

# SNEHA TRUST

*(Sponsored by Indian Overseas Bank)*

*C/o Financial Inclusion Department*

*Indian Overseas Bank, Central office, 763, Anna Salai, Chennai -600 002*

“SNEHA” a Trust founded by Indian Overseas Bank, is running 14 Rural Self Employment Training Institutes (RSETIs).

RSETI aims at tackling the problem of unemployment through vigorous training, motivation, and practical orientation of the youth towards self-employment besides providing follow up/ escort services for enabling their self-employment as per the guidelines of MoRD.

Now “SNEHA” Trust requires personal for the post of Attender for RSETI - Tenkasi on contract basis.

SI.No	RSETIs	Attender
1	Tenkasi	1

## **Qualifications & Other Requirements:**

Desirable age for all positions is **22-40 years**.

S.No	Post	Qualifications& Other Requirements:
1	Attender	<ul style="list-style-type: none"><li>• Shall be a Matriculate</li><li>• Ability to Read and Write the Local Language preferred</li></ul> <b>Applications are invited from Tenkasi District only</b>

### **1.Minimum Standards of Recruitment:**

a. Only those candidates who meet the minimum eligibility criteria as outlined above will be considered. However, the Trust will evaluate most appropriate competencies including attitudes and behaviour.

b. The contract will be valid for **a period of 3 years** subject to annual review and renewal of the contract by the Trust once a year.

### **2.Selection Process**

**Personal Interview** to assess communication ability, reading and writing ability.

### **3.Application:**

The common application form has been ported in our website [www.iob.in](http://www.iob.in). Applicants can download the form and apply for the respective post along with required copies of supportive documents as mentioned in the application.

Eligible candidate may send their application along with attested copies of supporting certificates to respective RSETIs address within 10 days from the date of Advertisement.

**Application should reach the RSETI Address on or before - 18.12.2024**

**The Director, RSETI Tenkasi, Plot no 1, Door No 2/10/59, High land city, Elathur to Tenkasi road, Tenkasi -627803.**

### **4.Engagement on Contract**

a. The Offer of Engagement of services will be issued by the Competent Authority / Trust and there will be no link or connection whatsoever with the parent Bank.

b. 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.

### **5.Joining Formalities**

a) 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.

b) The selected candidate will be required to join soon, in any case not later than 15 days from the date of receiving the offer letter.

c) 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.

d) If there is any disciplinary action taken against any selected candidate in his / her earlier organization, the decision of the Management of Trust / Society / RSETI regarding the selection / non – selection of the said candidate, shall be final and binding."

e) The 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.

f) The new joinee will submit a joining report to the Director and complete the required joining formalities

## 6. Job Description of Support Staff at RSETI

### ATTENDANT

1. 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.
2. Up keeping of premises including office, training class rooms, dormitory, bathrooms, filing cabinet, visitors lounge etc.
3. Filing the documents in respective files as per direction of office Assistant/Faculty/Director.
4. Going to Bank branches for all Bank work like for getting pass book updating etc. as per the instructions of Director.
5. Any other work entrusted by the Director from time to time.

### 7. Service Matters

#### A. Emoluments

The emoluments payable to the support staff taken on contract is in the table below.

S.No	Post	Salary Structure		
1.	Office Assistant	(i) Consolidated salary of Rs. 14,000 – 1000*5 – Rs.19000/- Annual performance incentive of Rs.1000/- every year is based on satisfactory review / Performance of service rendered. (ii) Fixed Conveyance Allowance (FCA) : Rs.1000/- pm on declaration basis. (iii) Mobile Allowance: Rs.300/- pm. (iv) The increments accrued shall be continue at the time of renewal of each contract period and the contract shall be continued till the retirement age of 60 years or the project period whichever is earlier, subject to satisfactory performance and renewal of the contract period from time to time. (iv) EPF, ESI, Gratuity as per rules		
2.	Annual Medical allowance on declaration basis	Rs. 5000/-		
3.	TA for outstation duties	TA payable for travel depends on the office exigencies and subject to approval of the tour programme by the competent authority i.e., Director of RSETI. For the approved tour programme/travel on duty, eligible mode of travel is 3 <sup>rd</sup> class AC. Otherwise, can also travel by public transport (Bus). Actual local conveyance by public transport will also be reimbursed.		
4.	HA for outstation tour (per day)		From 4to 8 Hrs	>8 hrs
		Attender	Rs.150/-	Rs.300/-

**B. Leave**

<b>S.No</b>	<b>Category of Leave</b>	<b>Period</b>
1.	Casual Leave	12 days per calendar year
2.	Privilege Leave	10 days per year
3.	Sick Leave	10 days per calendar year
4.	Maternity Leave	As per "The Maternity Benefit (Amendment) Act, 2017"
5.	Paternity Leave	15 (Fifteen) days per child subject to the conditions as in case of Maternity Leave

**For any queries, the candidates may contact**

**The Director, RSETI Tenkasi, Plot no 1, Door No 2/10/59, High land city, Elathur to Tenkasi road, Tenkasi -627803.**

**Email – [rsetitenkasi@gmail.com](mailto:rsetitenkasi@gmail.com)**

**Phone - 0462-2310307 / 2310315 , 9500870344**