

Bihar State Building Construction Corporation Limited

Recruitment Notice

FileNo.Fin 72/2012

Date:

Bihar State Building Construction Corporation Limited has been established as a Govt. of Bihar Undertaking to boost the pace of infrastructural development, especially in the Building sector of the State. It's registered Head office located at Patna. It has been established to implement and accelerate the Building Infrastructure Projects in the state of Bihar.

Bihar State Building Construction Corporation Limited, Patna invites application for the following posts on Deputation / Contract basis.

Sl. No	Post-name	Vacancy (Maximum)	Category	Minimum Qualification	Emolument (Monthly)	Experience	Age Limit on 01.12.12 (Years)	Location
1	Dy. General Manager (Finance)	01	Gen-01	(i) Chartered Accountant/ MBA (Fin.) ICWA from a reputed institution in India or abroad.	₹37,000/-	(i) Working experience of at least 3 years as CA or 5 years as MBA (Fin.) ICWA in the Public/ Private Enterprise in India /abroad. (ii) As an officer from Bihar Finance service not below 5 years experience (for deputation)	40	Patna (HQ)
2	Asst. General Manager (Technical & structure)	04	Gen-02 SC-01 BC1-01	(i) Graduate in Civil Engineering from a reputed institution in India or abroad.	₹25,000/-	(i) Experience of at least 5 years in the infrastructure sector in India /abroad for contract; or (ii) as an officer of the rank of Assistant Engineer worked for less than 12 years in the Govt. Sector for deputation)	40	Patna (HQ)/Regional office
3	Project Manager	01	Gen-01	MBA/PGDBM	₹30,000/-	(i) 5 years of experience of working in any project, any company/ Govt./semi Govt./Private	40	Patna (HQ)
4	Junior Engineer	10	Gen-05 SC-02 BC-01 EBC-02	(i) Diploma in civil Engineering from a reputed institution in India or abroad.	₹20,000/-	(i) Experience of at least 2 years in the Building construction sector from famous Institution in India /abroad (ii) as an officer of the rank of Junior Engineer in the Govt. Sector for deputation)	40	Patna (HQ) / Regional office.

General Condition:

1. The recruitment will be on contract basis for a period of one year at a time which may be renewed every year based on satisfactory performance & conduct at the discretion of the Corporation.
2. Retired Government officers/employees of the Bihar/Central Govt. or its undertaking below 65 years of age as on 01.12.12 along with requisite qualifications, health certificate and experience may also apply. Salary of retired Government employee will be the last drawn Pay minus pension.
3. Permanent Govt. employees should route their application through proper channel. Deputation norms of Govt. of Bihar will be applicable for such candidates and for maximum period of 5 years.
4. Reservation policy will be followed as per Government of Bihar rules.
5. If education qualification, experience certificate, age proof certificate, residential certificate, cast certificate etc. are found false/invalid or fake then not only their contract will be terminated but criminal case will also be made against them. The consolidated pay and all allowances made during such period to them shall have to be reimbursed.
6. The candidates recruited on contract basis will not be treated as Govt. employee. After the recruitment they will not be entitled for the regularization of govt. service.
7. Non-refundable Application fees is Rs. 500/- for applicants under General category, Rs. 350/- for BC/EBC and Rs. 250/- for SC candidates.
8. No application will be accepted without submission of application fee.
9. Bank Draft (Application Fee) drawn on any nationalized bank and payable at **Patna** favouring '**Bihar State Building Construction Corporation Ltd.**' should be sent along with application.
10. Only shortlisted candidates will be called for interview.
11. Application in the prescribed format and complete in all respect must be sent to '**The Managing Director, Bihar State Building Construction Corporation Ltd, HOSPITAL ROAD, SHASTRI NAGAR, PATNA-800023** containing duly signed Bio-Data, bank draft, self-attested photocopies of certificate and testimonials in sealed envelope only through speed/registered post so as to reach the above address on or before **31/01/2013** at 5pm.
12. **The name of the post applied for must be mentioned on the top of the envelope.**
13. Applications received in other than the prescribed format/mode or incomplete in any respect or without the demand draft will summarily be rejected. Any disputes will be subject to the Patna Jurisdiction only.
14. No TA/DA will be given for attending the written examination /or oral interview for any position.
15. The corporation reserves the right to cancel any or all the positions mentioned above without assigning any reason and no claims will be admissible against it.
16. **The ToR, qualifications of above positions and application forms are available on the website (www.bcd.bih.nic.in).**

Last date of submission of form along with fee is 31/01/2013 at 5 pm.

