

Greater Ranchi Development Agency Limited

(Government of Jharkhand Undertaking)

3rd Floor, RRDA Building, Pragati Sadan, Kutchery Road, Ranchi – 834001.

Tel: 0651 2200599, Fax: 0651 2200212. E-mail: grda.ranchi10@gmail.com, Website: www.grda.co.in

GRDA invites application for the following positions purely on Contract Basis.

Sl. No.	Post	No. of Post	Qualification and Experience	Approximate fixed remuneration (In Rs.)
1.	Executive Assistant	1	Graduate with knowledge of Computer Application, 4 years' experience.	27,000/-
2.	Computer Operator-cum-Stenographer	1	Graduate with Computer Application, Stenography in English and Hindi having 80W.P.M. / 30W.P.M. in English and Hindi Typing respectively.	15,000/-

GENERAL TERMS & CONDITIONS

- (1) All the above appointments are purely on contract basis for a maximum period of five years with one year initial appointment extendable every on performance.
- (2) The remuneration shown above is inclusive of all allowances such as Medical, Transport, HRA and DA, etc.
- (3) While for the post Sl. No. 2 the selection will be on the basis of short hand & typing test followed by interview and Sl. No. 1 by test/interview.
- (4) An application fee of Rs. 400/- from General Candidates and Rs. 250/- from Scheduled Casts and Scheduled Tribal is payable for all the above posts by Demand Draft drawn in favour of **Greater Ranchi Development Agency Ltd., payable at Ranchi.**
- (5) Candidate serving in Central/State Government/Semi-Government/PSUs/Board, etc. must apply through Proper Channel or produce a 'NOC' at the time of interview, failing which their candidature would be considered null and void.
- (6) Reservation as per rules.
- (7) Willing candidate must submit their CV along with self-attested copies of testimonials, certificates, Credentials, two pp size photos - one to be affixed on the top of the application and other with the application and one self-addressed envelop with Postal Stamp of Rs. 40/- pasted on the top of the envelop, followed by ORIGINAL to be produced at the time of interview, failing which candidates will not be interviewed.
- (8) Application to be written on plain paper & complete in all respects must be sent at the above address by Speed/Registered Post No. Hand/Courier delivery accepted.
- (9) Age for all the above posts will be maximum 65 years.
- (10) Last date of receiving of the application 25.11.2013 at 5.00PM.