

Govt. of Jharkhand  
**Jharkhand Industrial Infrastructure Development Company Ltd.**  
 (A Govt. of Jharkhand Undertaking),  
 3rd Floor, New RIADA Building,  
 Industrial Estate, Namkum, Ranchi – 834010

Advertisement No: 01

Dated: 16-Jul-2016

## Recruitment Notice

Jharkhand Industrial Infrastructure Development Corporation has been established to create, develop and maintain infrastructure facilities for systematic growth of industrial units in the State of Jharkhand.

JIIDCO now seeks to hire professionals on contractual basis for the various positions. Applications are invited from working / retired persons of equivalent rank from State Government/ PSU /Private Sector in Jharkhand Industrial Infrastructure Development Corporation with requisite qualifications to fill up the different posts as mentioned below.

| Sr. No | Designation             | No. of Post | Reservation Category | Educational Qualification   | Professional Qualification  | Roles and Responsibilities  | Remuneration per month (Approximate)  | Max. Age Allowed (as on 1st Jul 2016)  |
|--------|-------------------------|-------------|----------------------|---|---|---|---|--|
| 1      | General Manager (Admin) | 1           | ST                   | Graduate Candidates having MBA/PGDM from a recognized university will be preferred. | Worked in equivalent position with minimum 15 years of experience in any central/state PSU or retired employee or Officer of Govt. of Jharkhand | Supervision of administration, financial, marketing, personnel matters, legal and land matters and public relations | 1. Direct Recruit - 56532/-<br>2. For retired Govt. employees pay will be fixed as per guidelines issued by planning cum finance (finance section) letter no. 1243/B 28/04/16 | 1. Direct Recruit - 55 years;<br>2. Retired Government / PSU employee – 62 years |

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|--------|---------------------------------|-------------|----------------------|---|--|---|---|--|
| 2      | General Manager (Single Window) | 1           | UR                   | BE / BTech Candidates having MBA/PGDM from a recognized university will be preferred. | Worked in equivalent position with minimum of 15 years of experience in Industrial Development / Promotion or retired as Class - 1 officer in Jharkhand Government | To assist the Investors in Single Window Operations. Co-ordinate with the different Government Agencies / Departments for matters related to Single Window clearance. | 1. Direct Recruit - 56532/-<br>2. For retired Govt. employees pay will be fixed as per guidelines issued by planning cum finance (finance section) letter no. 1243/B 28/04/16 | 1. Direct Recruit - 50 years;<br>2. Retired Government / PSU employee – 62 years |
| 3      | Accounts Officer                | 1           | UR                   | CA / ICWA   | Should have minimum Three (3) years of post-qualification experience in equivalent position  | Total control and supervision of entire financial matters   | 1. Direct Recruit - 38427/-<br>2. For retired Govt. employees pay will be fixed as per guidelines issued by planning cum finance (finance section) letter no. 1243/B 28/04/16 | 1. Direct Recruit - 45 years;<br>2. Retired Government / PSU employee – 62 years |

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|--------|-------------------|-------------|----------------------|--|---|---|---|--|
| 4      | Sr. Accountant    | 1           | UR                   | Post Graduate in Accounts/Commerce   | Should have minimum Five (5) years of experience in handling accounts | Handling Day to Day Accounting Activities               | 1. Direct Recruit - 32463/-<br>2. For retired Govt. employees pay will be fixed as per guidelines issued by planning cum finance (finance section) letter no. 1243/B 28/04/16 | 1. Direct Recruit - 45 years;<br>2. Retired Government / PSU employee – 62 years |
| 5      | Company Secretary | 1           | UR                   | Graduate and Should be a member of Institute of Company Secretaries of India<br><br>Candidates having LLB / CA / ICWA shall be preferred | Should have minimum Five (5) years of experience in similar role      | Ensure Compliance with Legal and Statutory Requirements | 38427/-   | 1. Direct Recruit - 45 years   |

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|--------|--|-------------|----------------------|---|--|--|---|--|
| 6      | Assistant Engineer (Civil)             | 1           | ST                   | B.E./B.Tech in Civil  | Should have minimum 5 years of experience in Govt./PSU / Private Sector in civil projects or retired as Assistant Engineer of Jharkhand Government | To design, prepare estimates, plan projects and supervise construction work  | 1. Direct Recruit - 32463/-<br>2. For retired Govt. employees pay will be fixed as per guidelines issued by planning cum finance (finance section) letter no. 1243/B 28/04/16 | 1. Direct Recruit - 50 years;<br>2. Retired Government / PSU employee - 62 years |
| 7      | Database Administrator (Single Window) | 1           | UR                   | BE / B Tech in Computer Science/IT/Computer Application / MCA or Equivalent from a recognized university. | Should have minimum 8 years of exp. and proficiency in MYSQL   | To ensure smooth functioning of IT database related activities for Single Window portal. To generate and provide required information and reports. To provide database related development and maintenance support | 54402/-   | 1. Direct Recruit - 45 years   |

