



NETARHAT VIDYALAYA SAMITI
NETARHAT



(An Autonomous Institution under Ministry of School Education and Literacy Deptt.-
Govt. of Jharkhand)

Letter No. : 98

Date : 18.01.2023

Advertisement No – Net-Appointment- Regular- 01/2023
Application for Appointment of Non-Teaching Staff

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 Awasiya Vidyalaya (An Educational Institution owned by the Government of Jharkhand) 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, allowances and all other details are available on our school's website [www.netarhatvidyalaya .com](http://www.netarhatvidyalaya.com).

Details of Vacancies

S. No.	Name of the post	No. of Vacancies					Pay Scale
		UR	BC -I	ST	SC	Total	
01.	Bursar	01	00	00	00	01	35400-112400 (Level – 6)
02.	PTI	01	01	00	00	02	35400-112400 (Level – 6)
03.	Agriculture Instructor	01	00	00	00	01	35400-112400 (Level – 6)
04.	Art Instructor	01	00	00	00	01	35400-112400 (Level – 6)
05.	Librarian	01	00	00	00	01	35400-112400 (Level – 6)
06.	Steno	01	00	00	00	01	25500-81100 (Level – 4)
07.	Clerk	01	00	00	00	01	19900-63200 (Level – 2)
08.	Accounts Clerk	01	00	00	00	01	19900-63200 (Level – 2)
09.	Storekeeper	00	01	00	00	01	19900-63200 (Level – 2)
10.	Laboratory Storekeeper	01	00	00	00	01	25500-81100 (Level – 4)
11.	Typist cum Computer Operator	01	00	00	00	01	19900-63200 (Level – 2)
12.	Driver	01	00	00	01	02	19900-63200 (Level – 2)

01. Educational Qualification:-

S.No.	Post	Education Qualification	Experience	Desirable
01.	Bursar	B.Com (Hons.) from an University recognized by the UGC or Certificate of I.C.W.A.I. (Inter)		<ul style="list-style-type: none"> a) Must Possess a working knowledge of popular office software and internet. b) Proficiency to communicate in Hindi & English. c) Preference will be given for those candidates having 03 years working experience for Accounting & Taxation in any Govt./PSU/University/College or other respected organization.
02.	Instructor- P.T./Agriculture/Arts	Diploma/Degree in respective subject or equivalent from recognized Institute /University	Having at least 2 years of experience	<ul style="list-style-type: none"> (i) Proficiency to communicate in Hindi and English (ii) Keen interest in Game & Sports. (iii) For P.T.I post preference will be given to those having additional degree diploma in Yoga from a recognized institute /University
03.	Librarian	A Graduate with Diploma in Library Science from a recognized Institute		<ul style="list-style-type: none"> a. Must Possess a working knowledge of popular office software and internet. b. Proficiency to communicate in Hindi & English.
04.	Steno	<ul style="list-style-type: none"> a) A Graduate with a University recognized by the UGC with at least 45 % marks. b) Must possess working knowledge of popular office software and Internet. c) Certificate from a recognized Institution of stenographer with capacity of 		Ability to work on Computers with Ms-Office software & Internet and proficient to Communicate in English and Hindi language

		shorthand writing speed 80 words per minute in Hindi or in English.		
05.	Clerk	<p>a) A Graduate with a University recognized by the UGC with at least 45 % marks.</p> <p>b) Must possess working knowledge of popular office software and Internet.</p>		
06.	Accounts Clerk	<p>a) B.Com from recognized University with at least 45% marks in graduation.</p> <p>b) Must possess a working knowledge of popular office software and Internet.</p>		Preference will be given for those candidates having 02 years working experience for Accounting & Taxation in any Govt./PSU/University/College or other respected organization.
07.	Storekeeper	I.A. or I.Sc from a recognized Council / Board.		
08.	Typist cum Computer Operator	<p>c) A Graduate with a University recognized by the UGC with at least 45 % marks.</p> <p>d) Must possess working knowledge of popular office software and Internet.</p> <p>e) Certificate from recognized Institute with Capacity of computer typing speed 30 and 40 words per minute both in Hindi and English respectively.</p>		Ability to work on Computers with Ms-Office software & Internet and proficient to Communicate in English and Hindi language
09.	Laboratory Storekeeper	I. Sc / Plus 2 Science From a recognized Council / Board		Ability to work on Computers and proficient to Communicate in English and Hindi language
10.	Driver	Matriculation with valid driving license for both Light & Heavy vehicles		

		having at least 3 years of driving experience. Educational Qualification may be relaxed in case of drivers already working on daily wages/contract for more than 3 years in Netarhat Residential School.		
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Note: Graduation with Bachelors in Physical Education (B.P Ed) or its equivalent degree holders can also apply as Physical Education against P.T.I Post.

02. Age: Age on 01st Jan 2022

Category		Handicapped
General Category	35 Years	40 Years
Backward Class/ Most Backward Class	37 Years	42 Years
Women (General Category/Backward Class/Most Backward Class)	38 Years	43 Years
Schedule Caste/Schedule Tribe (Men/Women)	40 Years	45 Years

03. Age Relaxation : Those candidates who had already applied for the different posts through Advertisement No. – Net-Appointment- Regular - 02/2017 and have been shortlisted by the Screening Committee will be given one time age relaxation for appearing in our current Advertisement No. – Net-Appointment- Regular- 01/2023.

04. Residential Certificate (In presented Performa) is mandatory for filling the application forms.

05. Application fee:

General & OBC Category- Rs 500/-

SC and ST Category – 250/-

Candidates (For all posts) who would be applying under General and OBC category have to submit a Demand draft of Rs 500/- and ST & SC category have to submit a Demand Draft of Rs. 250/- in favour of the Principal, Netarhat Residential School, payable at Lohardaga.

06. 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.

07. Pay & Allowance - Regular staff of all categories shall be paid all the allowance according to 7th pay commission.

08. Accommodation- Free accommodation facility will be provided to all regular staff as per availability.

09. Reservation- The detailed description of essential qualification and reservation policy is attached in “Annexure – A” .

10. Probation

Every employee shall on initial appointment be on probation for a period of one year from the date of his/her joining the duty. Services of an employees will be guided as per Samiti Rules and Regulations laid down in the gazette No. 57 dated 16th February 2012.(Extra ordinary issue) of the Government of Jharkhand.

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

- 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.
- Select the candidates for above posts based on the qualifications, experience, if any, and performance in written test, Interview and GD or any test if required.

- c. Reject incomplete / unsigned applications and applications without certified / attested copies of requisite certificates.
 - d. Mere fulfilment 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.
- 12. This recruitment notification will be affected by the new employment policy of Jharkhand.**
- 13. How to apply-** Applications, neatly typed on the A-4 size on the prescribed Performa duly supported with the all self attested copies of Academic certificate, Technical, Experience, Caste Certificate (If applicable), Residential 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 Speed Post on or before 25.02.2023 till 5 p.m. Please Write down the Name of the post applied for on the top of your envelope. A self address envelop duly stamped with Rs. 40 should be sent with application form.** Incomplete applications or those received after **25.02.2023** 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 25.02.2023. The post applied for and advertisement no. should be clearly mentioned on the envelope.**

Sd/-
(Dr. Santosh Kumar Singh)
Principal cum Member Secretary
Netarhat Vidyalaya Samiti
Netarhat