

**UNIFORM HR  
POLICY 2023**

**HUMAN RESOURCES POLICY FOR THE OUTSOURCED STAFF OF RURAL SELF  
EMPLOYMENT TRAINING INSTITUTES [RSETIs] FOR IMPLEMENTATION IN THE  
RSETIs  
ACROSS THE SPONSORED BANKS**

**GOVERNMENT OF INDIA MINISTRY OF RURAL DEVELOPMENT  
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## **CHAPTAR –I**

### **1. Background**

#### **GENERAL**

Rural Development and Self Employment Training Institute [RUDSETI] took birth in a small village, namely Ujire, near Dharmasthala in Karnataka under the visionary leadership of Dr. D. Veerendra Heggade, President of RUDSETI Institutes **with the financial support from erstwhile Syndicate Bank, Canara Bank and SDME Trust.**

Ministry of Rural Development, GOI, welcomed the RUDSETI concept, as a replicable model across the country, in the name of Rural Self Employment Training Institute [RSETI].

RSETI aims at tackling the problem of unemployment through vigorous training, motivation and practical orientation of the youth towards self-employment besides providing follow up/ escort services for enabling their self-employment.

#### **1. Vision of RSETI**

“Instead of writing someone else’s account through wage employment, after three to five years of collegiate education, it is more meaningful to write one’s own account by embarking upon some self-employment” **[Dr. D. Veerendra Heggade, President, RUDSETI]**

#### **2. Mission**

Channelizing youth power in wealth creation, empowering youth to share economic progress equitably and transformation of rural youth to acquire productive identity through short duration

intervention.

### 3. Objectives of RSETI

- Identify, orient, motivate and assist unemployed youth to undergo free residential training at RSETI to take up self-employment / wage employment activities.
- Impart knowledge and skills to the candidates by organizing training programs on Agri based activities, product, process and general EDP.
- Achieve high settlement rate for all the trained candidates. Facilitate Bank credit linkage for trained candidates.
- Provide handholding support for a period of two years to the trained candidates to help them overcome teething problems and guide them for settlement.
- Provide the required exposure for highlighting achievements of successful entrepreneurs and facilitate marketing of their products.

### 4. Key features of RSETI

- Visionary leadership provided by Dr. D. Veerendra Heggade as Hon. Co-Chairman of National Level Advisory Committee on RSETIs.
- Sponsored by Banks and functioning under the supervision of MoRD, GOI, Banks and Monitoring Cell for RSETIs, the name of which later changed to the National Centre for Excellence of RSETIs (NACER).
- Free training with free food and free accommodation. Residential programs with unique training methodology.
- Short term training with long term follow-up/Escort services for a period of two years. Practical orientation, vigorous training, and extended hours of learning.
- Successful past trainees becoming trainers at RSETIs and imparting training. High settlement rate of trained youth.
- Employment generation by settled trainees is the best part of RSETI training which has got multiplier effect and is the most significant contribution to the Nation in addressing the problem of unemployment.

### 5. Constitution and Governance of RSETI:

- i. **Establishment of a Trust or Society by the Sponsored Bank** : Banks who have already established Registered Society/Trust can start the Institutes under the existing Society/Trust to run the RSETIs. Wherever such Societies/Trusts are not established, the new entity should be registered either as a Society or as a Trust whereas individual institutes need not be registered in both the cases.
- ii. **Governing Council**: Governing Council is the Apex level committee to lay down the goals, general policies and set directions to RSETIs. The Governing Council will be a Bank level body and consist of CMD of the Sponsor Bank or his nominee, not below the rank of GM of the Bank as Chairman of the Society / Trust and a few executives from the sponsor Banks will be its members. The Committee may co-opt members from RBI and NABARD.
- iii. As the Apex body at Bank level, the governing Council is entrusted with the task of evolving strategies, take policy decisions and monitor the progress of all the RSETIs. Likewise, review of performance, evaluation of functioning of RSETIs and other related functions of RSETIs is also the responsibility of the Committee.

## 7. Organization Structure of RSETI (as per guidelines)

Director-1 (On Deputation from Bank)

Faculty -1

Faculty - 2

Office Assistant - 1

Office Assistant – 2

Attender -1

Watchman / Gardener-1

## 8. Qualifications & Other Requirements:

- i. As per the extant guidelines, each RSETI shall ideally have 2 Faculty members.
- ii. Desirable entry level age for all outsourced positions is 22-40 years (The age limit is not applicable in case of renewal of existing contract employees).

