

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:-

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

Age Criteria:-

Min 18 years and Max 45 years.

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.

EXIT Policy:-

1 months' notice from either side.

Note:-

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