

**Government of Jharkhand**  
**JHARKHAND STATE AGRICULTURE DEVELOPMENT CORPORATION LIMITED**  
 (A Government of Jharkhand Undertaking)

**1ST FLOOR, KRISHI BHAWAN, KANKE ROAD, RANCHI - 834 008, JHARKHAND.**

E-MAIL: jsadc2017@gmail.com CIN: U01403JH2016SGC003449

**Invitation for submitting applications for providing services on contractual basis in Jharkhand**  
**State Agriculture Development Corporation Limited.**

The Jharkhand State Agriculture Development Corporation Ltd invites applications from eligible candidate with requisite qualification and experience as elaborated below for providing services against the post of General Manager (Finance)-cum Company Secretary on contractual basis.

Sl. No.	Description of post	No. of Post	Category	Education Qualification	Experience	Service basis	Contract period	Monthly Emoluments consolidated	Maximum age
1	2	3	4	5	6	7	8	9	10
1	General Manager (Finance)-cum Company Secretary	01	UR	CS	Minimum 10 (ten) years experience in reputed PSU/Govt organization	Contractual	One (1) Year	73200/- per month	45 Years

The condition of providing services on contractual basis are as follows: -

- The position is purely contractual in nature and initially for a period of 1 year which may be extended up to three years depending on performance of the candidate.
- Reservation policy as per State Govt. of Jharkhand shall be applicable.
- Applicants currently working in Govt./Semi Govt./PSU should provide NOC from their employer at the time of interview. Preference will be given to CA/CMA.
- Candidate must have rich experience of accounts, Taxation, Company Law/ROC/MCA etc matters and selected candidate will be required to join immediately.
- The maximum age as on 31.12.2021 should not be more than 45 years.
- Applicants are required to write "The name of the Post" applied for on the top of envelop in block letters.
- 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 through registered post/ speed post/courier to the "Managing Director", Jharkhand State Agriculture Development Corporation Ltd. (JSADCL), 4<sup>th</sup> Floor south wing Krishi Bhawan, Kanke Road, Ranchi, Jharkhand, 834008. *til the date 09/09/2022*
- The list of shortlisted applicants for walk-in interview/written Exam will be uploaded on the website - [www.sameti.org](http://www.sameti.org) of SAMETI Jharkhand.
- The shortlisted candidate would be called for personal interview/written Exam in Ranchi on the date and time communicated to them through email/website only. The candidate will have to appear with original certificates before the interview board. No transport/accommodation allowance will be paid to the shortlisted candidates for interview/ written exam.
- MD (JSADCL) reserves the right to cancel/postpone the recruitment wholly or partly if so required.
- The selected candidate on contract basis will have to sign an agreement with JSADCL Jharkhand.
- The contract period shall be effective from the date of joining.
- A waiting list for the candidature will be prepared which will be valid for one year.
- The contractual engagement would not confer any right or claim of extension/absorption under Jharkhand State Agriculture Development Corporation Limited, Government of Jharkhand.
- MD JSADCL Jharkhand reserves the right to terminate the service on the basis of unsatisfactory service or any other ground.
- MD JSADCL Jharkhand reserves the right to cancel the above advertisement without assigning any reasons thereof. No claim will be admissible in case of such cancellation/postponement.

*5/08/22*  
 Manager Administration  
 Jharkhand State Agriculture Development Corporation Limited

*3212 05/08/22*  
 Managing Director  
 Jharkhand State Agriculture Development Corporation Limited



**JHARKHAND STATE AGRICULTURE DEVELOPMENT COMPANY LIMITED**  
(A Government of Jharkhand Undertaking)  
4<sup>TH</sup> FLOOR, KRISHI BHAWAN, KANKE ROAD, RANCHI - 834 008, JHARKHAND.  
PH 06512225878 E-MAIL: jsadc2017@gmail.com CIN: U01403JH2016SGC003449

**Advertisement No:**

Jharkhand State Agriculture Development Company Ltd. (JSADCL), is registered under Company Act, 2013 under the aegis of Department of Agriculture, Animal Husbandry & Cooperatives. It is primarily involved in seed procurement and distribution in Jharkhand. JSADCL invites application from willing applicants for the below mentioned contractual position.

Sl No.	Name of Post	Number of Post	Category	Remuneration	Qualification & Eligibility Criteria
1	General Manager (finance)-cum Company Secretary	01	UR	15,600/-39,100/- (Consolidated 73200/-)	Qualified Member of ICSI Experience: Minimum ten years of experience in reputed PSUs./Govt.organization. Preference will be given to CA/CMA. Candidate must have prior experience of accounts, taxation and company law matters.

