



JHARKHAND URBAN TRANSPORT CORPORATION LIMITED
Govt. of Jharkhand, Undertaking

Project Building, 4th Floor, Dhurwa, Ranchi - 834004

Ref. No. 03

Date: 08-05-2017

Urban Development and Housing Department (UD&HD), Government of Jharkhand invites application from interested professionals/candidates for the post mentioned below on purely contractual basis for "Jharkhand Urban Transport Corporation Limited".

SN	Name of the Post	Total No. of Post	Consolidated Monthly Remuneration (Rs.)	Essential Qualification	Experience
1	Chief Executive Officer (CEO)	1	1,50,000/-	Graduation in Engineering and Post-Graduation in Business Administration /PGDBM from recognized institutions with 15 years of related experience.	Age of the candidates should not exceed 60 years as on last date fixed for submission of the application. In case of retired candidate, age limit is extended to 62 years as on last date fixed for submission of the application.
2	Chief Finance Officer (CFO)	1	1,00,000/-	(i)First Division in Graduation in commerce with CA/ICWA final from a recognized and reputed university/Institute. Or First Division in Graduation in Commerce/Economics/ Statistics with MBA Finance in regular course from a recognized and reputed university/Institute. And (ii) 10 years of professional Experience.	Age of the candidates should not exceed 60 years as on last date fixed for submission of the application. In case of retired candidate, age limit is extended to 62 years as on last date fixed for submission of the application.
3	G.M. (Technical)	1	90,000/-	First Division in BE/B. Tech/B Sc in Civil/ Transportation Engineering from recognized institution in regular course with minimum 15 years of professional Experience. ME/M Tech in Civil/Transportation	Age of the candidates should not exceed 60 years as on last date fixed for submission of the application. In case of retired candidate, age limit is extended to 62 years as on last date fixed for submission of

				Engineer is Preferable.	the application.
4	Project Manager (Technical)	4 (UR 2, ST 1, BC I 1)	60,000/-	First Division in BE/B. Tech/B Sc in Civil/Transportation Engineering from recognized institution in regular course with minimum 8 years of professional Experience. ME/M Tech in Civil/Transportation Engineer/M Planner is Preferable.	Age of the candidates should not exceed 60 years as on last date fixed for submission of the application.
5	Accountant	2 (UR 1, ST 1)	25,000/-	First Division in Graduation in commerce /ICWA Intermediate/CA Intermediate with minimum 3 years of Experience.	Age of the candidates should not exceed 45 years as on last date fixed for submission of the application.
6	Steno cum PS to CEO	1	25,000/-	Graduation from recognized University with Shorthand writing.	Age of the candidates should not exceed 45 years as on last date fixed for submission of the application.
7	Steno cum PS to CFO	1		Speed of 100 words/ minute in English and 80 words/ minute in Hindi.	
8	Steno cum PS to CS	1		Typing Speed of 40 words /minute in English and 35 words/minute in Hindi. 2 years experience as PS/ Equivalent in a reputed organization.	
9	OSD to CMD	1	60,000/-	MBA with first Division from recognized university in regular course with 5 years experience as OSD in a reputed Organization	Age of the candidates should not exceed 45 years as on last date fixed for submission of the application.
10	Assistant cum computer operator	8 (UR 4, SC 1, ST 2, BC I 1)	20,000/-	B Sc (IT)/BCA/B Sc (CA) with first Division from recognized university in regular course. Typing Speed of 40 words /minute in English and 35 word/minute in Hindi 3 years experience as Assistant/Computer operator in a reputed organization.	Age of the candidates should not exceed 45 years as on last date fixed for submission of the application.

11	Manager (Procurement)	1	60,000/-	<p>Full time Degree in civil engineer with MBA/ Management course from recognized university in regular course.</p> <p>2 years experience related to Drafting RFP, Tender Document, MOU, MOA etc. and understanding the same.</p>	Age of the candidates should not exceed 45 years as on last date fixed for submission of the application.
12	Manager (Urban Infrastructure)	1	60,000/-	<p>MBA (Urban Infrastructure) /Masters with first division in Urban Infrastructure from recognized university in regular course.</p> <p>4 years experience in Urban Infrastructure preferably within a consulting organization.</p>	Age of the candidates should not exceed 45 years as on last date fixed for submission of the application.
13	Manager (Transportation)	1	60,000/-	<p>ME/M Tech in Civil Engineer/transportation Engineer.</p> <p>2 years experience in formulation, design, implementation and management of transportation infrastructure.</p>	Age of the candidates should not exceed 45 years as on last date fixed for submission of the application.
14	Manager (IT)	1	50,000/-	<p>Full time ME/M Tech in Computer Science with 2 years of related experience or Full time MCA with 3 years of related experience or Full time MBA (IT)/M Sc in Computer/IT/ Computing with 6 years of related experience.</p>	Age of the candidates should not exceed 45 years as on last date fixed for submission of the application.
15	Manager (Administration)	1	30,000/-	<p>Full time MBA with first division from recognized university in regular course.</p> <p>6 years experience in HR, Administration management related works.</p>	Age of the candidates should not exceed 45 years as on last date fixed for submission of the application.
16	Manager (Finance)	1	30,000/-	<p>Full time MBA in finance/M Com from recognized university in regular course</p>	Age of the candidates should not exceed 45 years as on last date

