

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.

