

**DDC-CUM-CHIEF EXECUTIVE OFFICER,**  
**KHUNTI**

**(ZILA PARISHAD, KHUNTI)**

Office of Zila Parishad Khunti, Khunti invites applications for filling up the following vacancy of Project Manager, Accountant and Multipurpose Worker for smooth functioning of Integrated Livelihood Farm situated at Karra block of Khuti district.

Serial No.	Name of Post	No. of Post	Essential Qualification	Monthly Consolidated Remuneration
1.	Project Manager	1	<ul style="list-style-type: none"><li>• Graduate / Post Graduate from a recognized university/institute. Preference would be given to candidates from Agriculture/ Development background.</li><li>• Possess good intercommunication skills.</li><li>• Possess requisite knowledge and aptitude for working in rural settings.</li><li>• Minimum 3 years of relevant experience.</li></ul>	35,000/- to 40,000/-
2.	Accountant	1	<ul style="list-style-type: none"><li>• Graduate / Post Graduate from a recognized university/institute in commerce or relevant stream.</li><li>• Possess good accounting skills and has sound knowledge of Tally.</li><li>• Minimum 2 years of relevant experience.</li></ul>	15,000/- to 18,000/-
3.	Multipurpose worker	1	<ul style="list-style-type: none"><li>• 12<sup>th</sup> from a recognized Board/institute</li><li>• Possess good agricultural skills and has sound knowledge of agriculture allied activities.</li><li>• Minimum 2 years of relevant experience.</li></ul>	10,000/- to 12,000/-

## NOTE

### Job Description:

#### 1. Project Manager

- Responsible for the overall smooth functioning of the Planning and Monitoring of Integrated Livelihood Farm, Karra.
- Provide effective program management, managing human and financial resources to effectively achieve the objectives of the Integrated Livelihood Farm as per the guidelines of Project.
- Profiling and identification of critical gaps and conceptualization of way forward in compliance with guidelines of ILF.
- Convergence with various stakeholders and administrative officials for coordinated and concerted action.
- Ensure that deliverables are satisfied in a timely manner.
- Report to the Deputy Development Commissioner, Khunti.
- Managing the ongoing activities at Karra Farm including training activities at Kisan Pathshala.
- Developing IEC and module for various trainings at Kisan Pathshala.
- Managing and accountability for input and output of the farm and liasoning with FPC.
- Any other duties that will be assigned by the competent authority.
- Strong analytical skills, ability to think strategically, analyze diverse information and manage multiple projects simultaneously.
- Strong oral and writing skills in English and Hindi with effective documentation skills.
- Competency in the usage of IT tools including proficiency in MS Office suite.
- Proven ability to identify innovations and translate them into implementable practices.
- Ability to communicate ideas clearly and confidently, articulate issues, and recommend solutions.

#### 2. Accountant

- Responsible for the overall smooth accounting of Integrated Livelihood Farm, Karra.
- Provide effective financial related support/advice to Project Manager for sustainability of ILF.
- Profiling and identification of financial gaps.
- Convergence with various stakeholders and administrative officials for coordinated and concerted action.
- Ensure that deliverables are satisfied in a timely manner.
- Report to the Project Manager, ILF, Khunti.
- Managing the accounts of Karra Farm including training activities at Kisan Pathshala.
- Managing and accountability for input and output of the farm and liasoning with FPC and banks.
- Competency in the usage of IT tools including proficiency in MS Office suite.
- Any other duties that will be assigned by the competent authority.

#### 3. Multipurpose Worker

- Supporting Project Manager in overall smooth functioning of Integrated Livelihood Farm, Karra.
- Provide effective field related support to Project Manager for day to day activities of ILF.
- Thematic assistance and addressing implementation gaps.
- Ensure that deliverables are satisfied in a timely manner.



- Any other duties that will be assigned by the competent authority.

**Process for Selection:**

1. Submission of CV (by 15<sup>th</sup> September, 2022- Wednesday)
2. Shortlisting of CV (on 16<sup>th</sup> September, 2022- Thursday)
3. Notification to Shortlisted candidates (by 17<sup>th</sup> September, 2022- Friday)
4. Written/Aptitude Test (on 19<sup>th</sup>, 20<sup>th</sup> and 21<sup>st</sup> September, 2022)
5. Personal Interview (22<sup>nd</sup> and 23<sup>rd</sup> September, 2022)
6. Cumulative Analysis
7. Declaration of Results (by 26<sup>th</sup> September, 2022)

Note- Only shortlisted candidates will have to appear in written/aptitude test followed by GD and PI. Zila Parishad, Khunti has got all rights reserve for selection/ rejection of candidates applying for any position.

**Additional Information**

1. **The job offered is contractual** for a tenure of 1 Year from the date of joining and can be renewed further after successful completion of the said period upon performance appraisal/ review and mutual consent.
2. Only field visits/ exposure visits for the purpose of work will be covered by the Zila Parishad, no other additional costs shall be borne by the District. **The selected candidates essentially have to reside within the Farm premise.**
3. TDS will be applicable as per Government rules and leaves shall be availed as according to the provision of the State Government.
4. Age limit- not more than 35 years.
5. Interested candidates may submit their CV along with details of Post applied for on [khuntirecruitment@gmail.com](mailto:khuntirecruitment@gmail.com) **latest by 15<sup>th</sup> September, 2022- Wednesday.**
6. Shortlisted candidates will have to report to Zila Parishad Hall, Khunti- 835210 further process with Original Certificates and Testimonials. No TA/DA will be paid to candidates for attending the interview.
7. CEO, Zila Parishad or the committee formed under his supervision will have the authority to accept or reject any application, if he is satisfied with the cause to do so, without assigning any reason thereof.
8. For any inquiry, candidates can contact the following number -  
**Name: Rohit Kumar Ram, Contact No. +91 82981 70549**



**DDC- Cum-  
Chief Executive Officer,  
Zila Parishad, Khunti**