				with 7 years of experience or ICWA Final/CA Final with 4 years experience.	fixed for submission of the application.
17	Cashier	1	20,000/-	First Division in Graduation in commerce /ICWA Intermediate/CA Intermediate with minimum 2 years of Experience.	Age of the candidates should not exceed 45 years as on last date fixed for submission of the application.
18	Legal Executive	1	25,000/-	LLB with at least 55% marks from recognized university and minimum 5 years of experience as practitioner or work experience.	Age of the candidates should not exceed 45 years as on last date fixed for submission of the application.

1. The appointment of professionals will be purely on contract basis for a period of (3) Three Years, which may be extended twice (2 years + 2 Years) after the annual review of performance, and desired output. However the contract may be terminated in the case of unsatisfactory service in one months notice.
2. **The successful candidate will have to sign a contractual agreement in the prescribed format along with service bond of 3 years in favor of JUTCOL.**
3. The contract shall not confer any rights or claim of extension/absorption in the Company.
4. Applicants who are in employment with Government, Semi-Government, Autonomous Bodies, Public Sector Undertakings and other Government sponsored institutions should route their application through proper channel.
5. **Last date for receipt of Application: 29-05-2017, till 15:00 Hrs.**
6. The scope of work, detail job description, requisite qualification and experience for different category of post mentioned in Appendix A, please visit Notice/Recruitment section of the website www.jharkhand.gov.in (**<http://www.jharkhand.gov.in/web/guest/notices> and <http://www.jharkhand.gov.in/web/guest/recruitment>**)
7. The selection of the candidate will be completely on the basis of Essential Qualification, Additional qualification, Experience and Interview/Exam. The decision of the Company is final and binding. The Company reserves its rights to accept or reject any applications, without assigning reasons there for.
8. **How to apply:** Duly filled application along with self attested copy of the proof of age, qualification and experience should be sent through the registered post/speed post/courier to the **Project Director, Jharkhand Urban Infrastructure Development Company Limited (JUIDCO Ltd.) , 3rd Floor, Pragati Sadan (RRDA Buildong), Kutchary Chowk, Ranchi-834001.** The application form made available by hand shall not be

entertained. Original Qualification Certificate and Proof of previous employment have to be produced during the time of interview/Exam.

Incomplete applications shall not be considered and no interim correspondence shall be entertained. Canvassing in any form shall be considered a disqualification for employment in the Company.

9. The list of shortlisted candidate will be uploaded on the website: - www.jharkhand.gov.in and the candidate will be intimidated about the date of interview/Exam.
10. On behalf of Jharkhand Urban Transport Corporation Limited, the department reserves the right to cancel/postpone the recruitment wholly or partially if so required. No claim will be admissible in case of such cancellation/postponement.

Sd/-

Chairman cum managing Director
Jharkhand Urban Transport Corporation Limited

Name of the Post and Qualification required

Appendix A

1. Chief Executive Officer

Graduation in Engineering and Post-Graduation in Business Administration/PGDBM from recognized institutions.

(i) Not less than 15 years of experience, of which not less than 5 years in urban sector. International engagement will be considered as an added advantage. In addition to technical competence, equal importance will be given to strategic thinkers, with a developmental mind set, an effective personality and an ability to build external and internal relationships.

(ii) Candidate should have experience of working in construction projects of Railways /Metros and other transport related works.

(iii) Candidate should be conversant with international competitive bidding, computerized environment working and latest transportation technologies etc.

(iv) Adequate experience in planning, designing, supply, testing & commissioning of civil engineering works for underground/elevated metro/rail projects in urban & suburban environment including consultancy works related to urban rail projects.

(v) Candidates with experience of working of modern urban rail systems will be preferred.

2. Chief Finance Officer

First Division in Graduation in commerce with CA/ICWA final from a recognized and reputed university/Institute.

