the IBTRD.
8. The candidate shall carry out the duties entrusted to him and take precautions to safeguard the IBTRD's goodwill/interest/property against negligence, Mishandling, non-performance during the course off his/her duties or otherwise.

9. The selected candidate will be required to join immediately at the centre, in any case not later than 15 days from the date of receiving the offer letter.
10. 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.
11. If the candidate desires to withdraw his/her engagement, he/she shall give one month notice to the IBTRD of his/her intention to do so.
12. Any misconduct will be dealt with disciplinary proceedings and suitable punishment including termination will be under taken by the IBTRD.
13. 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.
14. There will be no commitment/obligation/liability for the Bank to absorb such candidate who is selected on contract for any job in the Bank at any time.
15. The candidate has to adhere to any other terms and conditions stipulated by the Trust from time to time.
16. The selection/renewal of contract is based on the guidelines/norms as per HR policy adopted by IBTRD.
17. The Contract will be valid for a period for 3 years subject to annual review and renewal of the contract by the Director once a year.

**Director**

**Rural Self Employment Training Institute (RSETI), Balrampur  
Vikas Bhawan ,Balrampur-271201**

**Application for the post of Watchman cum Gardener  
(on contract basis) in INDSETI, Balrampur**

	Application for the post of	<b>Watchman cum Gardener</b>		
1	Name of the Applicant			
2	Name of the father/Husband			
3	Permanent address (attached residential proof)			
4	Present address/ address for communication			
5	Phone No. Land line with STD code/ Mobile No:			
6	E-mail address			
7	Date of Birth and age (attached attested copy of Matric certificate )			
8	Category (Gen/SC/ST/OBC/)			
9	Educational Qualification (detailed below) (attach attested copy of certificates)			

	Name of the Educational institution	Location	Subjects Studied	Year of Passing	Grade/% of marks.
<u>University</u>					

	Other Qualifications, If any				
	a)				
	b)				
	c)				
<b>10</b>	Details of work experience, Organization, Time Period.				
<b>11</b>	Present Occupation				
	Name of 2 references with postal address and telephone numbers, if any				

<b>12</b>		
a)		
b)	Indresh Kumar Patel (Faculty)	
<b>13</b>	Have you ever pleaded guilty or been convicted of a crime, if yes, when and where, provide full details.	
<b>14</b>	Hobbies	

(Photocopies of educational/experience certificate)

**15. Language Known**

Language	Read	Write	Speak	Understand
a) Hindi	( )	( )	( )	( )
b) English	( )	( )	( )	( )
c) .....	( )	( )	( )	( )

**I hereby declare that :**

- i. No punishment / penalty was inflicted on me during my services with previous employer.
- ii. No case of CBI or any other Law Enforcement Agency is pending against me.
- iii. I am physically fit to carry out of the duties as Faculty / Assistant.
- iv. I am computer literate and can handle internet services also.

I understand that in case my selection, the appointment shall be purely or temporary basis. I also undertake not to claim the status of a permanent employee and the RSETI will reserve its right to dispense with my services by giving a notice of 30 days.

The Information provided above is true in all respect and I understand that if any time the information found to be false or incorrect, at any stage or not satisfying any of the eligibility criteria to the terms of HR policy approved by Ministry of Rural Development (MORD), my candidature is liable to be cancelled The RSETI will have the absolute right to terminate my candidature / services and initiate legal action against me as warranted under the law.

Date :

Signature of the applicant

Place :