

**Government of Jharkhand,
Department of Rural Development,
1st Floor, FFP Building, Dhurwa, Ranchi.**

Advt. No: - 10-PMAY-G- 54/2016/1193

/Gra.Vi., Ranchi, Date:-09.03.2017

Recruitment Notice

Department of Rural Development (RDD), Govt. of Jharkhand has been mandated to work for the upliftment of the living & financial condition of the rural population of the State. Under a Govt. of India Scheme on Housing for all by 2022, Five lakh beneficiaries will leverage the benefit of the programme by 2019 in the state for which RDD, GOJ is the Nodal Agency. Keeping in to the view of these aspects RDD is intending to constitute Project Monitoring Unit (PMU) for Pradhan Mantri Awas Yojna - Gramin (PMAY-G) at different level i.e., State, District & Block under the direct control of Principal Secretary/ Joint Secretary-cum Nodal officer-PMAY-G, which will look after the implementation of Rural Housing Schemes. Following are the number of posts under this PMU, along with their designation & level/place of posting: -

At District Level

S.N.	Name of the Post	No. of Post(s)	Mode of Recruitment
1	District Coordinator	24 (one in each district)	On Contract
2	Training Coordinator	24 (one in each district)	On Contract
3	Accountant cum Computer Operator	24 (one in each district)	On Contract

At Block Level

S.N.	Name of the Post	No. of Post(s)	Mode of Recruitment
1	Block Coordinator	263 (one in each Block)	On Contract
2	Accountant cum Computer Operator	263 (one in each Block)	On Contract

Appointment of all the above posts will be at district level. Reservation for all the appointments will be as per the category and district wise roster vide resolution no. 5776, dated 10.10.2002 and resolution no. 2020, dated 09.04.2010 of the Department of Personnel, Administrative Reforms & Rajbhasha. Copy of District wise roster based reservation list for the concerned district decided by Department of Personnel Administrative Reforms & Rajbhasha is enclosed as Annexure-1, Annexure-2, Annexure-3. Horizontal 5% reservation has been assigned for female candidates mentioned in Annexure- 1 of district wise reservation roster issued by the Department of Personnel, Administrative Reforms & Rajbhasha vide resolution no. 5776 dated 10.10.2002. Notification no.3198, dated 18.04.2016 issued by Department of Personnel Administrative Reforms & Rajbhasha will be applicable for domicile (Annexure-4).

Recruitment process & service rule for the posts will be as follows-

Details of the Recruitment.

District Level

1. District Coordinator (No of Post- 24)

Monthly Pay : Consolidated Rs. 35,000/-.

Qualification : Graduate in Rural Management/ Cooperative Management/ Social Work from a recognized university/ Institution

Experience : Minimum (03) three years of total post qualification experience in related field experience is essential.

Age Limit : **22-45 Years**

Job Description : Job Description of the district coordinator will be as follows-

- Have to look after day to day implementation of PMAY-G in the district.
- Coordination among block, district & state for the implementation of PMAY-G.
- Time to time Reporting of the progress of PMAY-G in the District in the prescribed format to the higher authority.
- Ensure uploading of data in the AwaasSoft (PMAY-G software) as & when required.

2. Training Coordinator (No of Post-24)

Monthly Pay : Consolidated Rs. 35,000/- p.m.

Post Qualification : Graduate in Rural Management/ Cooperative Management/ Social Work from a recognized university/ Institution.

Experience : Minimum (03) three years of total post qualification experience in related field experience is essential.

Age Limit : **22-45 Years**

Job Description : Job description of the Training Coordinator will be as follows-

- Analyse the training need at District & Block level
- Prepare training plan at District & Block level
- Organise training for different level stake holders.
- Post-Training follow-up activities in the field

3. Accountant cum Computer Operator (No of Post- 24)

- Monthly Pay** : Consolidated Rs. 15,000/- p.m.
- Post Qualification** : Intermediate in commerce from a recognized Board/ University/ Institute and Diploma in Computer Application (DCA)
- Experience** : Minimum (01) one year post qualification experience along with efficiency in English & Hindi Typing is essential.
- Age Limit** : **18-30 Years**
- Job Description** : Job Description of the Accountant cum Computer Operator will be as follows-
- Ensure Entry of Beneficiary detail in the Awaas Soft at block level
 - Ensure sanction of beneficiary in the Awaas Soft
 - Update Report/Record in the Awaas Soft
 - Maintain accounting system at District level

Block Level

1. Block Coordinator (No of Post- 263)

- Monthly Pay** : Consolidated Rs. 18,000/-.
- Qualification** : Graduate in any discipline from a recognized university
- Preference will be given to candidates having degree in Rural Management/Cooperative Management/ Social Work.**
- Experience** : Minimum (01) one year of total post qualification experience in related field experience is essential.
- Age Limit** : **22-45 Years**

Job Description : Job Description of the Block Coordinator will be as follows-

- Have to look after day to day implementation of PMAY-G in the villages of the block.
- Coordination among block, district & state for the implementation of PMAY-G.
- Time to time Reporting of the progress of PMAY-G in the block in the prescribed format to the higher authority.
- Ensure uploading of data in the Awaas Soft (PMAY-G software) as & when required.

