Jharkhand State Livelihood Promotion Society (JSLPS)

(Under the aegis of Rural Development Department, Govt. of Jharkhand)

Jharkhand State Livelihood Promotion Society under aegis of Rural Development Dept., Govt. of Jharkhand is looking potential candidates on contractual basis for the various support level positions mentioned below under DAY-NRLM.

LAST DATE: 24-June-2017.

S.No.	District Name	Unit	Position Name	UR	ST	SC	BC I	BC II	Total vacancy
1	Chatra	DMMU	AACCO (District)	1					1
		BMMU	AACCO (Block))	1			1		2
2	Deoghar	DMMU	AACCO (District)	1					1
			OA	1					1
3	East Singhbhum	BMMU	AACCO (Block)	1					1
			OACAA	1	1				2
4	Garhwa	DMMU	AACCO (District)	1					1
			OA	1					1
		BMMU	AACCO (Block))	1		1			2
			OACAA	1		1			2
5	Giridih	BMMU	AACCO (Block))	1			1		2
			OACAA	2			1		3
6	Gumla	BMMU	AACCO (Block))	2	1				3
			OACAA	1	1				2
7	Hazaribagh	BMMU	AACCO (Block))	2	1	1			4
			OACAA	2	1	1			4
8	Jamtada	DMMU	AACCO (District)	1					1
			OA	1					1
		BMMU	AACCO (Block))	1	1				2
			OACAA	1	1				2
9	Khunti	BMMU	AACCO (Block))	1					1
			OACAA	1					1
10	Latehar	BMMU	AACCO (Block))	3	1	1			5
			OACAA	2	1	1			4
11	Simdega	BMMU	AACCO (Block))	3	3				6
			OACAA	3	2				5
12	West Singhbhum	BMMU	AACCO (Block))	3	3				6
			OACAA	3	3				6
13	Pakur	BMMU	AACCO (Block))	1					1
			OACAA	2	1				3
14	Palamu	BMMU	AACCO (Block))	2		1			3
			OACAA	2		2			4
15	Ranchi	BMMU	AACCO (Block))	5	3		1		9
			OACAA	5	4		1		10
16	Sahebganj	DMMU	AACCO (District)	1					1
			OA	1					1
		BMMU	AACCO (Block))	2	2				4
			OACAA	2	2				4
17	Saraikela Kharsavan	DMMU	OA	1					1
		BMMU	AACCO (Block))	3	2				5
			OACAA	3	2				5
18	Godda	DMMU	AACCO (District)	1					1
			OA	1					1
		BMMU	AACCO (Block))	1	1				2
			OACAA	1					1
19	Kodarma	DMMU	OA	1					1
		BMMU	AACCO (Block))	1			1		2
			OACAA	1			1		2
20	Lohardaga	DMMU	AACCO (District)	1					1
21	Ramgarh	DMMU	AACCO (District)	1					1
			OA	1					1
		BMMU	AACCO (Block))	3	2		1		6
			OACAA	3	2		1		6
22	Bokaro	DMMU	AACCO (District)	1					1
			OA	1					1
		BMMU	AACCO (Block))	3		1	1	1	6
			OACAA	3		1	1	1	6
23	Dhanbad	DMMU	AACCO (District)	1					1
			OA	1					1
		BMMU	AACCO (Block))	1			1		2
			OACAA	1			1		2

Position details & Eligibility Criteria

Position Code

1. **AACO (District)** - Admin Assistant cum Computer Operator
2. **OA** - Office Attendant (District),
3. **Administrative Assistant cum Computer Operator** (Block)
4. **OACAA**- Office Assistant cum Account asst.

Unit Code

1. DMMU –District Mission Management Unit
2. BMMU – Block Mission Management Unit

Job Descriptions and Eligibility Criteria

District Level Position

ADMIN CUM COMPUTER OPERATOR (AACO) : 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 **6 months Govt. affiliated computer diploma with at least 2 years post qualification relevant experience**. The gross monthly remuneration is Rs 15,000 pm

2. OFFICE ATTENDANT (OA) – Candidate should have work experience of handling office records, managing calls, letters and bank related works. 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 10,500/- pm

Block Level Vacancy

1. ADMINISTRATIVE ASST. CUM COMPUTER OPERATOR: 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 degree in any discipline and 6 months govt. affiliated computer diploma with at least 2 years post qualification relevant experience.** The gross monthly remuneration is Rs. 12,500/- pm

2. **OFFICE ASSISTANT CUM ACCOUNTS ASSISTANT :** You should have worked in extending secretarial assistance and managing communication, office record keeping, compiling of project information and maintaining records, Handling billing, TA/DA claims and other accountancy related work. Candidate must have experience related with programmatic, administrative, finance 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 having B.Com degree with at least 1 year post qualification relevant experience.** The gross monthly remuneration is Rs. 10,500/- pm

Other benefits shall be applicable as per norms of Jharkhand

Note :-

- Please visit **www.sids.co.in** or **www.jslps.org/career** for detailed advertisement, Job Profiles, eligibility criteria, pay package and other conditions for positions mentioned above.
- **All above positions are district based position and hence reservation policy of respective district -Govt. of Jharkhand is applicable. Above positions will only be available to the residents of respective district of Jharkhand State.**
- All positions are offered on contract basis for maximum of three years subject to availability of project fund and requirement of project.
- JSLPS reserves the right to not to select candidate, if not found suitable.
- No. of position as appearing in the advertisement may vary at final stage based on final requirement.

HOW TO APPLY: Interested candidates need to apply online at **www.sids.co.in** latest by **24th June, 2017**. The online application portal will be live within 48 hours from the date of publishing this advertisement. Interested candidate may apply accordingly. Applications through any other means will not be accepted.