SN	Position	Qualifications & Other Requirements
1.	Director	<ul style="list-style-type: none"> <li>• The Director is an officer on deputation from the sponsoring Bank who heads the Institute preferably in the age group of 40 to 45 years, having orientation towards rural development.</li> </ul>
2.	Faculty	<ul style="list-style-type: none"> <li>• Shall be a Graduate (any i.e., Science/Commerce/Arts) /Post-Graduate; however, preference may be given to 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.</li> <li>• Shall have a flair for teaching and possess sound Computer Knowledge</li> <li>• Excellent communication skills in the local language essential, fluency in English and Hindi will be an added advantage.</li> <li>• Skills in Typing in Local Language essential.</li> <li>• Typing skills in Hindi/ English typing, an added advantage. Previous experience as Faculty preferred.</li> </ul>
3.	Office Assistant	<ul style="list-style-type: none"> <li>• Shall be a Graduate viz. BSW/BA/B.Com/ with computer knowledge. Knowledge in Basic Accounting is a preferred qualification.</li> <li>• Shall be fluent in spoken and written local language. Fluency in Hindi / English would be an added qualification.</li> <li>• Shall be proficient in MS Office (Word and Excel), Tally &amp; Internet. Skills in typing in local language is essential, Typing skills in English an added advantage.</li> </ul>
4.	Attender	<ul style="list-style-type: none"> <li>• Shall be a Matriculate.</li> <li>• Ability to Read and Write the Local Language preferred.</li> </ul>
5.	Watchman/ Gardener	<ul style="list-style-type: none"> <li>• Should have passed 7th Standard.</li> <li>• Should have experience preferably in agriculture/ gardening/ horticulture.</li> </ul>

## **CHAPTER – II - RECRUITMENT**

### **1. Purpose**

- a. To recruit competent individuals as support staff, to achieve the goals and objectives of RSETI.
- b. Recruitment may be necessitated for filling vacancies arising due to any of the following circumstances:

- Resignation of existing Staff
- Termination of Staff member due to any reason Death of any Staff member
- Opening of new RSETI
- To fill the existing / unfilled vacancy to fill up an additional vacancy, if any.

### **2. Recruitment Process**

RSETI staff shall be recruited from the open market. Trust/Society/RSETI will advertise for the most competent candidates in relevant local / regional newspapers which have the reach to the district level; on the Trust / Society/ RSETI website and will also be put up on the RSETI Notice Board, in order to ensure a fair and transparent recruitment process.

Further, the recruitment through manpower agencies may be avoided because these agencies will collect a good %age of service fees every month, just for one time reference of the candidates, who will be again selected through the normal selection process only. However, if it so, it is to be noted that the salary structure recommended for the outsource staff in this uniform HR policy is the net amount payable to outsourced staff and the service charges payable to the manpower agencies shall not be deducted from the salary payable to the outsourced staff.

### **3. Do's & Don'ts**

- a. Advertisements will generally be displayed on RSETI Notice Board for a minimum of two weeks.
- b. The last date for receiving applications will be clearly indicated in the advertisement.
- c. Applications received after the last date shall not be considered for the selection process.
- d. No candidate shall be considered without an application for the position.
- e. All candidates shall go through a uniform, formal selection process.

### **4. Minimum Standards**

- i. Only those candidates who meet the minimum eligibility criteria as outlined in the advertisement will be considered. RSETI will endeavor to recruit the best fit - with the most appropriate competencies including attitudes and behavior.
- ii. The contract will be valid for a period of 3 years subject to annual review and renewal of the contract by the Director once a year.

### **5. Conflict of Interest**

- a. RSETI staff is required to disclose any potential or real conflict of interest with the organization prior to their recruitment or during their stay in the organization. Similarly, RSETI staff with recruitment responsibility, i.e. personal interview panel members, must declare any conflict of interest with candidates who are going through the selection process. For example, the RM cannot be on the panel if his relative is among the candidates.
- b. Spouses are not encouraged to be selected. Sponsor Banks may **clarify areas of conflict of interest** in the selection process.

## 6. Selection Process-

- a. The selection process will comprise of:
  - i. **Written Test** to assess General Knowledge and Computer capability.
  - ii. **Personal Interview** to assess communication ability, leadership qualities, attitude, problem solving ability and ability to get along with the trainees, developmental approach.
  - iii. **Demonstration / Presentation** to assess teaching skills and communication capability.

S.N.	Criteria	Faculty	Office Assistant	Attender	Watchman/ Gardener
1.	Written Test	√	√	X	X
2.	Personal Interview	√	√	√	√
3.	Demonstration / Presentation	√	X	X	X

- b. The persons responsible for recruitment will develop a set of criteria to be followed in the selection process.
- c. In order to avoid any ambiguity and ensure uniformity in the process of selection, the process shall be Centralized.
- d. Question Bank will be prepared by a committee specially constituted for the purpose of the management of RSETI.

## 7. Selection Panel

### (a) Chairman of the Committee

The Regional Head / Circle Head of the Bank which has opened the RSETI will be the Chairperson of the Selection Committee. The Regional Head is also the Co- Chairperson of the DLRAC i.e., District Level RSETI Advisory Committee.

### (b) Panel members

The panel members will comprise of the following:

- o The LDM,
- o DDM ( NABARD),
- o PD – DRDA or his / her nominee
- o Nodal officer looking after RSETI in the Regional/Circle/Zonal/ Head Office and One Representative from HO / Trust / Society (Optional).

