

Office of Deputy Commissioner, Khunti
(District Mineral Foundation Trust)

Letter No-58/DMFT
Date - 04/02/2023

District Mineral Foundation Trust, Khunti invites applications for filling up the following vacancy of Planning and Monitoring Unit (PMU)- Research Associate necessary for smooth functioning of the same.

| Serial Number | Name of Post | No. of Post | Essential Qualification | Monthly Consolidated Remuneration |
|---------------|--------------------------------------------------|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| 1. | Planning and Monitoring Unit- Research Associate | 1 | <ul style="list-style-type: none">• Post Graduate in Rural Management/ Rural Development / Social Work from any recognized university.• Minimum 3.5 years of work experience in project planning, implementation, and monitoring in the development sector. Preference will be given to candidates with experience working with District/State or National Administration.• Possess sound intercommunication and documentation skills. Experience in communication sector will be an additional advantage.• Candidate with prior experience in Jharkhand would be preferred. | 65,000/- to 75,000/- |

NOTE

A. Job Description:

- Responsible for the overall smooth functioning of the Planning and Monitoring Unit (PMU).
- Provide effective program management, managing human and financial resources to effectively achieve the objectives of the DMF as per the gazetted notification and the provisions laid down in the guidelines of PMKKKY.
- Profiling and identifying critical gaps and conceptualizing a wide range of innovative projects in the mining-affected areas for prioritized action.

- Convergence with various line DMF(T) administrations for coordinated and concerted action.
- Ensure deliverables are satisfied promptly
- Report to the Deputy Commissioner, Khunti.
- For RFPs/tenders/any other process, the authorized signatory person will be the Deputy Development Commissioner, Khunti.
- Any other duties that will be assigned.

B. Suitable Skill Set:

- 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 practical documentation skills.
- Competency in using 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.

C. Recruitment Process

1. This recruitment will follow the following two processes: CV shortlisting and interview.
 - a. **CV shortlisting:** The interested candidates must send their CV with the subject “Application for Planning and Monitoring Unit- Research Associate, DMFT Khunti” to: khuntirecruitment@gmail.com only. The last date for receiving applications will be 11.2.2023
The list of candidates shortlisted will be published on <https://khunti.nic.in/> on 13.2.2023
 - b. **Interview:** Shortlisted candidates are requested to report at 17.2.23 on at District Collectorate Waiting Hall, Khunti- 835210 for the above interview with Original Certificates and Testimonials as mentioned above.
2. All notifications and official communication (as on the dates mentioned above) will be published on <https://khunti.nic.in/>

D. 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. The District Administration will cover only field visits/ exposure visits for work; the District shall bear no additional costs.

3. TDS will be applicable as per Government rules, and leaves shall be availed according to the provision of the State Government.
4. Age limit- not more than 32 years.
5. No TA/DA will be paid to candidates for attending the interview.
6. The Chairperson, DMFT, will have the sole authority to accept or reject any application if he is satisfied with the cause without assigning any reason..
7. For any inquiry, candidates can contact the following person and number- Name: Sanjana Patro, Contact No. 9818682528, Email id: khuntirecruitment@gmail.com


4.2.22
DDC-cum-Member Secretary
DMFT, Khunti