



(A Govt. of Jharkhand Undertaking)



(CIN: U17122JH2006SGC012606)

Jharkhand Silk, Textile & Handicraft Development Corporation Ltd.

Walk-in-Interview on 21.12.2020

Jharkhand Silk, Textile and Handloom Development Corporation Limited (JHARCRAFT), a Government of Jharkhand Undertaking need bright, young, hard working reliable competent Company Secretary having ability to understand, analyze complex and technical/commercial issues and exercise accordingly with tact & intelligence to meet the objectives for the following posts as detailed below:-

Sl. No.	Designation	No. of Post	Qualification & Experience	Remunerations
1	Company Secretary	01	A member of the Institute of Company Secretaries of India with minimum 03 years post membership experience as Company Secretary in a Government company or a private firm of repute. Candidates with LLB, M.Com, MBA (Finance) or similar professional qualifications will be given preference.	Minimum Rs. 40,000/- per month Basic + DA with other perquisites. Salary negotiable.

The above post will be filled on the outsourcing/contract basis for an initial period of 02 years subject to performance review on year to year basis. An annual increment may be provided on the basis of satisfactory annual performance of the candidate.

- Persons working in Government/Public Sector Undertakings/ Autonomous Organization should appear with NOC from employer.
- Candidates will have to produce the proof of the details furnished in their application in original at the time of interview.
- ST/SC/OBC Candidates claiming reservation should appear with valid documents.
- **Age minimum- 25 years as on 21.12.2020** for the above mentioned post. Relaxation in age up to 05 years for SC/ST & 03 years for OBC would be provided for the above mentioned post.
- The Managing Director reserves the right of rejecting any or all the application or not to fill up the post.
- For any query, candidate may contact Head (HR), HR/Administration Department, Jharcraft Head Office, Udyog Bhawan, Ratu Road, Ranchi.
- Probation period will be six month from the day of joining.
- Registration of candidates will be from 10am – 11 am on 21.12.2020 and will follow **Walk-in-Interview**.
- Selected candidate will be required to join immediately.
- Interested candidates may send their application on A-4 size plain paper as per the format given and the filled in application form must reach the HR/Administration Department, Jharcraft Head Office by 18.12.2020 till 05:00 pm.

Sd/-
Managing Director
Jharcraft

Post Applied For:

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.....

Paste a recent
passport size
photograph

5. Date of Birth

D	D	M	M	Y	Y	Y	Y

6. Age as on – 21/12/2020.

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:

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, Branch & A/c no. for the staff working since last two years			Registrat ion No.	No. of attempts
								Bank name	A/c No.	Branch		

13. Specialization:

14. 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 employment terminated.

Signature of the candidate with date