



NETARHAT RESIDENTIAL SCHOOL
NETARHAT

(An autonomous Institution under School Education & Literacy Dept. Govt. of Jharkhand)

Letter No. - 1243

Date: 02.08.2022

WALK IN INTERVIEW FOR
APPOINTMENT OF NON TEACHING STAFF ON CONTRACTUAL BASIS

Netarhat Residential School (An Autonomous Institution under School Education & Literacy Deptt., Govt. of Jharkhand) requires/invites the candidates for following non-teaching staff on contractual basis.

A Walk-in Interview will be Conducted in the School Premises for Non-Teaching Staff as Contractual Basis for the period of 11 Months. Interested Candidates having the requisite qualification and experience may appear for the interview as per the details below:

General Instructions: -

Applicants are directed to download the **Bio Data form** uploaded on the website of the Vidyalaya i.e., www.netarhatvidyalaya.com and submit at the time of interview along with original certificates/Documents of the required qualification.

1. Interview will be conducted for all the posts at the Principal Office, Netarhat Residential School, Netarhat, Via Gumla, District Latehar.
2. **The post is purely on Temporary basis for a maximum period of eleven months from the date of appointment or as per need of the school, whichever is applicable.**
3. No TA/DA will be paid for the attending interview.
4. The school is boarding and hence so, candidate must have competency to work in all situation.
5. All the original documents should be submitted for verification by the candidates at the time of interview along with one set of Self Attested photocopies.
6. Candidates having working experience of three years in any Government Organization/CBSE Affiliated Government School. Preference will be given to those working in Educational Institutions.
7. The contract can be extended based on the continuing need of the school and performance of the contractual appointee for the further period of one more year.
8. The school holds no responsibility for regularization/ absorption against any other regular post in the future.
9. The contract can be terminated at any time by giving one-month prior notice.
10. The accommodation facility i.e., residential house will be provided by the School depending upon the availability of the house.
11. The candidate should fulfil the requisite educational qualification prescribed for the post and other eligibility conditions.
12. The selected candidate will not have any claim or right for his/her continuity in service or automatic extension in the term of contract or regularization/absorption on any regular post in the future.

13. The contractual employee during the contract period will not be entitled for EPF/NPS or such other benefits/allowances availed by the regular employees of the Netarhat Vidyalaya Samiti.

14. **In addition to the essential educational qualification, it will be mandatory for the candidates to have passed Matriculation and Intermediate class from a recognized educational institution located in the state of Jharkhand and it is mandatory for the candidate to have knowledge of local customs and languages, but in the case of candidates covered by the reservation policy of the state of Jharkhand, the provision regarding passing of 10th and 12th class from recognized educational institutions located in state of Jharkhand shall be relaxed.**

15. SCHEDULE OF REGISTRATION FOR WALK IN INTERVIEW:

Post	Date of Interview	Registration	Interview
Accounts Clerk – 01 Post	27.08.2022	09:45 AM to 10:30 AM	12:30 PM to 5:30 PM
Store Keeper – 01 Post	28.08.2022	09:45 AM to 10:30 AM	12:30 PM to 5:30 PM
Computer Operator cum Typist – 01 Post	29.08.2022	09:45 AM to 10:30 AM	12:30 PM to 5:30 PM

Venue: Netarhat Residential School, Netarhat.

16. Eligibility Criteria and Qualifications:

Post	Qualification	Monthly Honorarium
Accounts Clerk	<p>Essential:</p> <ol style="list-style-type: none"> 1. B. Com from a recognized University with at least 45% marks in Graduation. 2. Must Possess a working knowledge of MS Office tally ERP and Internet. <p>Desirable:</p> <ol style="list-style-type: none"> 1. Knowledge of computer applications. 2. Working Experience of three years in any Government Organization/ CBSE Affiliated Government School. Preference will be given to those who are working in Educational Institutions. 3. Should have Experience of maintaining books of accounts in Educational Institutions with tally software. 	25,500.00

Store Keeper	<p>Essential:</p> <ol style="list-style-type: none"> 1. I.A. or I.Sc. from a recognized council/ Board. <p>Desirable:</p> <ol style="list-style-type: none"> 1. Knowledge of computer applications. 2. Working Experience of three years in any Government Organization/ CBSE Affiliated Government School. Preference will be given to those who are working in Educational Institutions. 3. Should have Experience of maintaining store and other related work of store keeping of in Educational Institutions 	25,500.00
Computer Operator Cum Typist	<p>Essential:</p> <ol style="list-style-type: none"> 1. A Graduate from a University recognised by the UGC with at least 45 % Marks. 2. Must possess a working knowledge of popular office software and internet. 3. Certificate from a recognized Institution of Typist with capacity of computer typing speed 30 and 40 words per minute both in Hindi and English respectively. <p>Desirable:</p> <ol style="list-style-type: none"> 1. Knowledge of computer applications. 2. Working Experience of three years in any Govt. Organization / CBSE Affiliated Government School. Preference will be given to those who are working in Educational Institutions. 3. Should have Experience of office related work in Educational Institutions 	25,500.00

Principal
Netarhat Residential School
Netarhat