

UNITED BANK RURAL DEVELOPMENT & SELF EMPLOYMENT TRUST (UBRUDSET)

Applications are invited for engagement of Faculty, Office Assistant, Attendant, Watchman-cum-Gardener on outsourcing basis in 12 (twelve) different RSETIs under UBRUDSET spread over the states of West Bengal, Assam and Tripura

Opening Date for ONLINE Application				01.08.2016																								
Closing Date for ONLINE Application				15.08.2016																								
** Facility of on-line application is available only in case of Faculty & Office Assistant post (post code 01 & 02)																												
The last date of receipt of application at UBRUDSET, Kolkata for the post of Attendant & Watchman – cum-Gardener (post code 03 & 04)				20.08.2016																								
Sl. No.	Name of RSETI	District & State where located	Under which region of United Bank of India	Test Centre – Written & Interview																								
1.	Rajpur, South 24-Parganas	24-Parganas (South), W.B.	24-Parganas (South) Region	Kolkata																								
2.	Purulia	Purulia, W.B.	Purulia Region	Purulia																								
3.	Raiganj, Uttar Dinajpur	Uttar Dinajpur, W.B.	Malda Region	Malda																								
4.	Dakshin Dinajpur, Balurghat	Dakshin Dinajpur, W.B.	Malda Region	Malda																								
5.	Cachar	Cachar, Assam	Cachar Region	Silchar																								
6.	Golaghat	Golaghat, Assam	Sibsagar Region	Jorhat																								
7.	Morigaon	Morigaon, Assam	Nagaon Region	Nagaon																								
8.	Dhemaji	Dhemaji, Assam	Dibrugarh Region	Dibrugarh																								
9.	North Lakhimpur	Lakhimpur, Assam	Dibrugarh Region	Dibrugarh																								
10.	Dibrugarh	Dibrugarh, Assam	Dibrugarh Region	Dibrugarh																								
11.	Dhalai	Dhalai, Tripura	Tripura Region	Agartala																								
12.	Udaipur	South Tripura, Tripura	Tripura Region	Agartala																								
<p>The engagement will be valid for 3 years subject to annual review and renewal of contract by the RSETI once a year. Applications are invited from eligible candidates to fill the following vacancies in each of the above 12 (twelve) RSETIs as noted below :</p> <table border="1"> <tr> <td>Faculty–2 Posts</td> <td>Office Assistant – 2 Posts</td> <td>Attendant– 1 Post</td> <td>Watchman-cum-Gardener– 1 Post</td> </tr> </table> <p>Candidates should apply for one post in a particular RSETI. Candidates who are permanent resident of a district and applying for any post in the RSETI situated in that district only will be preferred.</p> <p>The number of vacancies as mentioned above are provisional and may vary according to the actual requirement of the individual RSETI.</p> <p>Consolidated Salary & age limit of applicants :</p> <table border="1"> <tr> <th>Post Code</th> <th>Post</th> <th>Consolidated Salary</th> <th>Age as on 01.06.2016 (Min-Max)</th> </tr> <tr> <td>01</td> <td>Faculty</td> <td>Rs.20,000.00 p.m.</td> <td>22 – 40 years</td> </tr> <tr> <td>02</td> <td>Office Assistant</td> <td>Rs.12,000.00 p.m.</td> <td>22 – 40 years</td> </tr> <tr> <td>03</td> <td>Attendant</td> <td>Rs.8,000.00 p.m.</td> <td>22 – 40 years</td> </tr> <tr> <td>04</td> <td>Watchman-cum-Gardener</td> <td>Rs.6,000.00 p.m.</td> <td>22 – 40 years</td> </tr> </table>					Faculty–2 Posts	Office Assistant – 2 Posts	Attendant– 1 Post	Watchman-cum-Gardener– 1 Post	Post Code	Post	Consolidated Salary	Age as on 01.06.2016 (Min-Max)	01	Faculty	Rs.20,000.00 p.m.	22 – 40 years	02	Office Assistant	Rs.12,000.00 p.m.	22 – 40 years	03	Attendant	Rs.8,000.00 p.m.	22 – 40 years	04	Watchman-cum-Gardener	Rs.6,000.00 p.m.	22 – 40 years
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RELAXATION IN UPPER AGE LIMIT : If an applicant, immediately preceding his application, had satisfactorily served the RSETI, such period shall be taken into consideration and the age limit for entry should be enhanced to the extent of such past service.

