



RANCHI MUNICIPAL CORPORATION, RANCHI.
(ESTABLISHMENT SECTION)
RECRUITMENT NOTICE

Letter NO - 909
dated - 04.10.2025

Applications are invited from eligible candidates with requisite qualification and experience as elaborated below for the post of Accounts Personnel having knowledge of Double Entry Accounting System. Appointment will be on contractual basis on a consolidated remuneration of Rs. 30,000/- P.M. Applicants have to appear in a walk-in interview cum practical test.

Description of Post	No. of Post	Qualification	Experience
Accounts Personnel	01 (UR)	B.Com / CA Inter. / CMA Inter.	(i) Should have atleast 5 Year experience of preparation of computerized ABDEAS (Accrual Based Double Entry Accounting System) or Audit of Urban Local Bodies as per JMAM (Jharkhand Municipal Accounts Manual) and JMA (Jharkhand Municipal Act), 2011. (ii) Should have knowledge of Tally Software. (iii) Should have knowledge of Income Tax, TDS, GST, EPF, ESIC etc. (iv) Should have good communication skill and exposure to valuation assets and capable of preparing requisite books of account on the instruction of chartered accountant.

Other terms & conditions are as follows:-

- (1) Post advertised shall be filled up only on contractual basis for a period of one year. The contract can further be extended on the basis of performance/ appraisal report upto one year or as decided by the Corporation.
- (2) The period shall be effective from the date of joining.
- (3) Successful candidate has to sign a contract agreement with the RMC.
- (4) The engagement shall not confer any right or claim of extension /absorption in the RMC.
- (5) Applicants shall submit their applications to **Ranchi Municipal Corporation, Kutchery Road, Ranchi PIN – 834001**, through speed post on or before 29th Oct, 2025. Applications received after 29th Oct, 2025 shall not be considered. The list of shortlisted candidates for the interview/ skill test will be uploaded on the official website of RMC (www.ranchimunicipal.com). On the same day, the date of interview and skill test shall also be informed



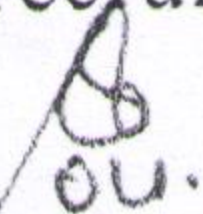
- (6) Accordingly, interested and eligible candidates are invited to submit applications enclosing their detail bio-data in the prescribed format above with attested/self attested copies of their mark sheets, professional qualification, experience etc. original copies for verification at the time of interview.
- (7) Interested candidate can download the application format and other details (Proposed Procedure for Assessment in Selection of Accounts Personnel) which are annexed as annexure- 1 & 2 may be seen and downloaded from the website www.ranchimunicipal.com.
- (8) The maximum age limit is 40 years (As on 30.09.2025)
- (9) A waiting list of 03 candidates will be prepared which will be valid for one year.
- (10) The appointment to this post shall be purely temporary / contractual in nature. In the event of permanent appointment of accountant(s) by the department in future, the services under this recruitment shall be deemed to be terminated automatically, and no claim for regularisation or continuation shall be entertained.
- (11) All communication with the applicants regarding acceptance / rejection of application, examination / interview schedule and results will be made through the official email id: (support@ranchimunicipal.com) / official website of the corporation. No individual correspondence will be entertained.
- (12) The undersigned has the right to cancel the above advertisement without assigning any reason.


04.10.25
Administrator,

Ranchi Municipal Corporation, Ranchi.

Memo No. 909 / Ranchi, dated 04.10.2025.

Copy to : Mr. Guru Dayal Singh, PES Specialist, RMC for information & made necessary arrangement for publishing in atleast two local newspaper the above recruitment notice (minimum size) at DAVP rate.


04.10.25
Administrator,

Ranchi Municipal Corporation, Ranchi.

Memo No. 909 / Ranchi, dated 04.10.2025.

Copy to : Establishment / Accounts Section for information and necessary action.


04.10.25
Administrator,

Ranchi Municipal Corporation, Ranchi.

Memo No. 909 / Ranchi, dated 04.10.2025.

Copy to : Mr. Rajesh Kumar, Computer Programmer, Ranchi Municipal Corporation for information & uploading above recruitment notice in official website www.ranchimunicipal.com.


04.10.25
Administrator,

Ranchi Municipal Corporation, Ranchi.

Ranchi Municipal Corporation, Ranchi

(Application form)

Application for the post of: - Accounts Personnel

AFFIX YOUR RECENT
PASSPORT SIZE SELF
ATTESTED PHOTO
HERE

1. Full Name (in block letters):

2. Father's Name:

3. Date of Birth:

4. Address for Correspondence

a. _____

b. _____

c. PIN: _____

d. Mobile no.: _____

e. Email: _____

5. Permanent address:

a. _____

b. _____

c. PIN: _____

d. Mobile no.: _____

e. Email: _____

6. Category (ST/SC/BC/OBC/GEN):

7. Nationality:

8. Languages Known

Name of Languages	Speaking	Reading	Writing

9. Academic & Professional

Qualification: Academic qualification

Examination passed	Name of the Institute/University	Subject Studied	Year of passing	% of aggregate marks

10. Professional qualification

Examination passed	Name of the Institute/University	Subject Studied	Year of passing	% of aggregate marks	Area of Specialization

11. Particulars of experience

Name of the department served	Designation	Period of service		Experiences		Nature of duties performed
		From	To	years	Months	
Total Experiences						

NOTE: ENCLOSE ATTESTED COPIES OF

- a) Proof of Age
- b) Educational & Professional Qualifications Certificates.
- c) Experience Certificates
- d) Other Certificates

I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect at any stage according to requirement of the advertisement, my candidature may be summarily forfeited. I am physically and mentally sound to discharge the duties of the post and undertake to abide by all the terms and conditions of the recruitment as decided by the competent authority.

Place:

Date:

Signature of the Candidate



[Annexure-2]

Evaluation Criteria

1. Educational Qualification :

(Max Marks : 20)

Eligibility : B.Com : 10 marks

M.Com : 15 marks

CA Intermediate & Above / CMA Intermediate & Above/MBA

Finance & equivalent: 20 marks

2. Work experience (Only Urban Local Bodies & Urban Development & Housing Department) :

(Max Marks : 30)

a. Upto 5 Years : 10 Marks

b. Above 5 Years but upto 7 Years : 20 Marks

c. Above 7 Years : 30 Marks

3. Interview

(Max Marks : 20)

4. Computer / ABDEAS Knowledge (Examination / Practical)

(Max Marks : 30)