

## Annexure-B

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

**Last Date of Receipt of Applications: 14.06.2025**

### VACANCIES PROPOSED TO BE FILLED IN RSETI

Sr.No.	Name of RSETI	Location of RSETI	POST
			Attender
1	Panchmahal (Godhra)	BSVS (RSETI) Panchmahal (Godhra)	1 (One)

### ELIGIBILITY CRITERIA

**(A) Age Limit:** (As on 21.05.2025) **22-40 Years** (for Attender)

**(B) Qualification:**

SN	Position	Qualifications & Other Requirements in line with MoRD
1.	Attender	<ul style="list-style-type: none"><li>Shall be a Matriculate</li><li>Ability to read and write the local language.</li></ul>

**(C) Salary Structure:**

1.	Office Attender	<ul style="list-style-type: none"><li>Consolidated salary of Rs.14000 – 1000 x 5 – Rs.19000/- Annual performance incentive of Rs.1000/- every year is based on satisfactory review/ performance of service rendered.</li><li>Fixed Travel Allowance [FTA]: Rs. 1000/- pm on declaration basis.</li><li>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>Mobile allowance : Rs.300/-pm.</li><li>EPF, ESI, Gratuity as per rules.</li></ul>
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### JOB DESCRIPTION OF SUPPORT STAFF AT RSETIs

#### 1. OFFICE ASSISTANT

- 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. .
- Upkeeping of premises including office, training classrooms, dormitory, bathrooms, filing cabinet, visitors lounge etc.

3. Filling the documents in respective files as per direction of office Assistant/ Faculty/ Director.
4. Going to Bank branches for all Bank work like getting passbook updating etc. as per the directions of Director.
5. Any other work entrusted by the Director from time to time.

## SELECTION PROCESS

The selection process will comprise of:

- (i) **Personal Interview** to assess communication ability, leadership qualities, attitude, problem solving ability and ability to get along with the trainees, developmental approach.
- 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 confirm 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.

## CONTRACT PERIOD

The contract will be valid for a period of 12 month. BSVS trust will reserve the right for renewal/non-renewal of the contract based on the performance of the candidate during the contract period.

## LEAVE

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

## 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 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 selected candidate will be required to join soon, in any case not later than 15 days from the date of receiving the offer letter.
  - e. 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.
  - f. 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.
  - g. 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."
  - h. The BSVS trust reserves the right to terminate the contract without assigning any reasons. In such case, one month notice or salary in lieu there of will be payable by the organization.
  - i. The new joiner will submit a joining report to the Director, RSETI and complete the required joining formalities.

#### **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 hardcopy 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 RSETI may be rejected.
- d. It should reach the address as under on or before 14/06/2025 along with required copy of supporting documents.

**The  
Authorized Person  
Baroda Swarojgar Vikas Sansthan  
Baroda –RSETI  
Shivampark Society,  
Nr.Bank of Baroda Bamroli Road Branch  
Godhra-389001, Mob: 9099075899  
Dist-Panchmahal**

- j. **Please send the application on above mentioned address with title one envelope stating as applicable for respective post as under:**

**APPLICATION FOR THE POST OF "OFFICE ATTENDER" at  
RSETI PANCHMAHAL (GODHRA) CONTRACTUAL BASIS.**