

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 01.10.14 (Years)	Location
1	General Manager (Finance)	1	General	Officer of Bihar Financial Services/ Chartered Accountant/ MBA Finance	₹ 80,000/- Consolidated (For contract) or G.P. ₹7600 in the PB-3 of 15600-39100 (For deputation)	(i) Experience of 10 to 15 years in Accountancy, Auditing & Financial Management or (ii) as an officer in the same rank in the Govt. Sector, who has worked more than 10 years (for deputation)	60	Patna (HQ)
2	Deputy General Manager (Technical)	03 (Deputation/ Contract)	GEN-2 SC-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)	(i) 10 Years work experience in Building Construction Sector (For Contract) or (ii) 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	Junior Engineer (Civil)	29 (Deputation/ Contract)	GEN-15 SC-4 EBC-5 BC-4 BC (WOMEN) -1	Diploma in Civil Engineering from a reputed institution in India or abroad.	₹20000/- consolidated (For contract) or GP 4,200/- in the pay band of 9300/- 34800/- (For deputation)	(i) Experience of at least 2 years in the building construction sector in India /abroad (for contract); or (ii) as an officer in the rank of Junior Engineer in the Govt. sector (For deputation)	60	Patna (HQ)/ Regional Office

4	Accountant-cum-Cashier	04 (Deputation/ Contract)	GEN-2 SC-1 EBC-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
5	Steno (English)	01 (Contract)	GEN-1	Graduate in any discipline	₹15,000/- (Consolidated)	(i) 1-2 years of experience in the field of short hand (English) or (ii) as an employee in the rank of Steno in the Govt. sector (For deputation)	60	Patna (HQ)
6	Office Assistant Cum Computer Operator	02 (Contract)	GEN-1 SC-1	Graduate degree from a recognised university having DCA or Diploma in Computer	₹12,000/- (Consolidated)	3 years work experience in Computer field/ Office Assistant	60	Patna (HQ)

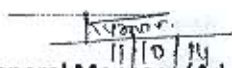
General Condition:

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 64 years of age, as on **01.10.2014** 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. 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 written test/ interview.
11. List of shortlisted candidates for written test will be available only on www.bsbcccl.bih.nic.in and it will be available by **05.11.2014** at **9 p.m**
12. 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 05th November 2014 at 4pm.

13. The name of the post applied for must be mentioned on the top of the envelope.
14. 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.
15. No TA/DA will be given for attending the written examination /interview for any position.
16. 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.
17. The ToR, qualifications of above positions and application forms are available on the website (www.bsbcccl.bih.nic.in).
18. Written test of the shortlisted candidates will be held on 07th November 2014 at 10 AM and interview shall be held on 7th & 8th November 2014 in "6th Floor, Visheshwariya Bhawan, Bailey Road, Patna – 800015".

Last date of submission of form along with fee is 05.11.2014 at 4 pm.


11/10/14
General Manager (Admn.)

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"/>

5. AGE (AS ON 01.10.2014)

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
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

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

1. Position:- General Manager (Finance)

Location:- Patna, Bihar

Number of Post:- 1

Category:- General

Salary:- ₹ 80,000/- per month (Consolidated) or Grade Pay of ₹7600/- in the Pay band 15600-39100 (for deputation)

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.

- ✦ Review the annual administrative budget, revenue budget- Centage Review of administrative expenditure, fixed assets and revenue budgets on a quarterly basis, performing discussion with the respective departments for over runs, if any and presentation of budget vs. actual variance analysis to Management.
- ✦ Management of record retention procedures Overall management of bank guarantees obtained from project partners and ensures safe custody, timely renewal, return of the bank guarantees and return of mobilization advance against the bank guarantee.
- ✦ Ensure deposition of statutory dues and filing of statutory returns in timely manner. Ensure correct and timely accounting of the expenses, fixed assets, revenue and liabilities.
- ✦ Ensure timely and effective closure of books of account. Ensuring completeness and compliance to laid down delegation of authority Ensure bank account opening, bank reconciliations, cheque inventory, fund allocation, cash collection and physical verification of cash as per process laid down.
- ✦ Coordination with the statutory auditors for timely closure of books of account and preparation of reports for financial reporting and coordination with internal auditors for review of internal controls. Review the task of Manager Finance Any other task assigned by Management
- ✦ Responsible for each & every function related to finance taxation & Company affairs.
- ✦ Undertake other duties as per direction given by the higher authorities.

