

## **TERMS AND CONDITIONS FOR APPOINTMENT OF OFFICE ASSISTANT**

**Contract Period:** On contractual basis for Two years, provision for further renewal subject to satisfactory performance/ conduct/ behaviour and for a maximum period of 5 yrs only. The contract may be terminated by either side by giving one month notice.

### **Eligibility for OFFICE ASSISTANT**

- Should be a Graduate with computer knowledge.
- Knowledge in Basic Accounts is preferred Qualification.
- Should be proficient in MS Office (Word, Excel & PowerPoint) and Internet.
- Candidate should preferably be permanent resident of District where the RSETI is located.

### **Age Criteria:**

Min 18 years Max 45 years subject to physical fitness.

### **Selection Procedure:**

All candidates applying for the above post will have to clear:

- ❖ **Written Test:** To assess General Knowledge and Computer capability.
- ❖ **Personal Interview:** To assess communication ability, leadership quality, attitude, problem solving ability and ability to get along with the trainees development approach.

### **Remuneration:**

The remuneration will be Rs. 15,000/- per month.

### **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.

**Note:** The candidate should preferably be resident of the district where the RSETI is located.

