



இந்தியன் வங்கி ஊரக சுயவேலை வாய்ப்பு பயிற்சி நிறுவனம்
इंडियन बैंक स्वरोजगार प्रशिक्षण संस्थान
INDIAN BANK RURAL SELF EMPLOYMENT TRAINING INSTITUTE (INDSETI)
(under the aegis of Ministry of Rural Development, Govt of India)
5, Alamelupuram, First Floor, Mambalapattu Road, Villupuram - 605602
Phone no.04146 294115 – email indsetivillupuram2012@gmail.com

ENGAGEMENT OF SUPPORT STAFF (OFFICE ASSISTANT) AT INDIAN BANK SELF EMPLOYMENT TRAINING INSTITUTE (INDSETI) VILLUPURAM ON CONTRACT BASIS

IMPORTANT: LAST DATE OF RECEIPT OF APPLICATION: 02/05/2026

Indian Bank Trust for Rural Development (IBTRD) is running Indian Bank Rural Self –Employment Training Institute (INDSETI) in the Lead Districts. Now, IBTRD is looking for engagement of support staff on **Contractual Basis** for a period of three years at INDSETI, Villupuram for training and official duties.

The details are given below :

Office Assistant - 01 Post

Sl.No	Parameters	Eligibility Criteria
1	Age	22 to 40 Years
2	Educational Qualification	Shall be a Graduate viz. BSW/BA/B.Com/ with computer knowledge. Knowledge in Basic Accounting is a preferred qualification.
3	Communication Skills	Shall be fluent in spoken and written in local Language, Fluency in Hindi/English would be an added advantage.
4	Technical Skills	Shall be proficient in MS Office (Word and Excel), Tally & Internet. Skills in typing in local language is essential. Typing skills in English is an added advantage.
5	Experience	Previous experience as Office Assistant is Preferred.
6	Salary Structure and other details	Consolidated Salary of Rs.20,000 - 1500 X 5 = Rs.27500/- Annual Performance incentive of Rs.1500/- every year will be based on satisfactory review / performance of the services rendered. Fixed Conveyance Allowance of Rs.2000/-pm on declaration basis subject to completion of minimum number of visits for conducting EAPs, Follow up etc. Mobile Allowance Rs.300/- pm EPF, ESI, Gratuity as per rules.
7	Selection Process	Written Exam and Interview
8	Application form and details	Interested and eligible candidates are advised to download the application form and detailed notification from the official website of Indian Bank: indianbank.bank.in – Career Section. Please super scribe location name on the cover while sending application. Completed application with all particulars supported by relevant certificates to be sent By Post / Regd. Post / Speed Post to the INDSETI, VILLUPURAM address as: The Director, Indian Bank Rural Self Employment Training Institute, 5, First Floor, Mambalapattu Road , Alamelupuram, Villupuram 605 602

Other Terms and Conditions:

1. The selected candidate will be engaged on **contractual basis** for period of three years subject to annual review and renewal of contract once in a year. Such engagement shall come to an end after expiry 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 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, Education Qualifications with Photocopy of Certificates, Experience, Post Applied for etc.,**
4. Completed applications with all particulars supported by relevant certificates to be sent by Post/ Regd. Post to the address of INDSETI, VILLUPURAM as given here under:

**The Director,
Indian Bank Rural Self Employment Training Institute,
5, First Floor, Mambalapattu Road ,
Alamelupuram,
Villupuram 605 602
Phone no. 04146 294115**

5. **The INDSETI reserves the rights to reject incomplete / ineligible applications.**
6. Selection Process comprises of :
 - Written Test to assess General Knowledge and Computer Capability
 - Personal Interview to assess communication ability, Leadership qualities, attitude, problem solving ability and ability to get along with the trainees, developmental approach.
7. Selected / empanelled candidates shall be placed in the waiting list for future absorption, if required.
8. Validity of the empanelled candidates shall be for a period of one year.
9. The duties and responsibilities of the Faculty / Office Assistant / Attender/Watchman cum Gardener 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 Faculty / Office Assistant / Attender

Watchman cum Gardener, 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 neither shall he/she in any way at time disclose, divulge to anybody nor 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 faculty 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 HR policy adopted by IBTRD.
21. Certificates & documents to be submitted will be informed through engagement letter (After completion of selection process).

Director
INDSETI Villupuram