Or

First Division in Graduation in Commerce/Economics/Statistics with MBA Finance in regular course from a recognized and reputed university/Institute.

(i) Not less than 10 years of post-qualification experience in managerial capacity in an equivalent or similar position in a reputed organization.

3. General Manager (Technical)

First Division in BE/B. Tech/B Sc in Civil/ Transportation Engineering from recognized institution in regular course with minimum 15 years of professional Experience.

ME/M Tech in Civil/Transportation Engineer is Preferable.

(i) Candidate should have experience of working in construction projects of Railways /Metros and other transport related works.

(ii) Candidate should be conversant with international competitive bidding, computerized environment working and latest transportation technologies etc.

(iii) Candidates with experience of working of modern urban rail systems will be preferred.

4. Project Manager (Technical)

First Division in BE/B. Tech/B Sc in Civil/ Transportation Engineering from recognized institution in regular course with minimum 8 years of professional Experience.

ME/M Tech in Civil/Transportation Engineer/M Planner is Preferable.

(i) Experience of working on projects of tunnelling/underground stations of urban railways/ other major underground works/ viaduct and bridges/ ballast-less track works.

(ii) Candidate should be conversant with international competitive bidding, computerized Working environment.

(iii) Adequate experience in planning, designing, construction, integration and commissioning of civil engineering works for underground/elevated metro/rail projects in urban & suburban environment including consultancy works related to urban rail projects.

(iv) Candidates with experience of working of modern urban rail system will be preferred.

5. Accountant

First Division in Graduation in commerce /ICWA Intermediate/CA Intermediate with minimum 3 years of Experience.

(i) Candidates with Infrastructure Companies/ Public Sector Companies / Government Sector will be preferred.

6. Steno cum PS to CEO

Graduation from recognized University with Shorthand writing Speed of 100 words/minute in English and 80 words/minute in Hindi. Typing Speed of 40 words /minute in English and 35 words/minute in Hindi.

2 years experience as PS in a reputed organization.

7. Steno cum PS to CFO

Graduation from recognized University with Shorthand writing Speed of 100 words/minute in English and 80 words/minute in Hindi. Typing Speed of 40 words /minute in English and 35 words/minute in Hindi.

2 years experience as PS in a reputed organization.

8. Steno Cum PS to Company Secretary (CS)

Graduation from recognized University with Shorthand writing Speed of 100 words/minute in English and 80 words/minute in Hindi. Typing Speed of 40 words /minute in English and 35 words/minute in Hindi.

2 years experience as PS in a reputed organization.

9. OSD to CMD

MBA with first Division from recognized university in regular course with 5 years experience as OSD in a reputed Organization.

10. Assistant cum Computer Operator

B Sc (IT)/BCA/B Sc (CA) with first Division from recognized university in regular course.

Typing Speed of 40 words /minute in English and 35 word/minute in Hindi is mandatory.

3 years experience as Assistant/Computer operator in a reputed organization.

11. Manager (Procurement)

Full time Degree in civil engineer with MBA/Management course from recognized university in regular course.

2 years experience related to Drafting RFP, Tender Document, MOU, MOA etc. and understanding the same.

12. Manager (Urban Infrastructure)

MBA (Urban Infrastructure)/ Masters with first division in Urban Infrastructure from recognized university in regular course.

4 years experience in Urban Infrastructure preferably within a consulting organization.

(i) Proven track record in managing large and multidisciplinary development projects
Success in establishing and managing systems and procedures for effective, quality delivery of development projects

- (ii) Experience in successful management and control of budgets and risks
- (iii) Experience in leading, managing and developing teams
- (iv) Excellent verbal, interpersonal and written communication skills
- (v) Proven analytical skills and attention to detail

13. Manager (Transportation)

ME/M Tech in Civil Engineer/transportation Engineer.

2 years experience in formulation, design, implementation and management of transportation infrastructure.

14. Manager (IT)

Full time ME/M Tech in Computer Science with 2 years of related experience

Or

Full time MCA with 3 years of related experience

Or

Full time MBA (IT)/M Sc in Computer/IT/ Computing with 6 years of related experience.

- (i) Depth knowledge of LAN, WAN, Switches. Certification would be added advantage.
- (ii) Depth knowledge of VLAN, Firewall, VPN & Antivirus.
- (iii) Knowledge of Installation & Configuration of Windows OS/Server maintenance etc.

15. Manager (Administration)

MBA with first division from recognized university in regular course.

6 years experience in HR, Administration management related works.

