Annexure-B

Guidelines for recruitment of Office Assistant staff in RSETIs on contractual basis

Last Date of Receipt of Applications: 30.11.2024 (Saturday)

Vacancies proposed to be filled in RSETIs:

Sr.No.	Name of RSETI	Location of RSETI	Post
			Office Assistant
1	KAUSHAMBI	BSVS KAUSHAMBI , MANJHANPUR	1 (One)

1. **Eligibility Criteria:**

(A) AGE LIMIT: (As on 01.01.2024) 22-40 Years (for Office Assistant)

However, maximum eligible age for selection of out-sourced staff, who had immediately preceding his application, satisfactorily served the RSETI, such period shall be taken into consideration and the age limit for entry to be enhanced to that extent.

(B) Qualification:

Office Assistant:	Sr. No.	Particulars	Proposed guidelines in line with MoRD
	ii	Qualification & Other Requirements	➢ 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 ➢ Skill in typing in local language is essential, typing skills in English an added advantage.
	iii	Salary Structure	i) Consolidated salary of Rs. 20,000/- pm.* ii) Fixed Travel Allowance [FTA]: 2000/- pm on declaration basis subject to completion of minimum number of visits for conducting EAPs/follow up etc.

(C) JOB DESCRIPTION OF SUPPORT STAFF AT RSETIs.

(I). OFFICE ASSISSTANT

1. Assisting the Director and Faculty in effective functioning of the Institute tofulfill the objectives of the Trust.
2. Maintaining of Cash book, General Ledger, vouchers, as per the guidelines (Presently single entry Book keeping).
3. Maintaining all books, registers, both manual and soft copy as per the prevailing guidelines from Trust/Ministry.
4. Maintaining and updating all data relating to trainings, Follow up, Settlement, etc.
5. Creating and updating MIS data as per the guidelines.
6. Preparation of monthly report and other periodical reports and submission to Trust, Ministry and other agencies involved in overall supervision of functioning of RSETI.
7. Organising the required logistics for training including arranging Boarding, Dormitory, etc.
8. Arranging the training materials for all Skill batches.
9. Making registration of candidates in all the trainings, taking daily attendance of trainees, taking boarding attendance of trainees.
10. Conducting follow up visits as directed by Director and reporting the same to the Director.
11. Up keeping of all fixed Assets and maintaining of Inventory of items including training materials and equipment.
12. Maintaining of Library books and issuing books to the trainees as and when they demand.
13. Carryout all the Instructions/any other work given by the Director and faculty from time to time.

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(D) Selection Process: The selection process will comprise of:

(i) **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

S.N.	Criteria	Office Assistant
1.	Written Test	√
2.	Personal Interview	√

- Only those candidates who meet the minimum eligibility criteria as outlined in the advertisement will be considered.

- However, merely satisfying the eligibility norms do not a candidate to be called for interview. The BSVS reserves the right to call only requisite number of candidates for interview after preliminary screening / short listing with reference to candidate's qualifications, suitability, experience etc.

(E) Contract Period:

The contract will be valid for a period of 12 month. BSVS trust will reserve the right for renewal/non-renewal of the contract based on the performance of the candidate during the contract period.

(F) Leave:

S.N.	Category of Leave	Period
01.	Casual Leave	12 days per year
02.	Privilege Leave	10 days per year
03.	Sick Leave	10 days
04.	Maternity Leave	As per "The Maternity Benefit (Amendment) Act,2017 .
05.	Paternity Leave	15 Days per Child.

(G) General Instructions:

a. While applying for the posts, the applicant should ensure that he/ she fulfills the eligibility 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 fulfill the eligibility norms and / or that he / she has furnished any incorrect / false information or has suppressed any material fact(s), his/her candidature will automatically stand cancelled. If any of the above shortcoming(s) is / are detected even after appointment, his/her contractual appointment is liable to be terminated without any notice.
b. Mere submission of application against the advertisement and apparently fulfilling the criteria as prescribed in the advertisement would not bestow on him/her right to be called for interview.
c. 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.
d. The offer letter will contain details of contract, effective date, remuneration, duration and clause on renewal of contract subject to satisfactory review once in a year.
e. If either party decides to discontinue the contract, for any reason, whatsoever, the staff member or the organization, will be required to give one month's notice or equivalent salary in lieu thereof.
f. If there is any disciplinary action taken against any selected candidate in his/her earlier organization, the decision of the BSVS trust regarding the selection non-selection of the said candidate, shall be final and binding."
g. The BSVS trust reserves the right to terminate the contract without assigning any reasons. In such case, one month notice or salary in lieu thereof will be payable by the organization.
h. The new joinee will submit a joining report to the Director, RSETI and complete the required joining formalities.

(H) SUBMISSION OF APPLICATION:

a. **Eligible candidates have to submit/sent their duly filled and signed applications in the given format (Annexure C) with enclosure of Education Qualification and other relevant document in Hard copy only will be considered valid.**

b. Application received after the last date will not be entertained.
c. Incomplete applications will be rejected. Application for more than one post in one RSETI or more than one RSETIS may be rejected.

d. **It should reach the address as under on or before 30.11.2024 along with required copy.**

The Regional Head

Regional Office (Prayagraj-II): Baroda Bhawan, 1st Floor,Plot No. CP-01, Dev Prayagam Awas Yojana, Jhalwa, Prayagraj,211011

e. **Please sent the application on above mentioned address with title on envelope stating as applicable for respective post and RSETI Raipur as under:**

APPLICATION FOR THE POST OF "OFFICE ASSISSTANT" at RSETI KAUSHAMBI DISTRICT , MANJHANPUR ON CONTRACTUAL BASI