E-Mail :- monitoring@sfcjharkhand.in

# झारखण्ड राज्य खाद्य एवं असैनिक आपूर्ति निगम लिमिटेड
## (झारखण्ड सरकार का उपक्रम)
**JSFC भवन, कडरु मेन रोड, राँची–834002।**

पत्रांक–06/रा०खा०नि०/मु०स्था०/08/2026–3344,

प्रेषक,

रंजीता टोप्पो, झा०प्र०से०,
प्रबंध निदेशक।

सेवा में,

मेसर्स आलोक भारती कम्यूनिकेशन,
रेडियम रोड़, राँची।

राँची, दिनांक– 24/10/2026

विषयः– झारखण्ड राज्य खाद्य एवं असैनिक आपूर्ति निगम लिमिटेड, राँची हेतु **"Appointment of General Manager (HR & Vigilance)"** के लिए दिनांक 25.10.2026 के समाचार पत्रों में नियुक्ति विज्ञापन से संबंधी सूचना का प्रकाशन कराये जाने के संबंध में।

महाशय,

उपर्युक्त विषय के संबंध में कहना है कि झारखण्ड राज्य खाद्य एवं असैनिक आपूर्ति निगम लिमिटेड, राँची हेतु "Appointment of General Manager (HR & Vigilance)" के लिए दिनांक 25.10.2026 के समाचार पत्रों में नियुक्ति विज्ञापन से संबंधी सूचना का प्रकाशन झारखण्ड राज्य के समाचार पत्रों में दैनिक प्रभात खबर एवं दैनिक भास्कर तथा राँची संस्करण के The Hindustan Times में कराया जाना है (प्रति संलग्न)।

अतः अनुरोध है कि दिनांक 25.10.2026 को उक्त वर्णित समाचार पत्रों में नियुक्ति विज्ञापन से संबंधी सूचना का प्रकाशन DAVP (Minimum Size) दर पर करायी जाय।

विश्वासभाजन

अनुलग्नक–यथोक्त।

प्रबंध निदेशक,
झारखण्ड राज्य खाद्य एवं असैनिक
आपूर्ति निगम लिमिटेड, राँची।

ज्ञापांक–06/रा०खा०नि०/मु०स्था०/08/2026–3344, राँची, दिनांक– 24/10/2026

प्रतिलिपि– अवर सचिव, खाद्य, सार्वजनिक वितरण एवं उपभोक्ता मामले विभाग, झारखण्ड/निदेशक, खाद्य एवं उपभोक्ता मामले निदेशालय, झारखण्ड को सूचनार्थ एवं आवश्यक कार्रवाई हेतु प्रेषित।

अनुरोध है कि पत्र के साथ संलग्न नियुक्ति विज्ञापन से संबंधी सूचना को विभागीय वेबसाईट में प्रकाशित करने की कृपा की जाय।

प्रबंध निदेशक,
झारखण्ड राज्य खाद्य एवं असैनिक
आपूर्ति निगम लिमिटेड, राँची।

**JHARKHAND STATE FOOD & CIVIL SUPPLIES CORPORATION LIMITED (JSF&CSCL)**

*(A Government of Jharkhand Undertaking)*

**JSFC Bhawan, Kadru Main Road, Ranchi – 834002**

## NOTICE FOR ENGAGEMENT

## ENGAGEMENT OF GENERAL MANAGER (HUMAN RESOURCES& VIGILANCE) ON CONTRACT BASIS

**NIT No.** - 3344,  **Date:-** 24/10/2026

Applications are invited from eligible candidates for engagement as **General Manager (Human Resources& Vigilance)** on contract basis for assisting JSF&CSCL in Human Resource Management, Personnel Administration, Recruitment, Vigilance, Establishment Matters, Employee Relations and HR Policy Implementation.

**No. of Posts:** 01 (Unreserved) (JSF&CSCL Headquarters, Ranchi)

**Maximum Age:**65 Years

**Eligibility Criteria**

1. Retired official of the Mecon, CCL, Public Sector Undertakings (PSUs), Statutory Bodies, Autonomous Bodies/organizations who retired in the rank of General Manager (Personnel) or above.
2. Having more than 15 yearsexperience in Human Resource Management, Personnel Administration, Establishment Matters, Recruitment, Organizational Development and related areas
3. Possessing sound knowledge of government accounting procedures, financial regulations, budget preparation, audit processes and financial management systems.
4. Physically fit and capable of undertaking official assignments as required by JSF&CSCL.