- (i) Plan and coordinate administrative procedures and systems and devise ways to streamline processes.
- (ii) Recruit and train personnel and allocate responsibilities and provide coaching and guidance to ensure maximum efficiency.
- (iii) Ensure the smooth and adequate flow of information within the company to facilitate other business operations
- (iv) Manage schedules and deadlines.
- (v) Monitor inventory of office supplies and the purchasing of new material with attention to budgetary constraints.
- (vi) Monitor costs and expenses to assist in budget preparation
- (vii) Oversee facilities services, maintenance activities and tradespersons (e.g electricians)
- (viii) Organize and supervise other office activities.
- (ix) Ensure operations adhere to policies and regulations.
- (x) Keep abreast with all organizational changes and business developments.

16. Manager (Finance)

Full time MBA in finance/M Com from recognized university in regular course with 7 years of experience or ICWA Final/CA Final with 4 years experience related to Audit, Budgeting, Cash and treasury management, etc.

(i) The Finance Manager is responsible for the overall financial management, business analysis and reporting ensuring ongoing viability and a secure financial future in line with the organization strategy

(ii) The holder of the position is a member of senior management team and is expected to ensure organizational efficiency and effectiveness through participation in decision making, advising on the financial status of the organization, communication and implementation of agreed upon decisions.

(iii) The above experience including but not limited to:

1. Financial Accounting and Reporting
2. Cash and Treasury Management.
3. Budgeting.
4. Audit.
5. Staff Management, Development and Performance Measurement.

(iv) Supervisory Responsibility

This position manages the Finance Department and is responsible for the performance management and hiring of the employees within that department. This position is also responsible for managing the Vault Managers, Supervisors and Cashiers.

17. Cashier

First Division in Graduation in commerce /ICWA Intermediate/CA Intermediate with minimum 2 years of Experience related to accounting, book keeping, tallying of cash, etc.

Role specifics:

(i) Book keeping and accounting on daily basis.

(ii) Preparation of monthly provisions entries

(iii) Tallying of cash, credit card, cheque payments to be taken care

(iv) Cash/Cheque deposits

(v) Vendors goods, challans, invoices to be certified by the Accountant and then sent to Supervisor for approval

(vi) All accounts related work

18. Legal Executive

LLB with at least 55% marks from recognized university and minimum 5 years of experience as practitioner or work experience like Agreements, deed and other legal document related work.

Job Description:

(i) Registration of agreements, deeds and other legal documents.

- (ii) Dealing of bankers of company, registration of Partnership Firms / Companies, etc.
- (iii) Working with staff and internal auditors of the company.
- (iv) Court matters representing the company courts of law, cases follow up, liaisoning with advocates, drafting plaints and notices
- (v) Representing the company in legal matters
- (vi) Secretarial compliance for group of companies
- (vii) Organising general meetings, drafting of resolutions, minutes of meetings

APPLICATION FORM

Position Applied For: _____

Paste Recent
Passport Size
Photograph

1. PERSONAL DETAILS

Name of the Candidate*	_____	_____
	(First Name)	(Surname)
Address*	<u>Permanent</u>	<u>Present</u>
Mobile/Phone No.*		
Telephone-Residence		
Telephone-Office		
Email Id.*		
Date Of Birth: (DD/MM/YY)		
Category*: (ST/SC/BC1/BC 2/General)		
Sex: (Male/Female)*		

2. EDUCATION QUALIFICATION (Recent First)

Qualification	University/Institution	Main Subjects	Completion Year	Division / Grade	Marks %

3. OTHER QUALIFICATION/TRAINING

Course Name	Duration	Institution	Course Details

4. EMPLOYMENT/WORK EXPERIENCE DETAILS

Name & Address of Employer	Designation	Duration		Experience		Brief Description of Responsibilities	Name & Designation of Reporting Authority
		From	To	Years	Months		
Total Experience							

5. KEY COMPETENCIES/SKILLS

S.No.	Computer Skills	Detail
	Other Skills/Competencies	

6. LANGUAGE PROFICIENCY (Please Tick The Appropriate Column)

Language	Ability To Converse			Ability To Read			Ability To Write		
	Poor	Fair	Good	Poor	Fair	Good	Poor	Fair	Good
English									
Hindi									
Other (Please Specify)									

7. ANY OTHER INFORMATION (May Be Provided By Applicant To Strengthen Candidature)

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8. REFERENCE (Two Persons To Whom You Have Professionally Reported)

Reference 1 (<u>Name, Official Address, Phone & Email</u>)	Reference 2 (<u>Name, Official Address, Phone & Email</u>)

9. DECLARATION

I do hereby declare that all statements made in the 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 point of time, my candidature/ appointment may be cancelled/ terminated without any notice.

Date:

Place:

(Signature of the Applicant)