

**FOR EXPRESSION OF INTEREST FOR ENGAGEMENT OF FACULTY/OFFICE ASSISTANT/ ATTENDANT
AT RSETI, SHIMLA/SOLAN/SIRMOUR PURELY ON TEMPORARY AND CONTRACTUAL BASIS**

LAST DATE FOR SUBMISSION OF THE APPLICATION 14.07.2019

Application fees: - NIL

1. Eligibility criteria :-

Position	Qualifications and other requirements	Selection procedure
Faculty	<ul style="list-style-type: none"> Age 22-40 years. Graduate/Post Graduate viz. MSW/MA in Rural Development/MA in Sociology/Psychology/B.Sc(Veterinary)/B.Sc. (Horticulture), B.Sc. (Agri. Marketing)/B.A with B.Ed. Etc. Shall have a flair for teaching with Computer knowledge. Excellent communication skills in local language essential, fluency in English and Hindi will be an added advantage. Typing Skills in Hindi and English. Previous experience as Faculty preferred. 	<ul style="list-style-type: none"> Written Test : General Knowledge and Computer capability. Personal Interview Demonstration/ Presentation.
Office Assistant	<ul style="list-style-type: none"> Age 22-40 years. Graduate viz. BSW/BA/B.com/with computer knowledge. Knowledge in Basic Accounting is a preferred qualification. Fluent in spoken and written local language, Hindi/English would be an added qualification. Proficiency in MS Office (Word and Excel), Tally and Internet. Typing skills in Hindi and English. 	<ul style="list-style-type: none"> Written Test : General Knowledge and Computer capability. Personal Interview
Attendant	<ul style="list-style-type: none"> Age 22-40 years. Shall be a Matriculate Ability to read and write the local language preferred. 	<ul style="list-style-type: none"> Personal Interview

TERMS & CONDITIONS:-

• **Contract period :-**

The candidate shall be appointed on contract basis for a period of **three years** , renewal of the contract may be considered at the sole discretion of the Trust



and subject to the satisfactory performance and **annual renewal the contract by the Director once in a year.**

1. Job description for the post of Faculty :-

- 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.
- Conducting pre- training activities –EAPs, generation of applications and selection of candidates.
- Assisting the Director in designing the Annual Action Plan and training programmes.
- Arranging the logistics for the training programmes, including training materials and arranging Guest Faculty.
- Providing post training escort services including conducting of follow up meets/visits.
- Providing counselling, credit linkage, preparation of project report etc.
- Preparation of success stories and circulates a minimum of two stories per month to the controlling Office/MoRD.
- Preparation of Post Programme report.
- Preparation of monthly report and other periodical reports.
- Assisting/Guiding the Office Assistant in maintaining of Day book, General Ledger and all other register and Books.
- Design new training programs by collecting feedback on emerging business opportunities in the area.
- Prepare case studies and training materials for effectively delivery of sessions.
- Establish liaison with outside agencies.
- Assist Director in internal control/administration of the institute.
- Organising functions, events and meetings of the Institute.
- Preparation of Press release/reports on various activities of the Institute.
- Supervising the work of Assistant, attendant, watchman cum Gardner of the Institute.
- Monitoring the performance of Guest Faculty of all skill trainings.
- Maintenance of Inventory and Library books of the Institute.
- Overseeing the maintenance of the entire campus including class rooms, Kitchen, dining and Dormitory and to ensure to keep the premises clean and tidy.
- Maintaining discipline in the Institute and ensuring administration of MILLY, LOG, PRAYER, YOGA SRAMADHAN etc on daily basis.
- Any other work assigned by the Director from time to time.

2. Job description for the post of Office Assistant :-

- Assisting the Director and Faculty in effective functioning of the Institute to fulfill the objectives of the Trust.
- Maintaining of Cash book, General Ledger, Vouchers as per guidelines (Presently single entry Book Keeping).
- Maintaining all books registers, both manual and soft copy as per the prevailing guidelines from Trust/Ministry.



- Maintaining and updating all data relating to training, follow-up, settlement etc.
- Creating and updating MIS data as per the guidelines.
- Preparation of monthly report and other periodical reports and submission to Trust, Ministry and other agencies involved in over all supervision of functioning of RSETI.
- Organizing the required logistics for training including arranging Boarding, Dormitory etc.
- Arranging the training materials for all skill batches.
- Making registration of candidates in all the trainings, taking daily attendance of the trainees, taking boarding attendance of trainees.
- Conducting follow up visits as directed by Director and reporting the same to the Director.
- Up keeping of all fixed assets and maintaining of inventory of items including training materials and equipments.
- Maintaining of Library books and issuing books to the trainees as and when they demand.
- Carryout all the Instructions /any other work given by the Director and Faculty from time to time.

3. Job description for the post of Attendant :-

- 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.
- Up keeping of premises including office, training class rooms, doemitory, bathrooms, filing cabinets, visifing lounge etc.
- Filing the documents in respective files as per the direction of the office Assistant/Faculty/Director.
- Going to Bank branches for all Bank work like for getting pass book updating etc. as per the instructions of the Director.
- Any other work entrusted by the Director from time to time.