## 8. Completion of Selection Process

- a. On completion of the selection process, an assessment sheet will be filled in and signed by all the members of the interview panel.
- b. Reference checks of the successful candidates will be conducted by the Bank/ RSETI before offer of appointment is made. Such reference checks will be done from the previous organization / Institution where the candidate has worked / studied.
- c. Also independently, due diligence about the antecedents of the candidates may be done. If it is found that the candidate had a disciplinary case against him/ her or was on long leave without sanction from the competent authority or had a poor record of performance, such candidates may not be considered for selection, unless the bonafides are established to the satisfaction of the Trust. Otherwise, the next best candidate shall be selected.
- d. The result of the selection process will be announced within 7 working days from the completion of the selection process. At the end of the selection process, a report will be prepared by the panel and placed on record /filed for any future reference.
- e. The selection list will have 3-5 candidates selected / empaneled under waiting list, valid for one year from the date of selection for future absorption, if required.

## 9. Engagement on Contract

- a. The Offer of Engagement of services will be issued by the Competent Authority / Trust/Society set up by the Bank to take up RSETI work and there will be no link or connection whatsoever with the parent Bank.
- b. There will be NO commitment / obligation / liability for Competent Authority/ Trust/ Society/Bank to absorb such candidates who are selected on contract for any job in the RSETI at any time.

## 10. Joining Formalities

- a. The selected candidate will be required to submit a medical fitness report issued by any Government Hospital, prior to joining to confirm his/ her current state of health.
- b. The selected candidate will be required to join soon, in any case not later than 15 days from the date of receiving the offer letter.
- c. The offer letter will contain details of contract, effective date, remuneration, duration and clause on renewal of contract subject to satisfactory review once a year.
- d. If either party decides to discontinue the contract, for any reason, whatsoever, the staff member or the organization, will be required to give one month's notice or equivalent salary in lieu thereof.
- e. If there is any disciplinary action taken against any selected candidate in his / her earlier organization, the decision of the Management of Trust / Society / RSETI regarding the selection / non – selection of the said candidate, shall be final and binding.”
- f. The Trust reserves the right to terminate the contract without assigning any reasons. In such cases,  

one month's notice or salary in lieu thereof will be payable by the organization.
- g. The new joiner will submit a joining report to the Director and complete the required joining formalities.
- h. The job description will also form part of the Offer of Appointment: **Annexure – 1.**

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**CHAPTER – III SERVICE MATTERS****i. Emoluments:**

The emoluments payable to the support staff taken on contract is in **Annexure – 2**.

**ii. Leave:**

S.N.	Category of Leave	Period
01.	Casual Leave	12 days per calender year
02.	Privilege Leave	10 days per year
03.	Sick Leave	10 days per calender year
04.	Maternity Leave	As per “The Maternity Benefit (Amendment) Act, 2017”
05.	Paternity leave	15 (fifteen) days per child subject to the conditions as in case of Maternity Leave

**iii. Casual Leave (CL) :**

CL is calculated at the rate of one day for each calendar month completed or part thereof, subject to a maximum of 12 days in a calendar year (January - December), computed on pro-rata basis. CL balance at the end of the year will lapse.

**iv. Privilege Leave (PL):**

- Each staff member is entitled for 10 days of PL for completed year of active service (active service is the service rendered excluding the leave other than the leave earned during the relevant period.)
- For the purpose of availing PL, the support staff shall submit application at least 15 days prior to the date of commencement of leave. The leave sanctioning authority may waive the notice in exceptional circumstances at its sole discretion.
- PL may be availed/sanctioned on pro-rata basis. Un-availed PL at the end of the contract period will lapse.

**v. Sick Leave (SL):**

Sick leave, when availed by a person on contract for more than 2 (two) days at a stretch, will require the staff member to submit a medical certificate and fitness certificate issfrom a Registered Medical Practitioner. **Un-availed SL at the end of the contract period will lapse.**

**vi. Leave Without Pay (LWP):**

In extraordinary circumstances, when there is no accumulated leave of whatsoever kind available with the staff member, the Director may recommend to the Regional Office to consider granting LWP depending on the merits of the case for a period not exceeding 10 days in a year under any circumstances. In any case, the staff member shall not be granted LWP more than once during a contract period of 1 year.

**vii. Maternity Leave:**

A female support staff of the Institute will be granted maternity leave As per the **eligibility under** “The Maternity Benefit (Amendment) Act, 2017”. She shall be paid leave salary equal



to the emoluments drawn immediately before proceeding on leave. Maternity leave may be granted in case of miscarriage including abortion for a period of 6 weeks in a year. The application for maternity leave should be supported by a medical certificate from a registered medical practitioner.

**viii. Paternity Leave:**

A Male support staff of the Institute will be granted paternity leave maximum of two surviving children on full pay up to a period of 15 (fifteen) days per child.