**Period of Engagement:** Initially for 03 years. The engagement may be extended based on organizational requirement and satisfactory performance.

**Mode of Selection:** Relevant Experience and Personal Interview.

**Last Date for Submission of Application:18.11.2026**

Detailed advertisement, eligibility criteria, remuneration, terms & conditions and application format are available on **https://www.jharkhand.gov.in/food** under the **"Recruitments"** section.

**JSF&CSCL reserves the right to modify/cancel the engagement process without assigning any reason.**

**Sd/-**

**Managing Director**

**JSF&CSCL**

**JHARKHAND STATE FOOD & CIVIL SUPPLIES CORPORATION LIMITED**
**(JSF&CSCL)**
*(A Government of Jharkhand Undertaking)*
**JSFC Bhawan, Kadru Main Road, Ranchi – 834002**

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**Maximum Age:**65 Years

**Eligibility Criteria**

1. Retired official of the Mecon, CCL, Public Sector Undertakings (PSUs), Statutory Bodies, Autonomous Bodies/organizations who retired in the rank of General Manager (Personnel) or above.
2. Having more than 15 yearsexperience in Human Resource Management, Personnel Administration, Establishment Matters, Recruitment, Organizational Development and related areas
3. Possessing sound knowledge of government accounting procedures, financial regulations, budget preparation, audit processes and financial management systems.
4. Physically fit and capable of undertaking official assignments as required by JSF&CSCL.

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**Mode of Selection:** Relevant Experience and Personal Interview.

**Last Date for Submission of Application:18.11.2026**

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**Sd/-**
**Managing Director**
**JSF&CSCL**

# JHARKHAND STATE FOOD & CIVIL SUPPLIES CORPORATION LIMITED (JSF&CSCL)

**(A Government of Jharkhand Undertaking)**

JSFC Bhawan, Kadru Main Road, Ranchi – 834002

## NOTICE FOR ENGAGEMENT

## ENGAGEMENT OF GENERAL MANAGER (HUMAN RESOURCES & VIGILANCE) ON CONTRACT BASIS

Applications are invited from eligible candidates for engagement as General Manager (Human Resources & Vigilance) on a purely contractual basis in Jharkhand State Food & Civil Supplies Corporation Limited (JSF&CSCL). The selected candidate shall assist the Corporation in Human Resource Management, Personnel Administration, Establishment Matters, Recruitment, Policy Formulation, Organizational Development, Employee Relations and related administrative functions.

**Number of Positions:** 01 (Unreserved)

**Age Limit:** 65 Years

### Eligibility Criteria

1. Retired official of the Mecon, CCL, Public Sector Undertakings (PSUs), Statutory Bodies, Autonomous Bodies/organizations who retired in the rank of General Manager (Personnel) or above.
2. Having more than 15 yearsexperience in Human Resource Management, Personnel Administration, Establishment Matters, Recruitment, Organizational Development and related areas
3. Possessing sound knowledge of government accounting procedures, financial regulations, budget preparation, audit processes and financial management systems.
4. Physically fit and capable of undertaking official assignments as required by JSF&CSCL.

### Preference Criteria

In case the number of applications is more than the available vacancies, preference will be given to candidates who are/have (preference in the below order):

1. Domicile of Jharkhand.
2. Experience of working in Jharkhand or in the Jharkhand area of erstwhile Bihar.
3. Experience in handling large-scale procurement, subsidy-related accounts, fund management and audit matters.

**Scope of Work:**

The General Manager (HR & Vigilance) shall assist JSF&CSCL in:

**a)** Formulating, reviewing and implementing Human Resource policies, service regulations and establishment procedures in accordance with Government guidelines and organizational requirements.

**b)** Managing recruitment, contractual engagements, manpower planning, personnel administration, transfers, promotions, retirements and related HR functions.

