



Jharkhand Education Project Council, Ranchi

Notice for Employment

State Programme Manager



An ISO 9001:2015 certified

State Project Director, Jharkhand Education Project Council, Ranchi invites application for short term contractual basis for the post of State Programme Manager (HR, Management, Media, Publications and Communication Engagement, Digital and ICT, Residential, KGBV and Out of School Children and Procurement) against 05 vacant post under JEPC. Application format and detailed information is available on official website "<https://jepc.jharkhand.gov.in>"

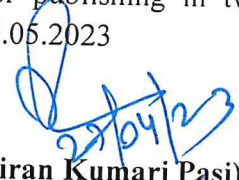
Sd/-
State Project Director,
Jharkhand Education Project Council,
Ranchi

Ranchi/Dated:.....

Memo No: ME/01/393/2006/(Partfile-1)/1987

Ranchi/Dated: 28.04.2023

Copy to : Director, Department of Public Relation, Ranchi for publishing in two-three leading news paper of Jharkhand on 29.04.2023 and 06.05.2023


(Kiran Kumari Pasi)
State Project Director,
JEPC, Ranchi



Draft

An ISO 9001:2015 certified

Jharkhand Education Project Council (JEPC)

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

Recruitment of Senior Professional & Support Staff 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 various positions under Jharkhand Education Project Council as per details given below on contractual basis in the State level Office of Jharkhand Education Project Council, JSCA Stadium Road, Sector-3, Dhurwa, Ranchi-834004 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	State Program Manager (HR Management)	State level position	1	-	-	-	-	-	1	Gross Rs. 86,026/- per month Approximately (Basic pay 63,523/-)
02	State Program Manager (Media, Publications and Communication Engagement)	State level Position	1	-	-	-	-	-	1	Gross Rs. 86,026/- per month Approximately (Basic pay 63,523/-)
03	State Program Manager (Digital and ICT)	State level Position	1	-	-	-	-	-	1	Gross Rs. 86,026/- per month Approximately (Basic pay 63,523/-)
04	State Program Manager (Residential, KGBV and Out of School Children)	State level Position	1	-	-	-	-	-	1	Gross Rs. 86,026/- per month Approximately (Basic pay 63,523/-)
05	State Program Manager (Procurement)	State level Position	1	-	-	-	-	-	1	Gross Rs. 86,026/- per month Approximately (Basic pay 63,523/-)

Other Admissible Incentives:

- Annual increment of 03 percent every year subject to satisfactory performance as per annual performance appraisal.
- 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.
- Gross Pay of individuals includes Project Allowance, House Rent Allowance, Medical Allowance, Conveyance Allowance as per posts and eligibility.
- Retiral 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.

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.

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. 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 52nd 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 of 52nd EC of JEPC).

Cutoff Date: The cutoff date for the purpose of acquiring educational qualifications and age shall be as on **31.03.2023.**

7. 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

is also a provision of annual assessment of performance of the personnel for the extension of contract and grant of annual increment.

Canvassing in any form will be treated as disqualification.

8. **Application Processing Fee:** Applicant shall be required to pay a non-refundable application processing fee of Rs. 1000/- (Rs. One Thousand only) for each of the post through JEPC website using Credit Card/Debit Card/Net Banking/UPI Payment post submission of the application form. Application fees will not be received in any other form (Cash/IPO/demand draft etc.).

9. **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 category of the posts with commitment and integrity, may apply latest by **25.05.2023** 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.

10. 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 email id jepcranchi1@gmail.com.


(Kiran Kumari Pasi)

State Project Director

Jharkhand Education Project Council,

Ranchi

Ranchi/Date: 28.04.2023

Memo No.: ME/01/1169/2023/ 1987

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

Ranchi/Date: 28.04.2023

Memo No.: ME/01/1169/2019/ 1987

Copy to:

1. Additional Finance Controller, JEPC, Ranchi for information and necessary action.
2. MIS Coordinator, JEPC, Ranchi for information and necessary uploading on the Official website of JEPC for publication.
3. In-charge Officer, MRE, Budget and Planning, JEPC, Ranchi for information and necessary uploading of the advertisement on the website of JEPC.


