



Indian Bank Self Employment Training Institute (INDSETI)

No.143 / 73, 1ST Floor, Ramalinganar Main Road, Tiruvannamalai- 606 601.

Phone: 04175 – 220 310; Email id: indsetitvmalai@yahoo.in

ENGAGEMENT OF SUPPORT STAFF (ATTENDANT) AT INDIAN BANK SELF EMPLOYMENT TRAINING INSTITUTE (INDSETI) TIRUVANNAMALAI ON CONTRACT BASIS

IMPORTANT: LAST DATE OF RECEIPT OF APPLICATION – 30-04-2025

Indian Bank Trust for Rural Development (IBTRD) is running 14 Indian Bank self – Employment Training Institutes (INDSETIs) in the state of Tamil Nadu at Cuddalore, Dharmapuri, Kanchipuram, Krishnagiri, Namakkal, Kallakurichi, Ranipet, Salem, Thiruvannamalai, Tiruvallur, Tirupattur, Vellore, Villupuram & Chengalpattu and also in other states of our Country. **IBTRD is looking for engagement of support staff on contractual basis for a period of three years @ INDSETI-TIRUVANNAMALAI for training & official duties.** The details are given below:

Number of vacancy for ATTENDANT – 01 (One) (at INDSETI, Tiruvannamalai)

Sl	Parameters	Eligibility Criteria for FACULTY
1	Age	22 to 40 years
2	Educational Qualification	Shall be a Matriculate Ability to Read and Write the Local Language preferred
3	Communication skills	Read and Write the Local Language preferred
4	Salary structure and other details	Consolidated Salary of Rs.14,000/- Annual Performance Incentive @ Rs.1,000/- up to five years. Fixed Conveyance Allowance of Rs.1,000/-pm. Mobile Allowance Rs.300/- pm

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. Such engagement shall come to an end after expiry of period of contract. 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 / Society / RSETI regarding the selection of the said candidate, shall be final and binding.
3. Applicant shall apply in the prescribed format with full details viz. Name with Photo, Father's name, Date of Birth, correspondence Address, Permanent Address, Phone/Mobile number, Educational Qualifications with photocopy of Certificates, Experience, Post applied for etc.



4. **Completed application with all particulars supported by relevant certificates to be sent By Post/Regd. Post to the INDSETI, Tiruvannamalai address as given here under:**

**The Director,
Indian Bank Rural Self Employment Training Institute
No.143 / 73, 1ST Floor,
Ramalinganar Main Road,
Tiruvannamalai- 606 601.
Tamil Nadu**

To be enclosed with application:

1. 10th Transfer Certificate & Mark Sheet
2. Self attested copies of Aadhar Card, Smart card, PAN Card and Voter ID.

APPLICATIONS SHOULD REACH US ON OR BEFORE 30.04.2025

5. **The INDSETI reserves the right to reject incomplete/ ineligible application**
6. Selection Process comprises of:
For Attendant – Personal Interview
7. 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 Attender shall be as entrusted by the Director, INDSETI.
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 INDSETI and shall devote time and best skills and efforts in the service of the INDSETI
11. The candidate shall do any duty entrusted to him and take precautions to safeguard the INDSETI'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 Institute, 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 engagement as Attender, he / she shall give one month notice to the INDSETI of his intention to do so.
15. Any misconduct will be dealt with disciplinary proceedings and suitable punishment including termination will be under taken by the Trust.
16. The candidate shall at all times observe the secrecy about any information coming to his 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 INDSETI



out of the work place / premises nor shall he in any way at time disclose, divulge to anybody or make public any information of the INDSETI. He / She shall be responsible for and shall take care of all books, computer software materials, documents or any other property / properties of the INDSETI generally and specifically entrusted to him / her.

17. If it is found that the candidate had at the time of his engagement as Attender 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 INDSETI 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 Uniform HR policy adopted by IBTRD.
21. Certificates & documents to be submitted will be informed through engagement letter (After completion of selection process).

