

ASSAM GRAMIN VIKASH PRASHIKSHAN TRUST (AGVPT)

Applications are invited for engagement of Faculty, Office Assistant, Attendant, on outsourcing basis in 05 (five) different RSETIs under AGVPT spread over the state of Assam

The last date of receipt of application at AGVPT, Guwahati, Assam for the post of Faculty, Assistant and Attendant (post code 01, 02, 03)				10.01.2017																			
Sl. No.	Name of RSETI	District & State where located	Under which region of Assam Gramin Vikash Bank	Test Centre – Written & Interview																			
1.	AGVB – RSETI, Tezpur	Sonitpur, Assam	Lakhimpur Region	Guwahati																			
2.	AGVB – RSETI, Jorhat	Jorhat, Assam	Golaghat Region																				
3.	AGVB – RSETI, Bongaigaon	Bongaigaon, Assam	Kokrajhar Region																				
4.	AGVB – RSETI, Kamrup (M)	Kamrup (M), Assam	Guwahati Region																				
5.	AGVB – RSETI, Kamrup	Kamrup, Assam	Guwahati Region																				
<p>The engagement will be on contractual basis and 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 05 (five) RSETIs as noted below :</p> <table border="1"> <tr> <td>Faculty – 5 Posts</td> <td>Office Assistant – 1 Post</td> <td>Attendant – 2 Posts</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. A waitlist valid for a period of 01 year will be prepared having 200% of the candidates against each vacant post.</p> <p>Consolidated Salary & age limit of applicants :</p> <table border="1"> <thead> <tr> <th>Post Code</th> <th>Post</th> <th>Consolidated Salary</th> <th>Age as on 01.12.2016 (Min-Max)</th> </tr> </thead> <tbody> <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> </tbody> </table>					Faculty – 5 Posts	Office Assistant – 1 Post	Attendant – 2 Posts	Post Code	Post	Consolidated Salary	Age as on 01.12.2016 (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
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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, etc. shall be 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.

It is reiterated that the offer of engagement in all the posts will be issued by Assam Gramin Vikash Prashikshan Trust (AGVPT) and there will be no commitment/obligation/liability on the part of Assam Gramin Vikash Bank to absorb such candidates who will be selected on contract basis for RESTI job or any job in the Bank at any point of time.

ELIGIBILITY CRITERIA :

- A) **NATIONALITY / CITIZENSHIP** : Applicants should be Indian national,
- B) **EDUCATIONAL QUALIFICATION AND EXPERIENCE (FOR POST CODES 01 TO 03):**

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 Assamese & 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 Assamese & 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 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		Personal Interview
<u>NOTE :</u> Educational Qualification and Post Qualification Experience (wherever applicable) should be as on 01.12.2016.				

1. **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 (post code 03). 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.

2. HOW TO APPLY:

Candidates are required to apply as per format given hereunder. Application format is also available in the Assam Gramin Vikash Bank's website – what's new section

3. APPLICATION FEES

The candidates applying for the post of Faculty (post code 01) will be required to pay an amount of Rs.200/- (Rupees Two Hundred) only and candidates applying for the post of Office Assistant (post code 02) will be required to pay an amount of Rs.100/- (Rupees One Hundred) only by Demand Draft in favour of the **“Assam Gramin Vikash Prashikshan Trust” payable at Guwahati** as an application fee for the posts. Application Forms not accompanied by application fees in the form of Demand Draft for the post of Faculty and Assistant will be rejected. **However, no application fees is required for the post of Attendant (post code 03).**

The applications for the posts of Faculty, Assistant and Attendant along with the necessary enclosures have to be sent by Registered / Speed Post only in a closed envelope superscribed as **“APPLICATION FOR THE POST OF Faculty / Assistant / Attendant”**, as the case may be to the following address—

**The Chairman
Assam Gramin Vikash Prashikshan Trust
c/o - Assam Gramin Vikash Bank
Head Office, G.S. Road, Bhangagarh
Guwahati - 781005**

NOTE:

1. A recent photograph should be pasted on the application with signature across it.
2. Applications for the post codes from 01 to 03 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. HSLC, 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.
3. Application forms must be accompanied by application fees in the form of Demand Draft for the post of Faculty (post code 01) and Office Assistant (post code 02).
4. Selected candidates will be required to produce a valid discharge certificate from the present employer before joining the service. (In case of in service candidates)
5. Number of candidates for interview shall be called at 1:4 ratio.
6. Call letters for written examination shall be sent through e-mail only. However, date and venue will be notified in Bank's website. No hard copy of individual call letters will be sent to the candidates.
7. Call letters of interview shall be sent through e-mail and mobile message only. However, the date and venue of interview shall be notified in Bank's website. No hard copy of call letters will be sent to the candidates individually.
8. Any change regarding this selection process will be notified in Bank's website only.

1. 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 AGVPT

2. GENERAL INSTRUCTIONS:

- a) AGVPT 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. AGVPT 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 AGVPT 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 application fees by way of Demand Draft and 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 AGVPT in all matters regarding eligibility of the candidate, the stages in which 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 AGVPT on this behalf. (i) Any request for change of address will not be entertained. (j) The AGVPT shall not be responsible for an application being rejected which is based on wrong information provided by any advertisement issued by an unauthorized person / institution (k) Only self 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 Assam (n) AGVPT 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 AGVPT. (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 AGVPT.

Place : Guwahati

Date: 29.12.2016

Sd/-

Trustee, AGVPT

APPLICATION FORMAT

**APPLICATION FOR ENGAGEMENT IN THE POST OF FACULTY/ OFFICE ASSISTANT / ATTENDANT IN
RURAL SELF EMPLOYMENT TRAINING INSTITUTES (RSETIs) SPONSORED BY ASSAM GRAMIN
VIKASH BANK ON CONTRACT BASIS**

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

CHAIRMAN

ASSAM GRAMIN VIKASH PRASHIKSHAN TRUST

c/o - ASSAM GRAMIN VIKASH BANK, HEAD OFFICE

G.S. ROAD, BHANGAGARH

GUWAHATI - 781005

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. FULL NAME (IN BLOCK LETTERS)

Mr./Mrs. _____

2. PERMANENT ADDRESS (IN BLOCK LETTERS):

PIN

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

Date _____ Month _____ Year _____.

Age as on 01.12.2016 _____ Years _____ Months.

4. Details of Demand Draft:

Amount : Rs.

Demand Draft No :

Date :

Bank :

5. MOBILE NO. :

6. E-MAIL ID :

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

8. GENDER : (Tick in the appropriate box)

MALE	FEMALE	TRANSGENDER
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

9. FATHER'S / HUSBAND'S NAME: (IN BLOCK LETTERS) _____

10. NATIONALITY: _____

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

12. Educational and Professional Qualifications (as on 01.12.2016):

a) Details of Graduation / Post Graduation as per the eligibility criteria prescribed for the posts concerned in the advertisement

If all the information in these boxes is not furnished, 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 marks	Class / Division

c) Details of Education (for non-matriculates)

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

13. Particulars of Post Qualification Experience including the Present Occupation / Job (As on 01.12.2016):

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			

14. Languages known:

Sl.No.	Language	Read*	Write*	Speak*

*(Mark '✓' 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 in Assam and Courts / Tribunals / Forums in Assam 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 AGVPT.

PLACE:

DATE:

SIGNATURE OF CANDIDATE