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|--------|----------------------------------|-------------|----------------------|---|---|---|--------------------------------------|---------------------------------------|
|        |                                  |             |                      |   |   | for Single Window portal  |                                      |                                       |
| 8      | System Developer (Single Window) | 1           | UR                   | BE / B Tech in Computer Science/IT/Computer Application / MCA or Equivalent from a recognized university. | Should have minimum 3 years of experience and proficiency in PHP5, JavaScript, JQuery,Curl, Bootstrap | To ensure smooth functioning of IT related activities of Single Window Portal. To provide coding support for scaling and maintaining the Single Window portal | 32463/-                              | 1. Direct Recruit - 45 years          |

## Terms and Conditions

- 1 Reservations as per Govt. of Jharkhand policy shall be applicable.
- 2 The Management reserves the right to relax the essential qualifications as and when the need arises
- 3 The Management reserves the right to cancel the Appointment at any stage without assigning any reason.
- 4 Application received through ordinary post / private courier / through hand will not be entertained
- 5 Other Allowances, if any, shall be as applicable for recruitment on contract as per applicable Government / JIIDCO Policies.
- 6 Contract appointee shall be paid consolidated amount as per Govt. rules and Board decision taken from time to time.
- 7 The applications shall be short listed on the basis of relevance of educational and professional experience to the applied post and selected applicants shall be intimated in due course for personally appearing before the Interview Board. The candidate will have to bear the cost of transport and logistics etc.
- 8 The Candidates will be hired on contract basis for a duration of 1 year which may be extended by JIIDCO on its terms and conditions upon satisfactory performance and as per applicable government policies
- 9 Knowledge of computer for all posts is desirable
- 10 Applications in the prescribed format should be submitted by 11<sup>th</sup>Aug, 2016 by 4 PM through speed post / registered post at **JHARKHAND INDUSTRIAL INFRASTRUCTURE DEVELOPMENT CORPORATION (JIIDCO), (A Govt. of Jharkhand Undertaking), 3rd Floor, New RIADA Building, Industrial Estate, Namkum, Ranchi - 834010** (Jharkhand) only.
- 11 Applicants shall have to furnish all required documents in originals as required by JIIDCO from time to time.
- 12 The contract shall not confer any right or claim of extension / absorption in the Corporation

## **Additional Eligibility / Job Details for the Position**

### **1 General Manager ( Admin )**

- Roles and Responsibilities:
  - a. Operations -
    - Manage cost and effectiveness on expenditure incurred in the operational area. Oversee project scheduling, progress monitoring, evaluation and overcome implementation roadblocks
    - Monitoring and Evaluation - Monitoring, maintenance & periodical performance review of project implementation. Ensuring that proper audit and monitoring mechanisms are followed
  - b. Handling legal issues
  - c. Finance -
    - Coordination with RBI/SBI/Regional Banks/Other Banks and other concerned agencies
    - Preparation of Annual Action Plan with Physical & Financial targets specifying tasks, timelines, procedures, budget allocation & outcomes.
  - d. Administrative -
    - Administrative Support - Provision of adequate office utilities, logistics arrangements, facilities maintenance, tackling all disciplinary issues with suitable action , conduct of timely meetings, vendor management, issuing of necessary orders, circulars & notices, monitoring the work of outsourced staff
    - Liaison and Coordination - Liaison with Govt. Departments for the compilation, circulation and dissemination of required information
  - e. Human Resource Management -
    - Skill Gap Analysis - Carry out skill Gap Analysis by identifying improvement areas and development needs
    - Capacity Building - Develop Training Plan and Training Calendar for the employees based on Skill Map Analysis. Identify appropriate partners, training institutions, syllabi and delivery mechanism for identified areas
    - Annual Performance Appraisal - Conduct Performance Appraisals
    - Policies – Advice Management on policies related to Compensation, Transfer, Promotion, Short Term Consultants, Grievance Redressal and Exit
    - Employee Engagement – Employee empowerment, engagement and retention
  - f. Marketing -
    - Identifying and exploring new business opportunities as mandated by JIIDCO
  - g. All other activities as may be decided by the management from time to time
- Reporting: The General Manager shall be reporting to Managing Director

