

**Bihar State Building Construction Corporation Limited, Patna****Recruitment Notice**

File No.

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 is 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 01.05.14 (Years)	Location
1	General Manager (Technical)	01 (Deputation/ Contract)	GEN-1	Graduate in Civil Engineering from a reputed institution in India or abroad.	₹ 65,000/- Consolidated (For contract) or G.P. ₹8,700/- in the pay band of 37400-67000- (For deputation)	(i) Experience of at least 15 Years in the Building Construction sector in India/abroad. (For Contract) or (ii) working in the same rank or at least 7 Years works experience in the rank of Executive Engineer in the Govt. Sector (For Deputation)	60	Patna (HQ)
2	Deputy General Manager (Technical)	02 (Deputation/ Contract)	GEN-1 EBC-1	Degree in Civil Engineering from a reputed institution in India or abroad.	₹ 42,000/- Consolidated (For contract) or G.P. ₹6,600/- in the PB-3 of 15600-39100 (For deputation)	10 Years work experience in Building Construction Sector (For Contract) or Working in the same rank or at least 12 Years of experience in the rank of Asstt. Engineer (For deputation)	60	Patna (HQ)/ Regional Office
3	Asst. General Manager (Finance)	01 (Deputation/ Contract)	GEN-1	C.A. Inter/MBA (Finance) from a reputed institution in India/Abroad	₹ 35000/- Consolidated (For contract) or G.P. ₹ 5400/- in the pay band of 15600-39100 (For deputation)	(i) Experience of at least 1 year in the Accounting, Auditing & Financial Management in India/Abroad if CA(Intermediate) or Minimum 2 years of experience if MBA(Finance) (for contract) (ii) Experience at least 3 years In Finance in the G.P of '5400 or above (for deputation)	60	Patna(HQ)

4	Asst. General Manager (Technical)	15 (Deputation/ Contract)	GEN-7 SC-2 EBC-4 BC-1 BC (WOMEN)-1	Graduate in Civil Engineering from a reputed institution in India or abroad.	₹ 35000/- Consolidated (For contract) or G.P. ₹ 5400/- in the pay band of 15600-39100 (For deputation)	(i) Experience of at least 5 years in the building construction sector in India /abroad (for contract); or (ii) as an officer in the rank of Assistant Engineer in the Govt. Sector, who has worked not above 12 years (for deputation)	60	Patna (HQ)/ Regional office
5	Accountant cum cashier	02 (Deputation/ Contract)	SC-1 BC-1	MBA (Finance)/ Bachelor of Commerce	₹ 15,000/- consolidated (For contract) or GP- 4,200/- in the pay band of 9300-34800/- (For deputation)	(i) 2 years experience in the same field as accountant/ cashier (For contract) or (ii) equivalent G.P. or in the G.P. Rs. 2,400/- or above with 5 years of works experience (For deputation)	60	Patna (HQ)/ Regional office
6	Steno (English)	01 (Contract)	GEN-1	Graduate in any discipline	₹15,000/- (Consolidated)	1-2 years of experience in the field of short hand (English)	60	Patna (HQ)
7	Office Assistant cum Computer Operator	01 (Contract)	EBC-1	Graduate degree from a recognized university having DCA or Diploma in Computer	₹12,000/- (Consolidated)	3 Years work experience in Computer field/Office Assistant	60	Patna (HQ)

#### 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 01.05.2014 along with requisite qualifications, health certificate and experience may also apply. Salary of retired Government employee will be the last drawn Pay minus pension. Eligibility criteria, in respect of educational qualification, last pay drawn, experience, for retired govt. employee will not be applicable. Retired employee who had higher pay scale (at the time of retirement) can also apply.
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 educational 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. Selection of GM(Tech.) will be based on internal assessment test and interview.
8. Non-refundable Application fees is Rs. 500/- for applicants under General category, Rs. 350/- for BC/EBC and Rs. 250/- for SC candidates.
9. No application will be accepted without submission of application fee.

10. 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.
11. Only shortlisted candidates will be called for written test/ interview.
12. List of shortlisted candidates for written test will be available only on [www.bsbcccl.bih.nic.in](http://www.bsbcccl.bih.nic.in) and it will be available by 13/06/2014 at 12 Noon.
13. Application in the prescribed format and complete in all respect must be sent to 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/ by hand so as to reach the above address on or before 12/06/2014 at 5pm.
14. The name of the post applied for must be mentioned on the top of the envelope.
15. 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.
16. No TA/DA will be given for attending the written examination /interview for any position.
17. 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.
18. The ToR, qualifications of above positions and application forms are available on the website ([www.bsbcccl.bih.nic.in](http://www.bsbcccl.bih.nic.in)).
19. Written test/interview of the shortlisted candidates will be held on 14/06/2014 at 10 AM in "6<sup>th</sup> Floor, Visheshwariya Bhawan, Bailey Road, Patna – 800015".

**Last date of submission of form along with fee is 12/06/2014 at 5 pm.**



(Managing Director)

Bihar State Building Construction Corporation Ltd.

APPLICATION FORM FOR EMPLOYMENT IN BSBCL ON CONTRACTUAL/DEPUTATION BASIS

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 01.05.2014)

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

6. Indicate the category you belong to:  
GEN / SC/ST/BC/EBC/BC Female/ EBC Female

7. DOMICILE STATE: \_\_\_\_\_

8 ADDRESS:

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:

E- mail id:

9. ACADEMIC AND PROFESSIONAL QUALIFICATIONS:

Examination course	Whether Full time / of part time	Duration of 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 in any stage of selection process, my candidature can be rejected.

