

**Annexure-B**

**Guidelines for recruitment of outsourced staff in RSETIs on contractual basis:**

**Last Date of Receipt of Applications: 18.03.2025**

**Vacancies proposed to be filled in RSETIs:**

Sr.No.	Name of RSETI	Location of RSETI	Post	
			In House Faculty	Office Assistant
1	Patan	At Patan Centre District Patan North Gujarat	1 (One)	1 (One)

**1. Eligibility Criteria:**

**(A) AGE LIMIT: (As on 28.02.2025)- 22-40 Years (for In House Faculty and Office Assistant)**

**(B) Qualification:**

In House Faculty:	Sr. No.	Particulars	Proposed guidelines in line with MoRD
	ii	Qualification & Other Requirements	<ul style="list-style-type: none"> <li>➤ Shall be a Graduate( any i.e., Science /Commerce /Arts) / Post Graduate; however, preference may be given to 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.</li> <li>➤ Shall have a flair for teaching and possess sound Computer Knowledge.</li> <li>➤ Excellent communication skills in the local language essential, fluency in English and Hindi will be an added advantage</li> <li>➤ Skills in Typing in Local Language essential.</li> <li>➤ Typing skills in Hindi / English typing, an added advantage.</li> <li>➤ Previous experience as Faculty preferred</li> </ul>
	iii	Salary Structure	<ul style="list-style-type: none"> <li>i) Consolidated salary of Rs. 30000/- per month. 2000x5-Rs.40000/- Annual performance incentive of Rs.2000/- every year will be based on satisfactory review/performance of the services rendered.</li> <li>ii) Fixed Conveyance Allowance (FCA): Rs. 2500/- per month on declaration basis, subject to completion of minimum number of visits for conducting EAPs, Follow ups etc. otherwise the Director of the RSETI shall consider to pay proportionately.</li> <li>iii) The increments accrued shall be continued 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.</li> <li>iv) Mobile allowance:Rs.300/-per month</li> <li>v) EPF, ESI, Gratuity as per rules</li> </ul>

Office Assistant:	Sr. No.	Particulars	Proposed guidelines in line with MoRD
	ii	Qualification & Other Requirements	<ul style="list-style-type: none"> <li>➤ Shall be a Graduate viz. BSW/BA/B.Com./ with computer knowledge</li> <li>➤ Knowledge in Basic Accounting is a preferred qualification</li> <li>➤ Shall be fluent in spoken and written local language.</li> <li>➤ Fluency in Hindi / English would be an added qualification</li> <li>➤ Shall be proficient in MS Office ( Word and Excel ), Tally &amp; Internet</li> <li>➤ Skill in typing in local language is essential, typing skills in English an added advantage.</li> </ul>
	iii	Salary Structure	<ul style="list-style-type: none"> <li>i) Consolidated salary of Rs. 20000/- per month. 1500x5-Rs.27500/- Annual performance incentive of Rs.1500/- every year will be based on satisfactory review/performance of the services rendered.</li> <li>ii) Fixed Conveyance Allowance (FCA): Rs 2000/- per month on declaration basis, subject to completion of minimum number of visits for conducting EAPs, Follow ups etc. otherwise the Director of the RSETI shall consider to pay proportionately.</li> <li>iii) The increments accrued shall be continued 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.</li> <li>iv) Mobile allowance:Rs.300/-per month</li> <li>v) EPF, ESI, Gratuity as per rules.</li> </ul>

## **(C) JOB DESCRIPTION OF SUPPORT STAFF AT RSETIs.**

### **(I). IN HOUSE FACULTY**

1. Work as In House Faculty of the Institute handling sessions relating to entrepreneurship, motivation, personality development, business management, conducting business games etc guiding /educating the trainees, and coordinate the programmes of the Institute.
2. Conducting pre-training activities - EAPs, generation of applications and selection of candidates.
3. Assisting the Director in designing the Annual Action Plan and training programmes
4. Arranging logistics for the training programmes, including training materials and arranging Guest faculty.
5. Providing post Training escort services including conducting of follow up meets/visits.
6. Providing counseling, credit linkage, preparation of project report etc.
7. Preparation of Success Stories and circulate.-a minimum of two stories per month to the Controlling Office/ MoRD.
8. Preparation of Post programme Report.
9. Preparation of monthly report and other periodical reports.
10. Assisting/Guiding the Office assistant in maintaining of Day book, General Ledger and all other registers and Books.
11. Design new training programs by collecting feedback on emerging business opportunities in the area.
12. Prepare case studies and training materials for effective delivery of sessions
13. Establish liaison with outside agencies
14. Assist Director in internal control/administration of the institute.
15. Organizing functions, events and meetings of the Institute.
16. Preparation of Press release/reports on various activities of the Institute.
17. Supervising the work of assistant, attender, watchman cum Gardner of the Institute.
18. Monitoring the performance of Guest faculty of all skill trainings.
19. Maintenance of Inventory and Library books of the Institute.
20. Overseeing the maintenance of entire campus including class rooms, Kitchen, dining and Dormitory and to ensure to keep the premises clean and tidy.
21. Maintaining discipline in the Institute and ensuring administration of MILLY, LOG, PRAYER, YOGA SHRAMADHAN etc. on daily basis.
22. Any other work assigned by the Director from time to time.

## (II). OFFICE ASSISTANT

1. Assisting the Director and Faculty in effective functioning of the Institute to fulfill 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. Organizing 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.

### (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
- (iii) **Demonstration / Presentation** to assess teaching skills and communication capability.

S.N.	Criteria	Faculty	Office Assistant
1.	Written Test	√	√
2.	Personal Interview	√	√
3.	Demonstration / Presentation	√	

- 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 3 years subject to annual review and renewal of the contract once in a year.

