

**Govt. of Jharkhand**  
**Jharkhand Urban Infrastructure Development Company Ltd.**

Urban Development & Housing Department,  
4<sup>th</sup> Floor, Project Bhawan,  
Dhurwa, Ranchi- 834004.

Advertisement No: 89

Dated: 19-12-2017

**Recruitment Notice**

JUIDCO Ltd., a company under the administrative control of Urban Development & Housing Department, Govt. of Jharkhand intends to recruit professionals on contractual basis for formulation, implementation and monitoring of various Central/State sponsored schemes in the State of Jharkhand.

Applications are invited from the suitable candidates for rendering services for the positions as detailed and described below:

Sl. No	Name of Post	Monthly Emolument for contractual appointment ( Amt. in Rs)	No of Posts	Qualification & Eligibility Criteria
1	Officer on Special Duty (OSD)	60,000/- [Contractual]	1	<p>The recruitment shall be on the basis of Re-employment from any work department of Central/State Government /Public Sector Undertaking not below the rank of Under Secretary/ Assistant Director /Personal Secretary/ Principal Private Secretary (Grade pay not less than 5400). Computer skills related to MS Office, Internet, Power Point Presentation etc. Experience related to documentation, drafting guidelines and understanding of guidelines of the Govt. and advising actions. Excellent skills related to interpretation to data and representation of data into various Graphs, Charts etc.</p> <p style="text-align: center;"><b>Or</b></p> <p><b>For Direct Recruitment</b> MBA from recognized and repute Institute. Excellent communication skill in English and Hindi. Computer skills related to MS Office, Internet, Power Point Presentation etc. Experience related to documentation, drafting guidelines and understanding of guidelines of the Govt. and advising actions. Excellent skills related to interpretation to data and representation of data into various Graphs, Charts etc. 5 Years Post Qualification experience in the above field.</p>
2	Amin	20,000/- [Contractual]	1 (ST)	<p>Matriculation with any degree/diploma/Programme in Amin/Amanat with 5 years of experience in amin related work.</p> <p style="text-align: center;"><b>Or</b></p> <p>Degree/diploma/Programme in Amin/Amanat with 7 years of experience in amin related work.</p>

3	Manager (Economics)	30,000/- [Contractual]	1	<p>The said post shall be contractual in nature and appointment would be through open market.</p> <p><b>Eligibility:</b> Post graduate in economics/Accounts /Finance with 5 years Post Qualification experience in finance and feasibility analysis/economics of projects in Central/State Govt./Public Sector Undertaking/reputed Company.</p> <p style="text-align: center;"><b>Or</b></p> <p>ICWA/CA final Pass with 2 years Post Qualification experience of finance and feasibility analysis/economics of projects in Central/State Govt./Public Sector Undertaking/reputed Company.</p>
4	Private Secretary to the MD	25,000/- [Contractual]	1	<p>Graduation from recognized university with short hand writing speed of 90 words/ minute in English and 80 words/ minute in Hindi.</p> <p>Typing speed of 40 words/minute in English and 35 words/ minute in Hindi.</p> <p>3 years in job experience in Central/ State Government/ Public undertaking Corporation/ reputed company.</p>

**Terms of Engagement:**

1. Contractual recruitment will be made for 5 years from the date of appointment. However, contract may be terminated in case of unsatisfactory service.
2. **Last date for receiving the application is 09-01-2018 till 5:00 pm.** (On all working days from 10.00 A.M to 5.00 P.M except holidays)
3. The successful candidates will be required to execute contractual agreement along with service bond of 3 years in favor of JUIDCO Ltd. and their Services will be guided by the service rule of JUIDCO Ltd.
4. The requisite qualification and experience for different category of positions and the application format is available on the website **Juidco.jharkhand.gov.in** at Resources Head under Job Opportunity Section.
5. How to apply: Duly filled application form in prescribed format along with the self attested copy of the proof of age, qualification and experience should be sent through registered post/speed post/courier/by person to the **“Project Director (Administration)”, Jharkhand Urban Infrastructure Development Company Ltd. (JUIDCO Ltd.), 3<sup>rd</sup> Floor, RRDA Building (Pragati Sadan), Near Kutchery Chowk , Ranchi, Jharkhand, 834001.**
6. Internal Employees of JUIDCO Ltd. who has completed three 3 years of the service of JUIDCO Ltd. having requisite qualification and experience may apply for the said post with due permission of competent authority.
7. The list of shortlisted candidates (for interview/Selection) will be uploaded on the website - **Juidco.jharkhand.gov.in** at Resources Head under Notice & Circulars Section.

8. Candidates are required to write "**The name of the Post**" **applied** for on the top of envelop in block letters.
9. Age of the candidates as per Jharkhand Government Rules.
10. The Company reserves the right to cancel/postpone the recruitment wholly or partly if so required. No claim will be admissible in case of such cancellation/postponement.

Sd/-  
Project Director (Administration)  
JUIDCO Ltd

Govt. of Jharkhand  
**Jharkhand Urban Infrastructure Development Company Ltd.**  
(Application form)

Application for the post of: .....

AFFIX YOUR  
RECENT  
PASSPORT SIZE  
PHOTO HERE

1. Full Name (in block letters):
2. Father's Name:
3. Date of Birth:
4. Address for correspondence:  
PIN:  
Mobile:  
Email:
5. Permanent address:  
PIN:
6. Category (ST/SC/BC/OBC/GEN):
7. Gender (Male/Female):
8. Nationality:
9. Languages known:
10. Educational Qualification:

Examination passed	Name of the Institute/University	Subject Studied	Month & Year of passing	% of aggregate marks

11. Professional Qualification:

Examination passed	Name of the Institute/University	Subject Studied	Month & Year of passing	% of aggregate marks

12. Particulars of experience

Name of the Department/ Organisation served	Designation	Period of service		Experience		Nature of duties performed
		From	To	Years	Months	
Total Experience						

**NOTE- Enclose Attested Copies of:**

- a) Proof of Age
- b) Educational & Professional Qualifications Certificates.
- c) Experience Certificates.
- d) Other Certificates

I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect at any stage or not satisfying the eligibility criteria according to the requirement, my application may be summarily rejected. I am physically sound to discharge the duty to be assigned & undertake to abide by all the terms & conditions of the recruitment as decided by the competent authority.

Place:

Date:

Signature of the Candidate