

# **Jharkhand Industrial Area Development Authority**

5<sup>th</sup> Floor, JIADA Central Office, Namkum Industrial Area, Lowadih, Ranchi-834010

Phone: 0651-2460408, Telefax: 2460125, email-mdjiada@gmail.com

Ref: **427**

Dated- **29-8-2019**

Applications are invited for appointment on purely contractual basis for one year in the office of the Jharkhand Industrial Area Development Authority (JIADA), JIADA and four Regional Offices namely Ranchi, Adityapur, Bokaro and Santhal Pargana, 5<sup>th</sup> Floor JIADA Bhawan, Namkum, Lowadih, Ranchi for the posts of Sl. No. 1 to 7

S l .	Name of the Post	No. of Post & Category	Essential Qualification & Experience	Job description	Salary
1	Accounts Cum Budget Officer	03 ST-1 UR-1 BC-I-1	CA/ ICWA working/ Retired as Accounts Officer in a State Govt./ Central Govt./in equivalent rank in PSU or From Private Sector/ M. Com (60% marks) with 5 Years experience in relevant work with knowledge of computer & Tally and accounts works or retired person from A.G. (Office, Account officers/ Audit officers)	Any work related to JIADA as assigned by The Managing Director.  Max. age for UR- 40 yrs OBC- 42 Yrs ST- 45 Yrs Rtd. Person Max. age- 62 yrs	Rs. 32037.00
2	Head Clerk- cum- Accountant	01 UR-01	Minimum Qualification should be CA/ ICWA(Inter)/ Commerce/ science (Math) graduate with 60% marks, with 5 years experience and working Knowledge of Computer, Tally ERP, SAP, Ms-Office with proficiency in account, GST & TDS works/ Procedure or Retired as a Accountant in a State Govt./ Central Govt./in equivalent rank in PSU or From Private Sector.	Any work related to JIADA as assigned by The Managing Director.  Max. age for UR- 40 yrs Rtd. Person Max. age- 62 yrs	Rs. 30759.00
3	Accounts Clerk/ Assistant	03 UR-02 ST-01	Minimum Qualification should be Commerce/science (Math) graduate with 60% marks, with 3 years experience and working Knowledge of Computer, Tally ERP, SAP, Ms-Office with proficiency in account, GST & TDS works/ Procedure or Retired as a Accountant in a State Govt./ Central Govt./in equivalent rank in PSU or From Private Sector.	Any work related to JIADA as assigned by The Managing Director.  Max. age for UR- 38 yrs ST- 43 Yrs Rtd. Person Max. age- 62 yrs	Rs. 17340.00
4	Cashier	01 ST-01	Graduate with minimum (60% marks) in Commerce/Science/Math and with minimum experience of 3 years. Tally computer proficiency in writing of Double entry System/ knowledge of BRS, Banking Transaction or Retired as a Cashier in a State Govt./ Central Govt./in equivalent rank in PSU.	Any work related to JIADA as assigned by The Managing Director.  Max. age for ST- 43 Yrs Rtd. Person Max. age- 62 yrs	Rs. 17340.00
5	Amin	03 UR-02 SC-01	Matric with Amanat certificate or retired Amin	Any work related to JIADA as assigned by The Managing Director.  Max. age for UR- 35 yrs SC- 40 Yrs Rtd. Person Max. age- 62 yrs	Rs. 16488.00
6	Retired Circle Inspector of Revenue Department	01 UR-01	Retired Officer from Revenue Department.	Any work related to JIADA as assigned by The Managing Director.  Max. age for UR- 62 yrs	(PB-II 9300-34800 GP 4200) Total Honorarium 25000/- Applicable HRA & VA. As per Jharkhand Gov. Finance Dept. notification no-1243 Dt-28-04-16
7	Junior Engineer	02 UR-02	Diploma/ B. Tech /B. E. in Civil Engineering from a recognized institution (with at least 60% marks) and post graduate qualification will be given preference. Minimum 05 years experience from Govt./ Semi Govt./ PSU with relevant experience.	Any work related to JIADA as assigned by The Managing Director.  Max. age for UR- 40 yrs	Rs. 30759.00

- Details of terms & conditions with application form can be downloaded from our website [www.jiada.co.in](http://www.jiada.co.in).
- Last date of submission of application for any above post with relevant documents is 10.09.2019 at 5.00 PM by Registered/ Speed Post only.

