Dr. Ram DayalMunda Tribal Welfare Research Institute,

Ranchi-834008

Advertisement Ref. No: 2491   Ranchi, Dated: 28.12.2023

Short term Contractual Recruitment Notice

Dr. RamDayalMunda Tribal Welfare Research Institute under the Department of Schedule Tribe, Schedule Caste, Minority and Other Backward Class Welfare, Government of Jharkhand intends to recruit Computer Operators (Contractual). Applications are invited from the suitable candidates for rendering services :-

Sl. No.	Name of Post	No. of post	Qualification	Work to be performed
1	Computer Operator	UR-1 ST- 1 ---------- **TOTAL-2**	Graduate in any discipline with Diploma or Certificate in Computer Application	• Ability to handle MS-Word, MS-excel, MS-Power point Hindi & English Typing work with speed of 25/35 w.p.m. respectively. • Create data interfaces/ online central databases • Maintaining documents and record keeping • Any other technical / administrative assistance / responsibilities assigned by senior officers from time to time

Terms of Engagement:

1. Contract will be period for 1 year extendable to additional 1 year subject to performance evaluation.
2. Age should be as per Jharkhand Govt. norms. (Personnel, Administrative Reforms and Rajbhasha Department, Govt. of Jharkhand Sankalp Memo No. 2096 dt. 25.04.2011)

   Unreserved-   35 years
   BC.I/B.C.II-   37 years
   Women-   38 years
   ST/SC-   40 Years

3. Remuneration will be around Rs. 34,000 (as on date 28/12/2023) as prescribed by Finance Department, Govt. of Jharkhand.
4. **How to apply**: Duly filled application form in prescribed format along with the self attested copy of the proof of age, qualification and experience should be sent only through email to tri.openings@gmail.com or through registered post/speed post or by hand to office addressed to the "**Director, Dr. RamDayalMunda Tribal Welfare Research Institute, Morabadi, Ranchi-834008"** with title **"Application for Computer Operator"**.
5. Last date for receiving the application is **18.01. 2024 (5.00PM)**.
6. Candidates will be shortlisted on the basis of marks earned at Matriculation, Intermediate and Graduation Level.
7. Shortlisted candidates will be informed through telephone/e-mail only.
8. These shortlisted candidates would be called in for typing test **at Ranchi at around 25.01.2024** and thus screened applicants' experience and certificate will be **evaluated in a week time** by select committee.
9. The contract shall not confer any right or claim of extension/absorption in the department.
10. Dr. RamDayalMunda Tribal Welfare Research Institute, Ranchi reserves the right to cancel/postpone the recruitment wholly or partly if so required. No claim will be admissible in case of such cancellation/postponement.
11. Advertisement and Form can be accessed from **https://www.trijharkhand.in/en/opportunities**

Sd/-
Director.

APPLICATION FORM

Position Applied For: Computer Operator

I.Personal Details:-

. Paste RecentPassport Size Photograph

Name of the Candidate	(First Name)	(Surname)
Address	Permanent	Present
Mobile No.		
Email Id.		
Date Of Birth: (DD/MM/YY)		
Category: (ST/SC/OBC/General)		
Sex: (Male/Female)		

II. EDUCATION QUALIFICATION

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

III. OTHER QUALIFICATION/TRAINING

Course Name	Duration	Institution	Course Details

IV.WORK EXPERIENCE DETAILS

Name & Address of Employer(with contact no.)	Nature of work	Duration		Experience	
		From	To	Years	Months
1	2	3	4	5	6
Total Experience					

V. 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**)