



**Jharkhand Education Project Council, Ranchi**

**Notice for Employment**

**District Programme Manager & Assistant 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 District Programme Manager against 03 vacant post & Assistant Programme Manager against 22 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)/1989

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 & 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	District Manager Program	State cadre and District level position	-	-	1	1	-	1	3	Gross Rs. 76,684/-* / 66,262/- per month Approximately (Basic pay 55,738/-)
02	Assistant Manager Program	State cadre	4	9	2	3	2	2	22	Gross Rs. 54,160/- * / 47,804/- per month Approximately (Basic pay 39,322/-)

\* 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. Gross 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.
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 as per the decision of 52<sup>nd</sup> 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. 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 52<sup>nd</sup> 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 **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.**

**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. 1 and for serial no. 2 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 **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.
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.**

  
**(Kiran Kumari Pasi)**

State Project Director

Jharkhand Education Project Council,  
Ranchi

**Memo No.:** MIE/01/393/2006(part file-1)/1989 **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,  
Ranchi

**Memo No.:** ME/01/393/2006(part file-1)/1989 **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

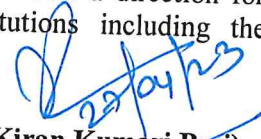


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Copy to:

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 Programmes related posts under JEPC.

## Post Code 01 : District Programme Manager

Sl. No	Minimum Qualification	Desirable / preference for post	Job Profile
3	<ol style="list-style-type: none"> <li>1. Masters degree in any stream with minimum 50% marks from recognized university.</li> <li>2. Minimum 3 years experience of work in any Government organizations engaged in implementation of Central/State Govt. sponsored schemes or institution of repute.</li> </ol>	<ol style="list-style-type: none"> <li>1. Preference will be given to candidates having MBA or Masters in Rural development or Post Graduate Diploma in Rural development or Post Graduate Diploma in Management</li> </ol>	<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> <li>• Any assignment in assigned by office.</li> </ul>

## Post Code 02 : Assistant Programme Manager

Sl. No	Minimum Qualification	Desirable / preference for post	Job Profile
4	Bachelor degree in any stream with minimum 50% marks from recognized university.	<p>Preference will be given to –</p> <ol style="list-style-type: none"> <li>1. Candidate having Masters degree in Social Science/Humanities/ Science /Education and PG Diploma in Rural development/ MBA.</li> <li>2. Minimum 2 years experience of work in any Government organizations engaged</li> </ol>	<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 analyze 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</li> </ul>

Sl. No	Minimum Qualification	Desirable / preference for post	Job Profile
		<p>in implementation of Central/State Govt. sponsored schemes or institution of reputed.</p>	<p>month and do night halts in the field to provide technical support to District/Block/Panchayat level team.</p> <ul style="list-style-type: none"> <li>• Receive, analyze 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>