## **The condition of Contracts are as below:**

- \*Only for domicile of Jharkhand.

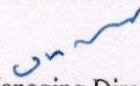
The reference cut-off date for calculation of maximum age of the applicants shall be 01.08.2019

Age relaxation shall be given equal no. of years of experience needed for the above mentioned posts for sl.no. 1,2,3,4, 5 and 7 in the advertisement.

- However retired person up to age 62 years may apply in the prescribed form.
- Salary payable to retired Jharkhand Govt. employee will be as per Guidelines of Deptt. of Planning Cum Finance Govt. of Jharkhand letter no. 1243 dt. 28.04.2016
- Last date of submission of application for all the posts in the prescribed form 10<sup>th</sup> Sep. 2019 at 5.00 PM by Registered / Speed Post only.

1. Engagement in JIADA will be initially for a period of one year, which can be extended for another year on satisfactory performance.
2. The candidates should ensure to fulfill the eligibility criteria and documents as prescribed.
3. Those candidates who apply under SC/ST/OBC candidature shall submit the cast certificate issued by not below the rank SDO/DC of Jharkhand state in prescribed form for as per letter No. 1754 dt- 25-02-2019 & 6267 Dt-02-08-2019  
Benefits of reservation will be given to candidates of Jharkhand state only.
4. Those candidates who apply candidature shall submit the Residential Certificate issued by not below the rank SDO/DC/CO of Jharkhand state in prescribed form for as per letter No. 5752 dt-19.07.2019
5. The contract shall not confer any right to claim or extension / absorption in the authority.
6. The application will be short listed and short listed candidates will be intimated through email / letter for appearing in the Interview.
7. The management reserves the right to cancel the recruitment process at any time without giving any reason.
8. No Travelling allowances will be admissible to the candidates for appearing in the interview.
9. Selected candidates shall have to produce no objection certificate from the previous employee, if working/ engaged same where else.

The interested candidates shall apply along with non refundable bank draft of Rs. 500/- (Rs. Five hundred) only for Unreserved & OBC and (Rs. 250/- Rs. two hundred fifty) only for SC/ST drawn in favour of Jharkhand Industrial Area Development Authority (JIADA), payable at Ranchi. with self addressed envelope which should reach the office of the Jharkhand Industrial Area Development Authority (JIADA), 5<sup>th</sup> Floor, JIADA Bhawan, Namkum, Lowadih, Ranchi on or before 10<sup>th</sup> Sep. 2019 at 5:00 PM by Registered/ Speed post only, and will not be accepted in person at this office.

  
Managing Director.

### Application Form

- (i) Post applied-.....
- (ii) Advertisement & Post No-.....
- (iii) Name in full (in Block Letter)-.....
- (iv) Date & Place of Birth-.....
- (v) Nationality-..... (vi) Caste-.....
- (vii) Name of Parent/ Spouse-.....
- (viii) Permanent Address-.....
- .....
- (ix) Correspondence Address-.....
- .....
- (x) Mobile No.-..... (xi) E-mail ID-.....
- (xii) Education / Technical Qualification-

Affix recent  
Color photo.

Name of Examination	Passing Year	Board/University	Total marks obtained	Percentage of marks

- (xiii) Details of previous/ present employment experience-

Employer's Name & Address.	Post held	Total tenure period

- (xiv) DD No.-.....Date-.....Name of Bank-..... Amount-.....

- (xv) If selected, minimum time required to join the post-.....

- (xvi) Any other information you wish to add including reference.....

Note:- Please Enclosed certified Xerox copies of Date of birth, Educational, Experience, Residential & Caste certificate (If required).

### Declaration

All information are true as per my knowledge and if any information found wrong my candidature will summarily be rejected.

Date:-

Place:-

(Signature of applicant)