**c)** Advising the Management on service matters, disciplinary proceedings, employee grievances, vigilance matters and HR policies.

**d)** Ensuring compliance with applicable labour laws, service rules, Government notifications and statutory requirements.

**e)** Supervising maintenance of service records, personnel databases and other establishment-related documentation.

**f)** Planning and monitoring employee welfare measures, training programmes, capacity-building initiatives and performance management systems.

**g)** Reviewing manpower requirements, workforce utilization and organizational structure, and recommending measures for improving efficiency and effectiveness.

**h)** Coordinating with Government Departments, regulatory authorities and other stakeholders on HR, administrative and establishment matters.

**i)** Monitoring contractual manpower engagements and ensuring compliance with applicable policies and contractual obligations.

**j)** Preparing policy notes, Board Agenda Notes, reports, establishment proposals and other HR-related documentation for the Management.

**k)** Providing strategic inputs on organizational development, succession planning, HR reforms and digitization of personnel management systems.

**l)** Any other work assigned by JSF&CSCL and/or the Department of Food, Public Distribution & Consumer Affairs (DFPD&CA).

**Place of Deployment:** The General Manager (HR & Vigilance) shall ordinarily be deployed at the Headquarters of JSF&CSCL, Ranchi.

**Period of Engagement:** Initially for a period of three (03) years or until attaining the age of 65 years, whichever is earlier. The engagement may be extended by a further period of up to two (02) years (1+1), subject to requirement, satisfactory performance and the condition that the incumbent has not attained the age of 65 years.

**Remuneration:** As per Resolution of Finance Department No. 928 dated 06.04.2022, the admissible amount of fixed monthly honorarium/pay (Fixed Pay) shall be equivalent to the last

basic pay drawn at the time of retirement minus the amount of basic pension. Dearness Allowance (DA) and annual salary increments shall not be admissible on the fixed pay amount. Payment of Dearness Relief (DR) shall continue to be paid as before. House Rent Allowance (HRA) and Transport Allowance shall be admissible in accordance with Finance Department Resolution No. 1243 dated 28.04.2016.

**Mode of Selection:** Selection shall be made on the basis of Relevant Experience and Personal Interview.

## Documents Required to be Submitted Along with Application Form:

The following documents are required to be submitted along with the application form:

**a)** Detailed Curriculum Vitae (CV)

**b)** MBA or equivalent Degree Certificate and Marksheets

**c)** Experience Certificate(s)

**d)** Posting Details/Locations of Postings

**e)** Fitness Certificate from respective CMO

**f)** Proof of Date of Birth

**g)** Caste Certificate

**h)** Valid Photo Identity Proof (Aadhar Card, PAN Card)

**i)** Recent Passport Size Photograph

**j)**PPO

**k)** Any other supporting document relevant to eligibility and experience

## Important Conditions

**1.** The engagement is purely contractual, temporary and need-based.

**2.** The engagement shall not confer any right for appointment, absorption, regularization or continuation in the services of JSF&CSCL.

**3.** Merely fulfilling the eligibility criteria shall not confer any right upon a candidate to be called for interview.

**4.** JSF&CSCL reserves the right to modify, cancel or withdraw the engagement process at any stage without assigning any reason.

**5.** State Government Reservation Policy shall be applicable.

**6.** Canvassing in any form shall lead to disqualification.

**7.** The decision of JSF&CSCL regarding eligibility, selection and engagement shall be final and binding.

Interested candidates may submit their applications along with self-attested copies of supporting documents either through **Registered Post/Speed Post** addressed to the **Managing Director, JSF&CSCL, Ranchi** or through **e-mail** at **monitoring@sfcjharkhand.in** by **18th November 2026**. Applications received after the prescribed deadline shall not be considered. For any queries, please contact: **8084696646**

**Sd/-**
**Managing Director**
**Jharkhand State Food & Civil Supplies Corporation Limited (JSF&CSCL)**

**JHARKHAND STATE FOOD & CIVIL SUPPLIES CORPORATION LIMITED (JSF&CSCL)**

(A Government of Jharkhand Undertaking)

JSFC Bhawan, Kadru Main Road, Ranchi – 834002

# APPLICATION FORM

**Engagement of General Manager (Human Resources & Vigilance) (Contract Basis)**

**1. Personal Details:**

| **Particular** | **Details** |
|---|---|
| Full Name (in Block Letters) | |
| Father's / Husband's Name | |
| Date of Birth | |
| Age (as on closing date of application) | |
| Gender | |
| Category (UR/SC/ST/OBC/EWS) | |
| Domicile State | |
| Aadhaar Number | |
| Mobile Number | |
| Email ID | |

**2. Correspondence Address:**.....

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**3. Permanent Address:**.....

