

**Zonal Office Baripada Zone**

Financial Inclusion Department

**ENGAGEMENT OF OFFICE ATTENDANT OF RSETI AT BARIPADA**

**(BARIPADA ZONE)**

**Job Profile Sheet**

**Personal Interview:** To assess Communication ability, leadership quality, attitude, problem solving ability and ability to get along with the trainees development approach.

**Eligibility:**

* Minimum Matriculate pass
* Ability to read and write the local language preferred
* The candidate should be preferably be resident of the District where the RSETI is located

**Job Profile:-**

* 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.
* Any other work entrusted by the Director from time to time