Consolidated salary may be revised maximum by 10% over the preceding year's salary depending upon satisfactory review/performances of services rendered. Fixed Travel allowance, annual medical allowance, EPF, ESI, Gratuity as per rules.

Copy of this engagement notice along with the application form will be displayed in the Notice Board of each RSETI. Window advertisement will also be published in local/regional newspaper having reach to the district levels.

1. ELIGIBILITY CRITERIA :

A) NATIONALITY / CITIZENSHIP : Applicants should be Indian national,

B) EDUCATIONAL QUALIFICATION AND EXPERIENCE (FOR POST CODES 01 TO 04):

Post Code	Post	Qualification	Experience	Mode of Selection
01	Faculty	Shall be Graduate/Post Graduate. Candidates who have secured 1 st class in either Graduation or Post Graduation will be preferred. Subject wise, candidates having completed MSW/ M.A in Rural Development/ M.A in Sociology/B.Sc (Veterinary) B.Sc (Horticulture) B.Sc (Agri) B.Sc (Agri Marketing), B.A with B.Ed etc. will be preferred. Excellent communication skills in local language essential, fluency in Hindi & English will be an added advantage. Shall have flair for teaching and should possess sound computer knowledge, skill in typing in local language essential. Typing skill in Hindi & English will be an added advantage	Previous experience as Faculty preferable	Written test, Personal Interview, Demonstration / Presentation
02	Office Assistant	Shall be Graduate. Candidates who have secured 1 st class in either Graduation or Post Graduation will be preferred. Subject wise, candidates having completed BSW/B.A / B.Com will be preferred. Shall be fluent in speaking and writing local language, fluency in English & Hindi will be an added advantage. Knowledge in basic accounting will be a preferred qualification. Applicants shall be proficient in M.S Office (Word and Excel), Tally and Internet. Skills in typing in local language is essential, typing skill in English will be an added advantage.		Written Test & Personal Interview
03	Attendant	Shall be a Matriculate. Ability to read and write the local language will be preferred (Assamese in the Assam based RSETIs and Bengali in West Bengal and Tripura based RSETIs)		Personal Interview
04	Watchman-cum-Gardener	Should have passed Class VII standard examination	Should have experience preferably in Agriculture /Gardening/ Horticulture	Personal Interview

NOTE : Educational Qualification and Post Qualification Experience (wherever applicable) should be as on 01.06.2016.

2. SELECTION PROCEDURE :

The selection will be made on the basis of : Written test, interview, demonstration/presentation for the post of Faculty (post code 01); Written Test and Interview for the post of Office Assistant (post code 02); Personal interview for the post of Attendant & Watchman/Gardener (post code 03 & 04). The written test for Faculty and Office Assistant post will be to assess General Knowledge and Computer capability. The written test for Faculty will comprise of two parts (i) Objective test & (ii) Descriptive test for a total duration of 1 hour 30 minutes, the apportionment of marks between objective & descriptive test will be in the ratio of 80:20. Written test for Office Assistant will comprise of Objective test only for duration of 60 minutes.

Merely satisfying the eligibility norms do not entitle a candidate to be called for written test/ interview. The UBRUDSET reserves the right to call only the requisite number of candidates after preliminary screening / short listing with reference to candidate's qualification, suitability, experience etc.

3. HOW TO APPLY:

Candidates are required to apply as per format given hereunder. Application format is also available in the United Bank of India's website – link UBRUDSET

The Guidelines for filling Applications are as under:

A recent photograph should be pasted on the application with signature across it.