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**4. Service Details :**

| **Particulars** | **Details** |
|---|---|
| Employee ID | |
| Designation at Retirement | |
| Date of Joining | |
| Date of Retirement | |
| Total Length of Service | |
| Last Place of Posting | |
| Last Basic Pay Drawn | |
| PPO Number | |

**5. Experience Details:**

A. Total Experience in HR & Personnel Administration: _____ Years

B. Experience in the following areas (tick as applicable):

[ ] Human Resource Management

[ ] Personnel Administration

[ ] Recruitment & Selection

[ ] Establishment Matters

[ ] Vigilance Matters

[ ] Industrial Relations

[ ] Employee Relations

[ ] Policy Formulation

[ ] Organizational Development

[ ] Performance Management

[ ] Training & Capacity Building

[ ] Labour Law Compliance

[ ] Government Liaison & Administration

[ ] Contractual Manpower Management

[ ] Other (Specify): .....

**6. Employment History**

(Attach separate sheet, if required)

| Sl. No. | Name of Organization/Department | State | Designation | Period From | Period To | Nature of Duties |
|---|---|---|---|---|---|---|
| 1. | | | | | | |
| 2. | | | | | | |
| 3. | | | | | | |
| 4. | | | | | | |
| 5. | | | | | | |

Please tick as applicable:

[ ] I have experience in a Public Sector Undertaking (PSUs).

[ ] I have experience in a Statutory Body / Autonomous Body.

[ ] I have experience dealing with Government procedures, policies and administrative processes.

[ ] I have experience in HR policy formulation, Vigilance and establishment matters.

[ ] I have experience in handling personnel administration, disciplinary matters and industrial relations.

**7. Preference Criteria:**

[ ] I am a Domicile of Jharkhand.
[ ] I have worked in Jharkhand.
[ ] I have worked in the Jharkhand area of erstwhile Bihar.

**8. Physical Fitness:**

1. Are you physically fit to undertake field inspections and extensive travel within Jharkhand?
   [ ] Yes [ ] No

2. Have you attached a Fitness Certificate issued by the competent CMO?
   [ ] Yes [ ] No

**9. Key Professional Experience:**

Please provide brief details of significant assignments handled in Human Resource Management, Personnel Administration, Recruitment, Vigilance, Establishment Matters, Industrial Relations or Organizational Development:

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**10. Documents Checklist:**

| Sl. No. | Document | Attached (Yes/No) |
|---|---|---|
| 1. | Detailed Curriculum Vitae (CV) | |

| | | |
|---|---|---|
| 2. | Experience Certificate(s) | |
| 3. | Posting Details/History | |
| 4. | Fitness Certificate from CMO | |
| 5. | Caste Certificate (if applicable) | |
| 6. | Disability Certificate (if applicable) | |
| 7. | PPO Copy | |
| 8. | Any Other Supporting Document | |

**11. Declaration:**

I hereby declare that all information furnished in this application form is true, complete and correct to the best of my knowledge and belief. I understand that my engagement, if considered, shall be purely contractual and temporary in nature and shall not confer any right to regular appointment, absorption or continuation in JSF&CSCL. I also undertake to produce original documents whenever required for verification.

Place: .....

Date: .....

Signature of Applicant: .....

Name of Applicant: .....

.....

**FOR OFFICE USE ONLY**

Application No.: _____

Eligible as per Educational Qualification: [ ] Yes [ ] No

Eligible as per Experience: [ ] Yes [ ] No

Documents Verified: [ ] Yes [ ] No

Remarks: _____

Signature of Verifying Officer: _____

Date: _____