



RANCHI MUNICIPAL CORPORATION

Kutchury, Ranchi-834001

Contact No. :0651-2211215, Fax: 0651-2211777,

email: support@ranchimunicipal.com, website: www.ranchimunicipal.com

Letter No: 2958

Date: 16.08.16

PUBLIC NOTICE FOR EMPANELMENT OF ASSISTANT CUM DATA ENTRY OPERATOR

Ranchi Municipal Corporation invites application in sealed envelope for empanelment of Twenty Five Office Assistant cum Data Entry Operator who will engaged for departmental works as well as central/state sponsored schemes as per requirements on annual engagement basis. However this empanelment is not against any sanctioned posts or schemes. The application with inscription 'APPLICATION FOR EMPANELMENT OF ASSISTANT CUM DATA ENTRY OPERATOR' should be sent by registered post before 31.08.2016.

Further details are available on www.ranchimunicipal.com

Amit
Addl. Municipal Commissioner
Ranchi Municipal Corporation

Memo No. 2958 Dated : 16.08.16

Copy to Nodal Officer Shri Amit Kumar, GIS Specialist, Ray Cell for information and necessary action.

BA
16/8/16

Amit
Addl. Municipal Commissioner
Ranchi Municipal Corporation

Empanelment of twenty Five Office Assistant cum Data Entry Operator at Head Office of Ranchi Municipal Corporation on Annual Contract basis for two years.

IMPORTANT: LAST DATE OF RECEIPT OF APPLICATION: 31.08.2016

Ranchi Municipal Corporation, require the services of Office Assistant cum Data Entry Operator for departmental works as well as central/state sponsored schemes as per the requirements, on Annual engagement basis. However this empanelment is not against any sanctioned post or schemes.

Details on eligibility criteria/ requirement are given below:

1. AGE, QUALIFICATION & EXPERIENCE :

Sr. No.	Name of the work	Age	Qualification	Experience / Other eligibility criteria.
1.	Office Assistant cum Data Entry Operator	Below 35 years with sound health.	Essential: 1. Shall be a Graduate with knowledge of working on Computer. Desirable: Proficiency in drafting, Knowledge in basic data compilation, typing letters, tabular/ graphic/ PPT preparation	1. Should be well conversant with the Hindi/ English language.

2. CONTRACT PERIOD, AMOUNT AND OTHER TRAVELLING EXPENSES:

The candidate shall be empanelled on temporary basis for a period of two year only. Renewal of engagement may be considered at the sole discretion of RMC and subject to satisfactory performance. However empanelment doesn't mean the award of work, RMC may select the candidate as per the requirement arises from the empanelled list and the availability of the candidate at that time. No TA/DA shall be paid to the candidates for attending the interview. The candidate empanelled cannot claim any equity even on the vacant sanctioned post.

3. CONTRACT AMOUNT:

In case of Office Assistant cum Data Entry Operator who will be engaged in RMC work.

The engagement amount shall be fixed at **Rs.14,700/-** per month. No other allowance/benefit/payment/facility will be admissible whatsoever.

4. LEAVE:

The candidates who will be engaged with the work of RMC after empanelment shall be entitled for 15 days leave per year with maximum of 02 days per month. Other leave will be treated as "leave without pay".

6. EMPANELEMNT PROCEDURE:

The eligible candidates will be called for personal interview after scrutinizing all the educational and work experience documents and the decision of the RMC Interview panel in this regard shall be final and no challenges will be made by any candidate thereafter. The empanelment doesn't means that the candidate is recruited for aforesaid post; hence it is not guided by the any of the recruitments rules and any of Employee Service Code/Rules defined by the government.

7. SUBMISSION OF APPLICATION:

Eligible candidates have to submit their applications in the given format. Last date for receipt of application is 31.08.2016. No applications shall be entertained beyond the stipulated date. Incomplete applications will be rejected.

Address the application, Subscribing “**Application for Empanelment as Office Assistant cum Data Entry Operator**” to:

**Municipal Commissioner
Ranchi Municipal Corporation, Kutchery Ranchi – 834001**

8. APPLICATION FEE:

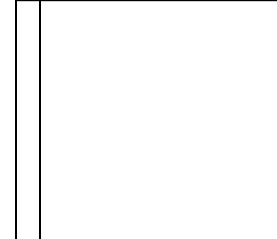
A non- refundable amount of Rs. 500/- in the form of Demand Draft will be submitted along with application Payable to “Municipal Commissioner, RMC” payable at Ranchi.

