



## JHARKHAND URBAN INFRASTRUCTURE DEVELOPMENT COMPANY LIMITED

(A Government of Jharkhand Undertaking)

3rd FLOOR, PRAGATI SADAN, KUTCHERY CHOWK,  
RANCHI 834 001, JHARKHAND.

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CIN: U45200JH2013SGC001752



Advertisement No: 56

Dated: 22-11-2018

### 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	Office Assistant	20,000-30,000/-	1	Graduation in any discipline.  Minimum 3 years post Qualification experience in drafting of sanction orders, sanlekh, Office Orders, noting etc together with typing speed of 40 words/minute in Hindi and 35 words per minute in English.

#### **Terms of Engagement:**

1. Contractual recruitment will be made for 5 years from the date of appointment. However, contract may be extended or terminated on the basis of satisfactory/unsatisfactory service.
2. Last date for receiving the application is 14-12-2018 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 bound and their Services will be guided by the service rule of JUIDCO Ltd.
4. The requisite qualification and experience and the application format is available on the website - [Juidco.jharkhand.gov.in](http://Juidco.jharkhand.gov.in) at Resources Head under Job Opportunities Section.
5. Candidates are required to write “**The name of the Post**” applied for on the top of envelop in block letters.

6. 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.), 3rd Floor, Pragati Sadan (RRDA Building), Kutchery Chowk, Ranchi, Jharkhand, 834001.
7. The list of shortlisted candidates for interview/Exam will be uploaded on the website - [Juidco.jharkhand.gov.in](http://Juidco.jharkhand.gov.in) at Resources Head under Notice & Circulars Section.
8. The shortlisted candidate would be called for personal interview/Exam in Ranchi on the date and time communicated to them through email/sms/website only. The candidate will have to appear before the interview board and they have to bear the cost of transport and logistics etc.
9. 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)**

AFFIX YOUR  
RECENT  
PASSPORT SIZE  
PHOTO HERE

Application for the post of: .....

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