

# Jharkhand Education Project Council (JEPC)

Advertisement No. ME/01/1154/2022/1762

## Recruitment of Law Executive on Contract basis for State Level Management Structure

Applications are invited from the eligible candidates for engagement as State Cadre posts of Law Executives on contractual basis against the vacant positions at District Level Offices of Jharkhand Education Project Council (JEPC) which is a registered body under the Societies Registration Act, 1860. JEPC. It is the State Implementation Society responsible for the Implementation of Samagra Shiksha Abhiyan (SSA), a National Programme of the Government of India and State Government for Universalisation of elementary education and other State Government schemes related to education in the state of Jharkhand.

The contractual engagement shall be for term of one year, which may be extended based on the performance appraisal of the candidates.

### 1. Eligibility Criteria :

#### 1.1 Vacancy:

The details of the post, No. of Vacancies in each of the category, Upper Age Limit, Essential and Desirable qualification etc. are given below:-

Post code.	Name of Post	Total Number of Vacancies							Minimum Age	Upper Age Limit for UR/EWS	Age Relaxation for ST/SC/Physically Challenged	Monthly Honorarium
		UR	ST	SC	BC-I	BC-II	EW S	Total				
01	Law Executive	2	2	1	0	0	0	5	21	35	1. ST/SC – 40 Yrs. 2. OBC – 37 Yrs. 3. All Women – 38 Yrs. 4. Physically challenged 10 years	1. Gross monthly emoluments Rs. 40,400/- (for districts of Ranchi, Dhanbad, Bokaro and Jamshedpur only) and Rs. 34,955/- per month for other districts.* 2. Basic pay 28,777/-

\* The difference in emoluments is due to difference in HRA rates amongst these districts.

#### Note:

1. In addition to basic monthly honorarium, admissible emoluments and other benefits like unutilized Earn Leave and EPF facility shall be provided as per JEPC norms.
2. For JEPC officials working under Jharkhand Education Project Council/Samagra Shiksha/RMSA/KGBV/Sakshar Bharat programme/Mahila Samakhya, there shall be relaxation in age to the level of number of years worked in the above mentioned organizations.

3. Relaxation of age shall also be given to Ex-servicemen Personnel as per age relaxation provisioned under the rule for them.

Upper age limit is relaxable for SC/ST/BC-I/BC-II/EWS and physically challenged candidates as per State Govt. rules as stated above.

The number of selections against the total advertised vacancies may vary as per requirement and availability of suitable candidates. The decision of the selection committee shall be final and binding on the candidates.

## 2. Essential Qualification:

The minimum/desirable qualifications and job profile for each post is given below. Candidates are required to ensure that they meet the essential minimum qualification and desirable experiences in all respects before applying. In case a candidate is found ineligible at any stage, even after appointment, his/her candidature shall be rejected and decision of the selection committee shall be final:-

Minimum Qualification	Desirable / preference for post	Job Profile
Graduate with minimum 45% marks (40% for ST/SC) and Law graduate (LLB) from a university/ institutions recognized by the Bar Council of India.  or  Five year integrated LL.B Degree from a University recognised by the Bar Council of India.	1. Fresh Law Graduates can apply. 2. Preference shall be given to candidates having 02 years of work experience, preferably with a substantial portion in litigation related matters. 3. Experience of working with Government related institutions/ PSUs is desirable. 4. Working Knowledge of Computer like MS Office (Excel, Word, Power point and computer typing etc.) and proficient on Computer/Web based ILMS and proficiency in drafting skill in English language are desirable.	a. Help in managing the Integrated litigation Management System within the department and to provide technical guidance on the action to be taken against all cases, including on reducing the pendency of cases and allocated to Districts by State ILMS cell of the department. b. Review all incoming\outgoing legal communication to the Department of SE&L, Govt. of Jharkhand and allocate responsibility for action to relevant people c. Prepare routine letters (i.e. demand or inquiry) to all parties d. Check documents or papers for compliance and correctness e. Assist in basic legal drafting for Districts level offices of DEO, DSE, Samagra Shiksha and other educational offices of the district as and when needed. f. Provide periodic updates to senior\nodal officers and attend review meetings to highlight need for action. Follow up the cases in District Court, High Court/ Tribunals in time to take appropriate action at the level of district and higher offices of the education department. g. Management of cases from Integrated litigation Management System. h. Visit to district head quarter on Pension Adalat to review the pending cases and addressing the grievances on pre litigation stages. i. Monitoring of Grievances which is having potential to become a legal dispute in the court and to regulate them at early stage. j. Grievance monitoring of the district level education offices including Samagra Shiksha. k. Any other duties as may be assigned by District/State offices of SE&L Department/ JEPC and Primary and Secondary Directorate, Govt. of Jharkhand.



