



Mizoram Rural Bank



RURAL SELF EMPLOYMENT  
TRAINING INSTITUTE  
Kolasib, Mizoram

**ENGAGEMENT OF SUPPORT STAFF FOR  
MRB RSETI, KOLASIB**

MRB RSETI invites applications for the post of various support staff at MRB RSETI Kolasib as below:

| Post Name         | No. of Vacancies | Desirable Age | Mode of Engagement | Monthly Remuneration* |
|-------------------|------------------|---------------|--------------------|-----------------------|
| Faculty           | 2                | 22-40 years   | Contract basis     | ₹ 20,000/-            |
| Office Assistant  | 2                | 22-40 years   | Contract basis     | ₹ 14,000/-            |
| Attender          | 1                | 22-40 years   | Contract basis     | ₹ 11,400/-            |
| Watchman/Gardener | 1                | 22-40 years   | Contract basis     | ₹ 11,400/-            |

Application Form with detailed information is available in our website [www.mizoramruralbank.in](http://www.mizoramruralbank.in). The duly completed application form in a closed cover shall be addressed to THE DIRECTOR, MRB RSETI, KOLASIB and submitted by 4:00 P.M on or before 30.04.2022 at:

1. Mizoram Rural Bank, Head Office, MINECO, Khatla, Aizawl - 796001.
2. Mizoram Rural Bank, Kolasib Branch, Kolasib – 796081.

Please note that MRB RSETI reserves the right to cancel/postpone the advertisement/selection process without any prior notice. \*As per extant policy & guidelines.

Date: 16.04.2022

Place: Kolasib

Sd/-  
For DIRECTOR  
MRB RSETI, KOLASIB

## APPLICATION FORM

|  |
|--|
| Paste a recent<br>passport sized<br>photograph<br>duly signed<br>across on the<br>photograph |
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To,

The Director,  
MRB RSETI, KOLASIB,  
Kolasib.

**APPLICATION FOR THE POST OF  
FACULTY / OFFICE ASSISTANT / ATTENDER / WATCHMEN / GARDENER  
ON CONTRACT BASIS IN MRB RSETI, KOLASIB.**

Sir,

Application for the post of \_\_\_\_\_ at MRB RSETI, Kolasib with reference to your insertion in Bank's Website / Daily Newspaper regarding above, I append below following information for your kind perusal and needful. I also enclose self attested papers/documents related to Proof of Identity/Address/Educational Qualifications etc.

|    |  |                          |           |          |                |
|----|--|--------------------------|-----------|----------|----------------|
| 1  | Full Name (In Block Letters)   |                          |           |          |                |
| 2  | Father's/Husband's Name  |                          |           |          |                |
| 3  | Address ( including telephone/mobile No. and e-mail address) where he/she normally resides/will reside and will perform the duties after selection )   |                          |           |          |                |
| 4  | Sex  |                          |           |          |                |
| 5  | Date of Birth  |                          |           |          |                |
| 6  | Age as on 16.04.2022   | _____ Years _____ Months |           |          |                |
| 7  | Category ( Strike of which is not applicable )   | SC / ST / OBC / GENERAL  |           |          |                |
| 8  | Marital status   |                          |           |          |                |
| 9  | Mobile Number  |                          |           |          |                |
| 10 | Email Address  |                          |           |          |                |
| 11 | Computer Knowledge   |                          |           |          |                |
| 12 | Educational Qualification  |                          |           |          |                |
| 13 | Language Known   | Can Speak                | Can Write | Can Read | Can Understand |
|    |  |                          |           |          |                |
| 14 | Experience   |                          |           |          |                |
| 15 | List of Certificate enclosed   |                          |           |          |                |
| 16 | <p><b>Declaration</b> : I hereby declare that:</p> <p>i) No case of CBI or other law enforcement agency or any proceedings in any court of law is pending against me</p> <p>ii) I am physically fit to carry out duties of the FACULTY/OFFICE ASSISTANT / WATCHMEN/ ATTENDANT including continuous visits of villages and/or other places as per requirement of the Bank. (Please Tick the Post applied for)</p> <p>iii) I have gone through the job profile, engagement conditions and remuneration of FACULTY / OFFICE ASSISTANT / ATTENDER / WATCHMAN/ GARDENER and is unconditionally acceptable to me ( Please Tick the Post applied for).</p> <p>I further declare that the information stated above is complete, true and correct to the best of my information, knowledge and belief. I understand that in the event of any information being found untrue or incorrect at any stage or my not satisfying any of the eligibility criteria of MRB RSETI, Kolasib, my candidature is liable to be cancelled.</p> |                          |           |          |                |

Date : \_\_\_\_\_

Signature : \_\_\_\_\_

Place : \_\_\_\_\_

Name : \_\_\_\_\_

## **DETAILED TERMS AND CONDITIONS FOR ENGAGEMENT OF FACULTY ON CONTRACTUAL BASIS FOR MRB RSETI, KOLASIB**

For engagement of Faculty (on contractual basis for a period of 3 years), the following terms and conditions to be read and followed by the applicants.

