

# JHARKHAND CENTRAL RAILWAY LIMITED

## Recruitment on Contract Basis

**Advt. No. – JCRL/03/2021**

The Joint Venture Company (JVC) namely “Jharkhand Central Railway Limited” has been formed between Central Coalfields Limited (CCL) (64%), IRCON International Limited (IRCON) (26%) and Government of Jharkhand (10%). As follow up of MoU between Ministry of Coal (MoC), Ministry of Rail (MoR) and Govt. of Jharkhand to develop, finance and implement the identified Coal Rail Connectivity projects (CRCP). Shivpur-Kathautia rail line (49 Kms length approx.) has been identified to be implemented through JCRL with approximate cost of Rs 1800 Cr (approx.).

The Company hereby invites applications for appointment to the following post on **Contract Basis with an initial term of one year – renewable on year to year basis at a fixed salary (all-inclusive); for which eligibility criteria is tabulated as below:**

Name of Post & No. of Vacancies	Qualification	Total Post Qualification Experience (In Years)**	Fixed Pay	Age Limit as on 15.12.2021
<b>Office Assistant</b>  <b>Total Posts – 1 (UR)</b>	Minimum - Graduate Desirable – Certificate in MS Office	Responsibilities and Duties Employee is needed to perform all the basic duty of filing and maintaining the work of the company. Staff should be capable of making all efforts to complete the duty within the duration given. Candidate should be computer literate.  Experience: <ul style="list-style-type: none"><li>• Microsoft Office: 1 year (Preferred)</li></ul>	Rs.20,000/- per month with increment of Rs.1600/- after each completed year	Not more than 35 years

**Medical Standards:** Candidates should be of sound health.

**Selection Process:** Suitable candidates (after initial screening) will be shortlisted for the Interview. Management reserves the rights to cancel the candidature of any candidate without assigning any reason.

- A. The above posts are specifically on **Contract basis** and not for the regular establishment of the Company. The appointment will be initially for a period of **One year**, extendable further as per the requirements of the Company, if the services of the candidates are found satisfactory. The contract can also be terminated by either side without giving any reason with a notice period of one month or pay in lieu thereof.
- B. Candidates may be shortlisted on the basis of length of relevant experience and percentage of marks secured in prescribed Minimum Educational Qualification. Initially,

the short listing would be done on basis of length of experience. In case the candidates having the same length of experience, priority would be given to the candidate having higher percentage of marks secured in prescribed educational qualification.

C. There are no allowances over and above the fixed pay, except as mentioned below: -

C1 For Medical Coverage, the Medical Health Insurance Policy of Rs Three Lakhs for self with the ceiling of premium of Rs 4,000/- per annum shall be taken by the Contract Employees themselves covering Covid-19 and other diseases. The premium amount shall be reimbursed to the contract employees subject to submission of copy of health insurance policy and original receipt of premium paid.

C2 Minimum PF as prescribed under the EPF & MP Act 1952 will be deducted @ 12% on Rs 15,000/- (currently) i.e. Rs 1,800/- p.m. (subject to number of days) from the salary and a matching contribution will be made by JCRL. The accumulations will be paid at the time of cessation of contract.

C3 One leave for each calendar month of service can be availed during the contract period. Leave can be carried forward and accumulated but no leave encashment for un-availed leave is allowed during the contract or on resignation or termination of contract. No other type of leave would be admissible.

C4 Weekly off and other Gazetted holidays when the office remains closed would be available.

C5 TA/DA would also be admissible if deputed on outstation duty as applicable.

C6 No other perks or benefits would be admissible except as mentioned above.

#### D. How to Apply:

**Eligible candidates have to apply in prescribed format through off line mode only. It is mandatory for the candidates to have a valid e-mail id in order to facilitate faster communication.**

Application neatly filled/typed on A-4 size paper in the prescribed format attached as Annexure-I should be sent to "**General Manager (Civil) Civil Department, Alknanda Building, CENTRAL COALFIELDS LIMITED, DARBHANGA HOUSE, RANCHI 834029**" accompanied with the copy of following self-attested documents so as to reach latest by **17.01.2022**:

- (a) Matriculation Certificate (for age proof);
- (b) Self-attested copies of Certificates of Academic Degree/Diploma
- (c) Self-attested copies of Certificates of other professional qualifications if any
- (d) Certificates in proof of experience, as applicable, clearly indicating the length and line of experience as per eligibility conditions/criteria;
- (e) Duly Self-signed Curriculum Vitae, if any.
- (f) Valid ID proof (PAN/Driving License/Voter id card/Aadhar).

1. Candidates must bring the **original** of all the above-mentioned Mark Sheets and Certificates at the time of **Interview**, failing which they will not be allowed to appear in the interview.
2. The envelope containing the hard copy of the application should be clearly super scribed "**Application for the post of Office Assistant on Contract Basis Advt. No-JCRL/03/2021**".
3. Incomplete or Vague Applications not accompanied with documents as mentioned above, will be rejected summarily.