**ix. Eligibility for Maternity Leave:**

The female support staff member will avail the Maternity Leave subject to the eligibility under "The Maternity Benefit (Amendment) Act, 2017".

**x. No other kind of leave for any reason is permitted.**

**xi. Leave Sanctioning Authority:**

S.N	Category	Sanctioning Authority
01.	Casual Leave /PL / Sick Leave	Director of RSETI
02.	Maternity Leave / Leave without pay (LWP)	Regional Manager on recommendation of the Director
03.	Paternity leave	Regional Manager on recommendation of the Director

**xii. General Rules for Leave :**

- a. Leave shall not be availed of as a matter of right. Availing of leave is subject to office exigencies. Support staff shall apply for leave and obtain sanction before availing the same. In exceptional cases involving sudden illness or other unforeseen events, the sanctioning authority, after considering the explanation furnished by the support staff member, may approve the leave period thereof.
- b. Absence, which is neither approved nor sanctioned, shall be treated as unauthorized. The support staff will not earn emoluments for the period of unauthorized absence and shall be liable for disciplinary action/termination of contract as may be deemed appropriate by the Trust / Society.
- c. All leaves other than Maternity Leave will be computed pro – rata. Where a support staff member requests for leave, for any reason whatsoever, prior to becoming eligible for it, or before it is credited into his/ her account, or avails leave without prior approval, such leave will be treated as unauthorized and treated as Leave without pay. In the case of emergency, the support staff member will be required to inform the approving authority within 24 hours of availing the leave, failing which such leave will also be treated as leave without pay (LWP).
- d. There will be no accrual of leave for the period of LWP.

**xiii. National Holidays:**

Holidays as declared every year in advance by the Institute which includes Republic Day, Independence Day, Mahatma Gandhi's Birthday.

**xiv. Hours of Work & Weekly Holiday:**

The normal hours of work shall be 8 hours, excluding half an hour lunch, per day from Monday to Saturday. The Institute shall be entitled to fix and regulate the daily hours of work

within this ceiling and to be displayed on the notice board of RSETI.

There shall be recess/interval of half hour after the first four hours of work on every working day.

Every Sunday or any other day in the week as determined and notified by the Director generally or individually shall be a weekly holiday for the contract staff.

The contract staff may also be required to attend the office at any time apart from the regular hours of work or on any holiday without any additional wages if, in the opinion of the Director of RSETI, such attendance is necessary for performing office work.

#### **XV. Induction:**

- a. Induction is a systematic process of introducing the new joiners to RSETI, to enable them to understand the Vision, Mission, Values, Objectives of RSETI, Key features of RSETI, as well as their job responsibilities.
- b. The MoRD, GOI, has made it mandatory for all Faculties to undergo induction training / Train the Trainers Program (TTP).

#### **Xvi. Performance Management System:**

- a. The purpose of PMS is:
  - i. To acknowledge staff's contribution to the organization and shortcomings, if any.
  - ii. To enable decision making regarding continuance / termination of the contract
- b. As the operation of contract is initially for a year, at the end of the 11<sup>th</sup> month, an objective review of performance should be undertaken by the Director to decide for or otherwise of continuing the contract. Such exercise should be completed within a month, i.e., before the expiry of contract for taking a decision in the matter.
- c. Management is advised to build records of all the contract staff, by the Director, as per **Annexure 3**, to assess / justify that the support staff is performing or not performing, and the review should be available at half yearly intervals. Feedback received from trainees on training may also be taken into account at the time of renewal of such contract in the case of faculty members.
- d. **Annexure 3** provides separate performance assessment formats for Faculty and Office Assistant positions.

#### **xvii. Increment**

**The contract staff will be eligible for increment once she/he completes the contract period of one year satisfactorily @ as stipulated in Annexure-2 (Salary Structure & other details of this policy).**

#### **xviii. Career Planning**

- a. If a faculty member has been performing very well and the contract has been renewed for two consecutive terms of three years each, he/she may be designated as **Senior Faculty** for the next contract of three years. However, the salary for all faculty members shall be continued along with the existing annual increments accrued at the time of each renewal of the contract period.
- b. Similarly, if an Office Assistant has been performing very well and the contract has been renewed for two consecutive terms of three years, he/she may be designated as **Senior**

**Office Assistant** for the next contract of three years. However, the salary for all Office Assistant members shall be continued along with the existing annual increments accrued at the time of each renewal of the contract period.

- c. Any extension / renewal of the contract shall be done within the timeframe which is mandatory.
- d. The retirement age for the faculty and the Office Assistant shall be 60 years or the project period whichever is earlier, subject to satisfactory performance and renewal of contract period from time to time.