2. Accountant-cum Computer Operator (No of Post- 263)

Monthly Pay	: Consolidated Rs. 10,000/- p.m.
Post Qualification	: Intermediate in commerce from a recognized Board/ University/ Institute and Diploma in Computer Application (DCA).
Experience	: Minimum (06) six months post qualification experience and efficiency in Hindi & English Typing is essential.
Age Limit	: 18-30 Years
Job Description	: Job Description of the Accountant cum Computer Operator will be as follows-

- Entry of Beneficiary detail in the AwaasSoft from block level
- Ensure FTO generation of beneficiary in the Awaas Soft
- Update Report/Record in the Awaas Soft
- Maintain accounting system at District level

Assessment

Assessment of Applicants will be done for a maximum of 100 marks, which will be divided as follows

Essential educational qualification	Required Experience	Efficiency Test		Total
		Subject knowledge	Computer knowledge	
50	20	10	20	100

Table for calculating above marks is enclosed in Annexure-5.

- Qualifying marks for computer is 40%, i.e., the candidate will have to obtain at least 4 marks out of 10 is mandatory.
- Out of 100 marks General category candidates have to secure 50 marks, OBC Candidates have to secure 45 marks whereas SC/ST candidates have to secure 40 marks for eligibility in the selection process. Candidates obtaining less than the qualifying marks will be considered as disqualified/ineligible.
- Selection committee may take Computer typing test to check the computer knowledge.

How to Apply :-

- Interested and eligible Candidates may apply online for above posts through the web address: - <http://applyrdd.jharkhand.gov.in> for the concerned/desired district on or before the date & time mentioned.
- Applicant may apply for more than one post. But s/he has to submit separate application form for each post.

III. **Application Fee:** Applicant has to pay the application fee as per post applied for and as per the caste category, as given below

Sr. No.	Post	Application fee	Category
District Level			
1.	District Coordinator	500/-	General Category
		300/-	SC & ST Category
2.	Training Coordinator	500/-	General Category
		300/-	SC & ST Category
3.	Accountant-cum Computer Operator	200/-	General Category
		150/-	SC & ST Category
Block Level			
1.	Block Coordinator	400/-	General Category
		200/-	SC & ST Category
2.	Accountant-cum Computer Operator	150/-	General Category
		100/-	SC & ST Category

- IV. If the candidate is applying for more than one post S/he has to pay the application fee separately for each post applied.
- V. Candidates are advised to go through the eligibility criteria carefully and apply only if they full-fill all essential qualifications & experience (post qualification) for the professional position for which they intend to appear. Candidates are also advised to read General Instruction, Instructions for fee payment & **Selection Procedure** attached herewith as Annexure- 'A' and **Departmental Notification No- 1016 dated 01.03.2017 published in above web address.**
- VI. **Last Date:** - Online Application can be submitted **from March 16 to 30th March midnight.**
- VII. Recruitment process will be started simultaneously in the entire District for the District level post. i.e. online application for recruitment invited for all districts with separate application for each district/block and post.

Service Rules for contractual staffs appointed will be as follows-

- i. Initially the appointment will be for three years. Committee will evaluate their performance every year and s/he can be terminated if found unsatisfactory after assessment. The selection will be automatically terminated if not renewed. Committee formed for the appointment will be the committee for renewal as per the requirement.
- ii. If any appointed officer/ staff want to be relieved from her/his post S/he has to intimate in writing to her/his appointing officer through her/his controlling officer one month before or has to deposit one month salary. In reverse condition if the appointing officer don't require the service of any officer/staff then She/he can be terminated from her/his service after giving one month notice or one month salary. But such officer/staff can be terminated by the appointing officer any time for unsatisfactory performance.

- iii. No contractual officer/staff will be allowed to work in any other place/institution during above period.
- iv. Renewal of contractual appointment will be based on the performance of the staffs, availability of fund and duration of the scheme.
- v. 5% annual increment will be given in the honorarium after satisfactory performance.
- vi. Consolidated payment to the candidate includes travelling allowance, Telephone/ mobile & internet expenses.
- vii. No travelling expenses will be paid for joining of candidate. They will be paid travelling allowance for the tours conducted for official purpose inside the country.
- viii. They will be entitled only for casual leave decided as per state government
- ix. Appointed staff has to sign the agreement prepared by the district.

Selection Procedure

- a. Depending on the number of eligible online applications received, selection committee established by the Department/District may choose to shortlist the candidates based on academic qualifications, work experience and interview (if needed).
- b. Other instructions, if any, in this regard would also be displayed on the website. Applicants are therefore, advised to visit the website at regular intervals.
- c. Final selection would be made based on the academic qualifications, work experience and interview (if needed).
- d. Applicant must carry his/her original documents of educational qualifications, work experience and other relevant certificates along with the 2 Passport size photo and Valid ID proof at the time of interview/ appointment.
- e. Inability to produce any of the documents (both original and photo copy) at the time of interview/ appointment will render the applicant's ineligibility for selection and would not be considered for appointment.
- f. Final result will be published on the website along with an individual notification to the selected candidates via email.

sd/-

(Yatindra Prasad)

Joint Secretary to the Government,
Department of Rural Development,
Jharkhand, Ranchi.