## 5. Reservation :

While selecting the candidates, reservation rules of Government of Jharkhand will be applicable. Wherever reservation exists for OBC, SC, ST and EWS the same is meant for the persons having their domicile in the State of Jharkhand for which they will have to attach a copy of relevant and valid caste certificates and income and asset certificate by EWS category candidates and domicile certificate issued by Competent Authority along with their application.

Candidates belonging to reserved categories or General categories from States, other than Jharkhand, will be treated as General Candidates. In case vacancy is available in the unreserved category against a particular post, their merit will be prepared in the unreserved category only.

**Selection Procedure:** Candidates would be selected based on written test and/or interview to be conducted in Ranchi keeping view of number of applicants against the advertised vacancy. Intimation regarding written examination/Interview/skill test will be sent separately to the eligible candidates. Decision of JEPC will be final in this regard. A panel of suitable candidates will be prepared which may be valid for a period of one year from the date of selection. Person from the panel may be appointed against the vacancies as and when need arises.

**Syllabus for Selection test:** Syllabus for selection test annexed as Annexure – A can be seen on the **official recruitment link** on notice board menu of JEPC website - "<https://jepc.jharkhand.gov.in>"

**Cut off Date:** The cut off date for the purpose of acquiring educational qualifications, age etc. will be **31.07.2024**.

**Pay and Allowances:** Persons appointed on Contract basis will be entitled for monthly emoluments shown against each post and also the allowances as admissible under the service Regulations of JEPC. In addition other allowances, admissible under the JEPC Service Regulations, will also be payable. Travelling allowance will be given as per JEPC provisions. The above appointment on Contractual basis shall be initially for a period of one year which may be extended further on the basis of satisfactory performance and up to the period of Programme. However, there is also a provision of annual assessment of performance of the personnel for the extension of contract/deputation. Canvassing in any form will be treated as disqualification.

**Application Processing Fee:** Applicant for the post is required to pay a non-refundable application processing fee of Rs. 500/- (Rs. Five Hundred only) through JEPC website using Credit Card/Debit Card/Net Banking/UPI payment post submission of the application form. Candidates belonging to Scheduled Caste/Scheduled Tribes category are required to pay only 50 percent of the above mentioned processing fee of the above mentioned post. However, they are required to attach caste certificate duly attested by the Gazetted Officer, otherwise their applications will be rejected. Application fees will not be received in any other form (Cash/IPO/demand draft etc.).

**How to Apply :** Eligible candidates who possess the requisite qualifications and experience and have the will to serve with commitment and integrity, may apply latest by 30/5/2025, **05:00 PM**. by visiting **official recruitment link** on notice board menu of JEPC website - "<https://jepc.jharkhand.gov.in>". Application format and detailed guidelines can be seen on this recruitment link.

Application received after stipulated date will not be accepted under any circumstances. Application should be only for one post from a candidate. As JEPC has adopted the reservation policy of the State Government, the applicant must mention his/her reservation caste category viz. SC/ST/OBC/General etc., as the case may be, and upload the self attested caste certificate duly issued by the Sub Divisional Officer of the concerned sub district or such authority as has been designated by the Govt. for issuance of such certificates. The original certificates will be examined at the time of interview.

Any dispute with regard to this recruitment will be subject to the court having its jurisdiction at Ranchi only. JEPC, as employer, will reply/attend to such suit/legal proceedings. The State project Director, Jharkhand Education Project Council reserves the right to reject the application at any point of time without assigning any reason.

**For any queries please contact Toll Free Number – 1800-3456-544/ 1800-3456-542**

  
(Shashi Ranjan)

State Project Director

Jharkhand Education Project Council,

Ranchi

**Memo No.:** ME/01/1154/2022/1762

**Ranchi/Date:** 07.05.2025

Copy to:

1. Administrative Officer, JEPC, Ranchi for information and necessary action.
2. Additional Finance Controller, JEPC, Ranchi for information and necessary action.
3. MIS Coordinator, JEPC, Ranchi for information and necessary uploading on the Official website of JEPC for publication.

  
(Shashi Ranjan)

State Project Director

Jharkhand Education Project Council,

Ranchi

**Memo No.:** ME/01/1154/2022/1762

**Ranchi/Date:** 07-05-2025

Copy to: Secretary, School Education and Literacy Department, Govt. of Jharkhand for information please.

  
(Shashi Ranjan)

State Project Director

Jharkhand Education Project Council,

Ranchi