

Website posting (60) Subidra 06/02/18



JHARCRAFT

(A Govt. of Jharkhand Undertaking)



(CIN: U17122JH2006SGC012606)

Jharkhand Silk, Textile & Handicraft Development Corporation Ltd.

Walk-in-Interview on .02.2018

Jharkhand Silk, Textile and Handicraft Development Corporation (JHARCRAFT), a Govt. of Jharkhand Undertaking is looking for experienced candidate to fill the vacant position of data entry operator in Administration department at head office situated in DIC Campus, Ratu Road, Ranchi. He/she will work in close co-ordination with the Head (HR). The detailed requirements are as follows:

Sl. No.	Name of Post	Number of Opening	Qualification and experience	Remuneration
1.	Data Entry Operator	1 (UR)	Minimum Qualification: Graduate in any discipline. Work Experience: Minimum 02 years of relevant experience in data entry and typing. Essential Requirement: DCA/PGDCA and good knowledge of MS Office is essential. Hindi & English typing is must.	As per the Skilled category in Minimum wages of Govt. of Jharkhand

- Persons working in Government/Public Sector Undertakings/ Autonomous Organization should appear with NOC from employer.
- Candidates should carry the original documents at the time of interview as proof of the details furnished in their application.
- Age limit - 30 years for the application at serial no. 01. Relaxation in age up to 05 years for SC/ST & 03 years for OBC would be provided. Caste certificate to be submitted for age relaxation.
- Interested candidates should walk in at registered office of JHARCRAFT on ~~26.02.18~~ at 11: 00 am at DIC Campus (Near Aakashwani), Ratu Road, Ranchi-834001, Jharkhand.
- For any relevant query, candidate may contact on 0651-2280042.
- The selected candidate has to join immediately and he/she shall not be liable to any other allowances or perks except the above given remuneration.
- Managing Director reserves the right of rejecting any or all the application or not to make any appointment.


CEO
JHARCRAFT
Chief Executive Officer
Jharcraft, Ranchi

APPLICATION FORM

Post Applied For: []

Paste a recent passport size photograph duly attested by a gazetted officer

- 1. Full name (In CAPITALS)
- 2. Father's /Husband's name (In Capital)
- 3. Correspondence Address
- Dist..... State..... Pin
- Tele E-mail ID
- 4. Permanent Address
- Dist..... State..... Pin.....
- 5. Date of Birth

D	D	M	M	Y	Y	Y	Y

- 6. Age as on – 01/01/2018.
- | | | |
|------|-------|------|
| Year | Month | Days |
| | | |

7. Category: ST/SC/OBC/GEN
[] []

8. Marital Status: Married/Unmarried.....

9. Sex : Male/Female

10. Nationality.....

11. Educational qualifications:

Name of examination	Name of Board/University	Year of Passing	% of Marks	Division

12. Details of practical experience (Attach separate sheet if needed)

Name of the Employer/ Organization	Address of the Organization	Date of joining	Date of leaving	Number of year served	Job Held	Salary drawn	Number of years of experience	Salary A/c Details		
								Bank name	A/c No.	Branch

13. Any other (Training/Experience/short terms course etc.)

Declaration

I hereby, undertake that the information given in this application is true and correct. I also fully understand that if at any stage it is found that an attempt has been made by me to willfully conceal or misrepresent the facts. My candidature may be summarily rejected or my empanelment terminated.

Signature of the candidate with date