



ASSAM GRAMIN VIKASH BANK

(A joint undertaking of Govt. of India, Govt. of Assam & United Bank of India)
Head Office: G S Road, Bhangagarh, Guwahati –781005(Assam)
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Ref. AGVB/P&D/64A/ 16/2012-13

Date 19-02-2013

ENGAGEMENT OF FACULTY, OFFICE ASSISTANT AND ATTENDER FOR AGVB-RSETIs ON CONTRACTUAL BASIS

Applications are invited from eligible Indian Citizens for filling up the following vacancies in various Rural Self Employment Training Institutes (AGVB-RSETIs) sponsored/to be established by Assam Gramin Vikash Bank in the districts of Sonitpur, Bongaigaon, Jorhat, Kamrup & Kamrup (Metro), on contractual basis :

A. NAME OF THE POST : FACULTY (IN HOUSE)

No. of Vacancies : 10 (Ten)

Basis of Recruitment : On outsourcing basis from open market

Remuneration : Rs.500.00 per day or approximately Rs.15,000.00 (Rupees fifteen thousand) per month

ELIGIBILITY CRITERIA :

Educational Qualification : Should be a Post Graduate viz, MSW/MA in Rural Development/MA in Sociology/Psychology/B.Sc (Agri)/ BA with B.Ed., etc from a recognised university.

Experience : Minimum 05 years experience in Rural Banking is desirable. Should have flair for teaching with Computer Knowledge.

Role of Faculties :

- Assisting the Director in day-to-day administration of the RSETI
- Taking sessions in behavioral aspects
- Follow-up activities of trained candidates
- Conducting training programmes as per training calendar and subject prepared by the Director of the RSETI. Training programmes should focus more on self employment, rather than academic interest.
- Any other assignment, as may be entrusted from time to time.

B. NAME OF THE POST : OFFICE ASSISTANT

No. of Vacancies : 05 (Five)

Basis of Recruitment : On outsourcing basis from open market

Approximate Salary : Rs.10,000.00 (Rupees Ten thousand) per month

ELIGIBILITY CRITERIA :

Educational Qualification : Should be a Graduate viz, BSW/BA/B.Com from a recognised University with Computer Knowledge. Knowledge of Basic Accounts is preferred.

Role of Office Assistants :

The Office Assistants will be responsible for and should involve in

- Maintaining/Updating all Registers/Ledgers including Computer entries
- Writing accounts on daily basis and tallying the Books of Accounts
- Assisting the Directors in day to day functioning of the RSETIs
- Taking up as well as following up of the trained candidates at regular intervals effectively.
- Any other assignment, as may be entrusted from time to time.

C. NAME OF THE POST : ATTENDER

No. of Vacancies : 05 (Five)

Basis of Recruitment : On outsourcing basis from open market

Approximate Salary : Rs.5000.00 (Rupees Five thousand) per month

ELIGIBILITY CRITERIA :

Educational Qualification : Matriculate.

Role of Attender :

The Attender will be responsible for and should involve in

- Maintaining cleanliness of the premise, furniture and fixtures.
- Carrying out day-to-day chores as directed by the Director/ Faculty/Office Assistant
- Assisting the Directors/Faculty/Office Assistant in day to day functioning of the RSETIs
- Any other assignment, as may be entrusted from time to time.

Interested candidates are requested to send their resumes in Standard form of Application along with attested copies of the following supporting documents, so as to reach the **Chairman, Assam Gramin Vikash Bank, Head Office, G S Road, Bhangagarh, Guwahati-781 005, Assam within 28-02-2013.**

List of Supporting Documents :

- i) Certificate in support of Educational Qualification
- ii) Certificate in support of Age
- iii) Experience Certificate
- iv) Certificate of proficiency in Teaching/Computer knowledge, if any.
- v) Address proof

The Envelope containing the application and supporting documents should be super scribed with **“Application for the Post of FACULTY/ OFFICE ASSISTANT/ ATTENDER in AGVB RSETIs”.**

Last date of receiving applications : 09-03-2013

Candidates shortlisted after scrutiny of applications and supporting documents, will be called for Personal Interview through Call Letters to be sent to their recorded address/E-mail ID.

Selected candidates will be empanelled for a period of 12 months and Bank will engage the selected personnel on the basis of existing as well as future requirement of the RSETIs.



GENERAL MANAGER