

Govt. of Jharkhand  
**Urban Development & Housing Department**

Advertisement Ref. No: 761

Dated: 19-5-2017

**Recruitment Notice**

Applications are invited from the suitable candidates for the appointment on the post of Accounts Officer (01 post) on Contractual Basis for directorate of Municipal administration (DMA) office under Urban Development & Housing Department, Govt. of Jharkhand:

S.N	Position	No. of Post
1.	<b>Accounts Officer</b>	01

The appointment of professionals will be purely on contract basis for a period of one year, to be reviewed annually based on performance, output and desired impacts & Extendable Up to 3 Years in the Directorate of Municipal Administration, under Urban Development & Housing Department, Govt. of Jharkhand, FFP Building 3rd Floor, Dhurwa, Ranchi 834004 in terms of provisions as mentioned resolution no.-2/nagar vikas/Nide.sudridhi-101/2007-1040 dated 9-5-2008 for meeting the objective of DMA.

**The last date for receiving the application for the above posts is 12.06.2017 by 05:00 PM**

The application format, Qualification & experience, Terms and conditions of appointment and other details may be obtained and downloaded from the website - [www.jharkhand.gov.in](http://www.jharkhand.gov.in) under notice link.

Sd/-  
Director,  
Directorate Municipal Administration

**Applications are invited from the suitable candidates for the appointment on the post of Accounts Officer having following Eligibility, Experience and Competencies:**

S.N	Position	Eligibility Criteria	Experience	Remuneration per month
1.	Accounts Officer	Retired from State/Central Government Department./PSU Pay Scale 9300-34800 Grade Pay 5400/- minimum at the time of retirement, from equivalent or higher posts	Retired from Accountant General Office as an Accountant/ Senior Accountant or Retired from State Govt.- Experience of working in Finance department as Head Assistant with Minimum 5 years or Retired from State Govt.- Experience of working in Treasury as Head Clerk with Minimum 10 years	As per notification of Finance Department.

**General Terms & Conditions:**

1. The positions are purely contractual in nature and co- terminus with the project.
2. Selected candidate will be given an initial contract for one year period
3. The performance of experts may be reviewed against their key responsibility areas and on the annual action plan prepared by their respective reporting officers at the end of one year period. Based on satisfactory performance, candidate may be eligible for renewal of their contract for another 2 years
4. The selected candidates will have to sign a contractual agreement in the prescribed format.
5. The selected candidates will have to submit an affidavit that after completion of the project their candidature will terminate automatically.
6. The contract shall not confer any right or claim of extension/absorption in the department.
7. Applicant have to enclose relevant experience certificate along with application in prescribed format including last payslip and pension slip.
8. The engagement will be on the basis of sankalp No-1243/ Date: 28/04/2016 of planning Cum-finance department.
9. Attach your last payslip and pension slip.
10. Candidate should be below 63 years of age at the time of joining.
11. The list of shortlisted candidates will be uploaded on the website - [www.jharkhand.gov.in](http://www.jharkhand.gov.in) under the notice section. The shortlisted candidates would have to appear in Ranchi for further process of recruitment on the date and time communicated to them through email/mobile only provided in the application form and they have to bear the cost of transport and logistics etc for selection process
12. Last Date for submission of Application is 12.06.2017 by 5.00 PM
13. DMA reserves the right to cancel/postpone the appointment wholly or partly if so required without assigning reasons.

**Sd/-**  
Director, DMA

## APPLICATION FORM

Position Applied For: \_\_\_\_\_

Paste Recent  
Passport Size  
Photograph

### 1. PERSONAL DETAILS

<b>Name of the Candidate</b>	_____	_____
	(First Name)	(Surname)
<b>Address</b>	<u>Permanent</u>	<u>Present</u>
<b>Mobile/Phone No.</b>		
<b>Telephone-Residence</b>		
<b>Telephone-Office</b>		
<b>Email Id.</b>		
<b>Date Of Birth: (DD/MM/YY)</b>		
<b>Category: (ST/SC/General)</b>		
<b>Sex: (Male/Female)</b>		

### 2. EDUCATION QUALIFICATION (Recent First)

Qualification	University/Institution	Main Subjects	Completion Year	Division/Grade	Marks %

### 3. OTHER QUALIFICATION/TRAINING

Course Name	Duration	Institution	Course Details

### 4. EMPLOYMENT/WORK EXPERIENCE DETAILS

Name & Address of Employer	Designation	Duration		Experience		Brief Description of Responsibilities	Name & Designation of Reporting Authority
		From	To	Years	Months		
<b>Total Experience</b>							

### 5. KEY COMPETENCIES/SKILLS

S.No.	Computer Skills	Detail
	<b>Other Skills/Competencies</b>	

**6. LANGUAGE PROFICIENCY (Please Tick The Appropriate Column)**

Language	Ability To Converse			Ability To Read			Ability To Write		
	Poor	Fair	Good	Poor	Fair	Good	Poor	Fair	Good
English									
Hindi									
Other (Please Specify)									

**7. ANY OTHER INFORMATION (May Be Provided By Applicant To Strengthen Candidature)**

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**8. REFERENCE (Two Persons To Whom You Have Professionally Reported)**

Reference 1 ( <u>Name, Official Address, Phone &amp; Email</u> )	Reference 2 ( <u>Name, Official Address, Phone &amp; Email</u> )

**9. DECLARATION**

I do hereby declare that all statements made in the 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 point of time, my candidature/ appointment may be cancelled/ terminated without any notice.

Date:

Place:

**(Signature of the Applicant)**