

**RURAL SELF EMPLOYEMENT AND TRAINING INSTITUTE
STATE BANK OF PATIALA**

HEAD OFFICE PATIALA

Ann.B

NOTICE

(For Appointment of Faculty/ Assistant at Rseti)

The applications are invited from the youth of 22-40 years of age for the appointment of Faculty/ Assistant/Attendant. The applicant shall be belong to the District..... in which RSETI situated.

b) Eligibility Criteria:

- **For post of Faculty-** 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. • Shall have a flair for teaching and possess sound Computer Knowledge • Excellent communication skills in the local language essential, fluency in English and Hindi will be an added advantage. • Skills in Typing in Local Language essential. • Typing skills in Hindi / English typing, an added advantage . • Previous experience as Faculty preferred .
- **For post of Assistant-** Shall be a Graduate viz. BSW/BA/B.Com./ with computer knowledge. • Knowledge in Basic Accounting is a preferred qualification. • Shall be fluent in spoken and written local language. • Fluency in Hindi / English would be an added qualification. • Shall be proficient in MS Office (Word and Excel), Tally & Internet . • Skills in typing in local language is essential, Typing skills in English an added advantage

All candidates applying for the above post will have to clear **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) only for post of Faculty **Demonstration / Presentation** to assess teaching skills and communication capability.

- **For attender-** Shall be a Matriculate. • Ability to Read and Write the Local Language preferred .

For all above posts:-

- His/her integrity should not have been doubtful during his/her previous service.
- No punishment/penalty should have been imposed on him by his/her employer during his service.
- No cases of CBI or other law enforcement agencies should be pending.
- The officer/ officials should be physically fit to carry out the duties of the “Faculty/ Assistant/Attender and Medical fitness certificate will be obtained from Distt. Level Medical officer.
- No TA/DA will be given for Exam/ Interview etc.

c) **Period of contract:** The Faculty/ Assistant/Attender will be appointed on a contract basis and initially for a period of three years. The performance will be reviewed yearly and on the basis of satisfactory performance, contract can be renewed every year on performance based. The renewal of contract shall also be subject to continued good performance and physical fitness of the Faculty/ assistant. The Faculty/ Assistant will not be entrusted with any financial/administrative powers.

- d) **Remuneration:** As per instructions of Ministry Of Rural Development/ GOI (consolidated salary at present is for Faculty Rs..20000/- , Assistant Rs.12000/-and attendant Rs. 8000/- per month at present).

Other Terms and conditions for remuneration and staff matters shall also apply as per guidelines of MoRD/SBP RSETI.

S.N	RSETI	Postal Address	No. of Posts vacant
1	Barnala	BP-RSETI (Barnala), Sahibjada Ajit singh Nagar), Gali no.2, Barnala	Faculty-2, Assistant-2, Attender-1
2	Bathinda	SBP-RSETI (Bathinda) Red Cross Bhawan, Near Head Post Office, Civil Station, Bathinda	Faculty-1, Assistant-1, Attender-1
3	Fatehabad	SBP-RSETI (Fatehabad), near Old Bus Stand Fatehabad	Faculty-1, Attender-1
4	Fatehgarh Sahib	SBP-RSETI (Fatehgarh Sahib) C/o. B.D.O. office, Sirhind Mandi	Faculty-1, Assistant-1, Attender-1
5	Mansa	SBP-RSETI (Mansa), Zila Parishad complex, c/o BDO OFFICE, Near Bus Stand, Mansa	Faculty-1, Assistant-1, Attender-1
6	Muktsar Sahib	SBP-RSETI (Mukatsar), Near Haryaly, Back Side Distt. Welfare Office, Bathinda Road, Mukatsar	Faculty-1, Assistant-1, Attender-1
7	Patiala	SBP-RSETI unit Patiala, SCF No. 8 & 9, 1 st floor, State Bank of Patiala, Bhupindra Nagar Branch, Patiala	Assistant-1, Attender-1
8	Sangrur	SBP-RSETI (Sangrur), Panchayat Bhawan, Sangrur	Faculty-1, Assistant-1, Attender-1

The interested and eligible candidates may send their applications (duly filled in) on the prescribed application form which can also be obtained from Director RSETI... and the application must be reached to Director (address as above) latest by 30.06.2016 (5.00P.M).

Address RSETI-
Director

Phone No. or No.

Director,

SBP RSETI _____(Name)

Passport size photograph of the applicant.
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Application for the post of Faculty/ Office Assistant/Attender.

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/BC/)	
9	Educational Qualifications (detailed below)(attach attested copy of certificates)	

	Name of the Educational Institution	Location	Subjects Studied	Year of Passing	Grade / % of marks.
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High School					
College					
University					
Professional / specialized qualifications/ trainings					
Computer Knowledge					
Knowledge in accountancy					
Other qualifications, if any					
a)					
b)					

10.	Details of work experience, Organization, Time Period.	
11.	Occupation	
12.	Names of 2 references with postal address and telephone numbers, if any	
a)		
b)		

(Photocopies of educational/experience certificates.)

13.	Are you related to any staff members of State Bank of Patiala, if yes furnish details.	
14	Have you ever pleaded guilty or been convicted of a crime, if yes, when and where, provide full details.	
15	Hobbies	

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16. Last 3 assignments held covering minimum 5 years:

<u>Assignment</u> <u>Office/Branch</u>	<u>From</u>	<u>to</u>
.....		
....		
.....		
.....		
.....		
....		

17. Language Known

(Mark “ ” in the appropriate box):

Language	Read	Write	Speak
Understand			
a).....	()	()	()
b).....	()	()	()
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 further declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found untrue 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.

I understand that in case of my selection, the appointment shall be purely on temporary basis,. I also undertake not to claim the status of a permanent employee and the RESTI 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, the RSETI will have the absolute right to terminate my candidature/services and initiate legal action against me as warranted under the law.

Date:

Place :

Signature of the applicant

Name in block letters

Address:

Enclosures:- Photocopies of Certificate, Terms & conditions.

SBP RURAL SELF EMPLOYMENT AND TRAINING INSTITUTE
.....RSETI

Terms and conditions-(attached with application)

(For Appointment of Faculty/ Assistant/Attender at Rseti)

(a) **Period of contract:** Purely on contract basis, initially for a period of three years. The performance will be reviewed yearly and on the basis of satisfactory performance, contract can be renewed every year on performance basis. The renewal of contract shall also be subject to continued good performance and physical fitness, will not be entrusted with any financial/administrative powers.

di) **Remuneration:** As per instructions of Ministry Of Rural Development/ GOI (consolidated salary at present is for Faculty Rs..20000/-, Assistant Rs.12000/- and attender Rs. 8000/- per month) .

Any guidelines/instructions that may be issued by MoRD/SBP RSETI. The SBP RSETI may at its sole discretion may terminate the contractual appointment by giving one month's notice or one month's salary in lieu thereof.

Time period and questions pattern will be as under. (for Faculty/ Assistant)

S.N	Subject	No. of Questions	Time
1	General Awareness	30	One hour
2	General Banking	30	
3	Computer Capability	40	
Total		100	

Each question of 1/2 marks

Total marks -50

Minimum pass marks - 50%.

I have read these instructions/terms and undertake to abide by them.

Signature of applicant.