Managing Director
Bihar State Building Construction
Corporation Ltd.

APPLICATION FORM FOR EMPLOYMENT IN BSBCL ON CONTRACTUAL BASIS

(Advt. 01/2013)

Affix your
recent
passport size
photograph
here

POST APPLIED FOR :

1. NAME (IN CAPITALS)

2. FATHER'S /HUSBAND'S
NAME

3. GENDER

M	F
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4. DATE OF BIRTH

DD		MM		YYYY			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

5. AGE (AS ON **01.02.2012**)

Y	M
<input type="text"/>	<input type="text"/>

6. Indicate the category you belong to:

7. GEN / SC/ST/BC1/BC2/BC2 Female

8 ADDRESS:

DOMICILE STATE: _____

MAILING	PERMANENT	FULL ADDRESS OF PRESENT EMPLOYER IF EMPLOYED
<input type="text"/>	<input type="text"/>	<input type="text"/>
PIN CODE NO:	PIN CODE NO:	PIN CODE NO:

Telephone No. with STD Code:

Mobile Number:

9. ACADEMIC AND PROFESSIONAL QUALIFICATIONS:

Examination /Course	Whether Full time / of part time	Duration the course	Name of the Institution	Name of the University	Month & Year of Passing	Division with obtained % of marks

10. Particulars of experience if any: Total Experience _____ Years.

Sl.No.	Name & Address of the Employer	Post held	Period		Total		Job profile	Last Pay Drawn
			From	To	Years	Month		

11. Certified that the information furnished above are true to the best of my knowledge, If any information provided above is found to be false any stage of selection process my candidature can be rejected.

Place :

Date :

SIGNATURE OF THE CANDIDATE

FOR OFFICE USE ONLY

1. Position: - Deputy General Manager (Finance)

Location: - Patna (Bihar)

Number of Position: – 1

Category: – General

Salary: - ₹37,000/- per month (Consolidated)

DUTIES AND RESPONSIBILITIES

The incumbent will manage various functions of the Finance Department i.e. Cash, Costing Audit, Budgeting, Inventory Control, Attending to Govt. Auditors and finalization of accounts etc.

REQUIRED SKILLS AND EXPERIENCE

S/He should be CA with 3 years experience/ ICWA or MBA (Fin.) with minimum 5 years' experience in Accounts, Finance, Costing, Budgeting and Corporate planning functions, out of which 3 years should be in middle Managerial capacity in an organization of repute.

- ✚ S/he should have thorough knowledge of the principles and procedures of financial management, accounting and auditing.
- ✚ Prior experience of working with / in the Govt. will be advantageous.
- ✚ Strong managerial, interpersonal and leadership skills are the most important traits required.
- ✚ Candidates must also have effective decision making and excellent communication skill, Should be a creative problem solver and be able to work calmly under pressure. In addition s/he should have proficiency in use of MS office package and accounting software (Tally, etc.).

Existing government officials from Bihar Finance Service not below 5 years' experience may apply through proper channel. Retired Government officials not below the rank of Senior Accounts Officer may also apply.

2. Position:- Assistant General Manager (Technical)

Location: -Whole Bihar

Number of Positions: – 04

Category: – General- 02, SC- 01, BC1- 01

Salary:–₹25,000/- per month (Consolidated)

The AGM will report to the DY.GM and would assist him in carrying out the execution of the Projects.

