



Openings in Jharkhand State Rural Livelihood Mission (Aajeevika)

The Ministry of Rural Development, GOI has decided to restructure one of its key Rural Development Programmes, the SGSY, through the establishment of National Rural Livelihoods Mission (NRLM). NRLM's mandate is to reach out to the poor families, link them to sustainable livelihoods opportunities and nurture them till they come out of poverty. For further details about NRLM, please visit- www.rural.nic.in. The mission is expected to be implemented through a dedicated sensitive support structure and community organizations.

Jharkhand State Livelihood Promotion Society (JSLPS) has been nominated by Govt. of Jharkhand to implement the National Rural Livelihood Mission in the State of Jharkhand and required the dedicated staff for support position at State, District & Block level office. For details visit www.jslps.in

Job Description: Various Support Positions under State Rural Livelihood Mission, Jharkhand.

To add to our team of committed professionals, we seek vibrant and dynamic individuals who are looking to make a difference in the lives of the poorest in the state of Jharkhand. We offer them challenges to match their potential and promise a working environment which encourages and rewards for performance.

Vacancy at State Mission Management Unit

1. OFFICE BOY/ATTENDANT: TOTAL POSITION 1 (ST-1) : – The candidate should be completed Intermediate with at least 3 year relevant experience in reputed institutions/ government programme/development project or NGO. You will be stationed at State level and will be responsible for giving administrative assistants or secretaries in day to day activities. The gross monthly remuneration is Rs 10,000 .

Vacancy at District Mission Management Unit

1. ADMIN/COMPUTER OPERATOR : TOTAL POSITION 9 (UR-5, ST-3, BC II- 1) : You should have worked in extending secretarial assistance and managing communication, office record keeping, compiling of project information and maintaining records related with programmatic, administrative and HRD affairs in reputed institutions/ government programme/development project or NGO. Excellent knowledge of working on computer with MS office environment will be must. You should also possess good writing and typing skill in both Hindi and English. We are looking for person who has completed graduate degree in any discipline and have govt. affiliated computer diploma with at least 2 years relevant experience. The gross monthly remuneration is Rs. 8,000 – 12,000

2. OFFICE BOY/ATTENDANT: TOTAL POSITION 10 (UR-5, ST-2, SC-1, BC I –1, BC II- 1) : – The candidate should be completed Intermediate with at least 3 year relevant experience in reputed institutions/ government programme/development project or NGO. The gross monthly remuneration is Rs 6,000 – 9,000

3. MAID/HOUSEKEEPER: TOTAL POSITION 9 (UR-4, ST-2, SC-1, BC I –1, BC II- 1) : –The candidate should have at least 2 years relevant experience from government programme/development project or NGO. The gross monthly remuneration is Rs 6,000 – 9,000

Vacancy at Block Mission Management Unit

1. ADMINISTRATIVE ASST./COMPUTER OPERATOR : TOTAL POSITION 22 (UR-10, ST-6, SC-3, BC I -2, BC II-1) : You should have worked in extending secretarial assistance and managing communication, office record keeping, compiling of project information and maintaining records related with programmatic, administrative and HRD affairs in reputed institutions/ government programme/development project or NGO. Excellent knowledge of working on computer with MS office environment will be must. You should also possess good writing and typing skill in both Hindi and English.. We are looking for person who has completed graduate degree in any discipline and govt. affiliated computer diploma with at least 2 years relevant experience. The gross monthly remuneration is Rs. 8,000- 12,000

2. OFFICE ASSISTANT: TOTAL POSITION 23 (UR-11, ST-7, SC-3, BC I -1, BC II-1): You should have worked in extending secretarial assistance and managing communication, office record keeping, compiling of project information and maintaining records related with programmatic, administrative and HRD affairs in reputed institutions/ government programme/development project or NGO. Excellent knowledge of working on computer with MS office environment will be must. You should also possess good writing and typing skill in both Hindi and English. We are looking for person who has completed Graduation with at least 1 year relevant experience. The gross monthly remuneration is Rs. 6,000 – 9,000

Districts –1. Ranchi, 2. W. Singhbhum 3. Pakur 4. Simdega 5.Palamu 6 Saraikela 7. Latehar 8. Godda 9. Gumla 10 Dumka 11. Khunti. 12 Lohardagga

Other benefits will be applicable on all positions as per Society norms of Jharkhand State Livelihood Promotion Society.

How to Apply:

1. Candidates may apply in **printed application format** as prescribed below.

(a) Position/s Applied for.....

(b) Name, (C) Address,

(d) Telephone (and email) for communication

(e) Date of Birth

(f) Category you belong to (SC/ST/EBC/BC/Unreserved)

(e) Education Level completed

S.No	Name of Examination	Name of board	school/institution/college	% or marks/grades
1				
2				
3				
4				

(f) Details of Experience – Overall Experience (in Month), Total work ex. In Jharkhand state (in month), Experience

S.No	Name of Organisation	Designation	From	To	Area of Experience	Total Exp. (in month)
1						
2						
3						
4						

Total Experience in Jharkhand (in month)

Date:

Name:

Signature:

Other terms and conditions

With application, candidates have to submit/send the attested copy of recent photograph (which should be pasted on the right top of the application); educational as well as technical qualification certificate and Certificate of work experience, domicile and caste. **Application without these documents will not be accepted.**

3. One candidate can apply for single position only. Applications for multiple positions by same candidate will not be considered.

3. Candidates applying for position other than Office attendant & Office maid should submit their application to jslps.recruitment@gmail.com , **No application for the post other than Office attendant & Office Maid will be accepted through post or other means.**

4. The candidate applying for Office attendant & Maid/House Keeper should send their bio-data to address mentioned below by registered post.

6 Candidate should mention **POST APPLIED FOR** in subject line of mail and on top of bio-data. Candidates applying through post should also mention POST APPLIED FOR at top of envelop.

LAST DATE FOR APPLICATION SUBMISSION is 21-09-2013.

ADDRESS FOR POSTAL SUBMISSION (For Driver, Maid & Office attendant position only)

Jharkhand State Livelihood Promotion Society
Rural Development Department, Govt. Of Jharkhand)
3rd Floor, FFP Building, HEC, Dhurwa, Ranchi-834004
Phone No. 0651-2401782 – 83

General Terms & Conditions:

- Reservation Policy of Govt. of Jharkhand will be applicable. Reservation benefits will only be available to the domiciled residents of Jharkhand.
- All Positions are offered on a contract basis for 3 years, renewed every year based on review of performance and requirement of project
- Remuneration would be fixed based on qualification and years of experience.
- **One candidate can apply for single position only.**
- List of applications received, short listed applications and dates of selection tests etc would be posted on www.jslps.in Candidates are requested to check the website periodically for lists and other announcements.
- Shortlisted applicants will be invited to appear for Selection Tests at Ranchi.

HRD- JSLPS
Ranchi, Jharkhand