Annexure - 'A'

General Instructions

1. Candidates are required to apply online through this link <http://applyrdd.jharkhand.gov.in> for concerned district.
2. Other medium of application will not be accepted.
3. Applications which are ineligible or do not confirm to general instructions are liable to be rejected.
4. Candidates are advised to go through the eligibility conditions carefully and apply only if they full-fill all essential qualifications & experience (post qualification) for the professional position for which they intend to appear.
5. Candidates may kindly note that their experience as freelancer will not be taken into account while calculating their experience in the respective fields.
6. Candidates appearing for more than one professional position are required to apply separately for each position.
7. Copies of documents/certificates vis-à-vis educational qualifications, experience, etc. are also required before appointment subject to verification of original certificates/documents.
8. Any misrepresentation or concealment of fact or submission of false information on the part of any applicant shall render him/her ineligible/disqualified.
9. No correspondence or personal inquiry whatsoever in respect of the selection procedure shall be entertained.
10. Candidates are advised against canvassing in any form or manner. Any canvassing for or on behalf of any candidate shall render him/her ineligible/disqualified.
11. Rural Development Department reserves the right to cancel the process of engagement of professionals at any stage without any notice and without assigning any reason(s) thereof. Its decision will be final and binding.
12. The engagement will be purely on contract basis initially for three year.
13. In case of bad conduct (misbehavior/integrity), immediate legal & termination action will be taken.
14. The place of posting will be at **concerned/desired district** . However, the incumbent is liable to be posted / sent anywhere in Jharkhand as and when required. T.A. is Admissible for Govt. work.

Payment Procedure

Fee Payment [through SBI] can be made only on (or after) 02:00 PM from the next working day of Registration.

(i.e. If you are registered on **16/03/2017** then you have to submit your fee on or after 02:00 PM on **17/03/2017**.)

Gateway / bank charges will be charged additionally

- Payment can be made only on (or after) the next working day of Registration
- Payments made after last date will be invalid and any refund will not be considered in any case by Department or Bank.
- Please do not pay fee more than once for one registration number.

Steps:

First of all, fill the general information, experience, reservation & other pages of the application after which the candidate will land into the payment page. In the payment page:

1- Click on the link provided for fee payment page. Accept terms and conditions and proceed. This will take you to State Bank Collect page of State Bank of India.

2- Select category, Enter Application Number , date of birth (as dd/mm/yyyy) and submit

3- Verify your details on screen and fill up verification details and submit.

4- Again verify your details on screen and confirm. Now payment options are displayed on screen.

5- Select any one payment mode i.e. SBI Internet banking/Debit cards/ Credit cards/ other bank Internet Banking OR “SBI Branch” option for taking printout of e-challan for deposit in cash at any SBI Branch.

6- If online payment option is selected, complete payment process as per instruction on screen. If e-challan has been printed then go to any SBI branch and deposit the amount in cash.

7- After completing the payment take a print out of e-receipt by clicking on “print e-receipt” option on department’s website.

8- Use DU..... Number as transaction id/ journal number

9- Complete your application process on next working day of payment.

10- e-challan can be printed again by clicking on link “Re-print challan form” on department’s website.

"CARE: Please do not pay fee more than once on one Application number."

Annexure - 1

No. of category wise vacancies on the basis of District wise Roster

SI No	District	No. of Block	No. of Post	Reservation Roster for BPMU under PMAY-G					Total
				UR	ST	SC	BC-I	BC-II	
1	Bokaro	9	9	5	1	1	1	1	9
2	Chatra	12	12	6	1	2	2	1	12
3	Deoghar	10	10	5	1	1	2	1	10
4	Dhanbad	10	10	5	1	1	2	1	10
5	Dumka	10	10	5	5	0	0	0	10
6	East Singhbhum	11	11	6	3	0	1	1	11
7	Garhwa	20	20	10	3	5	1	1	20
8	Giridih	13	13	7	1	1	2	2	13
9	Godda	9	9	5	2	1	1	0	9
10	Gumla	12	12	6	6	0	0	0	12
11	Hazaribagh	16	16	8	0	2	4	2	16
12	Jamtara	6	6	3	2	1	0	0	6
13	Khunti	6	6	3	3	0	0	0	6
14	Koderma	6	6	3	0	1	1	1	6
15	Latehar	9	9	5	3	1	0	0	9
16	Lohardaga	7	7	4	3	0	0	0	7
17	Pakur	6	6	3	3	0	0	0	6
18	Palamu	21	21	11	2	5	2	1	21
19	Ramgarh	6	6	3	2	0	1	0	6
20	Ranchi	18	18	9	6	1	2	0	18
21	Sahibganj	9	9	5	4	0	0	0	9
22	Saraikela-Kharsawan	9	9	5	4	0	0	0	9
23	Simdega	10	10	5	4	1	0	0	10
24	West Singhbhum	18	18	9	8	1	0	0	18
	TOTAL	263	263	136	68	25	22	12	263