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# JHARKHAND CENTRAL RAILWAY LIMITED

## Recruitment on Contract Basis

Advt. No. – JCRL/01/2021

The Joint Venture Company (JVC) namely “Jharkhand Central Railway Limited” has been formed between Central Coalfields Limited (CCL) (64%), IRCON International Limited (IRCON) (26%) and Government of Jharkhand (10%). As follow up of MoU between Ministry of Coal (MoC), Ministry of Rail (MoR) and Govt. of Jharkhand to develop, finance and implement the identified Coal Rail Connectivity projects (CRCP). Shivpur-Kathautia rail line (49 Kms length approx.) has been identified to be implemented through JCRL with approximate cost of Rs 1800 Cr (approx.).

The Company hereby invites applications for appointment to the following post **on Contract Basis with an initial term of one year – renewable on year to year basis at a fixed salary (all-inclusive); for which eligibility criteria is tabulated as below:**

Name of Post & No. of Vacancies	Qualification	Total Post Qualification Experience (In Years)**	Fixed Pay	AgeLimit as on 15.12.2021
<b>Company Secretary</b> <b>Total Posts – 1 (UR)</b>	Associate Member of the Institute of Company Secretaries of India	Post Qualification Experience of three years of Co. Secretarial work.  Experience preferably in Company Secretary (CS) branch/CS department of any reputed company	Rs.40,000/- per month with increment of Rs.3200/- after each completed year	Not more than 35 years

\*\* Teaching/ Articleship Training/Consultancy/ Freelancing experience shall not be treated as relevant experience.

**Medical Standards:** Candidates should be of sound health.

**Selection Process:** Suitable candidates (after initial screening) will be shortlisted for the Interview. Management reserves the rights to cancel the candidature of any/all candidate without assigning any reason.

**A.** The above posts are specifically on **Contract basis** and not for the regular establishment of the Company. The appointment will be initially for a period of **One year**, extendable further as per the requirements of the Company, if the services of the candidates are found satisfactory. The contract can also be terminated by either side without giving any reason with a notice period of one month or pay in lieu thereof.

**B.** Candidates may be shortlisted on the basis of length of relevant experience and percentage of marks secured in prescribed Minimum Educational Qualification. Initially, the shortlisting would be done on basis of length of experience. In case the candidates having the same length of experience, priority would be given to the candidate having higher percentage of marks secured in prescribed educational qualification.

C. There are no allowances over and above the fixed pay, except as mentioned below: -

**C-1** For Medical Coverage, the Medical Health Insurance Policy of Rs Three Lakhs for self with the ceiling of premium of Rs 4,000/- per annum shall be taken by the Contract Employee himself covering Covid-19 and other diseases. The premium amount shall be reimbursed to the contract employees subject to submission of copy of health insurance policy and original receipt of premium paid.

**C-2** Minimum PF as prescribed under the EPF & MP Act 1952 will be deducted @ 12% on Rs 15,000/- (currently) i.e. Rs 1,800/- p.m. (subject to number of days) from the salary and a matching contribution will be made by JCRL. The accumulations will be paid at the time of cessation of contract-

**C-3** One leave for each calendar month of service can be availed during the contract period. Leave can be carried forward and accumulated but no leave encashment for un-availed leave is allowed during the contract or on resignation or termination of contract. No other type of leave would be admissible.

**C-4** Weekly off and other Gazetted holidays when the office remains closed would be available.

**C-5** TA/DA would also be admissible if deputed on outstation duty as applicable.

**C-6** No other perks or benefits would be admissible except as mentioned above.

#### D. How to Apply:

Eligible candidates have to apply in prescribed format through off line mode only. It is mandatory for candidates to have a valid e-mail id in order to facilitate faster communication.

Application neatly filled/typed on A-4 size paper in the prescribed format attached as Annexure-I should be sent to "**General Manager (Civil) IC, Civil Department, CENTRAL COALFIELDS LIMITED, DARBHANGA HOUSE, RANCHI 834029**" accompanied with the copy of following self-attested documents so as to reach latest by **17.01.2022**:

- (a) Matriculation Certificate (for age proof);
- (b) Self-attested copies of Certificates of Academic Degree/Diploma
- (c) Self-attested copies of Certificate of Professional Degree including Associate Membership (ACS) of the Institute of Company Secretaries of India (ICSI);
- (d) Self-attested copies of Certificates of other professional qualifications if any
- (e) Certificates in proof of experience, as applicable, clearly indicating the length of relevant experience as per eligibility conditions/criteria;
- (f) Duly Self-signed Curriculum Vitae, if any.
- (g) Valid photo ID proof (PAN/Driving License/Voter id card/Aadhar).

1. Candidates must bring the **original** of all the above-mentioned Mark Sheets and Certificates at the time of **Interview**, failing which they will not be allowed to appear in the interview.

2. The envelope containing the hard copy of the application should be clearly super scribed "**Application for the post of Company Secretary on Contract Basis Advt. No-JCRL/ 01/2021**".