#### **xix. Grievance Redressal Mechanism**

- a. A Grievance may be described to include:
  - Unfair / biased / prejudiced treatment by Director or other staff of RSETI
  - Delayed response to questions raised or clarifications sought if not furnished within 30 days will be deemed as delayed response.
  - Delay in disbursement of salary;
  - Issues related to interpersonal problems.
- b. Any grievance other than against the Director is to be given in writing to the Director with a copy to be addressed to the Regional Head concerned. In case of the Director, the grievance may be addressed to the Regional Head concerned. Controlling Head of the RSETI will appoint an Enquiry Officer to conduct an enquiry, during which both parties will be given an opportunity to be heard. The person conducting the enquiry will then submit a report with recommendations to the Regional Manager. Thereafter the Regional Manager will take a decision and implement the same which will be binding on both the parties.

#### **xx. Separation**

- i. **Resignation:** The contract staff member, who resigns from the services of the organization, will be required to serve one month after serving the notice or will forfeit proportionate salary / make good the salary as per the contract.
- ii. **Dismissal for disciplinary reasons:** The contract of the staff may be terminated by the Director for reasons of serious misconduct by following due process as laid down, with due approval from the concerned Regional Manager.

#### **xxi. Code of Conduct:**

##### **A. Misconduct**

No staff member shall indulge in any form of misconduct in the organization. Misconduct will be categorized as – (i) Minor Misconduct and (ii) Major Misconduct. Without prejudice to the general meaning of the word “misconduct”, the following omissions and commissions will constitute minor/major misconduct.

##### **(i) Minor Misconduct**

This refers to irregularities and misconduct on the part of staff that are improper but not grave enough to warrant immediate suspension or dismissal viz.: Absence from duty without showing proper cause or without reporting the absence in a timely manner, even for a day.

##### **(ii) Major Misconduct**

Given below is the list of grave actions that warrant immediate investigation and suspension / dismissal viz.

- a. Theft, fraud and falsification of records.
- b. Misappropriation of funds and property.
- c. Failure to carry out duties as stated in the job description.
- d. Failure to maintain responsible work behavior.
- e. Failure to carry out instructions of the superiors.
- f. Abuse of administrative rules and procedures for monetary gain.
- g. Corruption (ie giving or accepting bribes or kickbacks in the form of money, services, gifts or discounts directly or indirectly).
- h. Engaging directly in trade, commercial activity, other employment or any other activity

regarded as conflict of interest.

- i. Absence from duty for 3 or more consecutive days without prior intimation /permission.
- j. Unauthorized disclosure of any confidential or classified information to public/outside/ others
- k. Undisclosed conflict of interest
- l. Insubordination (i.e. undermining authority).
- m. Physical violence against staff.
- n. Discrimination and harassment whether racial, social or sexual.
- o. Repeated instances of one or more minor misconduct.
- p. Gross negligence or negligence of work which may be harmful to the organization.
- q. Criminal conviction by a court.
- r. Any action which may result in or create a situation detrimental to RSETI's work or reputation, outside or inside the place of work.
- s. Holding double employment.
- i. No individual or group shall be discriminated against or harassed on the grounds of sex, gender, race, ethnic origin, age, caste, colour, marital status, social background etc.

## **xxii. Anti - Sexual Harassment Policy**

- a. It is a core principle of RSETI to ensure gender equality and gender justice through all interventions and practices thus ensuring an organizational climate free from gender discrimination and harassment.
- b. No staff [contractual or otherwise] shall be subjected to sexual harassment at the workplace.
- c. "Sexual harassment" includes any unwelcome sexually determined behavior (whether direct or by implication) such as:
  - i. physical contact and advances either physical or non – physical
  - ii. A demand or request for sexual favors
  - iii. Making sexually colored remarks
  - iv. Showing pornography
  - v. Creating a hostile work environment
  - vi. Any other unwelcome "sexually determined behavior" be it physical, verbal or non – verbal conduct of a sexual nature.
- d. Also, retaliation against an individual who has complained about sexual harassment and retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is unacceptable and will be actionable.

- e. Any conduct that may be described as “sexual harassment” will not be tolerated and any complaints received in this regard will be dealt with promptly, in accordance with The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

### **xxiii. Disciplinary Action and procedure thereof**

- a. In the case of minor misconduct, informal procedures such as one-to-one discussion will be conducted. Formal procedures will be employed in cases where informal mechanisms have failed. Even verbal warnings will be documented on file.
- b. In cases of major misconduct appropriate action will be initiated by the Director. RM or his/ her representative will conduct an enquiry at the Institute to provide the opportunity for all concerned to put forward their cases. The person conducting the enquiry will then submit a report with recommendations. RM will take a decision and implement the same which will be binding on both the parties.
- c. In case of termination of contract for act of major misconduct, the staff member shall be relieved from the services with immediate effect and no contract amount in lieu of notice period will be payable.
- d. All disciplinary procedures will be unbiased and fair investigations will be conducted with the opportunity for defense.
- e. A staff member who is alleged to have committed an act of misconduct or has allegedly failed to comply with RSETI’s policies will be given a show – cause notice / charge – sheet clearly mentioning the acts of omission / commission s/he is alleged to have indulged in seeking her/ his explanation for the same.
- f. The staff member will be given 7 days’ time to reply to the show – cause notice/ charge sheet from the date on which such notice is served on the concerned staff member.
- g. On receipt of the explanation from the staff member, disciplinary action as deemed fit by the RM shall be initiated as follows:
  1. If the staff member admits the charges and allegations, the RM may decide to impose such punishment as deemed fit.
  2. If the staff member denies the charges and allegations, the RM may appoint an Enquiry Authority (EA) to go into the charges and allegations and submit the report within 15 days of the response.
  3. The EA will afford all reasonable opportunities to the staff member to be heard in the enquiry. The EA shall also examine any witnesses and evidence as may be placed before it.
- h. On receipt of the report of the EA, the RM after due consideration of the report may:
 