Place :

Date :

SIGNATURE OF THE CANDIDATE

FOR OFFICE USE ONLY

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**Necessary Eligibility Conditions & Terms of Reference for different posts in BSBCCL, Patna.**

**1. Position:- General Manager(Technical)**

**Location:** - Patna (Bihar)

**Number of Post:** – 01

**Category:** – GEN-1

**Salary:** – 65,000/- per month (Consolidated) or in the G.P. of ₹8700/- in the Pay band of 37400-67000

**DUTIES AND RESPONSIBILITIES**

- ✦ Look after whole technical work, as per work allocation.
- ✦ Preparation of draft scheme and preliminary estimates under his guidance.
- ✦ Approval of design and planning.
- ✦ Sanction of detailed estimates under his capacity.
- ✦ Preparation of Tender documents and notice inviting tenders.
- ✦ Evaluation of tender.
- ✦ Award of work.
- ✦ Monitoring of progress.
- ✦ Inspection of works.
- ✦ Acceptance of works.
- ✦ Budgetary control and monitoring
- ✦ Quality assurance/ Conduct/arrange investigation and laboratory tests
- ✦ Execution and management of all works under his jurisdiction
- ✦ Proper maintenance of ledgers and accounts for the different work in his jurisdiction
- ✦ Furnishing reply to technical and financial audit, vigilance enquiry and other inspection reports
- ✦ Maintain register for audit objections raised and settled
- ✦ Maintain records of all works under his jurisdiction
- ✦ To discharge such other duties as assigned by Corporation.

**REQUIRED SKILLS AND EXPERIENCE**

S/he should be Graduate in Civil Engineering from a reputed institution in India or abroad. S/he must also have at least 15 years of experience in the area of Building Construction Sector or in the same rank or 7 years works experience as Executive Engineer in any Govt. Sector.

- ✦ 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.

**2. Position:- Dy. General Manager (Technical)**

**Location:-** Patna (HQ)/Regional Office.

**Number of Positions:-** GEN-1, EBC-1

**Category:-** Unreserved

**Salary:-** ₹ 42000/- Per Month (Consolidated) or G.P. ₹6,600/- in the PB-3 of 15600-39100 (For deputation)

**Duties and Responsibilities:-**

**The duties and responsibilities of the DGM (Technical) 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
- ↓ Award of work
- ↓ Monitoring of progress
- ↓ Inspection of works
- ↓ Acceptance of works
- ↓ Payment/Settlement of bills in time
- ↓ Budgetary control and monitoring
- ↓ Quality assurance/Conduct/Arrange investigation and laboratory tests
- ↓ Execution and management of all works under his jurisdiction.
- ↓ Proper maintenance of ledgers and accounts for the different work in his jurisdiction
- ↓ Furnishing reply to technical and financial audit, vigilance enquiry and other inspection reports
- ↓ Maintain register for audit objections raised and settled
- ↓ Maintain records of all works under his jurisdiction
- ↓ Any other works as per directory by Senior Officers.

**Required Skills and Experience:-**

The DGM (Technical) will need to be a professionally qualified graduate civil engineer with not less than 10 years' experience in (i) designing (ii) project management and (iii) contract management in major projects in the field of building construction. Strong managerial skills are a pre-requisite. 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 who has worked at least 10 years not below the rank of Assistant Engineer may apply through proper channel. Advance copy may be submitted directly.

**3. Position:- Assistant General Manager (Finance)**

**Location:-** Patna, Bihar

**Number of Post: – 1**

**Category: – GEN-1**

**Salary:-** ₹35,000/- per month (Consolidated) or Grade Pay of ₹5400/- in the Pay band ₹15,600-39,100

#### **DUTIES AND RESPONSIBILITIES:-**

The AGM(Finance) will report to the Deputy General Manager (Finance)/ General Manager (Finance) and would assist him in carrying out the work of finance.

The incumbent will (either independently, or under direct supervision of the General Manager of the Unit) 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 1 year experience of account keeping, auditing & financial Management or 2 years experience in MBA (Finance) a reputed institution in India or abroad.

- ✚ S/he should have through 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 may apply through proper channel. Advance copy may be submitted directly. Retired Government officials not below the rank of Senior Accounts Officer may also apply.

#### **4. Position:- Assistant General Manager (Technical)**

**Location:** -Patna, Bihar

**Number of Post:** – 15

**Category:** – GEN-7, SC-2, EBC-4, BC-1, BC(WOMEN)-1

**Salary:**–₹35,000/- per month (Consolidated) or Grade Pay of ₹5400/- in the Pay band 9300-34800

#### **DUTIES AND RESPONSIBILITIES:-**

**The duties and responsibilities of the AGM (Technical) 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 bill 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 AGM will need to be a professionally qualified graduate in civil engineering with not less than 5 years work 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 also submit advance copy but the selection will be subject to recommendation of concerned Govt. organization and BSBCCL.

**5. Position:- Accountant cum Cashier**

**Location:** - Patna (Bihar)/Regional Office

**Number of Post:** - 2

**Category:** - SC-1, BC-1

**Salary:** - ₹ 15,000/- per month (Consolidated) or G.P. ₹4,200/- in the Pay Band of 9300-34800.

**DUTIES AND RESPONSIBILITIES:**

**The duties and responsibilities of the Accountant cum Cashier, but are not restricted to:-**

- ✚ Achieving operational objectives by contributing information and recommendations to strategic plans and reviews.
- ✚ Preparing and completing financial plan.
- ✚ Implementing productivity and quality; Resolving financial problems; completing audits; identifying trends; determining system improvements; implementing changes to improve financial status.
- ✚ Meets financial objectives by forecasting requirements; preparing an annual budget; scheduling expenditures; analysing variances; initiating corrective actions.
- ✚ To handle cash related works.

**REQUIRED SKILLS AND EXPERIENCE**

S/he should have a 2 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.