**Terms of Engagement:**

1. The position is purely contractual in nature and initially for a period of 1 year which may be extended up to three years depending on performance of the candidate.
2. Reservation policy as per State Govt. of Jharkhand shall be applicable.
3. Applicants currently working in Govt./Semi Govt./PSU should provide NOC from their employer at the time of interview.
4. Selected candidate will be required to join immediately.
5. The maximum age as on 31.12.2021 should not be more than 45 years.
6. Applicants are required to write "The name of the Post" applied for on the top of envelop in block letters.
7. 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 through registered post/ speed post/courier to the "Managing Director", Jharkhand State Agriculture Development Company Ltd. (JSADCL), 1st Floor South wing Krishi Bhawan, Kanke Road, Ranchi, Jharkhand, 834008. *till the date 09/09/2022*
8. The list of shortlisted applicants for Personal interview/written Exam will be uploaded on the website - "www.sameti.gov.in".
9. The shortlisted candidate would be called for Personal interview/written Exam in Ranchi on the date and time communicated to them through email/website only. The candidate will have to appear with original certificates before the interview board. No transport/accommodation allowance will be paid to the shortlisted candidates for interview/ written exam.
10. MD (JSADCL) reserves the right to cancel/postpone the recruitment wholly or partly if so required.
11. The selected candidate on contract basis will have to sign an agreement with JSADCL Jharkhand.



13. The contractual engagement would not confer any right or claim of extension/absorption under Jharkhand State Agriculture Development Corporation Limited, Government of Jharkhand.
14. A waiting list for the candidature will be prepared which will be valid for one year.
15. MD JSADCL Jharkhand reserves the right to terminate the service on the basis of unsatisfactory service or any other ground.
16. MD JSADCL Jharkhand reserves the right to cancel the above advertisement without assigning any reasons thereof. No claim will be admissible in case of such cancellation/postponement.

*MD 05/08/21*  
Managing Director

Jharkhand State Agriculture  
Development Corporation Ltd  
Ranchi

# Jharkhand State Agriculture Development Company Ltd.

(Application form)

Application for the post of: .....

1. Full Name (in block letters):
2. Father's Name:
3. Date of Birth:
4. Address for correspondence:

AFFIX YOUR RECENT  
PASSPORT SIZE  
PHOTO HERE

PIN:

Mobile:

Email:

5. Permanent address:

PIN:

Mobile:

Email:

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

7. Gender (Male/Female):

8. Nationality:

9. Languages known:

10. Educational Qualification:

Degree	Name of the Institute/University	Subject/ Specialization	Year of passing	% of aggregate marks

11. Details of experience

Name of the Department/ Organization served	Designation	Period of service (DD/MM/YYYY)		Experience		Roles and Responsibility
		From	To	Year	Month	

NOTE- Enclose Self Attested Copies of:

- a) Proof of Age (Any valid government document/certificate)
- b) Educational & Professional Qualification Certificates.
- c) Experience Certificates.
- d) Other Certificates (Training/Experience/short term course etc.)

I hereby certified that the information furnished by me herein above is true to my personal knowledge. I know that if anything stated herein above turns out to be false, JSADCL may cancel my candidature at any stage of selection process and may debar me from participating in the selection process at its sole discretion. Further, I know that if I obtain appointment under the Rules, based on any false or incorrect information, my appointment shall liable to immediate termination//cancellation and this may also entail my criminal prosecution under Penal Laws.



Roles and responsibilities of General Manager (Finance)- cum-company Secretary (not limited to):