## 2 General Manager ( Single Window )

- Roles & Responsibilities:
  - To assist the Investors in Single Window Operations. To monitor and track the applications made through single window.
  - To co-ordinate with other Government Departments / Government Agencies for follow up and expediting of the applications.
  - To identify areas for enhancing the Single Window web portal
  - To oversee day to day administrative and operational matters related to Single Window clearance
  - All other activities as may be decided by the management from time to time
  - Monitoring and review of all applications and grievances received through Single window
  - Responsibilities fixed to the single window system through Jharkhand Single Window Clearance Act 2015
  - Improving ease of doing business and investment promotion in the state
  - Coordination with knowledge partners, media partners, event partners and other consultants to the department
  - Budgetary management for single window
  - Managing the responsibilities and coordination of all four cells of single window system
  
- Reporting to : The General Manager shall be reporting to Managing Director

## 3 Accounts Officer

- Roles & Responsibilities:
  - Managing and controlling the organization's finances
  - Preparation of monthly financial accounts
  - Ensure that necessary books of accounts like cash book, ledger etc. are prepared and maintained properly
  - Ensure verification of all bills
  - Preparation of the organization's bank reconciliations statements
  - Maintenance of the organization's debtors and creditors accounts
  - Ensuring preparation and maintenance of payroll and income tax returns & compliances
  - Maintenance of fixed assets register and supervision of the organizations fixed assets
  - Finalization of Budget
  - To be involved in works audit
  - All other activities as may be decided by the management from time to time
  
- Reporting to : The Accounts Officer shall be reporting to General Manager ( Admin )



#### 4 Sr. Accountant

- Roles & Responsibilities:
  - Ensure Bank reconciliation
  - Ensuring that the cash book and petty cash are updated on daily basis
  - Preparation of monthly reconciliations
  - Maintenance and Reconciliation of all sub ledger balances and General Ledger
  - Preparation and processing bank payment Vouchers, receipt vouchers, journal vouchers
  - Prepare payroll & make remittances including salary forwarding
  - Maintain various registers like Investment register, Earnest money deposit register, TA/DA register, Inward bill register etc.
  - To be involved in works audit
  - All other activities as may be decided by the management from time to time
  
- Reporting to : The Sr. Accountant shall be reporting to Accounts Officer

#### 5 Company Secretary

- Roles and Responsibilities:
  - Ensure all applicable legal and statutory compliance
  - Convening and servicing annual general meetings (AGM)/meetings (producing agendas, taking minutes, conveying decisions etc.)
  - Providing support to committees and committees such as the Board of Directors etc
  - Providing timely information about company announcements, agenda items for Board meetings and other developments
  - Implementing procedural/administrative systems
  - Handling correspondence before and after meetings; writing reports
  - Providing legal/financial advice during and outside of meetings
  - Filing, registering any document including forms, returns and applications by and on behalf of the company as an authorized representative
  - Maintenance of secretarial records, statutory books and registers
  - All work relating to shares and their transfer and transmission
  - All other activities as may be decided by the management from time to time
  - Discharging all statutory obligations under the Companies Act and amendments thereof
  
- Reporting to: The Company Secretary shall report to General Manager ( Admin )

#### 6 Assistant Engineer ( Civil )

- Roles and Responsibilities:

- To monitor / execute technical projects, prepare bills and submit project reports.
  - To prepare project estimates and supervise the execution of work
  - Create, update and maintain a variety of project controls that track the status of: individual projects or task orders, changes to projects or task orders, RFI, GFC drawings and submittal, matters involving quality controls, safety, financial performance, close-out and other aspects of the project(s) or task order(s)
  - Analyze reports and create priorities that prevent delays to critical activities within the project
  - Work with subject matter experts to create, review and process GFC drawings and other submittals that are required to document the construction process
  - Manage or support the estimating process by performing quantity surveys using appropriate technologies that obtain and summarize scope and quantities of work
  - Establish, monitor, communicate and maintain project schedules utilizing contemporary scheduling software
  - Negotiate and/or support the process of negotiating contracts, subcontracts and purchase orders
  - Ensure daily, weekly and monthly progress reports and reporting mechanism
  - Assist in ensuring that all aspects of the project are compliant with all contract terms and legal requirements that govern the project and the community in which the project(s) takes place;
  - Participate in manage activities that are related to project closeout to ensure timely completion
  - Assist with the evaluation of projects for constructability and value-engineer cost savings
  - To assist the Chief Engineer in all Technical Matters
  - All other activities as may be decided by the management from time to time
- Reporting to: The Assistant Engineer shall report to Chief Engineer through Executive Engineer