If the EA has found the person guilty, agree to the charges, then, EA may impose such punishment as they deem fit, including dismissal where necessary for reasons to be recorded, disagree with the findings, and impose such punishment/acquit the person, as they deem fit.
- i. While arriving at the decision, the RM will take into account the findings of the EA, the past service records of the staff member, any extenuating circumstances, and all other relevant material.

### **xxiv. Certificate of Service**

A contract employee, on leaving the organization, will be issued a certificate of service stating the period of service and the position held. This will be given to the contract staff member on their last working day in the organization, if he/she so desires it without any

future liability to RSETI.

**XXV. Standards of Service:**

The staff member shall carry out the assignment in accordance with the highest standard of professional and ethical competence and integrity, having due regard to the nature and purpose of the assignment and will conduct herself / himself in the required manner.

\* \* \* \* \*

**CHAPTER – IV ANNEXURES, REPORTS AND PARAMETERS**

**ANNEXURE - 1**

**JOB DESCRIPTION OF SUPPORT STAFF AT RSETIs**

**A. FACULTY**

1. Any other work assigned by the Director from time to time.
2. 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 coordinating the programmes of the Institute.
3. Conducting pre-training activities - EAPs, generation of applications and selection of candidates.
4. Assisting the Director in designing the Annual Action Plan and training programmes
5. Arranging logistics for the training programmes, including training materials and arranging Guest faculty.
6. Providing post Training escort services including conducting follow-up meets/visits.
7. Providing counseling, credit linkage, preparation of project reports etc.
8. Preparation of Success Stories and circulation of a minimum of two stories per month to the Controlling Office/MoRD.
9. Preparation of Post Programme Report.
10. Preparation of monthly report and other periodical reports.
11. Assisting/Guiding the Office assistant in maintaining of Day book, General Ledger and all other registers and Books.
12. Design new training programs by collecting feedback on emerging business opportunities in the area.
13. Prepare case studies and training materials for effective delivery of sessions.
14. Establish liaison with outside agencies.
15. Assist Director in internal control/administration of the institute.
16. Organizing functions, events and meetings of the Institute.
17. Preparation of Press release/reports on various activities of the Institute.
18. Supervising the work of assistant, attender, watchman cum Gardner of the Institute.
19. Monitoring the performance of Guest faculty of all skill training.
20. Maintenance of Inventory and Library books of the Institute.
21. Overseeing the maintenance of entire campus including classrooms, Kitchen, dining and Dormitory and to ensure to keep the premises clean and tidy.

22. Maintaining discipline in the Institute and ensuring administration of MILLY, LOG, PRAYER, YOGA SHRAMADHAN etc., on daily basis.

**B. OFFICE ASSISTANT**

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

**C. ATTENDANT**

1. 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.
2. Upkeeping of premises including office, training classrooms, dormitory, bathrooms, filing cabinet, visitors lounge etc.
3. Filing the documents in respective files as per direction of office Assistant/Faculty/ Director.
4. Going to Bank branches for all Bank work like getting passbook updating etc. as per the instructions of Director.
5. Any other work entrusted by the Director from time to time.

**D. WATCHMAN/GARDNER:**

1. Watch and ward of the premises.
2. Gardening work and maintenance and upkeep of the premises.
3. In case of need to perform the duties of the attendant.
4. Any other work entrusted by the Director from time to time.