1. Ensure all applicable legal and statutory compliance.
2. Finalization of books of Accounts/TDS Returns/GST returns etc
3. Conveying and servicing Annual General Meeting (AGM)/ Board meetings(Producing Agendas, Preparing minutes, conveying decisions etc.)
4. Providing support to constituted committees by JSADCL, Board of directors etc.
5. Providing timely information about company announcements, agenda items for board meeting and other developments.
6. Implementing procedural/administrative systems
7. Handling correspondence before and after each type of JSADCL Meeting, writing Reports etc.
8. Providing financial/ legal advice during and outside meetings
9. Filing, registering any documents including forms, returns applications by and on behalf of the company as an authorized representative of JSADCL.
10. Maintenance of secretarial records, returns, statutory books and registers.
11. All working related to shares and their transfers and transmission.
12. All other activities as may be decided by the management of JSADCL from time to time
13. Discharging all statutory obligations under the companies Act/Income Tax Act/GST Act etc
14. Supervising the process of Tender/vendor payments (which includes invoice receipt, verification, feeding, filing, following-up and tallying) at the State/central level for managing vendors;
15. Ensuring the establishment and implementation of internal control systems for the maintenance of accounts and records as required under different statutes and regulations, especially the Companies Act and other Secretarial procedures;
16. Implementing internal controls and checks for payment mechanism;
17. Verifying compliance with financial statutory norms, internal processes, procedures and controls of the Government of Jharkhand and Government of India;
18. Reporting risk issues to the Auditor and Board of Directors;
19. Monitoring the status of bills under review/ dispute pending beyond the stipulated timeline;
20. Ensuring compliance with all accounting standard/ audit standard/CARO etc and reporting requirements, prescribed by relevant regulatory bodies, at all levels of operation;

Place:

Date:

Signature of the Candidate



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**JHARKHAND STATE AGRICULTURE DEVELOPMENT CORPORATION LIMITED**  
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 E-MAIL: jsadc2017@gmail.com CIN: U01403JH2016SGC003449

**Invitation for submitting applications for providing services on contractual basis in Jharkhand State Agriculture Development Corporation Limited.**

The Jharkhand State Agriculture Development Corporation Ltd. invites applications from eligible candidate with requisite qualification and experience as elaborated below for providing services against the post of Clerk-cum-Cashier and Agriculture Scientist on contractual basis.

Sl. No.	Description of post	No. of Post	Category	Education Qualification	Experience	Service basis	Contract period	Monthly Emoluments consolidated	Maximum age
1	2	3	4	5	6	7	8	9	10
1	Clerk-cum-Cashier	01	UR	CA (Inter)	Three(3) years Article ship experience (+) knowledge of Tally, Internet, MS office	Contractual	One (1) Year	30,000/- per month	40 Years
2	Agriculture Scientist	01	UR	M.Sc in Agriculture	Five (5) years experience in good Procurement	Contractual	One (1) Year	30,000/- per month	45 Years

The condition of providing services on contractual basis are as follows: -

- The position is purely contractual in nature and initially for a period of 1 year which may be extended up to three years depending on performance of the candidate.
- Reservation policy as per State Govt. of Jharkhand shall be applicable.
- Applicants currently working in Govt./Semi Govt./PSU should provide NOC from their employer at the time of interview.
- The maximum age will be counted as on 31.12.2021.
- Last date for receiving the application is 02/09/2022 till 5:00 PM. (On all working days from 10.00 A.M to 5.00 P.M except holidays)
- The requisite qualification and experience are mentioned above.
- Candidates are required to write "The name of the Post" applied for on the top of envelop in block letters.
- 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 through registered post/speed post/courier/by person to the "Managing Director", Jharkhand State Agriculture Development Company Ltd. (JSADCL), 4<sup>th</sup> Floor Krishi Bhawan, Kanke Road, Ranchi, Jharkhand, 834008.
- The list of shortlisted candidates for personal interview/written Exam will be uploaded on the website - "www.sameti.org". of SAMETI Jharkhand
- The shortlisted candidate would be called for personal interview/written Exam in Ranchi on the date and time communicated to them through email/SMS/website only. The candidate will have to appear with original certificates before the interview board. No transport/accommodation allowance will be paid to the shortlisted candidates for interview/ written exam.
- The Managing Director of Company reserves the right to cancel/postpone the advertisement /recruitment wholly or partly if so required.
- Successful candidates on contract basis will have to sign an agreement with JSADCL Jharkhand.
- The period shall be effective from the date of actual engagement.
- A waiting list for the candidature will be prepared which will be valid for one year.
- The contractual engagement shall not confer any right or claim of extension/absorption under Jharkhand State Agriculture Development Corporation Limited, Government of Jharkhand.
- No claim will be admissible in case of such cancellation/postponement.
- Managing Director JSADCL Jharkhand has right to cancel/reject/terminate from the service on the basis of unsatisfactory service or any other ground as he/she deem fit.