### **Eligibility for Faculty:**

- Shall be a Graduate / Post Graduate viz. MSW / MA in Rural Development / MA in Sociology / Psychology / B.Sc. (Veterinary), B.Sc. (Horticulture), B.Sc. (Agri.), B.Sc. (Agri. Marketing) / B.A. with B.Ed. etc.
- Shall have a flair for teaching and possess sound Computer Knowledge
- Excellent communication skills in the local language essential, fluency in English and Hindi will be an added advantage
- Skills in Typing in Local Language essential
- Typing skills in Hindi / English typing, an added advantage
- Previous experience as Faculty preferred

### **How to Apply:**

- Application should be submitted in Bank's prescribed format available in our website with necessary self-attested documents (Annexure-1 for all applicants)

### **No. of Posts:**

- 2 (Two) posts for faculty position in MRB RSETI, Kolasib on contractual basis for a period of three (3) years. Provision for further renewal, based on the satisfactory performance / conduct / behaviour.

### **Age Criteria:**

- Preferably between 22 yrs - 40 yrs.

### **Selection Procedure:**

All candidates applying for the post will have to clear:

- Written Test: To assess General Knowledge and Computer Capability. Kindly note that the written test will be conducted in English language only.
- Personal Interview: To assess Communication ability, leadership quality, attitude, problem solving ability and ability to get along with the trainees development approach.
- Demonstration / Presentation: To assess teaching skills and communication capacity.

**Note:** Only those candidates who qualify in written exam will be called for interview / presentation.

### **Remuneration:**

- The remuneration will be ₹ 20,000/- (Rupees Twenty thousand only) per month on consolidated basis.

**Leave:**

- 12 days in a calendar year to be availed with prior approval of RSETI Director, Maximum 4 days on each occasion.
- There is no provision for encashment of leave even after exit of the Faculty on any reason / ground. No leave can be accumulated at the end of the calendar year, the leave would lapse.

**Exit Policy:**

- One month's notice from either side.
- MRB RSETI, Kolasib reserves the right to remove the RSETI Faculty at any time even before the expiry period of the contract in case his / her performance is not up to the expectation or otherwise too.

**Important dates:**

- Last date for submission of application is 30.04.2022
- The date of written test, interview & Presentation/Demonstration shall be communicated to the Applicants by email.

The duly completed application form should be addressed to "**THE DIRECTOR, MRB RSETI, KOLASIB**" and reach us at the address "**Mizoram Rural Bank, Head Office, MINECO, Khatla, Aizawl - 796001 OR Mizoram Rural Bank, Kolasib Branch, Kolasib - 796081**" in a closed cover by 4:00 PM on or before 30.04.2022. "**APPLICATION FOR THE POST OF FACULTY IN MRB RSETI, KOLASIB**" should be mentioned on the top of the envelope. Partially filled or unfilled applications will be rejected. MRB RSETI, Kolasib will not be held responsible for any postal delay or non-delivery of any communication. Candidates should mention their E-mail IDs without fail in application form as all communication will be made through e-mail. Please note that MRB RSETI, Kolasib reserves the right to cancel / postpone the advertisement / selection process without any prior notice. If any candidate is selected, he / she should not be attached to any Government / Private / any other organization on permanent / temporary / contractual basis as on the date of issue of engagement order.

**Note:**

- For retired employees of PSU Bank extant guidelines and provisions in vogue shall apply. In case of any dispute, jurisdiction of the Guwahati High Court, Aizawl Bench shall be valid.

**Job Profile:**

- 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 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 counseling, credit linkage, preparation of project report etc.
- Preparation of Success Stories and circulate 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 registers and Books.
- Design new training programs by collecting feedback on emerging business opportunities in the area.
- Prepare case studies and training materials for effective 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, attender, 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 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 SHRAMADHAN etc on daily basis.
- Any other work assigned by the Director from time to time.

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## **DETAILED TERMS AND CONDITIONS FOR ENGAGEMENT OF OFFICE ASSISTANT ON CONTRACTUAL BASIS FOR MRB RSETI, KOLASIB**

For engagement of Two Office Assistants (On contractual basis for a period of 1 year) the following terms and conditions to be read and followed by the applicant.