3. Incomplete or Vague Applications not accompanied with documents as mentioned above will be rejected summarily.

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**ANNEXURE I**

**Application Format for the post of “ \_\_\_\_\_ ”  
in Jharkhand Central Railway Limited on Contract Basis vide Advt. No. JCRL/01/2021**

1. Name in full (in Block Letters) : \_\_\_\_\_

2. Father's Name : \_\_\_\_\_

3. Date of Birth (DD-MM-YY): DDMMYY 

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4. Community (SC/ST/OBC/GEN) : \_\_\_\_\_

5. Correspondence Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact No.: \_\_\_\_\_

Email address: \_\_\_\_\_



**6. Qualification details:**

Exam Passed	Year of Passing	Name of University / Institute	Marks Obtained	Max. countable marks	%age of marks

**7. Professional Work Experience:**

Post	Name and Full address of Employer	PERIOD			Job Profile
		From	To	Total Duration (in Years & Months)	

*\*If the provide space is not sufficient, separate sheet may be attached.*

**8. Total Work Experience is \_\_\_\_\_ year(s) \_\_\_\_\_ month(s).**

**Declaration**

I declare that the information furnished above by me is true to the best of my knowledge and belief and that nothing material has been concealed.

Place :

Date :

Signature of the Candidate

**JHARKHAND CENTRAL RAILWAY  
LIMITED**

**Recruitment on Contract Basis**

**Advt. No. – JCRL/02/2021**

The Joint Venture Company (JVC) namely “Jharkhand Central Railway Limited” has been formed between Central Coalfields Limited (CCL) (64%), IRCON International Limited (IRCON) (26%) and Government of Jharkhand (10%). As follow up of MoU between Ministry of Coal (MoC), Ministry of Rail (MoR) and Govt. of Jharkhand to develop, finance and implement the identified Coal Rail Connectivity projects (CRCP). Shivpur-Kathautia rail line (49 Kms length approx.) has been identified to be implemented through JCRL with approximate cost of Rs 1800 Cr. (approx.).

The Company hereby invites applications for appointment to the following post **on Contract Basis with an initial term of one year – renewable on year to year basis at a fixed salary (all-inclusive); for which eligibility criteria is tabulated as below:**

Name of Post & No. of Vacancies	Qualification	Total Post Qualification Experience (In Years)**	Fixed Pay	Age Limit as on 15.12.2021
<b>Accountant</b> <b>Total Posts – 1 (UR)</b>	Minimum - B. Com; Desirable - CA (Inter) / ICWA (Inter) / MBA (Finance) / M. Com	Three (3) years' experience in the field of accounting such as day-to-day accounting, BRS, reconciliation of account payable/receivable/GL; taxation such as preparation of tax/TDS (IT/GST) data, assisting in filing of tax returns; handling audits by way of prompt on-site appropriate reply/action to query/observation of statutory/internal/Govt. auditors.. He/she must possess advanced knowledge of MS Office and is able to handle large amount of data in excel and is able to prepare draft letter/note/proposals in MS Word. He/she must possess advanced knowledge of Tally/SAP. (Preference would be given to those worked/working in large organizations/projects for at-least 3 years)	Rs.30,000/- per month with increment of Rs.2400/- after each completed year	Not more than 35 years

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**Medical Standards:** Candidates should be of sound health.

**Selection Process:** Suitable candidates (after initial screening) will be shortlisted for the Interview. Management reserves the rights to cancel the candidature of any/all candidate without assigning any reason.

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- (d) Certificates in proof of experience, as applicable, clearly indicating the length

- of relevant experience as per eligibility conditions/criteria;
- (e) Duly Self-signed Curriculum Vitae, if any.
  - (f) Valid photo ID proof (PAN/Driving License/Voter id card/Aadhar).

1. Candidates must bring the **original** of all the above-mentioned Mark Sheets and Certificates at the time of **Interview**, failing which they will not be allowed to appear in the interview.
2. The envelope containing the hard copy of the application should be clearly super scribed **“Application for the post of Accountant on Contract Basis Advt. No-JCRL/02/2021”**.
3. Incomplete or Vague Applications not accompanied with documents as mentioned above will be rejected summarily.

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**ANNEXURE I**

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in Jharkhand Central Railway Limited on Contract Basis vide Advt. No. JCRL/01/2021**

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2. Father's Name : \_\_\_\_\_

3. Date of Birth (DD-MM-YY): DDMMYY 

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4. Community (SC/ST/OBC/GEN) : \_\_\_\_\_

5. Correspondence Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact No.: \_\_\_\_\_

Email address: \_\_\_\_\_



**6. Qualification details:**

Exam Passed	Year of Passing	Name of University / Institute	Marks Obtained	Max. countable marks	%age of marks

**7. Professional Work Experience:**

Post	Name and Full address of Employer	PERIOD			Job Profile
		From	To	Total Duration (in Years & Months)	

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**8. Total Work Experience is \_\_\_\_\_ year(s) \_\_\_\_\_ month(s).**

**Declaration**

I declare that the information furnished above by me is true to the best of my knowledge and belief and that nothing material has been concealed.

Place :

Date :

Signature of the Candidate