



Jharkhand Education Project Council, Ranchi

Notice for Employment

Finance Related Post



An ISO 9001:2015 certified

State Project Director, Jharkhand Education Project Council, Ranchi invites application for short term contractual basis for the post of Finance Controller, Audit Controller, Finance & Account Officer, Account Officer & Auditor against 15 vacant post under JEPC. Application format and detailed information is available on official website "<https://jepc.jharkhand.gov.in>"

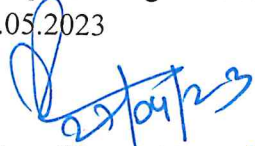
Sd/-
State Project Director,
Jharkhand Education Project Council,
Ranchi

Ranchi/Dated:.....

Memo No: ME/01/393/2006/(Partfile-1)/1988

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



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 & District 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/ District level Offices of Jharkhand Education Project Council, Ranchi at Ranchi/ various districts of 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	Finance Controller	State Level Position	1	-	-	-	-	-	1	Gross Rs. 89,299/- per month Approximately (Basic pay 66,251/-)
02	Audit Controller	State level Position	1	-	-	-	-	-	1	Gross - Rs. 86,026/- approx Basic - 63,523/-
03	Finance Account & Officer	State level Position	1	-	-	-	-	-	1	Gross Rs. 54,160/- per month Approximately (Basic pay 39,322/-)
04	Accounts Officer	State Cadre	4	3	2	1	-	1	11	* Gross Rs. 54,160/- /Rs. 47,804/- per month Approximately (Basic pay 39,322/-)
05	Auditor	State level Position	1	-	-	-	-	-	1	Basic- 26,923/- Gross- 39,282/- approx.

* For Districts of Ranchi, Dhanbad, Bokaro and Jamshedpur only.

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. Pay of individuals includes Project Allowance, House Rent Allowance, Medical Allowance, Conveyance Allowance as per posts and eligibility.

4. 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 be 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 :

- (a) For JEPC officials of various categories working under Jharkhand Education Project Council/Samagra Siksha/RMSA/KGBV/Sakshar Bharat programme/ Mahila Samakhya (contractual/ on long term deputation) there shall be relaxation in age to the level of number of years worked in the above mentioned organizations as per the decision of 52nd EC of JEPC.
- (b) For the post of Audit Controller and Auditor, where retired officials of State and Central Government Department with experience of working in this area of Audit and Finance are have been made eligible to apply their maximum age should not be more then 63 Years and can work to the maximum age of 65 only as per the provision of the JEPC.
- (c) For the post of Finance Controller where the experience of 10 years has been kept as essential qualification for the post the maximum age limit shall be 40 years and also benefit of 3A shall be applicable.

(d) 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.

(e) 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.

(f) 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 EC of JEPC).

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

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. Canvassing in any form will be treated as disqualification. **Canvassing in any form will be treated as disqualification.**

(g) **Application Processing Fee:** Applicant shall be required to pay a non-refundable application processing fee of Rs. 1000/- (Rs. One Thousand only) for serial no. 1 and 2. The applicants for the posts at serial no. 3, 4 and 5 is required to pay a non-refundable application processing fee of Rs. 500/- (Rs. Five Hundred only) 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 of the above mentioned categories of posts. 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.).

(h) **How to Apply :**

1. Eligible candidates who possess the requisite qualifications and experience and have the will to serve at various locations for District level posts and 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.

(i) 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

Memo No.: **ME/01/393/2006(part file-1)/1988** Ranchi/Date: **28.04.2023**

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,

Memo No.: ME/01/393/2006/(part file-1)/1988 Ranchi/Date: 28.04.2023

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/01/393/2006/(part file-1)/1988 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 Accounts related posts under JEPC.

Post Code 01: Finance Controller

Sl. No.	Minimum Qualification	Desirable experience/preference for post	Roles and Responsibilities
1	M.Com with MBA Finance or C.A. from recognized University	At least 10 years experience in Central/State Govt. Organization /CAG/AG Office or in any Govt. or Semi Govt. Organization.	<ul style="list-style-type: none"> • Personal and support and oversee the accounts expenditure of the state level office district units. • Look after the found flow in the state and district level. • Responsible to produce timely, relevant and reliable information needed for the periodical review of the finance to keep its track of timely and proper implementation. • Responsible for reporting to State/ National level. • Attend the auditors and reply to all the audit paras of Stationery Auditors/AG Auditors. • Look after the procurement process. • Ensure the expenditure incurred in financial order and funds allotted • Any other job assigned by the office.

