

FOR EXPRESSION OF INTEREST FOR APPOINTMENT OF FACULTY AT RSETI ROPAR PURELY ON TEMPORARY AND CONTRACTUAL BASIS

LAST DATE FOR SUBMISSION OF THE APPLICATION 20/09/2022

Application fees: - NIL

1. Eligibility criteria :-

Position	Qualifications and other requirements	Selection procedure
Faculty	<ul style="list-style-type: none">• Age 22-40 years.• Graduate/Post Graduate viz. MSW/MA in Rural Development/MA in Sociology/Psychology/B.Sc(Veterinary)/B.Sc. (Horticulture), B.Sc. (Agri. Marketing)/B.A with B.Ed. Etc.• Shall have a flair for teaching with Computer knowledge.• Excellent communication skills in local language essential, fluency in English and Hindi will be an added advantage.• Typing Skills in Hindi Punjabi and English.• Previous experience as Faculty preferred.	<ul style="list-style-type: none">• Written Test : General Knowledge and Computer capability.• Personal Interview• Demonstration/ Presentation.
Watchman /Gardner	<ul style="list-style-type: none">• 22-40 Years• Should have passed 7th Standard• Should have experience preferably in agriculture/ gardening/horticulture	<ul style="list-style-type: none">• Personal Interview

Sr. no	Centre for Vacancy and address	Post	Vacancy
1.	RSETI Ropar UCO RSETI Ropar, Panchayat Bhawan behind Zila parishad complex ADC (D) distt Ropar Punjab 140001.	Faculty	2
		Watchman	1

TERMS & CONDITIONS:-

Contract period :- The candidate shall be appointed on contract basis for a period of **three years** , renewal of the contract may be considered at the sole discretion of the Trust and subject to the satisfactory performance and **annual renewal the contract by the Director once in a year**

1.) Job description for the post of Faculty :-

- Work as Faculty of the Institute handling sessions relating to entrepreneurship, motivation, personality development , business management , conducting business games etc guiding / educating the trainees and coordinate the programmes of the institute.
- Conducting pre- training activities –EAPs, generation of applications and selection of candidates.
- Assisting the Director in designing the Annual Action Plan and training programmes.
- Arranging the logistics for the training programmes, including training materials and arranging Guest Faculty.
- Providing post training escort services including conducting of follow up meets/visits.
- Providing counselling, credit linkage, preparation of project report etc.
- Preparation of success stories and circulates a minimum of two stories per month to the controlling Office/MoRD.
- Preparation of Post Programme report.
- Preparation of monthly report and other periodical reports.
- Assisting/Guiding the Office Assistant in maintaining of Day book, General Ledger and all other register and Books.
- Design new training programs by collecting feedback on emerging business opportunities in the area.
- Prepare case studies and training materials for effectively delivery of sessions.
- Establish liaison with outside agencies.
- Assist Director in internal control/administration of the institute.
- Organising functions, events and meetings of the Institute.
- Preparation of Press release/reports on various activities of the Institute.
- Supervising the work of Assistant, attendant, Watchman cum Gardner of the Institute.
- Monitoring the performance of Guest Faculty of all skill trainings.
- Maintenance of Inventory and Library books of the Institute.
- Overseeing the maintenance of the entire campus including class rooms, Kitchen, dining and Dormitory and to ensure to keep the premises clean and tidy.
- Maintaining discipline in the Institute and ensuring administration of MILLY, LOG, PRAYER, YOGA SRAMADHAN etc on daily basis.
- Any other work assigned by the Director from time to time.

2.) Job description for the post of Watchman :-

- Watch and ward of the premises.
- Gardening work and maintenance and upkeep of the premises.
- In case of need to perform the duties of the attendant.
- Any other work entrusted by the Director from time to time.

1. SALARY DETAILS:-

POST	SALARY STRUCTURE
FACULTY	<ul style="list-style-type: none">• Consolidated salary of Rs. 20000/- which may be revised for the ensuing year by an amount not exceeding 10% of preceding year's consolidated salary based on satisfactory

	review/ performance of services rendered. <ul style="list-style-type: none"> • Fixed Travel Allowance (FTA): Actual subject to minimum of Rs. 1000/- per month against bills or claim Rs. 500/- on declaration basis. • Annual Medical allowance on declaration basis Rs. 3000/-.
WATCHMAN	<ul style="list-style-type: none"> • Consolidated salary of Rs. 6000/- which may be revised for the ensuing year by an amount not exceeding 10% of preceding year's consolidated salary based on satisfactory review/ performance of services rendered. • Fixed Travel Allowance (FTA): 500/- per month. • Annual Medical allowance on declaration basis Rs. 2000/-.

Eligible candidates have to submit their applications in the given format. Duly filled in all respects shall be submitted as per the details appended below no application shall be entertained beyond the stipulated date Incomplete applications will be rejected.

The Last date of receipt of the applications to UCO RSETI Ropar, Panchayat Bhawan behind Zila parishad complex ADC (D) distt Ropar Punjab 140001 is 20/02/2020.

2. General Instructions:-

1. While applying for the post, the applicants should ensure that he/she fulfils the eligibility criteria and other norms mentioned above and that the particulars furnished are correct in all respects. In case it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and that he/she has furnished any incorrect /false information or has suppressed any material fact his/her candidature will be automatically stands cancelled. If any of the above shortcomings are detected after engagement his/her contractual engagement is liable to be terminated without any notice.
2. Mere admission of application against advertisement and apparently fulfilling the criteria prescribed would not be stow on him/ her right to be called for interview.