While the application for the post of Faculty & Office Assistant has to be submitted on-line, the application for the posts of Attendant and Watchman/Gardener has to be sent by Registered / Speed Post only in a closed envelope superscribed as “**APPLICATION FOR THE POST OF Attendant or Watchman/Gardener**” to the following address—

The Secretary-cum-Treasurer,
UBRUDSET,
RCPPOD, 10th Floor
United Tower, United Bank of India Building,
11, Hemanta Basu Sarani, Kolkata – 700 001

NOTE :

1. Applications for the post codes from 01 to 04 must be accompanied by self attested copies of under mentioned certificates:
 - Secondary School Certificate / School leaving certificate or any other documentary proof of age.
 - Mark sheets (year wise) showing specifically the subject studied and certificates in respect of educational qualification viz. SSLC, HSC, Graduate / post graduate Degree etc.
 - Experience certificates specifying designation, job profiles, period of service (with specific dates, emoluments, activity profile of previous and present employers etc.
2. Selected candidates will be required to produce a valid discharge certificate from the present employer before joining the service.

4. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT :

Candidates are warned that they should not furnish any particulars that are false, tampered , fabricated or suppress any material information while filling up the application form and submitting the certified copies/ testimonials.

At the time of interview, if a candidate is (or has been) found guilty of (i) using unfair means or (ii) impersonating or procuring impersonation by any person or (iii) misbehaving in the interview or (iv) resorting to any other irregular or improper means his / her candidature for the selection may in addition to rendering himself / herself liable to criminal prosecution will be liable (a) to be disqualified from the interview (b) to be debarred either permanently or for a specified period any examination or selection held by the UBRUDSET

5. GENERAL INSTRUCTIONS :

- a) UBRUDSET takes no responsibility for any delay in receipt or loss in postal transit of the application (b) before applying for the post the candidates should ensure that he / she fulfills the eligibility and other norms mentioned in this advertisement. UBRUDSET would be free to reject any application at any stage of the engagement process if the candidate is found ineligible for the post for which he / she has applied. The decision of UBRUDSET shall be final in taking any decision on qualification, experience and other eligibility norms. (c) Candidates seeking relaxation in age must enclose a certified copy of the documents in support of his / her claim and should not send original certificates or materials (d) Application once made will not be allowed to be withdrawn (e) Application not accompanied by relevant certificate (s) where necessary or not signed by the candidate or incomplete in any respect will not be entertained. (f) A recent passport size photograph should be securely pasted on the application and should be signed across it by the candidate. Three copies of the same photograph should be retained for use at the time of interview. Candidates are advised not to change their appearance till the engagement process is complete. Failure to produce the same photograph at the time of interview, may lead to disqualification. (g) Candidates serving in Government / Public Sector undertakings (including Banks) should send their application through proper channels and produce a “**No Objection Certificate**” from their employer at the time of interview in absence of which their candidature will not be considered. (h) Decision of the UBRUDSET in all matters regarding eligibility of the candidate, the stages at when such scrutiny of eligibility is to be undertaken, the documents to be produced for the purpose of the conduct of interview selection and any other matter relating to engagement will be final and binding on the candidate. No correspondence or personal enquiry shall be entertained by the UBRUDSET on this behalf. (i) Any request for change of address will not be entertained. (j) The UBRUDSET shall not be responsible for an application being rejected which is based on wrong information provided for any advertisement issued by an unauthorized person / institution (k) Only attested copies of certificates should be sent by the candidate along with the application. (l) Candidate has to enclose a copy of discharge certificate, retirement / pension order and documentary proof of rank (substantive as well as acting) last / presently held. Those who are still in defense service should submit a certificate from a competent authority that they will be relieved from defense services within three months of the last date of the receipt of the application. (m) Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the courts situated in Kolkata (n) UBRUDSET takes no responsibility to co – relate any certificate sent separately by candidates. (o) In case of any dispute arise on account of interpretation of versions other than English, English version will prevail. (p) Engagement of selected candidates is subject to his / her being declared medically fit as per the requirement of the UBRUDSET. (q) Candidate’s admission to the interview is strictly provisional. The mere fact that the candidate has been called for interview does not imply that his candidature has been finally cleared by the UBRUDSET.