9. An application form will be summarily rejected in the following events:

- (i) If a candidate submits more than one application form for a particular post.
- (ii) If the application is not in the prescribed Form.
- (iii) If the application is unsigned/incomplete.
- (iv) If the experience certificate is without detail of salary per month received & not issued by competent authority.
- (vi) If the application form is received in the RMC after the last date.
- (vii) If a candidate does not possess the requisite academic qualifications on the closing date.
- (viii) If bank draft of prescribed Application fee is not attached.

**APPLICATION FOR THE EMPANELMENT OF OFFICE ASSISTANT CUM DATA ENTRY OPERATOR
OPERATOR ON CONTRACTUAL SERVICES DELIVERY BASIS**

**To
Municipal Commissioner
Ranchi Municipal Corporation
Kutchery Ranchi - 834001**



With reference to your advertisement dated _____ I, submit my application for the empanelment in prescribed format as under:

1.	NAME (in full)	:	
2.	ADDRESS FOR CORRESPONDENCE	:	
3.	If person with Disability:		
	Type of disability	:	
	Percentage of disability	:	
4.	Date of Birth (as per SSC/ Matriculation or School leaving Certificate)	:	
	Age in completed years as on _____	:	
5.	Contact Details:		

	Mobile No.	:	
	Landline No.	:	
	e-mail ID	:	
6.	GENDER	:	
7.	NATIONALITY	:	
8.	RELIGION	:	
9.	MARITAL STATUS	:	
10.	FATHER's / HUSBAND's NAME	:	
11.	PERMANENT ADDRESS:	:	

12. EDUCATIONAL QUALIFICATION:

Qualification	Details of Schooling/ Graduation (B.A/ B.com etc.,) completed	School/ Board / University name	Full Time / Part-Time	Year of Passing	Subject	Marks (Rank if any)
Middle/ Matriculation/ SSC (only for the post of Driver)						
Graduation						
Professional						

Qualification						
Others ---						
Computer (Diploma/Degree/ Certificate)						

13. WORK EXPERIENCE

ORGANISATION NAME	FROM	TO	DESIGNATION	LAST SALARY DRAWN

Note: 1. Please attach copy of certificate on qualification & experience duly attested by self or any Gazetted Officer.

DECLARATION:

I hereby declare that the particulars furnished above are true and correct to the best of knowledge and belief and I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility criteria according to the requirements of the relative advertisement, my candidature / empanelment for the said post is liable to be cancelled / terminated at any stage and if empanelment, my service are liable to be terminated.

I hereby agree that any legal proceedings in respect of any matter of claims or disputes arising out of this application and / or out of said advertisement can be instituted by me only at Ranchi and Courts / Tribunals / Forums at Ranchi and undertake to abide by all the terms and conditions mentioned in the advertisement.

(Signature of applicant)

Place: _____.

Date: _____

Enclosures:

- 1.
- 2.
- 3.
- 4.
- 5.

Evaluation Criteria

1. Educational Qualification (Max Marks 30)

Eligibility: Must have Graduation Degree with Diploma in Computer Education or above (Must have sound knowledge of MS-Office & Internet)

- a. Graduation with 60% marks or above :30 marks
- b. Graduation with 50% marks or above but below 60 % : 20 marks
- c. Graduation with below 50% & above 45 % marks : 10 marks

2. Work Experience (Max Marks 30)

- a. 3 years or above as an Computer operator : 30 marks
- b. 2 years or above but below 3 years as an Computer operator: 20 marks
- c. Below 2 years but above 1year as an Computer operator : 10 marks

3. Technical Test (Max Marks 40)

- a. English Typing Test : 10 marks
- b. Hindi Typing Test : 10 marks
- c. Technical Questions related to MS Office : 15 marks
- d. Internet : 5 marks

4. Note

- a. Preference will be given who have worked in any department of Govt. of Jharkhand as a computer operator/ data entry operator for at least one year.