



RANCHI MUNICIPAL CORPORATION

Kutchury, Ranchi-834001

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

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

Letter No:3810

Date: 28.10.2016

Applications are invited from retired personnel who retired from the post of Accounts Officer or equivalent post from AG office, Finance Dept., Treasury Office or Public Sector Unit for the Post of Accounts Officer in Ranchi Municipal Corporation on contractual basis upto 19.11.16 till 5.00pm. Application form can be downloaded from our official website www.ranchimunicipal.com.

1. AGE : The age is upto 62 years (as on 31.10.2016) and they will not be engaged beyond 65.

2. LOCATION: Ranchi Municipal Corporation Ranchi.

3. EXPERIENCE: Retired from Government Organizations who worked either as Senior Accounts Officer/Senior Audit Officer/Accountant or equivalent rank in AG Office or Officer from Jharkhand Finance Services who worked as Treasury Officer for at least 02(two) years during his service period. Preference will be given to those who will have the knowledge of Jharkhand Municipal Accounting.

4. CONTRACT PERIOD, AMOUNT AND OTHER TRAVELLING EXPENSES:

The candidate shall be empanelled on temporary basis for a period of one year only. Renewal of engagement may be considered at the sole discretion of RMC and subject to satisfactory performance. No TA/DA shall be paid to the candidates for attending the interview.

5. JOB DESCRIPTION/ JOB SPECIFICATION:

- Handling all the entrusted works of Accounts Department of RMC under the guidelines of Jharkhand Municipal Accounting 2011.
- Responsible for all the accounting activities of RMC
- However RMC may delegate other works as per the requirements.

6. CONTRACT AMOUNT:

The engagement amount shall be fixed at **Rs.40,000/-** per month. No other allowance/benefit/payment/facility will be admissible whatsoever.

7. LEAVE:

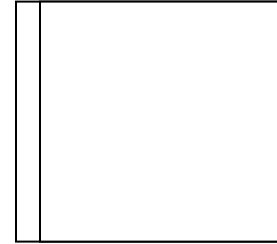
The candidates who will be engaged with the work of RMC after recruitment shall be entitled for 15 days leave per year with maximum of 02 days per month. Other leave will be treated as "leave without pay".

8. INTERVIEW PROCEDURE:

The eligible candidates will be called for walk in interview with all the educational and work experience documents. The decision of the RMC Interview panel in this regard shall be final and no challenges will be made by any candidate thereafter.

APPLICATION FOR ACCOUNTS OFFICER 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 accounts officer 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.



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Sd/-

Municipal Commissioner
Ranchi Municipal Corporation