Place : Kolkata

Date: 30.07.2016

Secretary-cum-Treasurer
UBRUDSET

APPLICATION FORMAT

**APPLICATION FOR ENGAGEMENT IN THE POST OF FACULTY/ OFFICE ASSISTANT /
ATTENDANT/WATCHMAN CUM GARDENER IN RURAL SELF EMPLOYMENT TRAINING
INSTITUTES (RSETIs) SPONSORED BY UNITED BANK OF INDIA ON CONTRACT BASIS**

(Fill all columns in legible capital letters & use 21 cms x 34 cms size paper)

**SECRETARY CUM TREASURER,
UNITED BANK RURAL DEVELOPMENT
& SELF EMPLOYMENT TRUST (UBRUDSET),
RCPPD, 10th FLOOR
UNITED TOWER, UNITED BANK OF INDIA BUILDING,
11, HEMANTA BASU SARANI,
KOLKATA – 700 001 (W.B.)**

**PLEASE AFFIX
YOUR RECENT
PHOTOGRAPH AND
SIGN ACROSS**

I hereby submit my application for the above post in the prescribed format.

Post Code

Name of the Post

Name of the RSETI

- 1.
2. FULL NAME (IN BLOCK LETTERS)

Mr./Mrs. _____

2. PERMANENT ADDRESS (IN BLOCK LETTERS):

PIN

3. Date of Birth (As per School leaving Certificate SSLC)

Date _____ Month _____ Year _____.

Age as on 01.06.2016 _____ Years _____ Months.

4. MOBILE NO. :

E-MAIL ID :

LAND LINE NO. (IF ANY) WITH STD CODE :

5. GENDER : (Tick in the appropriate box)

MALE	FEMALE
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6. FATHER'S / HUSBAND'S NAME: (IN BLOCK LETTERS) _____

7. NATIONALITY: _____

8. PLACE OF DOMICILE : PLACE _____ DISTRICT _____ STATE _____

9. Educational and Professional Qualifications (as on 01.06.2016):

- (a) Details of Graduation / Post Graduation as per the eligibility criteria prescribed for the posts concerned in the advertisement (As on the date of application)
If all the information in these boxes is not provided, the application will be rejected.

Particulars	Name of the Degree and Discipline	Class / Division	Percentage of aggregate marks
Graduation			
Post Graduation			

- b) Details of Education (Matriculation onwards)

Examination passed	Name of the Institution/University	Subjects studied in detail	Date, Month, year of passing	Percentage of aggregate marks	Class / Division

- c) Details of Education (for non-matriculantes)

Examination passed	Name of the School/ Board	Subjects studied	Date, Month, year of passing	Percentage of aggregate marks	Others

10. Particulars of Post Qualification Experience including the Present Occupation / Job (As on**01.06.2016) :**

Name of the employer (s) / firm etc. and the nature and details of activities carried out by the employer	Designation and rank, if any	Period of Service		Length of Service Yrs. Months/ days	Nature of duties performed in detail	Remarks (Reasons for leaving services)
		From	To			

11. Languages known:

Sl.No.	Language	Read*	Write*	Speak*

*(Mark 'X' in the appropriate box)

DECLARATION: I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information given by me is found false or incorrect at any stage or not satisfying the eligibility criteria according to the requirements of the relative advertisement, my candidature / appointment is liable to be cancelled / terminated. I hereby agree that any legal proceedings in respect of any matter (s) or claims or disputes arising out of this application and / or out of said advertisement can be instituted by me only at Kolkata and Courts / Tribunals / Forums at Kolkata only shall have sole and exclusive jurisdiction to try the cause / dispute. I undertake to abide by all the terms & conditions mentioned in the advertisement given by the UBRUDSET.

PLACE:**DATE:****SIGNATURE OF CANDIDATE**