

Guidelines for recruitment of outsourced staff in RSETIs on contractual basis:**Last Date of Receipt of Applications:** 04.03.2024**Vacancies proposed to be filled in RSETIs:**

Sr.No.	Name of RSETI	Location of RSETI	Post
			Watchman/ Gardener
1	Mahasamund	BSVS RSETI Mahasamund	1 (One)

1. Eligibility Criteria:**(A) Age Limit:** (As on 01.04.2024) **22-40 Years** (for Watchman/Gardener)**(B) Qualification:**

SN.	Particulars	Proposed guidelines in line with MoRD
i.	Qualification & Other Requirements	<ul style="list-style-type: none"> ➤ Should have passed 7th Standard, ➤ Should have experience preferably in agriculture/ gardening/ horticulture
ii.	Salary Structure	i) Consolidated Salary of Rs.7500/- PM

JOB DESCRIPTION OF SUPPORT STAFF AT RSETIs.**(I). Watchman/Gardener**

1. Watch and ward of the premises
2. Gardening work, maintenance and upkeep of premises.
3. In case of need, to perform duties of attendant.
4. 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, job responsibility, attitude.
 - 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 entitle a candidate to be called for interview. 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.

(C) 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.

(D) Leave:

S.N.	Category of Leave	Period
01.	Casual Leave	12 days per year
02.	Privilege Leave	10 days per year
03.	Sick Leave	10 days

04.	Maternity Leave	90 days per child in a contract of one year after completing six months of entering into contract subject to maximum of two surviving children.
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(E) 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 are correct in all respects. In case it is detected at any stage of recruitment that a candidate does 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 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.
- e. 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.
- f. 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."
- g. The BSVS trust reserves the right to terminate the contract without assigning any reasons. In such case, one month notice or salary in lieu thereof will be payable by the organization.
- h. The new joiner will submit a joining report to the Director, RSETI and complete the required joining formalities.

(F) SUBMISSION OF APPLICATION:

- a. Eligible candidates have to submit/send their duly filled and signed applications in the given format (Annexure C) with enclosure of Education Qualification, KYC documents and other relevant document in Hard copy only will be considered valid.
- b. Application received after the last date will not be entertained.
- c. Please send the application on below mentioned address with title on envelope as **"APPLICATION FOR THE POST OF "WATCHMAN/ GARDENER" at RSETI MAHASAMUND ON"** on or before 04.03.2024 along with required document.

The
Authorized Person
Baroda Swarojgar Vikas Sansthan Trust
C/O Bank of Baroda Regional
Office Dhamtari
First Floor, Sonkar Plaza, Rudri Road,
Dhamtari (Chhattisgarh) – 493773