

JHARIA REHABILITATION AND DEVELOPMENT AUTHORITY
Hatia More, Golf Ground Road, Hirapur Dhanbad -826001, Jharkhand
Requirement

JRDA has to appoint following persons on deputation from PSU/Govt. organization for the following posts:-

| S N. | Post designation | Total Post. | Upper Age limit as on 01.05.2010 |
|------|--|-------------|----------------------------------|
| 1 | Chief of (R&R and Land Acquisition) | 01 | 52 |
| 2 | Chief of (Training and Livelihood) | 01 | 52 |
| 3 | Chief of Finance | 01 | 52 |
| 4 | Chief of Administration | 01 | 52 |
| 5 | P.R.O. | 01 | 43 |
| 6 | Executive Engineer (Civil) / Asstt. Engineer (Civil) | 01 | 43 / 38 |
| 7 | Manager (Compensation) | 01 | 45 |
| 8 | Social Scientist | 01 | 45 |
| 9 | Land Acquisition Officer | 01 | 45 |
| 10 | Field Officer | 02 | 38 |
| 11 | Rehabilitation Officer | 01 | 38 |
| 12 | Social Economic Survey Officer | 02 | 38 |
| 13 | Training Officer | 01 | 38 |
| 14 | Placement Officer | 01 | 38 |
| 15 | Manager (Accounts) | 01 | 47 |

Qualifications Required:-

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|--|---|--|
| Chief of (R&R and Land Acquisition) | : | Graduate with 24 yrs. relevant Experience in R&R and Land acquisition. |
| Chief of (Training and Livelihood) | : | M.B.A. with 24 yrs. relevant Experience. Preference will be given to M.B.A. in Human Resource Development/Rural Management. |
| Chief of Finance | : | Cost Account/Chartered Accountant with 24 yrs. relevant Experience |
| Chief of Administration | : | M.B.A. in Personnel Management with 24 yrs. relevant Experience |
| P.R.O. | : | Degree in Journalism or Mass Communication with 15 yrs. relevant Experience. |
| Executive Engineer (Civil) | : | Degree in Civil Engineering with total 10 yrs. relevant Experience. Or Diploma in Civil Engineering with 14 yrs. relevant Experience. |
| Assistant Engineer (Civil) | : | Degree in Civil Engineering with total 3 yrs. relevant Experience. Or Diploma in Civil Engineering with 7 yrs. relevant Experience. |
| Manager (Compensation) | : | M.B.A. with 15 yrs. relevant Experience. |
| Social Scientist | : | Degree in any subject with P.G. Diploma in Labour and Social Welfare or M.B.A. in Rural Management with 10 yrs. relevant Experience . |
| Land Acquisition Officer | : | Graduate with 18 years relevant Experience in land Acquisition |
| Field Officer | : | Degree in any subject with M.B.A. in Personnel Management or P.G. Diploma in Labour and Social Welfare with 7 yrs. relevant Experience. |
| Rehabilitation Officer | : | Degree in any subject with M.B.A. in Personnel Management or P.G. Diploma in Labour and Social Welfare with 7 yrs. relevant Experience . |
| Social Economic Survey Officer | : | Degree in any subject with P.G. Diploma in Labour and Social Welfare with 7 yrs. relevant Experience . |
| Training Officer | : | Degree in Sociology or M.B.A. in Rural Management with 07 yrs. relevant Experience. |
| Placement Officer | : | M.B.A. in HRD/Rural Management with 07 yrs. relevant Experience. |
| Manager (Accounts) | : | Cost Accountant/Chartered Accountant with 15 yrs. relevant Experience |

HOW TO APPLY:-- Applicants are advised to submit attested copies of Degree/Diploma marksheet/Age certificate/Character certificate/Relevant Experience certificate along with 2 nos. recent Passport size photographs and one Rs. 25 stamped Self addressed envelop. The application in prescribed format (to be downloaded from websites - www.dhanbad.nic.in/www.bccl.cmpdi.co.in) should reach JRDA office address as mentioned above latest by 26.06.2010.

For Appointment of persons on Deputation from PSUs/Govt Organizations in JRDA:-

- The officers and staffs proposed to be appointed on deputation in JRDA from PSUs /Govt. Organizations will draw salary being drawn by them in their respective Organizations.
- Deputation Allowance will be paid to the officers appointed in JRDA on deputation from other PSUs/Govt Organizations at a rate of 10% of their basic pay subject to ceiling of Rs. 4000/- per month or as per recent Govt. Circular in this regard.

OTHER CONDITIONS

- 1st Preference will be given to applicants from BCCL /CIL and its subsidiaries and 2nd preference will be given to applicants from other PSUs /Govt Organizations.

10. **Details of Relevant Experience (if any)** : Relevant Experience certificate should be on the letter head of the institution /Company/Department and duly signed by the Head of the institution/company /Department with seal and date of issue.

| SN | Full Name/ address of the inst./company/Dept – (where exp. has been obtained) | Relevant Experience -Details | | | Date of issue of Exp certificate | Name & design. of the officer issuing the exp. certificate |
|----|---|------------------------------|----|---|----------------------------------|--|
| | | From | To | Total Relevant Experience in completed months | | |
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DECLARATION

CERTIFIED THAT THE INFORMATION AS FURNISHED ABOVE BY ME ARE TRUE & CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. I UNDERSTAND THAT AT ANY STAGE IF THE INFORMATION AS FURNISHED BY ME IS FOUND TO BE INCORRECT, MY DEPUTATION WILL BE LIABLE TO BE TERMINATED.

Date:

SIGN. OF THE APPLICANT

Place:

NAME IN FULL – ()

Enclosures: (----) Nos

MOBILE NO. -

Note: Pl ensure that following attested copy of certificates are enclosed along with this application **in the same order as** mentioned below:

Encl No 1: Birth Certificate

Encl No 2: Educational & Technical Certificate and Mark sheet.

Encl No. 3: Relevant Experience cert.

Encl No. 4: Address proof – Present & Permanent

Encl No. 5: Caste Certificate

Encl No. 6: Character Certificate

Encl No. 7:- Self addressed envelop –Affixed with Rs 25 Tickets on it.

INSTRUCTION FOR FILLING THE APPLICATION FORM

- Application must be submitted only in the prescribed format.
- Blank Application form must be typed or photo copied on A4 size paper only.
- Entries to be filled up by the candidates may be hand written or typed. ALL ENTRIES BE WRITTEN IN CAPITAL LETTERS ONLY.
- All entries /columns have to be filled up. Write NA if not applicable. Incomplete application is liable to be rejected.
- All certificates to be attached with the application form must be attached in the same serial /order as mentioned in the application form, without which application will be liable to be rejected.
- Age on 01/05/2010 be mentioned in years & completed months.
- Only Relevant Experience for the applied post and as prescribed in the advertisement be mentioned in the application form.
- Relevant Experience certificate must be on the printed letter head of the institution/Dept/Company and signed by Head of institution/Dept/Company with seal and date of issue.
- All applications are to be sent to JRDA office by post only. Name of the post applied must be written in CAPITAL letters on top of the application envelop, to be sent to JRDA.
- Multiple applications for different posts by the same applicant have to be applied in separate application forms and sent to JRDA office in separate envelops.
- Applications should be duly signed by the candidates with date & place.
- Pl affix your one recent colored photograph (passport size) in the box space provided in the application. Pl do not staple the photograph.
- One self addressed envelop with Rs.25 tickets affixed on it has to be attached with the application as enclosure no-6.

SIGN. OF THE APPLICANT

Place:

NAME IN FULL – ()