

VIJAYA BANK SELF EMPLOYMENT TRAINING INSTITUTE (VIBSETI), INDORE desires to engage **HONEST, SINCERE** and **HARDWORKING** supporting staff to work in the institute **Purely** on **CONTRACT BASIS**. The contract is for three years subject to review of performance every year for continuation. The Interested and eligible candidates are requested to apply **ON OR BEFORE 13.08.2018**.

Applicant may apply with details , viz. Name with photo, Father’s name, Date of birth, Correspondence Address, Permanent Address, Phone/ Mobile number, Tenure of resident, Educational Qualifications with photocopy of Certificates, Experience, Post Applied for etc, as per the format given at Annexure –A.

Applications with all the necessary papers along with sufficiently stamped self-addressed **ENVELOPE** should be sent by ordinary post only before 13.08.2018 No application shall be entertained beyond the stipulated date. Incomplete application shall be rejected. The complete application in closed envelope superscripting- **“Application for the post of For VIJAYA BANK SELF EMPLOYMENT TRAINING INSTITUTE, INDORE”** should reach us at address below mentioned:

THE DIRECTOR
 VIJAYA BANK SELF EMPLOYMENT TRAINING INSTITUTE
 Village – Bhenslay, Post – IIM Indore, Tehsil – Mhow,
 District – Indore (M.P.) – 453 556

*Please note that institute has got right to cancel the process of selection at any stage without assigning any reason.

Short listed candidates will be selected based on their performance in the personnel **INTERVIEW**. Any kind of canvassing in this regard will be treated as disqualification.

Details of the positions are as follows:

1. FACULTY- Post code (F) Position -1

S No	Parameter	Eligibility criteria
1	Age	<ul style="list-style-type: none"> • Candidates in the age of 25-45 years as on 31.07.2018. • Candidates with experience in the teaching field / NGO experience shall be preferred up to the age of 50 years.
2	Educational Qualification	<ul style="list-style-type: none"> • Shall be a Graduate in any Discipline and Post Graduate viz. MSW/MA in Rural Development / M.A. in Sociology/Psychology/BSc (Agriculture)/B.Ed. etc shall be preferred. • Shall have a flair for teaching with computer knowledge • Ready to travel extensively in the district.

3	Language	Applicant should have fluency in Hindi and English
4	Communication	Applicant should have excellent communication skill in addition to above and should have flair for teaching.
5	Computer Literacy	Proficiency in MS Office & Internet
6	Remuneration	Rs. 12000 /- per month Consolidated.

2. OFFICE ASSISTANT: Post code (C) Positions -1

S No	Parameter	Eligibility criteria
1	Age	<ul style="list-style-type: none"> Candidates in the age of 20-45 years as on 31.07.2018.
2	Educational Qualification	<ul style="list-style-type: none"> Shall be a Graduate viz. BSW/BA/B.Com with computer knowledge Knowledge in Basic Accounts in a preferred qualification
3	Language	Applicant should have fluency in Hindi and English
4	Computer Literacy	Proficiency in MS Office & Internet
5	Remuneration	Rs.7500 /- per month consolidated

3. OFFICE ATTENDER: Post Code (T) Positions -1

S No	Parameter	Eligibility criteria
1	Age	Candidates in the age of 20-45 years as on 31.07.2018.
2	Educational Qualification	Shall be a Matriculate. Knowledge about Local area and people is added advantage.
3	Language	Hindi
4	Remuneration	Rs. 4500 /- per month Consolidated

Other terms & condition:

- As mentioned above, the candidate to be engaged will be on contractual basis initially for a period of 3 years only to be reviewed every year for continuation in service. Such appointment shall come to an end after expiry of period of contract. During this period, his/her services may be terminated at any time at Institute's discretion, if his/her work & conduct are not found satisfactory or for any other reason whatsoever. It is, however, to be clearly understood that the decision of the Institute's about his/her work & conduct being satisfactory or otherwise or in terminating his/her services for any reason whatsoever shall be final and binding upon him/her.
- The duties and responsibilities as a faculty /Office assistant/ Attender and obligations shall be as entrusted by the Director, VIBSETI.
- The candidate so appointed shall not during his/her period of appointment engage himself/ herself directly or indirectly in any other business or employment while engaged by Institute and shall devote time and best skills and efforts in the service of the Institute.