Manager Administration  
 Jharkhand State Agriculture Development Corporation Limited

Managing Director  
 Jharkhand State Agriculture Development Corporation Limited



# JHARKHAND STATE AGRICULTURE DEVELOPMENT COMPANY LIMITED

(A Government of Jharkhand Undertaking)

4<sup>TH</sup> FLOOR, KRISHI BHAWAN, KANKE ROAD, RANCHI - 834 008, JHARKHAND.

PH: 0651 2225878, E-MAIL: jsadc2017@gmail.com CIN: U01403JH2016SGC003449

Advertisement No:

Dated:

Recruitment Notice Jharkhand state agriculture Development Company Ltd. (JSADCL), a company under the administrative control of Govt. of Jharkhand, is engaged in the different agriculture infrastructure development work, such as, (i) Seed procurement/ Distribution (ii) DBT to Farmers (iii) any other decided by the board of JSADCL etc. JSADCL is looking for young, energetic and hard working candidates suitable for posts at different levels, who can provide results within prescribed time and agrees to abide by the rules and regulation as framed by JSADCL for its employees from time to time. The details of the vacancies are described below:-

Sl No.	Name of Post	Number of Post		Remuneration	Qualification & Eligibility Criteria
1	Agriculture Scientist	1	UR	30,000/-	M.sc. in Agriculture(+) 5 Years Experience in Seeds Procurement (Maximum Age 45 Years)
2	Clerk cum Cashier	1	UR	30,000/-	CA (Inter) with 3 Years article ship experience (+) knowledge of Tally, internet, MS office ( maximum age 40 years)

## Terms of Engagement:

1. The position is purely contractual in nature and initially for a period of 1 year which may be extended up to three years depending on performance of the candidate.
2. Reservation policy as per State Govt. of Jharkhand shall be applicable.
3. Applicants currently working in Govt./Semi Govt./PSJ should provide NOC from their employer at the time of interview.
4. The maximum age will be counted as on 31.12.2021.
5. Last date for receiving the application is 09/09/2022 till 5:00 PM. (On all working days from 10.00 A.M to 5.00 P.M except holidays)
6. The requisite qualification and experience are mentioned above.
7. Candidates are required to write "The name of the Post" applied for on the top of envelope in block letters.
8. 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 through registered

post/speed post/courier/by person to the "Managing Director", Jharkhand State Agriculture Development Company Ltd. (JSADCL), 4<sup>th</sup> Floor Krishi Bhawan, Kanke Road, Ranchi, Jharkhand, 834008.

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10. The shortlisted candidate would be called for personal interview/written Exam in Ranchi on the date and time communicated to them through email/SMS/website only. The candidate will have to appear with original certificates before the interview board. No transport/accommodation allowance will be paid to the shortlisted candidates for interview/written exam.
11. The Managing Director of Company reserves the right to cancel/postpone the advertisement /recruitment wholly or partly if so required.
12. Successful candidates on contract basis will have to sign an agreement with JSADCL Jharkhand.
13. The period shall be effective from the date of actual engagement.
14. A waiting list for the candidature will be prepared which will be valid for one year.
15. The contractual engagement shall not confer any right or claim of extension/absorption under Jharkhand State Agriculture Development Corporation Limited, Government of Jharkhand.
16. No claim will be admissible in case of such cancellation/postponement.
17. Managing Director JSADCL Jharkhand has right to cancel/reject/terminate from the service on the basis of unsatisfactory service or any other ground as he/she deem fit.

3211 05/02/22  
Managing Director  
Jharkhand State Agriculture  
Development Corporation Ltd.  
Ranchi



**Jharkhand State Agriculture Development Company Ltd.**

(Application form)

Application for the post of: .....

1. Full Name (in block letters):

2. Father's Name:

3. Date of Birth:

4. Address for correspondence:

PIN:

Mobile:

Email:

5. Permanent address:

PIN:

Mobile:

Email:

6. Category (ST/SC/BC I/BC II/GEN):

7. Gender (Male/Female):

8. Nationality:

9. Languages known:

10. Educational Qualification:

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

11. Professional Qualification:

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

12. Particulars of experience

Name of the Department/ Organization served	Designation	Period of service		Experience		Nature of duties performed
		From	To	Year	Month	

AFFIX YOUR RECENT  
PASSPORT SIZE PHOTO  
HERE




NOTE- Enclose Self 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 or not satisfying the eligibility criteria according to the requirement, my application may be summarily rejected. I am physically sound to discharge the duty to be assigned & undertake to abide by all the terms & conditions of the recruitment as decided by the competent authority.

Place:

Date:

Signature of the Candidate