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**ANNEXURE-2**

**SALARY STRUCTURE & OTHER DETAIL**

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SL No.	Category	Salary Structure
01	Faculty	<p>i. Consolidated salary of Rs. 30,000 - 2000x5 - Rs. 40000/- Annual performance incentive of Rs. 2000/- every year will be based on satisfactory review/performance of the services rendered.</p> <p><u>Fixed Conveyance Allowance [FCA]: Rs 2500/- pm on declaration basis. Subject to completion of minimum number of visits for conducting EAPs, Follow us s, etc. Otherwise, the Director of the RSETIs shall consider to pay proportionately.</u></p> <p>iii. <u>The increments accrued shall be continued at the time of renewal of each contract period and the contract shall be continued till the retirement age of 60 years or the project period whichever is earlier, subject to satisfactory performance and renewal of the contract period from time to time.</u></p> <p>iv. Mobile allowance: Rs. 300/-pm.</p> <p>v. EPF, ESI, Gratuity as per rules</p>
2	Office Assistant	<p>i. Consolidated salary of Rs. 20,000– 1500 x 5 – Rs. 27500/- Annual performance incentive of Rs. 1500/- every year will be based on satisfactory review/ performance of services rendered.</p> <p>ii. Fixed <u>Conveyance Allowance [FTA]: Rs.2000/- pm on declaration basis. Subject to completion of minimum number of visits for conducting EAPs, Follow up etc. Otherwise, the Director of the RSETIs shall consider to pay proportionately.</u></p> <p>iii. <u>The increments accrued shall be continued at the time of renewal of each contract period and the contract shall be continued till the retirement age of 60 years or the project period whichever is earlier, subject to satisfactory performance and renewal of the contract period from time to time.</u></p> <p>iv. Mobile allowance: Rs. 300/-pm.</p> <p>v. EPF, ESI, Gratuity as per rules</p>
03	Attendant	<p>i. Consolidated salary of Rs.14000 – 1000 x 5 – Rs.19000/- Annual performance incentive of Rs.1000/- every year is based on satisfactory review/ performance of services rendered.</p> <p>ii. Fixed <u>Conveyance Allowance [FTA]: Rs. 1000/-pm on declaration basis.</u></p> <p>iii. <u>The increments accrued shall be continued at the time of renewal of each contract period and the contract shall be continued till the retirement age of 60 years or the project period whichever is earlier, subject to satisfactory performance and renewal of the contract period from time to time.</u></p> <p>iv. Mobile allowance: Rs. 300/-pm.</p> <p>v. EPF, ESI, Gratuity as per rules</p>
04	Watchman / Gardner	<p>i. Consolidated salary of Rs.12000 – 800 x 5 – Rs.16000/- Annual performance incentive of Rs. 1000/- every year is based on satisfactory review/ performance of services rendered.</p> <p>ii. Fixed Travel Allowance [FTA]: Rs 800/-pm on declaration basis.</p> <p>iii. <u>The increments accrued shall be continued at the time of each contract period and the contract shall be continued till the retirement age of 60 years or the project period whichever is</u></p>



		<p>earlier, subject to satisfactory performance and renewal of the contract period from time to time.</p> <p>iv. Mobile allowance: Rs.300/-pm.</p> <p>v. EPF, ESI, Gratuity as per rules</p>			
05	Annual Medical allowance on declaration basis			Faculty	Rs.5000/-
				Office Assistant	Rs.5000/-
				Attender	Rs.5000/-
				Watchman	Rs.5000/-
06	Group Insurance	The individual faculty, Office Assistant, Attendant and Watchman cum Gardner has to make their own arrangement for insurance.			
07	TA for outstation duties	<p>I. The TE payable for travel to the staff of RSETIs is dependent on the office exigencies and subject to approval of the tour program by the competent authority (the Director of the RSETI). For the approved tour program/travel on duty, eligible mode of travel, HA are as under:</p> <p>II. Otherwise, they can also travel by public transport (bus). <b>Actual</b> local conveyance by public transport will also be reimbursed.</p>			
8	HA for outstation tour (per day)		From 4 to 8 hrs	8 hrs & above	Eligible mode of travel
		I. Faculty	250	500	AC III
		II. Office Assistant	200	400	AC III
		III. Attender	150	300	Sleeper
		IV. atchman/Gardener	150	300	Sleeper

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### 3. ANNEXURE - 3

#### A. APPRAISAL REPORT OF FACULTY MEMBER BY THE DIRECTOR

##### 1. Basic Information:

Name of the Faculty	:	
Institute	:	
Identification No.	:	
Year/Month	:	

##### 2. Comments on performance in key areas of work:

Key areas of work	Comments by Director
1. Quality and effectiveness of delivery of training inputs (dovetail feedback from trainees also)	

2. Initiative taken in arranging EAPs, mobilizing applications for training	
3. Support extended to the Director in arranging logistics and training materials for training	
4. Effectiveness of post training follow up efforts, preparation of success stories and submission of periodical reports	
5. Efforts made in credit linkage of trained candidates by contacting Banks and trainees	
6. Organization of events and publicity efforts made on RSETI activities (exhibition, RSETI Bazaar etc.)	
7. Internal control and discipline maintenance	
8. Effective utilization of Computers for office work	

**3. Significant contribution outside the normal area of work (viz., Blood Donation Camp etc.)**

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**4. Assessment of Personality Traits**

