

Walk-in-Interview

A Walk-in-Interview for contractual engagement of Office Assistant for an initial period of 11 (eleven) months at Rural Self Employment Training Institute (RSETI) Kamrup, Vill & P.O.-Uparhali, Dist-Kamrup is scheduled to be held on **17th August 2023** at AGVB RSETI Kamrup.

Interested candidates having desired qualifications as given below may appear in the interview with the application as furnished hereunder and original documents by 9.00 a.m. on the date of interview. A Computer proficiency test may also be conducted to assess their Computer capabilities.

Place of Interview: AGVB RSETI Kamrup
Vill & P.O.-Uparhali, Kamrup 781122

1. **Consolidated Salary:** Rs 12,000/-pm.
2. **Period of Service:** The initial contractual engagement shall be for a period of 11(eleven) months which may be renewed by the Competent Authority. The decision of Trust is final in regard to this matter.
3. **No of Post:** One (01).
4. **Eligibility Criteria:**
 - A) Nationality/Citizenship: : Applicants should be Indian national
 - B) Age: 20-40 years.
 - C) Educational Qualification:
 - Shall be a Graduate viz. BSW/BA/B.Com./ with computer knowledge
 - Knowledge in Basic Accounting is a preferred qualification
 - Shall be fluent in spoken and written local language.
 - Fluency in Hindi / English would be an added qualification
 - Shall be proficient in MS Office (Word and Excel), Tally & Internet
5. **Documents to be produced at the time of Interview:**

Application as placed in Annexure-I with self-attested copies of under mentioned certificates:

- i) Secondary School Certificate / School leaving certificate or any other documentary proof of age.
- ii) Mark sheets (year wise) showing specifically the subject studied and certificates in respect of educational qualification viz. HSLC, HSC, Graduate / post graduate Degree etc.
- iii) Experience certificates specifying designation, job profiles, period of service if any (with specific dates, emoluments, activity profile of previous and present employers etc.).
- iv) A recent passport size photograph should be securely pasted on the application and should be signed across it by the candidate.
- v) Three nos recent passport size photographs.

Selected candidates will be required to produce a valid discharge certificate from the present employer before joining the service. (In case of in service candidates)

6. No TA/DA shall be admissible for interview.

7. **Candidates must reach at the venue sharp at 9.00 a.m. failing to which, he/she will not be allowed to attend the interview.**

8. **ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT:** Candidates are warned that they should not furnish any particulars that are false, tampered, fabricated or suppress any material information while filling up the application form and submitting the certified copies/ testimonials. At the time of interview, if a candidate is (or has been) found guilty of (i) using unfair means or (ii) impersonating or procuring impersonation by any person or (iii) misbehaving in the interview or (iv) resorting to any other irregular or improper means his / her candidature for the selection may in addition to rendering himself /

herself liable to criminal prosecution (a) to be disqualified from the interview (b) to be debarred either permanently or for a specified period any examination or selection held by the AGVPT.

Decision of the AGVPT in all matters regarding eligibility of the candidate, the stages at when such scrutiny of eligibility is to be undertaken, the documents to be produced for the purpose of the conduct of interview selection and any other matter relating to engagement will be final and binding on the candidate.

No correspondence or personal enquiry shall be entertained by the AGVPT on this behalf.

Engagement of selected candidates is subject to his / her being declared medically fit as per the requirement of the AGVPT.

Candidate's admission to the interview is strictly provisional. The mere fact that the candidate has been called for interview does not imply that his candidature has been finally cleared by the AGVPT.

Assam Gramin Vikash Prashikshan Trust

Date: 10-08-2023

AGVPT

APPLICATION FORMAT

Annexure-I

**APPLICATION FOR ENGAGEMENT IN THE POST OFFICE ASSISTANT IN RURAL SELF
EMPLOYMENT TRAINING INSTITUTE (RSETI) KAMRUP SPONSORED BY ASSAM GRAMIN VIKASH
BANK ON CONTRACT BASIS**

(Fill all columns in legible capital letters)

CHAIRMAN
ASSAM GRAMIN VIKASH PRASHIKSHAN TRUST
ASSAM GRAMIN VIKASH BANK, HEAD OFFICE
G.S. ROAD, CHRISTIAN BASTI
GUWAHATI - 781005

PLEASE AFFIX
YOUR RECENT
PHOTOGRAPH AND
SIGN ACROSS

I hereby submit my application for the above post in the prescribed format.

Name of the Post

OFFICE ASSISTANT

Name of the RSETI

KAMRUP

1. FULL NAME (IN BLOCK LETTERS)

Mr./Mrs.

2. PERMANENT ADDRESS (IN BLOCK LETTERS):

PIN

3. Date of Birth (As per School leaving Certificate HSLC)

Date _____ Month _____ Year _____.

Age as on 01.04.2023 _____ Years _____ Months.

4. MOBILE NO. :

E-MAIL ID :

5. GENDER : (Tick in the appropriate box)

MALE	FEMALE	TRANSGENDER
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6. FATHER'S / HUSBAND'S NAME: (IN BLOCK LETTERS) _____

7. NATIONALITY: _____

8. PLACE OF DOMICILE : PLACE _____ DISTRICT _____ STATE _____

9. Educational and Professional Qualifications (as on):

(a) Details of Graduation / Post Graduation as per the eligibility criteria prescribed for the post as on the date of application)

Particulars	Name of the Degree and Discipline	Class / Division	Percentage of aggregate marks
Graduation			
Post Graduation			

b) Details of Education (Matriculation onwards)

Examination passed	Name of the Institution/University	Subjects studied in detail	Date, Month, year of passing	Percentage of aggregate marks	Class / Division

10. Particulars of Post Qualification Experience including the Present Occupation / Job (As on 01.04.2023) :

Name of the employer (s) / firm etc. and the nature and details of activities carried out by the employer	Designation and rank, if any	Period of Service		Length of Service Yrs. Months/ days	Nature of duties performed in detail	Remarks (Reasons for leaving services)
		From	To			

11. Languages known:

Sl.No.	Language	Read*	Write*	Speak*

*(Mark 'X' in the appropriate box)

DECLARATION: I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information given by me is found false or incorrect at any stage or not satisfying the eligibility criteria according to the requirements of the relative advertisement, my candidature / appointment is liable to be cancelled / terminated.

PLACE:

DATE:

SIGNATURE OF CANDIDATE