3. SALARY DETAILS:-

POST	SALARY STRUCTURE
FACULTY	<ul style="list-style-type: none"> • Consolidated salary of Rs. 20000/- 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. • Fixed Travel Allowance (FTA) : Actual subject to minimum of Rs. 1500/-



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	<p>per month against bills or claim Rs. 500/- on declaration basis.</p> <ul style="list-style-type: none"> Annual Medical allowance on declaration basis Rs. 3000/-.
OFFICE ASSISTANT	<ul style="list-style-type: none"> Consolidated salary of Rs. 12000/- 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. Fixed Travel Allowance (FTA) : Actual subject to minimum of Rs. 1000/- per month against bills or claim Rs. 500/- on declaration basis. Annual Medical allowance on declaration basis Rs. 2500/-.
Attendant	<ul style="list-style-type: none"> Consolidated salary of Rs. 8000/- 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. Fixed Travel Allowance (FTA) : Rs. 500/- p.m. Annual Medical allowance on declaration basis Rs. 2000/-.

Eligible candidates have to submit their applications in the given format duly filled in all respects latest by 14.07.2019, **no** application shall be entertained beyond the stipulated date of receiving the applications and Incomplete applications will also be rejected.

Last date of receipt of the application is 14.07.2019

Applications complete in all respect must reach respective Directors RSETIs at the below mentioned address latest by 14.07.2019.



Sr. no	RSETI	RSETI Address
1.	Shimla	Revenue and Planning Bhawan, Brock Hurst, Chotta Shimla , H.P.171002.
2.	Solan	DRDA Building, Near Session Judge Residence, Hill Top Saproon, District Solan , H.P. 173211
3.	Sirmour	Near PWD Rest House, Naya Bazar Tehsil Nahan, Distt. Sirmaur H.P. 173001



UCO BANK ZONAL OFFICE HOTEL HIMLAND, CIRCULAR ROAD, SHIMLA – 171 001
PHONE: 0177-2629806, FAX: 0177-2625061 E-mail: zo.shimla@ucobank.co.in

4. General Instructions:-

1. While applying for the post, the applicants should ensure that he/she fulfils the eligibility criteria 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 fulfil the eligibility norms and that he/she has furnished any incorrect /false information or has suppressed any material fact his/her candidature will be automatically stands cancelled. If any of the above shortcomings are detected after engagement his/her contractual engagement is liable to be terminated without any notice.
2. Mere admission of application against advertisement and apparently fulfilling the criteria prescribed would not be stow on him/ her right to be called for interview.


(J. N. Kashyap)
Deputy General Manager and Zonal Head
Zonal Office
Shimla


NOTICE INVITING APPLICATIONS FOR ENGAGEMENT OF FACULTY, OFFICE ASSISTANT & ATTENDANT AT RSETI- SHIMLA, SOLAN & SIRMOUR

Applications in sealed covers are invited for the post of Faculty and Office Assistant and Attendant on purely temporary and contractual basis for Rural Self Employment Training Institutes (RSETI) Shimla, Solan & Sirmour, Himachal Pradesh as under:

Sr.No.	Centre for Vacancy & address	Post	Vacancy
1.	RSETI Shimla:- Revenue and Planning Bhawan, Brock Hurst, Chotta Shimla , H.P.171002.	Faculty	2
		Office Assistant	1
		Attendant	1
2.	RSETI Solan:- DRDA Building, Near Session Judge Residence, Hill Top Saproon, District Solan , H.P. 173211	Faculty	1
		Office Assistant	1
		Attendant	1
3.	RSETI Sirmour (Nahan):- Near PWD Rest House, Naya Bazar Tehsil Nahan, Distt. Sirmaur H.P. 173001	Faculty	1
		Attendant	1

For further details please login to Bank's website www.ucobank.com
The Last date of receipt of the applications at respective RSETIs is 14.07.2019.

Applications complete in all respect must reach respective Directors RSETIs at the above mentioned address latest by **14.07.2019**.

For any inquiry, please contact:

Sr.No.	Designation	Name	Contact No.
1.	Director RSETI, Shimla	Mr. Rakesh Verma	8628815440
2.	Director RSETI, Solan	Mr. Vikram Thakur	9878875556
3.	Director RSETI, Sirmour	Mr. K. S. Bhatia	9418508289

Zonal Manager, UCO Bank, Zonal Office, Shimla.

**APPLICATION FOR THE POST OF FACULTY/OFFICE ASSISTANT/OFFICE ATTENDANT AT RSETI
SHIMLA/ SOLAN /SIRMOUR ON CONTRACTUAL BASIS**

To
The Director
UCO RSETI,
Address :

Paste Passport
size photograph

Please sign across

With reference to Bank's advertisement in News paper dated _____ and on Website I, submit my application for the post of **FACULTY/ OFFICE ASSISTANT/ ATTENDANT** on purely on temporary and contractual basis in prescribed format as under:

1.	NAME (in full)	:	
2.	ADDRESS FOR CORRESPONDENCE	:	
3.	If person with Disability:	:	
	Type of disability	:	
	Percentage of disability	:	
4.	Date of Birth (as per School leaving Certificate)	:	
	Age in completed years as on _____	:	
5.	Contact Details:	:	
	Mobile No.	:	
	Landline No.	:	
	e-mail ID	:	

14.	Details of Present Employment		
	(a)	Organization	:
	(b)	Full Address	:
	(c)	Position	:
	(d)	Reporting to	:
	(e)	Salary / Compensation Presently drawn	:

Note: Attach **self attested** letter/certificate of employer/institution/organization.

15.	Brief details of experience in the Bank/other institution in respect of working in Rural Area as Rural Development In-Charge / Bank Official and Faculty in training centre.
	<p>DECLARATION:</p> <p>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 service are liable to be terminated and I undertake to abide by all the terms and conditions mentioned in the advertisement displayed on Bank's website dated</p> <p>_____.</p> <p>_____</p> <p>(Signature of applicant)</p> <p>Place: _____.</p> <p>Date: _____</p> <p>Enclosures:</p> <ol style="list-style-type: none"> 1. 2. 3. 4.