



**State Bank of Travancore Rural  
Development Trust  
State Bank of Travancore  
Head Office Thiruvananthapuram**

**ENGAGEMENT OF SUPPORT STAFF AT STATE BANK OF TRAVANCORE -RURAL  
SELF EMPLOYMENT TRAINING INSTITUTES (RSETIs) ON CONTRACT BASIS**

**IMPORTANT: LAST DATE OF RECEIPT OF APPLICATIONS – 31.03.2014**

State Bank of Travancore Rural Development Trust (SBTRDT) is running 4 Rural Self Employment Training Institutes (RSETIs) at Alappuzha, Kottayam, Pathanamthitta and Wynad. SBTRDT is looking for engagement of support staff on contractual basis for a period of three years at the above RSETIs for training and official duties. The details are given below:

**Faculty (Two each per Centre)**

SI No	Parameters	Eligibility Criteria
1	Age	Candidates in the age group of 20 to 45 years are eligible to apply
2	Educational qualification	MSW / M.Com / M.Sc / M.A in Rural Development/ MA in Sociology/ Psychology / B.Sc in Agriculture & Allied Subjects/ BA/BSc with BEd
3	Experience	3-5 years of teaching experience / social work / rural Development Shall have a flair for teaching.
3	Knowledge of Languages	Fluent in both written and spoken English and Malayalam language

4	Communication ability	Preference will be given to candidates possessing excellent communication skills
5	Computer Knowledge	Proficiency in MS Office, internet and email
6	Remuneration	Rs.15,000 per month in lump sum (No other allowances will be admissible)

**Office Assistant (Two each per Centre)**

<b>SI No</b>	<b>Parameters</b>	<b>Eligibility Criteria</b>
1	Age	Candidates in the age group of 20 to 35 years are eligible to apply
2	Educational qualification	BSW / B.A/ B.Com/B.Sc - Knowledge in basic Accounts is a preferred qualification
3	Knowledge of Languages	Fluent in both written and spoken English and Malayalam language
4	Communication ability	Good communication skills
5	Computer Knowledge	Proficiency in MS Office, internet and email
6	Remuneration	Rs.10,000 per month in lump sum (No other allowances will be admissible)

**Attender (One each per Centre)**

<b>SI No</b>	<b>Parameters</b>	<b>Eligibility Criteria</b>
1	Age	Candidates in the age group of 20 to 45 years are eligible to apply
2	Educational qualification	Should have passed SSLC or its equivalent examination
3	Knowledge of	

	Languages	Applicants having fluency in Local language preferred
4	Other requirement	Should have two wheeler driving licence
5	Remuneration	Rs.5,000 per month in lump sum (No other allowances will be admissible)

**Other Terms and conditions shall be as under:**

1. The candidate to be engaged will be on **contractual basis** initially for a period of one year and further renewable depending upon the performance. This contract shall cease to exist automatically at the end of the day mentioned in the contract without any notice to the candidate, unless renewed on or before the expiry date.. 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 shall be final and binding on him/her.
2. The application should be submitted only in the prescribed proforma which can be downloaded from the Bank's website – [www.statebankoftravancore.com](http://www.statebankoftravancore.com) with all particulars supported by relevant certificates to be sent by Regd. Post by mentioning the nature of assignment applied and RSETI preferred on the cover of the envelop to "The Deputy General Manager (FI & AGRI), State Bank of Travancore, Head Office, Poojappura, Thiruvananthapuram – 695012.
4. The SBT Rural Development Trust reserves the right to decide in all matters regarding eligibility, interview and selection of candidates. No representation or correspondence will be entertained by the Trust in this regard.
5. The contract service of selected candidates shall be valid for one year.
6. The duties and responsibilities as a Faculty /Office Assistant/Attender and obligations shall be as mentioned in Annexure I.
7. This is a contract for personal service and the Faculty/Office Assistant/Attender is not entitled to delegate his duties and obligations under this contract to any other

person.