SN	ATTRIBUTES	GRADING
1.	Effectiveness in delivery of training inputs	: Very Good/Good/Average/Poor
2.	Knowledge of work handled	: Very Good/Good/Average/Poor
3.	Following the laid down procedures in the work	: Very good/Good/Average/Poor
4.	Completing the work in allotted time	: Always/mostly/sometimes/Rarely
5.	Accepting responsibility	: Readily/sometimes/ rarely/never
6.	Level of Effort in the work entrusted	: Full capacity/Average/below capacity/poor
7.	Conformity to punctuality	: Always/mostly/ sometimes/ rarely
8.	Judicious leave taking	: Always/mostly/sometimes/ rarely
9.	Utilization of office time for maximum output	: Always/mostly/sometimes/Rarely
10.	Effectiveness in follow up	: Very Effective/Good/Average /Poor
11.	Interest in learning beyond the particular job	: Eager/average/casual/disinterested
12.	Taking initiative for improving work	: Always/sometimes/Rarely/never

13.	quality Organizing & coordinating the training progr ams	:	Very good/Good/Average/Poor
14.	Updating Training knowledge & skills	:	Very good/Good/Average/Poor
15.	Involvement in overall management of the Institut e	:	Very good/Good/Average/Poor
16.	Supervision/monitoring the work of subor dinates	:	Very good/Good/Average/Poor
17.	Attitude towards work	:	Always positive/ Mostly positive/ Gener lly positive/ Rarely positive
18.	Enthusiasm and cheerful disposition	:	Always / Mostly / Rarely / Never
19.	Ability to communicate with clarity and effectiveness	:	Very good/Good/Average/Poor
20.	Quality of interpersonal relationship mainta ined	:	Very good/Good/Average/Poor
21.	Creativity for improvement in the work& suggestion s for modification	:	Very good / Good / average / poor
22.	Organizing ability	:	Very good / Good / Average / Poor
23.	Ability to assume leadership & carry people along	:	Very good / Good / Average / Poor
24.	Capacity to solve problems encountered in work	:	Very good/Good/Average/ Poor

#### 5. Marks Awarded:

Marks	Key Areas (A s in 2 above)	Significant contribution (As in 3 above)	Personality Traits (as in 4 above)
Maximum Marks	<b>50</b>	<b>10</b>	<b>40</b>
Marks Awarded			

#### 6.

**Overall impression of the Director (furnish in one or two sentences):**

**Further, I certify that I have discussed with the Faculty Member about his performance and provided him with the necessary feedback on his strengths as well as areas requiring improvements and also have counseled him for improvement.**

**Date:**

**Signature of the Director**

**(with seal)**

#### **APPRAISAL REPORT OF THE OFFICE ASSISTANT BY THE DIRECTOR**

##### **1. Basic Information:**

Name of the Office Assistant	:	
Institute	:	
Identification No.	:	
Year/Month	:	

## 2. Comments on performance in key areas of work:

Key areas of work	Comments by Director
1. Maintenance of Office Records, Ledger and cash	
2. Updation of periodical reports and MIS	
3. Upkeep of RSETI premises	
4. Ensuring availability of adequate training materials	
5. Efforts made in follow up of trained candidates	

## 3. Significant contribution outside normal area of work (viz., Blood Donation Camp etc.)

### 4. Assessment of Personality Traits

S N	ATTRIB UTES	GRAD ING
1.	Knowledge of work handled	: Very Good/Good/Average/Poor
2.	Following the laid down procedures in the work	: Very good/Good/Average/Poor
3.	Completing the work in allotted time	: Always/mostly/sometimes/Rarely
4.	Accepting responsibility	: Readily/sometimes/ rarely/never
5.	Level of Effort in the work entrusted	: Full capacity/Average/below capacity/poor
6.	Conformity to punctuality	: Always/mostly/ sometimes/ rarely
7.	Judicious leave taking	: Always/mostly/sometimes/ rarely
8.	Utilisation of office time for maximum output	: Always/mostly/sometimes/Rarely
9.	Effectiveness in follow up	: Very Effective/Good/Average /Poor
10.	Interest in learning beyond the particular job	: Eager/average/casual/disinterested
11.	Taking initiative for improving work quality	: Always/sometimes/Rarely/never
12.	Involvement & commitment to the work	: Very good/Good/Average/Poor
13.	Enthusiasm and cheerful disposition	: Always / Mostly / Rarely / Never
14.	Quality of interpersonal relationship maintained	: Very good/Good/Average/Poor
15.	Creativity for improvement in the work& suggestions for modification	: Very good / Good / average / poor

16.	Capacity to solve problems encountered in work	:	Very good/Good/Average/ Poor
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**5. Marks Awarded:**

<b>Ma r k s</b>	<b>Key Areas (A s in 2 above)</b>	<b>Significant contributi on (As in 3 above)</b>	<b>Personality Traits (as in 4 above)</b>
Maximum Marks	<b>50</b>	<b>10</b>	<b>40</b>
Marks Awarded			

6. Overall impression of the Director (furnish in one or two sentences):

**Further, I certify that I have discussed with the Faculty Member, his performance, provided h i m with the necessary feedback on his strengths as well as areas requiring improvements and also have counseled him for improvement.**

**Date:**

**Signature of the Director**

**(with seal)**

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