(Kiran Kumari Pasi)

State Project Director

Jharkhand Education Project Council,

Ranchi

Memo No.: ME/01/1169/2023/1987

Ranchi/Date: 28.04.2023

Copy to:

1. Administrative Officer, JEPC, Ranchi for information and necessary action with a direction for its wide circulation to various Institutions/Universities/Placement Cells of Institutions including the various recruitment websites please.


(Kiran Kumari Pasi)

State Project Director
Jharkhand Education Project Council,
Ranchi

Details of Posts Requirement and Job Profile of State Programme Manager Posts under JEPC:

01: State Programme Manager (HR Management)

Sl. No	Essential Minimum Qualification	Desirable experience / preference for post	Job Profile
1	<p>1. Bachelors Degree in any stream from recognized university with minimum 50% marks.</p> <p>2. Master's degree in HR Management or Personnel Management from recognized university with Minimum 50% marks or MBA in Human Resources or Personnel Management from a recognized institutions/ University</p> <p>3. Experience of minimum 05 years in HR management in a Public Sector /Government/ Semi Government/ Government sponsored schemes of Central/ State Government/ Public Sector undertaking/ other Institutions of repute.</p>	<p>Preference shall be given to candidates having higher qualification and greater experience in the field of HR Management.</p>	<ul style="list-style-type: none"> • State Programme Manager (SPM) is the key position in the State level office who shall be responsible for managing contracts, salary details, performance management, service records and other service conditions including benefits to retiring employees of all block, district and state level employees under JEPC. • He shall be responsible for training and capacity building/professional development of staff under JEPC. • The person is suppose to be professionally sound when need arises. Personnel will be overall in-charge of the HR related planning, timely implementation of activities. • Person will be responsible for preparing timely, relevant and reliable information needed for the periodical review of the programme in order to keep its track for timely and proper implementation. • Person will be responsible for professionally generating and keeping relevant database with the capacity of analyzing them and using them for the programme activities. • Any other assignment/responsibility assigned by the State Project Director.

02: State Programme Manager (Media, Publications and Communication Engagement)

Sl. No	Minimum Qualification	Desirable experience / preference for post	Job Profile
2	<p>Bachelors in any field with minimum 50% marks and Masters/P.G. Diploma in Mass Communication/Journalism from recognized University Or Bachelors in Mass Communication/Journalism from a recognized</p>	<p>Minimum 5 years experience in handling media communications, P.R., publications in a Public/Government/ Semi Government/ Government sponsored schemes of Central/ State Government/ Public Sector undertaking/Institutions of repute.</p>	<ul style="list-style-type: none"> • State Programme Manager (Media, Publications and Communication Engagement) is the key position in the State level office who shall be responsible for all event management, media briefing, designing of publications/magazines, Maintenance of Shala Darpan, Shagun and any other portal etc. • Regular Monitoring and Maintenance of Media coverage including cutting of news reports, whatsapp group maintenance and message updation, official website management and social media maintenance and generating audio and video documentation of State initiatives etc. • He/She shall be responsible for community mobilization including SMC training, Vidyalaya enrolment drives, PTA and events like Bal Samagam.

Sl. No	Minimum Qualification	Desirable experience / preference for post	Job Profile
	institution with 50% marks. Preference shall be given to persons in Masters in any field from recognized University or Master's degree in Mass Communication/ Journalism.		<ul style="list-style-type: none"> The person is suppose to be professionally sound when need arises. Personnel will be overall in-charge of the programme activities with a view to their proper planning timely implementation, monitoring and evaluation. Person will be responsible for preparing timely, relevant and reliable information needed for the periodical review of the programme in order to keep its track for timely and proper implementation. Person will be responsible for professionally generating and keeping relevant database with the capacity of analyzing them and using them for the programme activities. Person will be responsible to establish effective liasioning between different department of the state government, central government, NGOs, Autonomous and statutory body etc. Correspondence to all letters /documents. Any other assignment/responsibility assigned by the State Project Director.