## 7 Database Administrator ( Single Window )

- Roles and Responsibilities:
  - To ensure smooth functioning of IT database related activities for Single Window portal.
  - To generate and provide required information and reports.
  - To provide database related development and maintenance support for Single Window portal
  - All other activities as may be decided by the management from time to time
- Additional Required Expertise:
  - Must have hands on experience in MYSQL.
  - Should have experience n SQL query optimization.
  - Should have knowledge of Indexing and query optimization.

- Should have experience and working knowledge of reports generation using SQL queries.
  - Should have knowledge of database server scaling, clustering etc.
- Reporting to: The Database Administrator shall report to General Manager ( Single Window )

## 8 System Developer ( Single Window )

- Roles and Responsibilities:
  - To ensure smooth functioning of IT related activities of Single Window Portal.
  - To provide coding support for scaling and maintaining the Single Window portal
  - All other activities as may be decided by the management from time to time
- Additional required expertise:
  - Must have hands on experience in CakePHP.
  - Should have strong understanding of OOP concepts/Design.
  - Should have knowledge of API & Web services will be a PLUS.
  - Should have experience in working in CSS, JavaScript, jQuery, Ajax & XHTML/HTML5
  - Should know data exposing via JSON, XML
  - Should have experience in session tracking and cookies management.
  - Should have working experience in Single sign on(SSO) approach using OAuth component
  - Should have knowledge of payment integration.
  - Should have experience working with third-party APIs
  - Should have knowledge of template implementation.
  - Should be able to meet stringent deadlines.
  - Should have excellent server skills
  - DBA skills and experience is desirable
- Reporting to: The System Developer shall report to General Manager ( Single Window ) through Database Administrator

# Format for Application

Name of the post applied for: \_\_\_\_\_

Paste a recent passport size photo

|  |                            |                                   |                        |                      |                 |
|--|----------------------------|-----------------------------------|------------------------|----------------------|-----------------|
| <b>1. Name</b>                                     |                            |                                   |                        |                      |                 |
| <b>2. Category: (SC / ST / OBC / GEN )</b>         |                            |                                   |                        |                      |                 |
| <b>3. Gender</b>                                   |                            |                                   |                        |                      |                 |
| <b>4. Date of Birth</b>                            |                            |                                   |                        |                      |                 |
| <b>5. Marital Status</b>                           |                            |                                   |                        |                      |                 |
| <b>6. Email Id and Mobile No</b>                   |                            |                                   |                        |                      |                 |
| <b>7. Education</b>                                | <b>Name of Examination</b> | <b>Name of Board / University</b> | <b>Year of Passing</b> | <b>% of Marks</b>    | <b>Division</b> |
|  |                            |                                   |                        |                      |                 |
|  |                            |                                   |                        |                      |                 |
|  |                            |                                   |                        |                      |                 |
| <b>8. Other Trainings &amp; Certification</b>      |                            |                                   |                        |                      |                 |
| <b>9. Languages Known</b>                          |                            |                                   |                        |                      |                 |
| <b>10. Address for Correspondence</b>              |                            |                                   |                        |                      |                 |
| <b>11. Total Years of Work Experience</b>          |                            |                                   |                        |                      |                 |
| <b>12. Total Years of Relevant Work Experience</b> |                            |                                   |                        |                      |                 |
| <b>13. Employment Record</b>                       | <b>From</b>                | <b>To</b>                         | <b>Company</b>         | <b>Position Held</b> |                 |
|  |                            |                                   |                        |                      |                 |
|  |                            |                                   |                        |                      |                 |
|  |                            |                                   |                        |                      |                 |
| <b>14. Brief Profile</b>                           |                            |                                   |                        |                      |                 |

**15. Details of Work Experience: (Starting with the most recent)**

**Location:**

**Company:**

**Position Held:**

**Roles and Responsibilities:**

**Location:**

**Company:**

**Position Held:**

**Roles and Responsibilities:**

**Location:**

**Company:**

**Position Held:**

**Roles and Responsibilities:**

**Location:**

**Company:**

**Position Held:**

**Roles and Responsibilities:**

**I, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.**

**Signature**

**Date:**

**(Day/Month/Year)**