DUTIES AND RESPONSIBILITIES:-

The duties and responsibilities of the Assistant Engineer include, but are not restricted to:-

- ✚ Preparation of draft scheme and preliminary estimates
- ✚ Detailed design and planning
- ✚ Preparation of detailed estimates
- ✚ Preparation of Tender documents and notice inviting tenders
- ✚ Evaluation of tender
- ✚ Monitoring of progress
- ✚ Inspection of works
- ✚ Payment/ Settlement of bills in time
- ✚ Quality assurance/ Conduct/arrange investigation and laboratory tests
- ✚ Execution and management of all works under his jurisdiction
- ✚ Maintain records of all works under his jurisdiction

- ✚ Any other works as assigned by Corporation

REQUIRED SKILLS AND EXPERIENCE:-

The Assistant Engineer will need to be a professionally qualified graduate civil engineer with not less than 5 years' experience in (i) designing (ii) project management and (iii) contract management in major projects in the field of building construction. S/he must also have effective decision making abilities and excellent communication skills. In addition, the incumbent is also expected to have good knowledge of:-

- ✚ Price Negotiation & Finalization of Contracts
- ✚ Vendor Management Practices.
- ✚ Technical and financial aspects of civil construction works.
- ✚ Tendering and contracting Processes.
- ✚ Proficiency in use of MS Office , Power Point

Government officials from works department and not below the rank of Assistant Engineer (Who has worked less than 12 years in the same rank) may apply through proper channel. Officer may submit advance copy will be subject to recommendation of concerned Govt. organisation and BSBCCL.

3. Position:- Project Manager

Location: - Patna (Bihar)

Number of Positions: - 1

Category: - General

Salary: -₹ 30,000/- per month (Consolidated)

DUTIES AND RESPONSIBILITIES:

The duties and responsibilities of the Project Manager include, but are not restricted to:-

- ✚ Achieving operational objectives by contributing information and recommendations to strategic plans and reviews.
- ✚ Preparing and completing action plans.
- ✚ Implementing productivity and quality; resolving problems; completing audits; identifying trends; determining system improvements; implementing change.
- ✚ Meets financial objectives by forecasting requirements; preparing an annual budget; scheduling expenditures; analysing variances; initiating corrective actions.
- ✚ Supervision and co-ordination of all administrative and personnel related matters as per Rules and Regulations of the Government of Bihar, and those laid down by the Board of Directors of the Corporation.
- ✚ Co-ordinate the recruitment, promotions, transfers and performance assessment of all the employees of the corporation in consultation with the GM (Finance) of the corporation
- ✚ Issues relating to human resources management including recruitment, promotions, annual leaves, etc.
- ✚ Undertake other duties as per direction given by the higher authorities.

REQUIRED SKILLS AND EXPERIENCE

S/he should have a 5 year of work experience. In addition, the required qualifications are:-

- ✚ Good Communication & Interpersonal Skills.
- ✚ Strong managerial skills
- ✚ Effective decision making skills,

- ✚ Creative problem solving abilities
- ✚ the ability to work under pressure of tight deadlines and
- ✚ Strong IT skills, especially on functional applications such as MS Office, Power Point.

4. **Position: Junior Engineer**

Number of Position - 10

Location: Patna (Bihar)

Category: Gen-05, SC-02, BC-01, BC1-02

Salary:- ₹20,000/- per month (Consolidated)

DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the Jr. Engineer include, but are not restricted to:

- ✚ Preparation of draft scheme and preliminary estimates.
- ✚ Detailed design and planning.
- ✚ Preparation of detailed estimates.
- ✚ Preparation of Tender documents and notice inviting tenders.
- ✚ Monitoring of Progress.
- ✚ Inspection of works.
- ✚ Payment / Settlement of bills in time.
- ✚ Maintain records of all works under his jurisdiction.
- ✚ Any other works as per direction given by the Corporation.

REQUIRED SKILLS AND EXPERIENCE

Will need to be a professionally qualified Diploma in civil /Electrical engineering with not less than 2 years of experience in estimating, supervision or other such relevant experience in the building construction /Electrical sector.

Junior Engineer working in the Central/State Government officials from works department and related Govt. organisation may apply through proper channel.

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Managing Director

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