



Office of Deputy Commissioner, Collectorate, Ranchi

(Planning Cell)

Memo No. 636

Date 02/12/2023

Urgent Recruitment Notice

District Mineral Foundation Trust, Ranchi invites applications for filling up the following vacancies of the Planning and Monitoring Unit (PMU) necessary for the smooth functioning of the same.

Position	No. of Post	Requirements	Age Limit	Monthly Consolidation
Civil Engineer	1	1. Candidate with B.E./B.Tech/Diploma in Civil Engineering from a recognized university or institute. 2. Relevant work experience in Engineering in the Government of Jharkhand or any State Government Department or Government of India is compulsory (retired employees are also eligible)	40	40,000/-

Job Description:

1. Study drawings and estimates of projects submitted by various line departments for approval under the District Mineral Foundation (DMF).
2. Propose alterations and revisions required, if any.
3. Supervise various construction activities taken up under the District Mineral Foundation (DMF).
4. Ensure that the construction complies with the drawing and estimates approved.
5. Assess the value of works done and approve bills and vouchers for the release of funds to the implementing agency.
6. Report to the D.P.O-cum-Nodal Officer DMFT, Ranchi
7. Any other duties as may be assigned by secretary D.M.F.T, Ranchi.

Position	No. of Post	Requirements	Age Limit	Monthly Consolidation
Finance Officer-cum Accountant	1	1. Graduate in commerce from a recognized university/institute. 2. Adequate language proficiency in English & especially in Hindi. 3. Relevant work experience in accounting, finance, and tally. 4. Basic computer-related knowledge.	40	35,000/-

Responsibilities:

1. Maintain day-to-day book of accounts.
2. Maintain all records, ledgers and relevant documents of the Planning and Monitoring Unit (PMU).
3. Ensure timely submission of Accounts and Utilization Certificates (UCs) by the implementing agencies.
4. Inspect accounts of implementing agencies periodically and ensure that the books of accounts are maintained properly.
5. Collaboratively prepare an Annual Action Plan with Block Development Officers for Gram Sabha
6. Maintain appropriate records for all fixed assets of the Planning and Monitoring Unit (PMU).
7. Prepare and submit annual budget statements and financial reports.
8. Process salaries and reimbursement claims of staff of the Planning and Monitoring Unit (PMU).
9. Liaison with the bank on various issues and prepares bank reconciliation statements.
10. Comply with all statutory and legal requirements of the District Mineral Foundation (DMF) in a timely manner.
11. Comply with all auditory requirements of the District Mineral Foundation (DMF) in a timely manner.
12. Ensure collection of DMF funds from various stakeholders of the district.
13. Collecting reports from the District Mining Officer and accounting of funds under various heads, like royalties, interest accrued & contingency.
14. Any other duties as may be assigned by secretary D.M.F.T, Ranchi.

Position	No. of Post	Requirements	Age Limit	Monthly Consolidation
Computer Operator	1	<ol style="list-style-type: none">1. Graduate in any stream from a recognized university/institute.2. Typing speed must be minimum 25-30 words per minute in Hindi and minimum 40 words per minute in English.3. Adequate computer knowledge4. Language proficiency in English and especially in Hindi.	40	15,000/-

Responsibilities:

1. Should be able to work in both English and Hindi and should have WPM 25- 30 in Hindi and 40 WPM in English
2. Competencies in the usage of IT tools including proficiency in MS Office suit.
3. Strong oral and writing skills in English/Hindi with effective documentation skill
4. The ability to communicate in local language is desirable.
5. Report to the D.P.O-cum-Nodal Officer DMFT, Ranchi
6. Any other duties as may be assigned by secretary D.M.F.T, Ranchi

Scope of Work

As mentioned above, the aim of the DMF(T) is to channel the funds collected into the mining-affected regions to improve the quality of life of the affected persons. This will include access to safe drinking water, healthcare, and education, the welfare of women and children, and the welfare of old age and disabled persons.

The PMU will be manned by a team of experts with developmental backgrounds including specialization in critical areas such as livelihood, education, skill development, drinking water & sanitation, health, roads and buildings, environment, etc. The PMU will serve as a 'nodal point' of the District Mineral Foundation and will work under the overall guidance of the Deputy Commissioner and technical direction of the Deputy Development Commissioner cum Member Secretary DMFT as well as the officer-in-charge assigned for DMFT. Further, PMU will also facilitate the functioning of the General Body and Managing Committee of the DMF. The PMU will function as 'DMF Resource and Function Hub' and will be responsible for the following activities:

1. Conduct surveys in the mining-affected areas to assess the needs and baselining of indicators through govt. machinery
2. Identify and promote innovative solutions through field-level pilot interventions.
3. Prepare proposals for projects under consideration.
4. Support the district administration in evaluating, planning, implementing, and monitoring of proposals submitted under DMF.
5. Design convergence with various line DMF(T) administrations for coordinated and concrete action.
6. Conduct social impact assessment and demonstrate the effectiveness of DMF activities on the lives of targeted communities through different mediums.
7. Preparation of policy briefs, documentation of lessons learned, and impact.
8. Provide technical and facilitation assistance to the Governing Body and Executive Committee
9. Facilitate handholding of Gram Sabhas complaints concerning legal requirements and scheme guidelines and capacity building program for Panchayati Raj representatives and other scheme planning entities for compliance with rules framed for DMF
10. Facilitate collaboration concerning national and international social development agencies and programs.
11. Assist departments in framing DPRs, procurement documents, and service contracts for projects adopted under DMF that are not executed by the works departments
12. Conduct capacity building and knowledge management activities and aid departments in capacity building including providing exposure to best practices in other districts, organizing online events in collaboration with other districts (including in other states) and non-state organizations of high repute in the development sector.

Note:

A. Recruitment Process

1. This recruitment will follow two processes: CV shortlisting, Test & Interview
 - CV shortlisting: The interested candidates must send their **CV and application form** with the subject "Application for Planning and Monitoring Unit- Civil Engineer/Finance-cum-Accountant/Computer Operator DMFT, Ranchi" to: ranchi.dpo@gmail.com only. The last date for receiving applications will be 26th December 2023.
 - Test/Interview: Shortlisted candidates will be invited for the final test, interview, and other processes, the details for the same will be published on the district website: Ranchi.nic.in.
2. All the necessary details like notifications and official communication will be published on: ranchi.nic.in.
3. Tenure: The recruited members will take over and run the Planning and Monitoring Unit (PMU) for one year from the date of joining, which can be extended to another year and further based on satisfactory performance as determined by the DMF(T).
4. The applicants have to necessarily submit the proof of work experience (work experience certificate or salary slip or ITR form or any other valid document).

Note: The recruitment to the above positions is on purely contractual basis and can not be treated as a permanent job in the Government. Apart from the final candidates selected for DMFT PMU, other candidates in the merit list, can be assigned and deputed to various departments on contractual basis as per the need of the district administration and District Board.

Selection process and salary are subject to change as per the discretion of the undersigned.

Additional Information:

1. The job offered is purely contractual for a tenure of 1 Year from the date of joining and can be renewed further after successful completion of the said period upon performance appraisal/ review and mutual consent.
2. The District Administration will cover only field visits/ exposure visits for work; the district shall bear no additional costs.
3. Age limit- not more than 40 years.
4. The Chairperson, DMFT, will have the sole authority to accept or reject any application if he is satisfied with the cause without assigning any reason.
5. No TA/DA will be paid to candidates for attending the interview.
6. TDS will be applicable as per government rules, and leaves shall be availed according to the provision of the state government.
7. For any inquiry, candidates can mail to mailing address ranchi.dpo@gmail.com

Sd/-
Deputy Development Commissioner,
Ranchi

Memo No: 636 /District Planning/DMFT Date: 02/12/2023

- Copy to: District Information Officer, Ranchi for further necessary action to upload the relevant advertisement and Application format in the website.
- Copy to: District Information and Public Relation Officer, Ranchi for information and necessary action.


Deputy Development Commissioner,
Ranchi

Application for Planning and Monitoring Unit
Civil Engineer/Finance-cum-Accountant/Computer Operator DMFT
Advertisement Number:

Designation.....

1. Name of the applicant :
- a. In Hindi :
- b. In English :
2. Name of Father /Husband :
3. Date of Birth :
4. Age of the applicant as on 01.09.2023
.....Years.....Month.....Day
5. Permanent Address (with ID proof):
.....
.....
.....Pin.....
6. Correspondence Address (with Pin Code):
.....
.....
.....Pin.....
7. Mobile Number:
8. E-mail ID:
9. Nationality:
10. Educational and Professional Qualifications:

Name of the Exam	Name of Board/University	Year of Passing	Percentage	Division
Matriculation				
Intermediate				
Graduate				
Post - Graduate				
Any other qualification				

Note: Enclose self-attested copies of all the certificates.

11. Special Qualification, if any (Attach Certificate):
12. Work Experience (Attach Certificate):
13. Whether Schedule Cate, Schedule Tribe, Backward Class, Extremely Backward Class and Economically weaker section (EWS)member? (If yes, attach certificate)

Category (Please Mark) :

- a. General :
- b. EBC (Schedule -I) :
- c. BC (Schedule – II) :
- d. ST
- e. SC :
- f. Economically weaker section (EWS) :

Self- Declaration

I certify that the details given by me in this application are correct to the best of my knowledge and belief. If the information given by me is found to be incorrect, legal action may be taken against me and my application can be cancelled.

Place:

Date: