



An ISO 9001:2015 certified

Jharkhand Education Project Council (JEPC)

(Under School Education and Literacy Department, Govt. of Jharkhand)

Recruitment of Office Assistant on Short Term Contract basis for State Level Management Structure

Jharkhand Education Project Council (JEPC) is a registered body under the Societies Registration Act, 1860. JEPC, as a State Implementing agency is responsible for the Implementation of Samagra Shiksha Abhiyan (SSA) which is a National Programme of the Government of India and State Government for Universalization of Education upto Secondary and Higher Secondary level. SSA is among the largest national level social programme aiming to provide education to all children in the age group of 6-18 years. Besides, JEPC is also implementing the Kasturba Gandhi Balika Vidyalaya, Jharkhand Balika Awasiya Vidyalaya and other similar programmes of the Department of School Education and Literacy, Govt. of Jharkhand.

Applications are invited from the eligible candidates for recruitment of Office Assistant under Jharkhand Education Project Council as per details given below on contractual basis in the State level Office of Jharkhand Education Project Council, Ranchi, Jharkhand as per the provisions of Jharkhand Education Project Council for implementation of Samagra Shiksha Abhiyan (SSA) and other associated activities given as under :-

1. The details of Post, Number of Vacancies in each of the category, Age Criteria, Essential and Desirable qualification etc. as per below:-

Sl.No.	Name of Post	Cadre and Position	Total Number of Vacancies							Basic monthly fixed Honorarium
			UR	ST	SC	BC-I	BC-II	EWS	Total	
01	Office Assistant	State cadre position	8	6	2	1	1	2	20	Gross Rs. 32,709/- per month Approximately (Basic pay 21779/-)

Other Admissible Incentives:

1. Annual increment of 03 percent every year subject to satisfactory performance
2. Basic monthly honorarium of JEPC officials are considered for a hike to time to time as per the decision of the State Executive Committee, JEPC.
3. Gross Pay of individuals includes Project Allowance, House Rent Allowance, Medical Allowance, and Conveyance Allowance as per posts and eligibility.
4. Retrial benefits like Gratuity and Unutilized Earn Leave Encashment. EPF and pension as per EPFO rules of Govt. of India and JEPC/ Samagra Shiksha Financial Manual.

2. Age limit :

1. A candidate should have completed the minimum age of 21 years.
2. As per resolution memo no. 29 dated 04.01.2021 of Department of Personnel, Administrative Reforms and Rajbhasha, Govt. of Jharkhand for recruitment, the upper age limit prescribed above will as under :-

Sl.No.	Category	Maximum age limit
1	Unreserved Category	35
2	EWS	35
3	Female (UR/EWS/BC-I/BC-II)	38
4	Extremely Backward classes (Annexure I)/ Backward Classes (Annexure II)	37
5	SC/ ST (Male and Female)	40
6	Person with bench mark disability (PwBD)	A relaxation of 10 years in their respective category.

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2/1/24

3. Age relaxation :

For JEPC officials working under Jharkhand Education Project Council/Samagra Siksha/RMSA/KGBV/Sakshar Bharat programme/ Mahila Samakhya, there shall be relaxation in age to the level of number of years worked in the above mentioned organizations as per the decision of 64th EC of JEPC.

4. Reservation :

While selecting the candidates, reservation rules of Government of Jharkhand will be applicable. Wherever reservation exists for OBC, SC, ST and EWS the same is meant for the persons having their domicile in the State of Jharkhand for which they will have to attach a copy of relevant and valid caste certificates and income and asset certificate by EWS category candidates and domicile certificate issued by Competent Authority along with their application. Candidates belonging to reserved categories or General categories from States, other than Jharkhand, will be treated as General Candidates. In case vacancy is available in the Unreserved category against a particular post, their merit will be prepared in the Un-reserved category only.

The minimum/desirable qualifications and job profile for each post is annexed at Annexure – A to this advertisement. Candidates are required to ensure that they meet the essential minimum qualification and desirable experiences in all respects before applying. In case a candidate is found ineligible at any stage, even after appointment, his/her candidature will be cancelled.

5. Educational Qualification :

Minimum Qualification	Experience for post	Job Profile
Graduation with minimum 50% marks for Unreserved category (45% for BC-I and BC-II and 40% for ST/ SC/ PwD category) and One year Diploma Course in Computer Science or Computer Application. and Typing speed – Hindi – 35 wpm and English – 30 wpm with full knowledge of Computer Application	Minimum one year experience in Computer Operation/ Programming at any reputed institution/ Organizations/ State Government/ Central Government/ State and Central undertakings.	It is a position at the state office and such a person will be responsible to carry out all jobs provided by the competent authority including computer related works and typing.

Relaxation in Educational Qualification:

There shall be relaxation of 05 Percent in the minimum qualifying educational qualification percentage to the JEPC (SSA, RMSA, Samgra Shiksha, Sakshar Bharat, KGBV and Mahila Samakhya) employees who has served in the organization not less than 10 years as per the decision of 64th EC of JEPC.

6. Selection Procedure: Candidates will be shortlisted on the basis of minimum eligibility criteria as per qualification required for the individual post in the advertisement. The selection shall be done on the basis of written and interview as per the decision of the selection committee. The decision of the Selection Committee, JEPC shall be final in this regard. A panel of suitable candidates will be prepared which may be valid for a period of one year from the date of selection. The selection shall be made as per the vacancy and in the order of merit of the candidates.

Preference shall be given to the people who have experience of working under various schemes of JEPC (SSA, RMSA, Samgra Shiksha, Sakshar Bharat, KGBV and Mahila Samakhya) as per the decision EC of JEPC).

Cutoff Date: The cutoff date for the purpose of acquiring educational qualifications and age shall be as on **01.01.2024.**

Pay and Allowances: Persons appointed on Short Term Contract basis will be entitled to monthly emoluments shown against each post and also the allowances as admissible under the service Regulations of JEPC. Those appointed on Short Term Deputation basis will be given pay protection. In addition other allowances, admissible under the JEPC Service Regulations, will also be payable. All the above appointments, on Short Term Contract shall be initially for a period of one year which may be extended further on the basis of satisfactory performance on annual basis up-to the period of implementation of the programme implemented by the JEPC. However, there

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is also a provision of annual assessment of performance of the personnel for the extension of contract. Canvassing in any form will be treated as disqualification. **Canvassing in any form will be treated as disqualification.**

7. **Application Processing Fee:** Applicant shall be required to pay a non-refundable application processing fee of Rs. 500/- (Rs. Five Hundred only) is required to pay a non-refundable application processing fee through JEPC website using Credit Card/Debit Card/Net Banking/UPI Payment post submission of the application form. Candidates belonging to Scheduled Caste/Scheduled Tribes category are required to pay only 50 percent of the above mentioned processing fee. However, they are required to attach caste certificates duly issued by the competent authority and attested by the Gazetted Officer otherwise their applications will be rejected. Application fees will not be received in any other form (Cash/IPO/demand draft etc.).

8. **How to Apply :**

1. Eligible candidates who possess the requisite qualifications and experience and have the will to serve at State Office as per the post with commitment and integrity, may apply latest by **19/01/2024** by **05:00 PM.** by visiting official recruitment link on notice board menu of JEPC website - "**https://jepc.jharkhand.gov.in**"
2. Application received after stipulated date will not be accepted under any circumstances.
3. Application should be only for one post from a candidate.
4. The applicants are advised to see the JEPC official website for updated information related to recruitment regularly.
5. As JEPC has adopted the reservation policy of the State Government, the applicant must mention his/her reservation caste category viz. SC/ST/OBC/General etc., as the case may be, and upload the caste certificate duly issued by the Sub Divisional Officer of the concerned sub district or such authority as has been designated by the Govt. for issuance of such certificates. The original certificates will be examined at the time of interview.
9. Any dispute with regard to this recruitment will be subject to the court having its jurisdiction at Ranchi only. JEPC, as employer, will reply/attend to such suit/legal proceedings. The State project Director, Jharkhand Education Project Council reserves the right to reject the application/ cancel the recruitment process at any point of time without assigning any reason.

For any queries please contact on official toll free No. 18003456544.

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(Kiran Kumari Pasi)
State Project Director

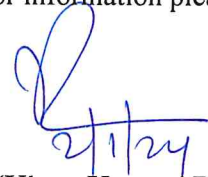
Jharkhand Education Project Council,
Ranchi

Ranchi/Date: 03-01-2024

Memo No.: ME/01/42/2002/47

Copy to:

1. Secretary, School Education and Literacy Department, Govt. of Jharkhand for information please.
2. Director, Primary Education, Jharkhand for information please.
3. Director, Secondary Education, Jharkhand for information please.



(Kiran Kumari Pasi)
State Project Director

Jharkhand Education Project Council,
Ranchi