### **Eligibility for Office Assistant:**

- Shall be a Graduate with basic knowledge of Computer.
- Knowledge in Basic Accounting is a preferred Qualification
- Shall be fluent in spoken and written local language
- Fluency in Hindi / English would be an added qualification.
- Shall be proficient in MS Office (Word and Excel), Tally and Internet
- Skills in typing in local language is essential, typing skills in English an added advantage

### **How to Apply:**

- Application should be submitted in Bank's prescribed format available in our website with necessary self-attested documents (Annexure-1 for all applicants)

### **No. of Posts:**

- 2 (Two) posts for Office Assistant position in MRB RSETI, Kolasib on contractual basis for a period of one (1) year. Provision for further renewal, based on the satisfactory performance / conduct / behaviour.
- The contract may be terminated by either side by giving one month notice.

### **Age Criteria:**

- Preferably between 22 yrs - 40 yrs.

### **Selection Procedure:**

All candidates applying for the post will have to clear:

- Written Test: To assess General Knowledge and Computer Capability. Kindly note that the written test will be conducted in English language only.
- Personal Interview: To assess Communication ability, leadership quality, attitude, problem solving ability and ability to get along with the trainees development approach.

**Note:** Only those candidates who qualify in written exam will be called for interview.

### **Remuneration:**

- The remuneration will be ₹ 14,000/- ( Rupees fourteen thousand only ) per month on consolidated basis.

### **Leave:**

- 12 days in a calendar year to be availed with prior approval of RSETI Director, Maximum 4 days on each occasion.
- There is no provision for encashment of leave even after exit of the Office Assistant on any reason / ground. No leave can be accumulated at the end of the calendar year, the leave would lapse.

**Exit Policy:**

- One (1) month's notice from either side.

**Important dates:**

- Last date for submission of application is 30.04.2022
- The date of written test & interview shall be communicated to the Applicants by email.

The duly completed application form should be addressed to "**THE DIRECTOR, MRB RSETI, KOLASIB**" and reach us at the address "**Mizoram Rural Bank, Head Office, MINECO, Khatla, Aizawl - 796001 OR Mizoram Rural Bank, Kolasib Branch, Kolasib - 796081**" in a closed cover by 4:00 PM on or before 30.04.2022. "**APPLICATION FOR THE POST OF OFFICE ASSISTANT IN MRB RSETI, KOLASIB**" should be mentioned on the top of the envelope. Partially filled or unfilled applications will be rejected. MRB RSETI, Kolasib will not be held responsible for any postal delay or non-delivery of any communication. Candidates should mention their E-mail IDs without fail in application form as all communication will be made through e-mail. Please note that MRB RSETI, Kolasib reserves the right to cancel / postpone the advertisement / selection process without any prior notice. If any candidate is selected, he / she should not be attached to any Government / Private / any other organization on permanent / temporary / contractual basis as on the date of issue of engagement order.

**Job Profile:**

- Assisting the Director and Faculty in effective functioning of the Institute to fulfill the objectives of the Trust.
- Maintaining of Cash book, General Ledger, vouchers, as per the guidelines (Presently single entry Book keeping).
- Maintaining all books, registers, both manual and soft copy as per the prevailing guidelines from Trust / Ministry.
- Maintaining and updating all data relating to trainings, Follow up, Settlement, etc.
- Creating and updating MIS data as per the guidelines.
- Preparation of monthly report and other periodical reports and submission to Trust, Ministry and other agencies involved in overall supervision of functioning of RSETI.
- Organising the required logistics for training including arranging Boarding, Dormitory, etc.
- Arranging the training materials for all Skill batches.
- Making registration of candidates in all the trainings, taking daily attendance of trainees, taking boarding attendance of trainees.
- Conducting follow up visits as directed by Director and reporting the same to the Director.
- Up keeping of all fixed Assets and maintaining of Inventory of items including training materials and equipment.
- Maintaining of Library books and issuing books to the trainees as and when they demand.
- Carryout all the Instructions/any other work given by the Director and faculty from time to time.

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**DETAILED TERMS AND CONDITIONS FOR ENGAGEMENT OF  
ATTENDER ON CONTRACTUAL BASIS FOR MRB RSETI, KOLASIB**

For engagement of Attendant (on contractual basis for a period of 1 year) the following terms and conditions to be read and followed by the Applicants.

**Eligibility:**

- Minimum Matriculate pass
- Ability to read and write the local language preferred

**How to Apply:**

- Application should be submitted in Bank's prescribed format available in our website with necessary self-attested documents (Annexure-1 for all applicants)

**No. of Posts:**

- One (1) Attender on contractual basis for a period of one (1) year. Provision for further renewal subject to satisfactory performance.

**Age Criteria:**

- Preferably between 22 yrs - 40 yrs.

**Selection Procedure:**

- The selection is based on performance in the Interview. Decision of the Selection Committee in this regard will be final.

**Remuneration:**

- The remuneration will be ₹ 11,400/- (Rupees Eleven thousand four hundred Only) per month on contractual basis / minimum rates of wages as per State Govt. Circular whichever is higher.

**Leave:**

- 12 days in a calendar year to be availed with prior approval of RSETI Director, maximum 4 days on each occasion.
- There is no provision for encashment of leave even after exit of the Attender on any reason / ground. No leave can be accumulated. At the end of the calendar year, the leaves, if any would lapse.

**Exit Policy:**

- One month's notice from either side.

**Important dates:**

- Last date for submission of application is 30.04.2022
- The date of Personal Interview shall be communicated to the Applicants by email.



The duly completed application form should be addressed to "**THE DIRECTOR, MRB RSETI, KOLASIB**" and reach us at the address "**Mizoram Rural Bank, Head Office, MINECO, Khatla, Aizawl - 796001 OR Mizoram Rural Bank, Kolasib Branch, Kolasib - 796081**" in a closed cover by 4:00 PM on or before 30.04.2022. "**APPLICATION FOR THE POST OF ATTENDER IN MRB RSETI, KOLASIB**" should be mentioned on the top of the envelope. Partially filled or unfilled applications will be rejected. MRB RSETI, Kolasib will not be held responsible for any postal delay or non-delivery of any communication. Candidates should mention their E-mail IDs without fail in application form as all communication will be made through e-mail. Please note that MRB RSETI, Kolasib reserves the right to cancel / postpone the advertisement / selection process without any prior notice. If any candidate is selected, he / she should not be attached to any Government / Private / any other organization on permanent / temporary / contractual basis as on the date of issue of engagement order.

**Job Profile of RSETI Attender:**

- Generally all subordinate work of the Institute for assisting the Director and other staff of the Institute for smooth functioning of the day to day activities.
- Up keeping of premises including office, training class rooms, dormitory, bathrooms, filing cabinet, visitors lounge etc.
- Filing the documents in respective files as per direction of office Assistant/Faculty/ Director.
- Going to Bank branches for all Bank work like for getting pass book updating etc. as per the instructions of Director.
- Any other work entrusted by the Director from time to time.

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**DETAILED TERMS AND CONDITIONS FOR ENGAGEMENT OF  
WATCHMAN/GARDENER ON CONTRACTUAL BASIS FOR MRB RSETI, KOLASIB**

For engagement of Watchman/Gardener (on contractual basis for a period of 1 year) the following terms and conditions to be read and followed by the Applicants.

**Eligibility:**

- Should have passed 7th Standard (VII Pass)
- Ability to read and write the local language preferred
- Should have experience preferably in agriculture/gardening/horticulture
- The candidate should preferably be resident of the District where the RSETI is located

**How to Apply:**

- Application should be submitted in Bank's prescribed format available in our website with necessary self-attested documents (Annexure-1 for all applicants)

**No. of Posts:**

- One (1) Watchman/Gardener on contractual basis for a period of one (1) year. Provision for further renewal subject to satisfactory performance.

**Age Criteria:**

- Preferably between 22 yrs - 40 yrs.

**Selection Procedure:**

- The selection is based on performance in the Interview. Decision of the Selection Committee in this regard will be final.

**Remuneration:**

- The remuneration will be ₹ 11,400/- (Rupees Eleven thousand four hundred Only) per month on contractual basis / minimum rates of wages as per State Govt. Circular whichever is higher.

**Leave:**

- 12 days in a calendar year to be availed with prior approval of RSETI Director, maximum 4 days on each occasion.
- There is no provision for encashment of leave even after exit of the Watchman / gardener on any reason / ground. No leave can be accumulated. At the end of the calendar year, the leaves, if any would lapse.

**Exit Policy:**

- One month's notice from either side.

**Important dates:**

- Last date for submission of application is 30.04.2022
- The date of Personal Interview shall be communicated to the Applicants by email.

The duly completed application form should be addressed to "**THE DIRECTOR, MRB RSETI, KOLASIB**" and reach us at the address "**Mizoram Rural Bank, Head Office, MINECO, Khatla, Aizawl - 796001 OR Mizoram Rural Bank, Kolasib Branch, Kolasib - 796081**" in a closed cover by 4:00 PM on or before 30.04.2022. "**APPLICATION FOR THE POST OF WATCHMAN/GARDENER IN MRB RSETI, KOLASIB**" should be mentioned on the top of the envelope. Partially filled or unfilled applications will be rejected. MRB RSETI, Kolasib will not be held responsible for any postal delay or non-delivery of any communication. Candidates should mention their E-mail IDs without fail in application form as all communication will be made through e-mail. Please note that MRB RSETI, Kolasib reserves the right to cancel / postpone the advertisement / selection process without any prior notice. If any candidate is selected, he / she should not be attached to any Government / Private / any other organization on permanent / temporary / contractual basis as on the date of issue of engagement order.

**Job Profile of RSETI Watchman/Gardener:-**

- Watch & ward of the premises.
- Maintenance & 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

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