Post Code 02 : Audit Controller

Sl. No	Minimum Qualification	Desirable / preference for post	Job Profile
9	Retired Senior Audit Officer/ Audit Officer from State/ Central Government Department/ PSU pay scale not below 9300-34800 grade pay 5400/- minimum at the time of retirement from equivalent or higher post.	Retired Senior Audit Officers of Account General Office/ CAG Office or Finance Department of State Government not below the rank of Senior Audit Officer with minimum 08 years of experience of Audit of Field Offices. OR 08 years of experience of Financial Audit in Central / State Government Organizations/ Semi Government Organizations/ Public Sector undertakings but age not more than 63 years at the time of application.	<ul style="list-style-type: none"> • Coordination with Auditors of Chartered Accountants, Finance Audit, AG Audit, Internal Audit and its Compliance to different authorities. • Review and monitoring of Audit objections and compliance of district/block and State level office. • Any other direction given by SPD related to audit monitoring.

Post Code 03 : Finance and Account Officer

Sl. No	Minimum Qualification	Desirable / preference for post	Job Profile
1	Bachelor in Commerce with minimum 50% marks from recognized university.	Preference will be given to M.Com. or person having degree of CA/ICWA/CS- Inter level with 3 years experience in the field of Accounting in any Government organizations engaged in implementation of Central/State Govt. sponsored schemes or institution of repute.	<ul style="list-style-type: none"> • Finance and Accounts Officer shall be posted at state level office of JEPC. • At State level he will be reporting to State Project Director, JEPC through Finance Controller / Administrative Officer and will be responsible for overall financial management and control. • He will be responsible to supervise the day to day work of the budget, finance audit and accounts and to inspect the accounts at state level and different district level. He will respond to auditors of all categories. • He will be responsible to execute all the decisions/direction of Central level office and state level office relating to account. • He will responsible to ensure that all the financial transaction are taking place according to the financial regulations of JEPC. • At state level office Finance and Accounts officer will be reporting to the finance Controller and will be responsible to perform such duties that will be assigned by the SPD. • He will be responsible for providing all financial data in time. • Any assignment assign by the SPD / Administrative Officer/ Finance Controller.

Post Code 04 : Accounts Officer

Sl. No	Minimum Qualification	Desirable / preference for post	Job Profile
5	Bachelors in Commerce with minimum 50% marks from recognized university.	Preference will be given to M.Com. or person having degree of CA/ICWA/CS- Inter level with 3 years experience in the field of Accounting in any Government organizations engaged in implementation of Central/State Govt. sponsored schemes	<ul style="list-style-type: none"> • Accounts Officer may be posted both at state levels/District level. • At State level he will be reporting to Finance Controller / Administrative Officer and will be responsible for overall financial management and control. • He will be responsible to supervise the day to day work of the budget, finance audit and accounts and to inspect account at state level and different district level. He will respond to auditors of all categories. • He will be responsible to execute all the decisions/direction of Central level office and state level office relating to account. • He will responsible to ensure that all the financial transaction are taking place according to the financial regulations of JEPC.

Sl. No	Minimum Qualification	Desirable / preference for post	Job Profile
		or institution of repute.	<ul style="list-style-type: none"> At state level office Accounts officer will be reporting to the finance Controller and will be responsible to perform such duties that will be assigned by the Finance Controller/SPD. He will be responsible for providing all financial data in time. Any assignment assign by the office.

Post Code 05 : Auditor

Sl. No	Minimum Qualification	Desirable / preference for post	Job Profile
8	Retired Auditor from State/ Central Government Department/ PSU pay scale not below 9300-34800 grade pay 4200/- minimum at the time of retirement from equivalent or higher post.	Retired official of Accountant General Office/ CAG Office or Finance Department of State Government not below the rank of Senior Auditor with 10 years of experience but age not more than 63 years at the time of application.	<ul style="list-style-type: none"> Auditing the books of accounts of head office and is responsible for proper maintenance of the same. To make good, deficiencies found in the books of accounts and, if necessary, write the books and make necessary modification in the books of accounts. Attend to the statutory auditor for the audit of the unit. <p>Any assignment assigned by the office.</p>