

NETARHAT VIDYALAYA SAMITI, NETARHAT

Advertisement No.: Net-Appointment-Regular-01/2016

APPLICATION FOR APPOINTMENT OF ADMINISTRATIVE OFFICER

Netarhat Vidyalaya Samiti, has been registered under the societies Registration Act 1860 vide Registration no. 688/2009-10 as an Autonomous Institution with an objective of promotion of Excellence and imparting quality education through Netarhat Vidyalaya (An Educational Institution owned by the Government of Jharkhand) and besides undertaking pedagogical innovation, development of teaching aids and conduct of trainings etc. Applications are invited for recruitment against the following posts in the prescribed format from suitable candidates. The recruitment will be done as per norms and processes laid down in the Gazette(Extraordinary issue) No. 57 dated 6th February 2012 published by the Govt. of Jharkhand, Ranchi. However, complete and detailed information regarding Age, Qualification, Experience, Reservation, Special Pay, Allowances and all other details are available on our school's website www.netarhatvidyalaya.com

Details of Vacancy

S. No.	Name of the post	No. of Vacancies	Pay Scale	Grade Pay	Special Pay
1	Administrative Officer	01 (UR)	Rs. 15600-39100 (PB-III)	Rs. 5400	20% of the Basic Pay

Children Education Assistance – Wards (own Son/Daughter) of regular staffs of all categories shall be eligible for free education in Netarhat Residential School as a day-scholar.

Accommodation- Free well furnished accommodation will be provided to all regular staff as per availability.

How to Apply – Application, downloaded or neatly typed on the A-4 size paper in the prescribed format duly supported with certified/attested copies of certificates and complete in all respects giving specific information regarding eligibility conditions, should reach to the office of **The Principal, Netarhat Residential School, Netarhat. P.O- Netarhat, Dist- Latehar, Via- Gumla, Jharkhand Pin- 835218 by registered Post/Speed Post on or before 05.09.2016 till 5.00 PM.** Incomplete application or those received after due date will not be entertained. The candidates, already in service, should apply through proper channel. The forwarding authority of such application shall send the attested copies of Annual Confidential Reports of the applicant for the last five years along with the application. A certificate to the effect that no disciplinary proceeding/vigilance cases/judicial proceeding are contemplated/pending against the candidate should be given in the forwarding letter. Name of Post applied for must be superscripted on the envelope containing the application materials. **The last date of receipt of application is 05.09.2016. The post applied for and advertisement no. should be clearly mentioned on the envelope.** Complete information regarding vacancy/appointment is available on our school website www.netarhatvidyalaya.com.

Application fee:- Rs 500/-

Candidates who would be applying under General category have to submit a Demand Draft of Rs 500/- in favour of the Netarhat Vidyalaya Samiti, payable at Netarhat. (ST, SC – Nil)

Note-Please note that the selection process at the above mentioned post would be announced at a subsequent date. The undersigned reserves the right to implement any written test/objective test/interview /GD for selection. The authority also reserves the right to increase/decrease or cancel the post advertised.

Sd/-
(Bindhyachal Pandey)
Principal-cum-member Secretary
Netarhat Vidyalaya Samiti
Netarhat



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S. No.	Name of the post	No. of Vacancies	Pay Scale	Grade Pay	Special Pay
1	Administrative Officer	01 (UR)	Rs. 15600-39100 (PB-III)	Rs. 5400	20% of the Basic Pay

Special Pay- Regular staff of all categories shall be paid 20 % of the basic + grade pay as special pay.

Children Education Assistance – Own wards up to 3 Children (Son/Daughter) of regular staff of all categories shall be eligible for free education in Netarhat Residential School as a day-scholar.

Accommodation- Free well furnished accommodation will be provided to all regular staff as per availability.

Age as on 01.01.2016

Categories	Age
General	35 years

Physically handicapped candidates of all the categories' would be provided an age relaxation of 5 years for respective posts.

Age of Superannuation: 60 Years

Education Qualification and Eligibility:

S. No.	Name of the Post	No. of Posts	Academic Qualification (Mandatory)	Desirable/Duties
01.	Administrative Officer	01	<ul style="list-style-type: none">• M.B.A. from a recognized University or Institute <p style="text-align: center;">OR</p> <p>Master's Degree from a recognized University with three years experience of administrative charge of recognized Secondary/Senior Secondary/plus 2 Residential School.</p> <ul style="list-style-type: none">• Proficiency to communicate in Hindi & English.	Desirable : * should be able to work on computer Duties : a) Responsible for making satisfactory arrangement for the supply of water, electricity, telephone line, Internet Connection. b) Maintenance of Infrastructure of the School e.g. School Campus, School Building, Ashrams, Residential Quarters, Furniture, Office Equipments, Workshop, Laboratory, Play Grounds, School Garden and other Properties. c) All other works given by Principal, Netarhat School.

Application fee: Rs 500/-

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Probation:

- Every employee shall be on probation for a period of one year from the date of his / her joining the duty.
- Services of an employee during probation may be terminated by the Executive Committee/Principal without assigning any reason by giving one month's prior notice in writing or one month's salary including all allowances. Such termination may be on the ground of unsuitability for the job on discovery of facts not disclosed earlier but detrimental to performance of duty including criminal antecedents, or any other sufficient cause.
- If the employee desires to be relieved during the period of probation, it will be necessary for him to give one month's prior notice in writing or one month's salary including all allowances.

Confirmation:

- a. If the work and conduct of an employee during the period of probation are found to be satisfactory, he / she will become eligible for confirmation on the expiry of the period of probation.
- b. The employee shall be informed of his confirmation within 3 months of the completion of probation period.

- c. No Person shall be appointed as Administrative Officer unless he is declared medically fit by the Medical Board duly constituted by the Executive Committee and other staff by a Civil Surgeon of Jharkhand State Govt.

The Executive Committee of Netarhat Vidyalaya Samiti reserves the right to:

- a. Change/Cancel/amend the appointment process of any or all the advertised posts at any time without assigning any reason and no claim will be admissible against this.
- b. Select the candidates for above posts based on the qualifications, experience, if any, and performance in written test, GD, Interview or any test if required.
- c. Reject incomplete / unsigned applications and applications without certified / attested copies of requisite certificates.
- d. Mere fulfillment of qualifications and experience requirements does not entitle candidates to be called for interview.
- e. Hold written test, professional test, Group discussion, Interview and any kind of test for selection of the personnel for the said posts.

How to apply- Applications, neatly typed on the A-4 size on the prescribed Performa duly supported with the certified / self attested copies of certificate and complete in all respects giving specific information in reference to the eligibility conditions, should reach the office of **The Principal, Netarhat Residential School, P.O. – Netarhat, Via – Gumla, Dist – Latehar (Jharkhand) – 835218 by Registered Post/Speed Post/Simple Post/Courier on or before 05.09.2016 till 5 p.m.** Incomplete applications or those received after 05.09.2016 will not be entertained. The candidates who are already in service should apply through proper channel. The forwarding authority of such application shall send the attested copies of Annual Confidential Reports of the applicant for the last five years along with the application. A certificate to the effect that no disciplinary proceeding/vigilance cases/judicial proceedings are contemplated/pending against the candidate should be given in the forwarding letter. Name of post applied for must be super scribed on the Envelope containing the application materials. **The last date of receipt of application is 05.09. 2016. The post applied for and advertisement no. should be clearly mentioned on the envelope.**

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