



NETARHAT VIDYALAYA SAMITI

NETARHAT

(An Autonomous Institution under Ministry of School Education and Literacy Deptt.-
Govt. of Jharkhand)



Letter No. : 800

Date : 15.04.2025

Advertisement No – Net-Appointment- Regular- 01/2025 **Application for Appointment of Bursar & Librarian**

Netarhat Vidyalaya Samiti, has been registered under the societies Registration Act 1860 vide Registration no. 688/2009-10 as an Autonomous Institution with an objective of promotion of Excellence and imparting quality education through Netarhat Awasiya Vidyalaya (An Educational Institution owned by the Government of Jharkhand) besides undertaking pedagogical innovation, development of teaching aids and conduct of trainings etc. Applications are invited for recruitment against the following posts in the prescribed format from suitable candidates. The recruitment will be done as per norms and processes laid down in the Gazette(Extraordinary issue) No. 57 dated 6th February 2012 published by the Govt. of Jharkhand, Ranchi. However, complete and detailed information regarding age, qualification, experience, reservation, allowances and all other details are available on our school's website [www.netarhatvidyalaya .com](http://www.netarhatvidyalaya.com).

Details of Vacancies

S.No.	Name of the Post	Number of Vacancy	Pay Scale
01.	Bursar	01 (UR)	35400-112400 (Level – 6)
02.	Librarian	01 (UR)	35400-112400 (Level – 6)

01. Educational Qualification:-

S.No	Post	Education Qualification	Experience	Desirable
01.	Bursar	B.Com (Hons.) from an University recognized by the UGC or Certificate of I.C.W.A.I. (Inter)		a) Must Possess a working knowledge of popular office software and internet. b) Proficiency to communicate in Hindi & English. c) Preference will be given for those candidates having 03 years working experience for Accounting & Taxation in any Govt./PSU/University/College or other respected organization.
02.	Librarian	A Graduate with Diploma in Library Science from a recognized Institute		a. Must Possess a working knowledge of popular office software and internet. b. Proficiency to communicate in Hindi & English.

02. Age: Age on 01st Jan 2025

Category		Handicapped
General Category	35 Years	40 Years
Backward Class/ Most Backward Class	37 Years	42 Years
Women (General Category/Backward Class/Most Backward Class)	38 Years	43 Years
Schedule Caste/Schedule Tribe (Men/Women)	40 Years	45 Years

03. Application fee:

General & OBC Category- Rs 500/-

SC and ST Category – 250/-

Candidates (For all posts) who would be applying under General and OBC category have to submit a Demand draft of Rs 500/- and ST & SC category have to submit a Demand Draft of Rs. 250/- in favour of the Principal, Netarhat Residential School, payable at Lohardaga.

04. Children Education Assistance – Wards (Son/Daughter) of regular staffs of all categories shall be eligible for free education in Netarhat Residential School as a day-scholar.

05. Pay & Allowance - Regular staff of all categories shall be paid all the allowance according to 7th pay commission.

06. Accommodation- Free accommodation facility will be provided to all regular staff as per availability.

07. Probation

- Every employee shall be on probation for a period of one year from the date of his/her joining the duty.
- Services of an employees during probation may be terminated by the Executive Committee/ Principal without assigning any reason by giving one month's prior notice in writing or one month's salary including all allowances. Such termination may be on the ground of unsuitability for the job on discovery of facts not disclosed earlier but detrimental to performance of duty including criminal antecedents, of any other sufficient cause.
- If the employee desires to be relieved during the period of probation, it will be necessary for him to give one month's prior notice in writing or one month's salary including all allowances.

08. Confirmation

- If the work and conduct of an employee during the period of probation are found to be satisfactory, he/she will be eligible for confirmation on the expiry of the period of probation.
- The Employee Shall be informed about his confirmation within 3 months of the completion of probation period. No person shall be appointed as Bursar and Librarian unless he is declared medically fit by the Medical Board duly constituted by the Excutive Committee and other staff by a civil surgeon of Jharkhand State Govt.

09. The Executive Committee of Netarhat Vidyalaya Samiti reserves the right to:-

- Change/Cancel/amend the appointment process of any or all the advertised posts at any time without assigning any reason and no claim will be admissible against this.
- Select the candidates for above posts based on the qualifications, experience, if any, and performance in written test, Interview and GD or any test if required.

- c. Reject incomplete / unsigned applications and applications without certified / attested copies of requisite certificates.
 - d. Mere fulfilment of qualifications and experience requirements does not entitle candidates to be called for interview.
 - e. Hold written test, Professional test, Group discussion, Interview and any kind of test for selection of the personnel for the said posts.
- 10.** Only those candidates who are successful in the screening will be called for written examination or interview. The selection of the candidate depends on the merit of written test, interview, academic excellence and work experience.
- 11. How to apply**- Applications, neatly typed on the A-4 size on the prescribed Performa duly supported with the all self attested copies of Academic certificates, Technical, Experience, Caste Certificate (If applicable), Residential Certificate and complete in all respects giving specific information in reference to the eligibility conditions, should reach the office of **The Principal, Netarhat Awasiya Vidyalay, P.O. – Netarhat, Via – Gumla, Dist–Latehar (Jharkhand) – 835218 by Speed Post on or before 30.05.2025 till 5 p.m. Please Write down the Name of the post applied for on the top of your envelope. A self addressed envelop duly stamped with Rs. 40 should be sent with application form.** Incomplete applications or those received after **30.05.2025** will not be entertained. The candidates who are already in service should apply through proper channel. The forwarding authority of such application shall send the attested copies of Annual Confidential Reports of the applicant for the last five years along with the application. A certificate to the effect that no disciplinary proceeding/vigilance cases/judicial proceedings are contemplated/pending against the candidate should be given in the forwarding letter. Name of post applied for must be superscribed on the Envelope containing the application materials. **The last date of receipt of application is 30.05.2025. The post applied for and advertisement no. should be clearly mentioned on the envelope.**

(Santosh Kumar)
Principal cum Member Secretary
Netarhat Vidyalaya Samiti
Netarhat