REQUIRED SKILLS AND EXPERIENCE

S/he should be Chartered Accountant/ MBA Finance/Officer of Bihar Financial Services minimum 10 to 15 years work experience in Account, Finance, Costing Budgeting and Corporate planning function. And as an officer in the same rank in the Govt. Sector, who has worked more than 10 years (for deputation)

- ✦ Possesses the required work experience and professional certifications Understanding of Bihar Finance Rules, Income Tax Act and other related Rules & regulations Knowledge of generally accepted accounting principles and financial reporting requirements.
- ✦ Excellent verbal and written communication skills.
- ✦ Strong interpersonal skills and the ability to interface with all levels of management within the Corporation
- ✦ Strong organizational and multi-tasking skills.
- ✦ Ability to develop and maintain effective business relationships with internal and external constituencies and customers.
- ✦ Proven supervisory and leadership skills in being flexible, creative, team-oriented and results-driven.
- ✦ Knowledge of industry regulatory requirements.
- ✦ Any other works as per direction given by the Corporation.

2. Position:- Deputy General Manager (Technical)

Location:- Patna (Bihar)/Regional Office

Number of Post: – 3

Category: – GEN-2, SC-1

Salary:—₹42,000/- per month (Consolidated) or Grade Pay of ₹6,600/- in the Pay band 15600-39100 (For Deputation)

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 DGM will need to be a professionally qualified graduate in civil engineering with not less than 10 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 BSBCL.

3. Position:- Junior Engineer (Civil)

Location: - Patna (Bihar)/Regional Office

Number of Post: - 29

Category: - GEN-15, SC-4, EBC-5, BC-4, BC(Women)-1

Salary: -₹ 20,000/- per month (Consolidated) or G.P. ₹4,200/- in the Pay Band of 9300-34800.

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 sector.

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

4. Position:- Accountant cum Cashier

Location: - Patna (Bihar)/Regional Office

Number of Post: - 4

Category: - GEN-2, SC-1, EBC-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.

5. Position:- Steno (English)

Number of Post: - 01

Location:- Patna (Bihar)

Category: -GEN-1

Salary:- ₹15,000/- per month (Consolidated)

DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the Steno include, but are not restricted to:

- ✚ Responsible for editing, processing (stenography) and distribution of raw source documents.
- ✚ Complete the assigned tasks of storing information in fixed time duration.
- ✚ Devising and maintaining office systems, including data management, filing, etc.

- ✚ Any other works assigned by senior officers.

REQUIRED SKILLS AND EXPERIENCE

S/he should be a graduate with knowledge of short hand (Hindi/English) MS Office. Minimum 1-2 years of related work experience is essentially required.

- ✚ Dynamic, energetic and creative, flexible to adapt to changing situations and circumstances.
- ✚ Self-starter who is able to work with minimal supervision to complete tasks, proactive and accurate.
- ✚ Good keyboard speed and the ability to interpret information fast and correctly.
- ✚ Good MS Computing skills: Word, Excel, Power Point.

6. Position:- Office Assistant-cum-Computer Operator (English)

Number of Post: - 02

Location:- Patna (Bihar)

Category: -GEN-1, SC-1

Salary:- ₹12,000/- per month (Consolidated)

DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the Office Assistance cum Computer Operator include, but are not restricted to:

- ✚ Dynamic, energetic and creative, flexible to adapt to changing situations and circumstances.
- ✚ Self-starter who is able to work with minimal supervision to complete tasks, proactive and accurate.
- ✚ Good interpersonal and communication skills.
- ✚ Good organizational and administrative skills.
- ✚ Good MS computing skills: Word, Excel, Power Point.
- ✚ Establish documentation and correspondence system.
- ✚ Maintaining all records and documents.
- ✚ Devising and maintaining office systems, including data management, filing, etc.
- ✚ Any other work assigned by the senior officers.

REQUIRED SKILLS AND EXPERIENCE

- ✚ Graduate with minimum 3 years of experience as computer field/office assistant.
- ✚ Preference will be given to those who have experience of working in govt. set up.