**(F) Leave:**

<b>S.N.</b>	<b>Category of Leave</b>	<b>Period</b>
01.	Casual Leave	12 days per calendar year
02.	Privilege Leave	10 days per year
03.	Sick Leave	10 days calendar year
04.	Maternity Leave	As per "The Maternity Benefit (Amendment) Act, 2017"
05.	Paternity Leave	15 ( fifteen) days per child subject to the conditions as in case of Maternity leave

**(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 **18.03.2025** along with required copy.

**The  
Authorised Person  
Baroda Swarojgar Vikas Sansthan Trust**

**C/O Bank of Baroda  
Regional Office Banaskantha  
3<sup>rd</sup> Floor, Rudra Arcade, Deesa Highway  
Near Aroma Circle  
Palanpur- 385001**

- e. Please sent the application on above mentioned address with title on envelope stating as applicable for post and RSETI i.e PATAN as under:

**APPLICATION FOR THE POST OF "IN HOUSE FACULTY" at RSETI PATAN  
ON CONTRACTUAL BASIS.**

**OR**

**APPLICATION FOR THE POST OF "OFFICE ASSISSTANT" at RSETI PATAN  
ON CONTRACTUAL BASIS.**

**ANNEXURE – C**

**APPLICATION FOR THE POST OF “ \_\_\_\_\_ ”  
AT RSETI **PATAN** ON CONTRACTUAL BASIS**

To,  
Aauthorised Person  
Baroda Swarojgar Vikas Sansthan Trust

C/O Bank of Baroda  
Regional Office Banaskantha  
3<sup>rd</sup> Floor, Rudra Arcade, Deesa Highway  
Near Aroma Circle  
Palanpur- 385001

Paste Passport  
size Photograph  
Please sign across  
the Photograph

Dear Sir,

With reference to your advertisement on Bank’s website/Newspaper dated \_\_\_\_\_,  
I submit my application in prescribed format.

1. NAME (in full)- \_\_\_\_\_

2. ADDRESS FOR CORRESPONDENCE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. CATEGORY(GEN/SC/ST/OBC): \_\_\_\_\_

4. If person with Disability:

Type of disability:

Percentage of disability:

5. DATE OF BIRTH (As per School leaving Certificate):

Age in completed years as on 01/01/2022: \_\_\_\_\_ Years \_\_\_\_\_ Month

6. Contact Details:

MOBILE NO. -

LANDLINE No.

E-MAIL ID-

7. GENDER:

8. NATIONALITY:

9. RELIGION:

10. MARTIAL STATUS:

11. FATHER’S/ Husband’s NAME:

12. PERMANENT ADDRESS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**13. COMMUNICATION SKILL IN LOCAL LANGUAGES, HINDI & ENGLISH:**

Sr.NO.	Name of Language	Weather essential or Not	Read	Write	Typing
1	Local Language i.e. Gujarati	Essential			
2	Hindi				
3	English				

**14. EDUCATION QUALIFICATION:**

Qualification	Details (B.A./B.Sc/ M.A./M.Sc etc.)	Board/ University	Year of Passing	Subject/ Specialization	Marks (Rank if any)
Graduation					
Post-Graduation					
Professional Qualification					
Others/ Computer Knowledge					

**15. RELATIVE EXPERIENCE - Total (in years) \_\_\_\_\_**

SN	Name of Bank	Designation	Duration		Responsibilities	Pay Scale	Extra Ordinary Achievements
			From	To			

Total Years of Service \_\_\_\_\_ Years  
 Out of which as an Officer \_\_\_\_\_ Years  
 No. of years worked in Rural Areas \_\_\_\_\_ Years

**15. Details of Past Employment:**

- a) Organization :
- b) Full Address:
- c) Position:
- d) Reporting To:
- e) Date of Joining :
- f) Date of Leaving :
- g) Total Experience (In Year)
- h) Salary/Compensation Presently Drawn:

**16. Date of Issue of Service Certificate of Previous Employer: \_\_\_\_\_**



**17. Details of Present Employment:**

- a) Organization
- b) Full Address:
- c) Position:
- d) Reporting To:
- e) Date of Joining :
- f) Date of Leaving :
- g) Total Experience (In Year)
- h) Salary/Compensation Presently Drawn:

**18. Details of Applicant close relative working in Bank of Baroda**

- i.) Name
- ii.) Post
- iii.) Presently posted at

**19. Brief detail of experience in the Bank in respect of working in Rural area /as Rural Development In-charge/ as Faculty/as \_\_\_\_\_, etc.**

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**20. Significant Achievement (If Any) in respect of above assignments-**

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**21. Name and addresses of two references-**

- 1) \_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_
  
- 2) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DECLARATION:**

I hereby declare that the particulars furnished above are true and correct to the best of knowledge and belief and I understand that in the event of any information being found false or incorrect or incomplete application at any stage or not satisfying the eligibility criteria according to the requirements of the relative advertisement, my candidature/ appointment for the said post is liable to be cancelled/terminated at any stage and if appointed, my service are liable to be terminated.

I hereby agree that any legal proceedings in respect of any matter of claims or disputes arising out of this application and/or out of said advertisement can be instituted by me only at place of concerned RSETI and Courts/tribunals/forums at said center only.

I undertake to abide by all the terms and conditions mentioned in the advertisement displayed on Banks website dated \_\_\_\_\_.

**(Signature of applicant)**

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Enclosures: Copy of All Educational Qualification/Experience certificate /other relevant document.

- 1.
- 2
- 3.
- 4.
- 5.
- 6.