

## RANCHI MUNICIPAL CORPORATION, RANCHI.

### (ESTABLISHMENT SECTION)

#### WALK-IN Interview

Application are invited from eligible candidates with requisite qualification and experience as elaborated below for the post of Accounts Personnel having knowledge of Double Entry Accounting System. Appointment will be on contractual basis on a consolidated remuneration of Rs. 15,000/- P.M. Applicants have to appear in a walk-in interview cum practical test.

Description of Post	No. of Post	Qualification	Experience
Accounts Personnel	01 (UR)	B.Com with experience of Tally based computerized accounting system.	(i) Must have prepared computerized books of Accounts through. Tally Software in a company/ organization of repute.  (ii) Should have good communication skill and exposure to valuation of assets and capable of preparing requisite books of account on the instruction of chartered accountant.

#### **Other terms & conditions are as follows:-**

- (1) Post advertised shall be filled up only on contractual basis for a period of one year. The contract can further be extended on the basis of performance /appraisal report upto one year or as decided by the Corporation.
- (2) The period shall be effective from the date of joining.
- (3) Successful candidate has to sign an contract agreement with the Corporation.
- (4) The engagement shall not confer any right or claim of extension /absorption in the Corporation.
- (5) Applicants shall have to appear personally for walk-in interview on 20.07.2015 at 11.00 A.M at Ranchi Municipal Corporation Office before the interview Board on his own cost. If the candidates are more than 10 then interview for the left out candidates will be held on 21.07.2015
- (6) Accordingly, interested and eligible candidates are invited to submit applications enclosing their detail bio-data in the prescribed format above with attested/self attested copies of their mark sheets, professional qualification, experience etc with original copies for verification at the time of interview.

- (7) Interested candidate can be download the application format and other details (Proposed Procedure for Assessment in Selection of Accounts Personal) which are annexed as annexure- 1 & 2 may be seen and downloaded from the website www.ranchimunicipal.com.
- (8) The maximum age limit is 45 years.
- (9) A waiting list for 03 candidatures will be prepared which will be valid for one year.
- (10) The undersigned has the right to cancel the above advertisement without assigning any reason.

Sd/-  
**Municipal Commissioner,**  
Ranchi Municipal Corporation, Ranchi.


ज्ञापांक ...../रांची, दिनांक 2015.  
प्रतिलिपि :- विज्ञापन प्रबंधक, हिन्दुस्तान टाइम्स/प्रभात खबर/दैनिक भास्कर को उनके स्थानीय समाचार पत्र के एक दिवसीय अंक में DAVP Rate पर न्यूनतम आकर में प्रकाशन हेतु प्रेषित।

ह0/-  
नगर आयुक्त,  
रांची नगर निगम, रांची।

ज्ञापांक ...../रांची, दिनांक 2015.  
प्रतिलिपि :- स्थापना शाखा/लेखा शाखा, रांची नगर निगम को सूचनार्थ एवं आवश्यक कार्यार्थ प्रेषित।

ह0/-  
नगर आयुक्त,  
रांची नगर निगम, रांची।

ज्ञापांक 2552...../रांची, दिनांक 09.07 2015.  
प्रतिलिपि :- श्री राजेश कुमार, कम्प्युटर प्रोग्रामर, रांची नगर निगम को इस निदेश के साथ कि इस सूचना को निगम वेबसाईट पर Upload करना सुनिश्चित करेंगे।

  
नगर आयुक्त,  
रांची नगर निगम, रांची।

**Ranchi Municipal Corporation, Ranchi**

(Application form)

Application for the post of: - Accounts Personnel

AFFIX YOUR RECENT  
PASSPORT SIZE SELF  
ATTESTED PHOTO  
HERE

1. Full Name (in block letters):

2. Father's Name:

3. Date of Birth:

4. Address for Correspondence

a. -----

b. -----

c. PIN: -----

d. Mobile no.:-----

e. Email: -----

5. Permanent address:

a. -----

b. -----

c. PIN: -----

d. Mobile no.:-----

e. Email: -----

6. Category (ST/SC/BC/OBC/GEN):

7. Nationality:

8. Languages Known

Name of Languages	Speaking	Reading	Writing

**9. Academic & Professional**

**Qualification: Academic qualification**

Examination passed	Name of the Institute/University	Subject Studied	Year of passing	% of aggregate marks

**10. Professional qualification**

Examination passed	Name of the Institute/University	Subject Studied	Year of passing	% of aggregate marks	Area of Specialization

**11. Particulars of experience**

Name of the department served	Designation	Period of service		Experiences		Nature of duties performed
		From	To	years	Months	
Total Experiences						

**NOTE: ENCLOSE ATTESTED COPIES OF**

- a) Proof of Age
- b) Educational & Professional Qualifications Certificates.
- c) Experience Certificates.
- d) Other Certificates

I hereby declare that all statements made in this 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 stage according to requirement of the advertisement, my candidature may be summarily forfeited. I am physically and mentally sound to discharge the duties of the post and undertake to abide by all the terms and conditions of the recruitment as decided by the competent authority.

Place: .....

Date: .....

**Signature of the Candidate**

**Proposed Procedure for Assessment in Selection of Accounts Personnel**  
**(Weightage Scale)**

1.	Qualification	-	45
2.	Experience	-	25
3.	Practical test	-	10
4.	Interview	-	20
	<b>Total:-</b>		<u>100</u>

**Education Qualification - 30 Marks**

Marks Obtained	Education		Experience		Interview		Total
	B. Com	(C-A-Intermediate/ICWA)	Article ship (5 Marks for each year, Max. 15)	Work Experience (2 Marks for each year, Max. 10 Marks)	Tally test	Interview	
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
Total Marks	15	30	15	10	10	20	100

**Note:-** The maximum marks obtained will be selected and next three Candidature will be prepared which will be valid for one year.