8. 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 Trust and shall devote time and best skills and efforts in the service of the RSETI.
9. The candidate shall do any duty entrusted to him and take precautions to safeguard the Trust's goodwill/interest /property against negligence, mishandling or non – performance during the course of his/ her duties or otherwise.
10. The engagement of the candidate as faculty /office assistant in SBT RSETI is subject to his/her medical fitness as per requirements of the Trust. Therefore, the Trust shall have the right to require him/her at any time to subject him/ her for medical examinations by any registered medical practitioner of its choice. If in such examination, he/ she is found to be medically unfit then his/ her contract shall stand automatically forfeited and he/ she is liable to be disengaged by giving him one months notice or emoluments in lieu of notice.
11. Either party may terminate this agreement by giving one month's notice or Rs.10,000/-, in lieu of notice to the other party provided that in any of the following circumstances no such notice or pay in lieu of notice shall be required if the Trust wants to terminate the agreement;
  - 1 a. The Faculty /Office Assistant/Attender has in any manner acted against the interest of the Trust ;
  - 2 b. The Faculty /Office Assistant/Attender is found to be medically unfit to carry on the assignment; or
  - 3 c. The Faculty /Office Assistant/Attender has, without proper leave, failed to perform his duties for a continuous period of two weeks.
12. The Faculty /Office Assistant/Attender shall be entitled to 15 days leave (not exceeding 3 days at a time) and not any other leave during the contract period of one year. The leave together with holidays shall not exceed a continuous period of 5 days. If the Faculty /Office Assistant/Attender absent from work without permission continuously for a period of 5 days or more, he/ she shall be deemed to have abandoned his contract of Faculty /Office Assistant with the Trust with effect from date of commencement of such absence.
13. 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 RSETI 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 RSETI. He/ she shall be responsible for and shall take care of all books, computer software materials, documents or any other property /properties of the RSETI generally and specifically entrusted to him/ her.

14. In case it is detected at any stage of recruitment that a candidate doesnot fulfil the eligibilty norms and/or that he/she has furnished any incorrect/false information or has suppressed any material fact(s) his/her candidature will stand cancelled. If any of these short comings is/are detected evenafter appointment, his/her services are liable to be terminated.
15. The issuance of letter to engage the candidate as a faculty /Office Assistant/Attender at RSETI does not create any relationship as employee of sponsor Bank. i.e. State Bank of Travancore.
16. Nothing stated in the letter shall be construed to imply that the candidate is being absorbed in the services of the RSETI/Trust as a regular employee and consequently entitled to the benefits.

## **Annexure 1**

### **Duties and Responsibility of Faculty**

- Assisting the director in conducting Training programmes
- Conducting pre- training activities including awareness programmes, generation of applications and selection of candidates.
- Assisting the Director in preparation of Annual Action Plan, designing customized Training programmes and evaluation of training
- Organizing logistics for the training programme,including materials and guest faculty
- Handling sessions relating to motivation, entrepreneurship,market survey, business opportunity guidance, business plan preparation, launching formalities and enterprises management aspects (costing pricing, inventory management,marketing, customer relations etc)
- Providing post training escort services including follow up meets/visits
- Preparation of business plans/project report to RSETI trained entrepreneurs
- Providing counselling, credit linkage,marketing linkage etc to the trained entrepreneurs
- Preparation of success stories /case studies of entrepreneurs
- Preparation of notes for Training sessions, Post programme report, monthly progress report and Annual Activity report

- Organizing the functions, events and meetings of the institute.
- Preparation of press release/reports on the activities of the institute for the media coverage.
- Supervising the work of the Office Assistant, Sub Staff and Watchman of the Institute
- Monitoring the performance of guest faculty(skill Training)
- Maintenance of fixed assets & library of the institute
- Overseeing the maintenance of campus including class rooms,kitchen, dining hall and dormitories
- Upkeep of premises/campus of the institutes and all fixed assets including furniture and fixtures and library books of the institute
- Maintaining discipline in the institute including the practices of DAILY ATTENDANCE,PRAYER,MILLY,YOGA AND SHRAMADAAN
- Any other work/responsibilities entrusted by the Director.

#### **Duties and Responsibility of Office Assistant**

- Assisting the Director and Faculty in functioning of the Institute to achieve the objectives of the organisation
- Maintaining the accounts books, preparation and maintenance of vouchers, following the prescribed procedure for managing the accounts of the Institute.
- Maintaining all the books and registers of the institutes (Manual/Electronic)
- Creating, maintaining and updating data relating to training and all the activities of the Institute.
- Preparation of periodical reports to be submitted to the Controlling office, Ministry and other agencies.
- Organizing the required logistics for the Training programmes including boarding and lodging to the trainees.
- Registration of candidates to the Training, taking daily attendance in the Training as well as in the dining hall.
- Post Training follow up of trainees and submission of report to the Director.
- Up keep of premises/campus of the Institutes and fixed assets including furniture and fixtures and library books of the Institute.
- Any other work entrusted by the Director

#### **Duties and Responsibility of Attender**

- All sub ordinate work of the Institute for assisting the Director and other staff of the Institute for smooth conduct of the day – to-day activities and other events organized in the Institute or in the field.