

**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 short term contractual basis in the State level Office/District 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	Finance & Account Officer	State level Position	1	-	-	-	-	-	1	Gross Rs. 33,145/- per month Approximately (Basic pay 22,136/-)
02	Expert EMIS	State level Position	1	-	-	-	-	-	1	Gross Rs. 33,145/- per month Approximately (Basic pay 22,136/-)
03	District Program Manager	State cadre and District level position	-	-	1	1	-	1	3	Gross Rs. 48,596/- * / 41,234/- per month Approximately (Basic pay 32,985/-)
04	Assistant Program Manager	State cadre	1	9	2	3	2	2	19	Gross Rs. 33,145/- * / 28,900/- per month Approximately (Basic pay 22,136/-)
05	Accounts Officer	State Cadre	-	3	2	1	-	1	7	Gross Rs. 33,145/- * / 28,900/- per month Approximately (Basic pay 22,136/-)
06	Computer Programmer	State cadre	11	7	3	2	1	2	26	Gross Rs. 28,447/- * / 24,593/- per month Approximately (Basic pay 18,221/-)
07	Assistant Computer Programmer	State cadre	4	3	1	1	1	1	11	Gross Rs. 26,404/- * / 22,720/- per month Approximately (Basic pay 16,518/-)

\* 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. 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 and must not have attend the age of 35 years.
2. The upper age limit for unreserved is 35 years.
3. As per resolution memo no. 29 dated 04.01.2021 of Department of Personnel, Administrative Reforms and Rajbhasha, Govt. of Jharkhand for recruitment.
4. The upper age limit prescribed above will be relaxable as below :-

Sl.No.	Category	Maximum age limit
1	Unreserved Category	35
2	Female (UR/EWS/BC-I/BC-II)	38
3	Extremely Backward classes (Annexure I)/ Backward Classes (Annexure II)	37
4	SC/ ST (Male and Female)	40
5	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. **Details of qualification / Job Profile as per Annexure – 'A' can be seen on the Advertisement uploaded in our official website <https://jepc.jharkhand.gov.in/>.** 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. Selection Procedure:**

Candidates would be based on short listing of eligible candidates as per qualification required for the individual post and then based on written / interview or both 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. Person from the panel may be appointed against the vacancies as and when need arises.

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 52<sup>nd</sup> EC of JEPC).

**Cutoff Date:** The cutoff date for the purpose of acquiring educational qualifications and age shall be as on **01.07.2021.**

6. **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

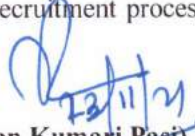


allowances, admissible under the JEPC Service Regulations, will also be payable. All the above appointments, on Short Term Contract shall be initially for a period of one year which may be extended further on the basis of satisfactory performance on annual basis up-to the period of implementation of 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.

7. **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. 2 and for serial no. 1, 3, 4, 5, 6 and 7 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.).
8. **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 **08.12.2021** 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 email id [jepcranchi1@gmail.com](mailto:jepcranchi1@gmail.com).

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(Kiran Kumari Pasi)

State Project Director  
Jharkhand Education Project Council,  
Ranchi

Ranchi/Date: 23.11.2021

Memo No.:ME/01/393/2006/Part file/ 2138

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.

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(Kiran Kumari Pasi)

State Project Director  
Jharkhand Education Project Council,  
Ranchi

Ranchi/Date: 23.11.21

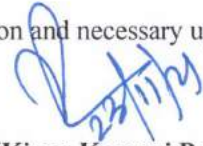
Memo No.:ME/01/393/2006/Part file/ 2138

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.

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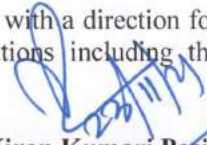
**(Kiran Kumari Pasi)**  
State Project Director  
Jharkhand Education Project Council,  
Ranchi

**Ranchi/Date: 23.11.2021**

**Memo No.:ME/01/393/2006/Part file/ 2138**

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 Various Advertised Posts under JEPC:

As per the directive of Personnel, Administrative Reforms and Rajbhasha Department, Government of Jharkhand letter no. 4768 Dated 13-09-2021 and subsequent Staff Selection Commission notification no. 7947 dated 17-11-2021 the conduct rule of examination by Staff Selection Examination has been amended and the following provisions have been added as qualification for selection for Government of Jharkhand posts (Graduate level and above) and the same is under process for making mandatory for contractual jobs also. If the Government issues similar direction for contractual jobs the same will have effect on educational qualification & eligibility for various posts advertised by JEPC letter no- ME/01/393/2006/Part File/2138 dated 23/11/2021 as

“उक्त अनिवार्य योग्यता के अतिरिक्त सीधी भर्ती के लिए झारखण्ड में अवस्थित मान्यता प्राप्त शैक्षणिक संस्थान से मैट्रिक/10वीं कक्षा एवं इंटरमीडिएट/10+2 कक्षा उत्तीर्ण होना एवं अभ्यर्थी को स्थानीय रीति- रिवाज, भाषा एवं परिवेश का ज्ञान होना अनिवार्य होगा।

परन्तु यह कि झारखण्ड राज्य की आरक्षण नीति से आच्छादित अभ्यर्थियों के मामले में झारखण्ड राज्य में अवस्थित मान्यता प्राप्त शैक्षणिक संस्थान से इंटरमीडिएट/10+2 कक्षा उत्तीर्ण होने संबंधी प्रावधान शिथिल रहेगा।”

The post wise essential qualification and job profile is under :-

#### 01 : Finance and Account Officer

Minimum Qualification	Desirable / preference for post	Job Profile
Bachelor in Commerce with minimum 50% marks from recognized university.	Preference will be given to person who has completed 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"> <li>Accounts Officer may be posted both at state levels/District level.</li> <li>At State level he will be reporting to Finance Controller / Administrative Officer and will be responsible for overall financial management and control.</li> <li>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.</li> <li>He will be responsible to execute all the decisions/direction of Central level office and state level office relating to account.</li> <li>He will responsible to ensure that all the financial transaction are taking place according to the financial regulations of JEPC.</li> <li>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.</li> <li>He will be responsible for providing all financial data in time.</li> <li>Any assignment assign by the office.</li> </ul>

## 02 : Expert EMIS

Minimum Qualification	Desirable / preference for post	Job Profile
BCA with minimum 50% marks OR PG Diploma in Computer Science/IT/Information management.	<p>Preference shall be given MCA or MIT OR B.E./B.Tech. in Computers/IT/ E&amp;C / from any recognized university.</p> <p>Experience: Minimum 3 years experience in the field of MIS Design / Development / Maintenance or Data Management &amp; Analytics in any Government organizations engaged in implementation of Central/State Govt. sponsored schemes or institution of repute.</p>	<ul style="list-style-type: none"> <li>EMIS is a position at state level office directly reporting to in-charge of MIS component at state level office.</li> <li>The responsibilities of EMIS will be designing &amp; developing Softwares for the purpose of collection, storage, Compilation and processing of data/information, internet/intranet operations, assistance in programming, analysis &amp; MIS support, coordination in governance and other support functions.</li> <li>Any assignment assign by the office.</li> </ul>

## 03: District Programme Manager

Minimum Qualification	Desirable / preference for post	Job Profile
Master degree with minimum 50% marks from recognized university.	<p>Experience : Preference will be given to person having MBA or Master in Social Science/Humanities/Education/Rural development and having minimum 3 years experience of work in any Government organizations engaged in implementation of Central/State Govt. sponsored schemes or institution of repute.</p>	<ul style="list-style-type: none"> <li>District Programme Manager (DPM) is the key position in the district level office who is directly reporting to the District Programme Coordinator or Component In-Charge at state level.</li> <li>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.</li> <li>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.</li> <li>Person will be responsible for professionally generating and keeping relevant database with the capacity of analyzing them and using them for the programme activities.</li> <li>Person will be responsible to establish effective liaisoning between SSA District office, different department of the state government, central government, NGOs, Autonomous and statutory body etc.</li> <li>Correspondence to all letters /documents in absence of the District Programme Officer.</li> </ul>



- Any assignment in assigned by office.

### 04 Assistant Programme Manager

Minimum Qualification	Desirable / preference for post	Job Profile
Bachelor degree with minimum 50% marks from recognized university.	Preference will be given to person having Master degree in Social Science/Humanities/ Education/Rural development or having minimum 2 years experience of work in any Government organizations engaged in implementation of Central/State Govt. sponsored schemes or institution of repute.	<ul style="list-style-type: none"> <li>• The Assistant Programme Manager (APM) will work under the overall supervision of the District Programme Officer/ ADPO/ at District level and under Component In-charge at the state level.</li> <li>• Primarily Contribute to programme planning implementation, monitoring and evaluation of programme /Project Activities.</li> <li>• Collect and analyse data with regard to component of the programme/project and provide updated information for analysis and report purposes.</li> <li>• Analyse programme /project status and recommend appropriate adjustment.</li> <li>• Visit schools and project sites at least 12-16 days a month and do night halts in the field to provide technical support to District/Block/Panchyat level team.</li> <li>• Receive, analyse and synthesize report from district /block level, prepare comment and responses, keep the District Programme Officer/State Project Director informed about the status of progress and facilitate good rapport between own component and other components.</li> <li>• Participate in the planning and preparation of project reviews and reporting mechanism, record preparation and record keeping.</li> <li>• Participate in Workshop Seminars etc. organised by the project and fulfill the role of reporter, facilitator, speaker etc. when required.</li> <li>• Prepare briefing, notes on the Programme activities and articles for publication when required, including fact sheets, statistical summaries, achievement reports etc.</li> <li>• Remain aware of new publication, research, initiatives, etc. relating to Primary Education in India and Jharkhand.</li> <li>• Ability to work independently and also as a part of a team.</li> <li>• Perform other related activities as assigned by the State Project Director/District Programme Officer.</li> <li>• Any assignment assign by the office.</li> </ul>

### 05 : Account Officer

Minimum Qualification	Desirable / preference for post	Job Profile
Bachelor in Commerce with minimum 50% marks from recognized university.	Preference will be given to M.Com. or person completed CA/ICWA/CS-Inter level with 3 years experience in the field of Accounting in any Government organizations engaged in implementation of	<ul style="list-style-type: none"> <li>• Accounts Officer may be posted both at state levels/District level.</li> <li>• At State level he will be reporting to Finance Controller / Administrative Officer and will be responsible for overall financial management and control.</li> <li>• 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.</li> </ul>

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	Central/State Govt. sponsored schemes or institution of repute.	<ul style="list-style-type: none"> <li>• He will be responsible to execute all the decisions/direction of Central level office and state level office relating to account.</li> <li>• He will responsible to ensure that all the financial transaction are taking place according to the financial regulations of JEPC.</li> <li>• 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.</li> <li>• He will be responsible for providing all financial data in time.</li> <li>• Any assignment assign by the office.</li> </ul>
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### 06 : Computer Programmer

Minimum Qualification	Desirable / preference for post	Job Profile
1. BCA or PG Diploma in Computer Application/ I.T./ Information Management or  2. MCA or MIT OR B.E./B.Tech. in Computers/IT/ E&C	Experience : Minimum 3 years experience in the field of software development/ DBA/Oracle programming in any Government organizations engaged in implementation of Central/State Govt. sponsored schemes or institution of repute.	<ul style="list-style-type: none"> <li>• CP is a position at state level office directly reporting to in-charge of MIS component at state level office.</li> <li>• The responsibilities of CP will be designing &amp; developing Software for the purpose of collection, storage, Compilation and processing of data/information, internet/intranet operations, assistance in programming, analysis &amp; MIS support, coordination in governance and other support functions.</li> <li>• Any assignment assign by the office.</li> </ul>

### 07 : Assistant Computer Programmer

Minimum Qualification	Desirable / preference for post	Job Profile
1. BCA or 2. Graduation with minimum 50% marks with one year P.G. Diploma in Computer Application / Information Management from any recognized university.	Experience : (Minimum one year experience in the field of DBA/ Oracle/ Programming.) in any Government organizations engaged in implementation of Central/State Govt. sponsored schemes or institution of repute.	<ul style="list-style-type: none"> <li>• ACP is a position at district level office/state level office directly reporting to District Programme Officer/in-charge of MIS component at state level office.</li> <li>• The responsibilities of ACP will be collection, collation and processing of information, internet/intranet operations, assistance in programming, analysis &amp; MIS support, coordination in governance and other support functions.</li> <li>• Any assignment assign by the office.</li> </ul>