03: State Programme Manager (Digital and ICT)

Sl. No	Minimum Qualification	Desirable experience / preference for post	Job Profile
3	Graduation in Computer Science/IT science from any recognized University or B.Tech/B.E. in Computer Science Engineering/Electrical and Electronics/ IT with Minimum 50% marks and Minimum 5 years' experience in designing or implementation of ed-tech platforms, smart classes, IT labs etc in a Public/Government/ Semi Government/ Government sponsored schemes of Central/ State Government/ Public Sector undertaking/Institutions of repute.	Preference shall be given to candidates having M.Tech. or higher experience in relevant field.	<ul style="list-style-type: none"> State Programme Manager (Digital and ICT) is the key position in the State level office who shall be responsible for planning, implementation and monitoring of Digital interventions in schools. He shall also be responsible for tracking regular performance including usage and impact of digital education and ICT programme. He shall be responsible for effective implementation of Atal Tinkering Lab, Smart classes, broadcasting networks, personalized digital learning, ICT etc. The person is supposed to be professionally sound when need arises. Personnel will be overall in-charge of the programme activities with a view to their proper planning timely implementation, monitoring and evaluation. Person will be responsible for preparing timely, relevant and reliable information needed for the periodical review of the programme in order to keep its track for timely and proper implementation. Person will be responsible for professionally generating and keeping relevant database with the capacity of analyzing them and using them for the programme activities. Person will be responsible to establish effective liasioning between different department of the state government, central government, NGOs and other autonomous and statutory bodies etc. Correspondence to all letters /documents. Any other assignment given by the office of JEPC.

04: State Programme Manager (Residential, KGBV and Out of School Children)

Sl. No	Minimum Qualification	Desirable experience / preference for post	Job Profile

Sl. No	Minimum Qualification	Desirable experience / preference for post	Job Profile
4	Master degree from recognized University with 50% marks in any stream with minimum 05 years of relevant experience in the field of girls education/residential schools/ education of children and mainstreaming of OoSc children etc in any Government/Semi Government or Government sponsored organizations or institutions of repute of the relevant field.	Preference shall be given to candidates with M.Ed./Masters in Rural Development/ Social work.	<ul style="list-style-type: none"> State Programme Manager (Residential, KGBV and OoSC) is the key position in the State level office who shall be responsible for planning, implementation and monitoring of Model schools, Residential schools, KGBV, Jharkhand Balika Awasiya Vidyalaya. He shall be responsible ensuring maintenance, enrollment, monitoring and planning for improvement of academic performance. He shall be responsible for identifying OoSc children, their planning and mainstreaming to schools and regular tracking of OoSc children for completion of formal education. The person is suppose to be professionally sound when need arises. Personnel will be overall in-charge of the programme activities with a view to their proper planning timely implementation, monitoring and evaluation. Person will be responsible for preparing timely, relevant and reliable information needed for the periodical review of the programme in order to keep its track for timely and proper implementation. Person will be responsible for professionally generating and keeping relevant database with the capacity of analyzing them and using them for the programme activities. Person will be responsible to establish effective liasioning between different department of the state government, central government, NGOs, Autonomous and statutory body etc. Correspondence to all letters /documents. Any assignment in assigned by the office of JEPC.

05 : State Programme Manager (Procurement)

Sl. No	Minimum Qualification	Desirable experience / preference for post	Job Profile
5	Graduate degree from any recognized University with 50% of marks and Masters in Finance/M.Com/MB A in Finance/Registered Chartered Accountant.	Experience: Minimum 5 years experience in tenders and public procurement in any government or government undertaking or experience of working in relevant field in any Government organizations engaged in implementation of Central/State Govt. sponsored schemes or institution of repute.	<ul style="list-style-type: none"> State Programme Manager (SPM) is the key position in the State level office who is directly reporting to the State Project Director. The person is suppose to be professionally sound when need arises. Personnel will be overall in-charge of the programme activities with a view to their proper planning timely implementation, monitoring and evaluation. Person will be responsible for preparing timely, relevant and reliable information needed for the periodical review of the programme in order to keep its track for timely and proper implementation. Person will be responsible for professionally generating and keeping relevant database with the capacity of analyzing them and using them for the programme activities. Person will be responsible to establish effective liasioning between different department of the state government, central government, NGOs, Autonomous and statutory body etc. Correspondence to all letters /documents. Any assignment in assigned by office.