

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 01.01.15 (Years)	Location
1	General Manager (Technical)	01 (Deputation/ Contract)	EBC - 1	Degree in Civil Engineering from a reputed institution in India or abroad.	₹ 80, 000/- Consolidated (For contract) or G.P.₹8,700/- in the PB-4 of 37400-67000 (For deputation)	(i) 15 Years work experience in Building Construction Sector (For Contract) or (ii) Working in the same rank or at least 7 Years of work 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 SC-1	Degree in Civil Engineering from a reputed institution in India or abroad.	₹ 60, 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	Assistant General Manager (Finance)	01 (Deputation/ Contract)	SC-1	Chartered Accountant /MBA (Finance) from a reputed institution in India/Abroad.	₹45,000/- consolidated (For contract) or GP ₹5,400/- in the pay band of 9300/- 34800/- (For deputation)	(i) Experience of at least 1 year in the Accounting, Auditing & Financial Management in India/Abroad if Chartered Accountant or Minimum 2 years of Experience if MBA(Finance) for Contract or (ii) Experience at least 3 years in Finance in the G.P of ₹5,400 or above) (For deputation)	60	Patna (HQ)/Regional Office


4	Assistant Architect	01 (Deputation/ Contract)	GEN-1	i) Graduate in Architecture from recognised University. ii) Registration from Council of Architect.	₹45,000/- consolidated (For contract) or GP 5,400/-in the pay band of 9300/- 34800/- (For deputation)	Experience of 6 Years in the same field (For Contract) or Architect working in the same field for at least 5 years (For Deputation)	60	Patna (HQ)
5	Junior Engineer (Civil)	6 (Deputation/ Contract)	SC- 3 EBC-2 BC (WOMEN) - 1	Diploma in Civil Engineering from a reputed institution in India or abroad.	₹22,000/- 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
6	Private Secretary	01 (Deputation/ Contract)	GEN-1	Graduate in any Discipline having D.C.A or D.S.E Degree	₹35,000/- consolidated (For contract) or GP 4,200/-in the pay band of 9300/- 34800/- (For deputation)	(i) 7 years experience in the same field as Personal Secretary (For contract) or (ii) equivalent G.P. or in the G.P. Rs. 5,400/- or above with 7 years of work experience (For deputation)	60	Patna (HQ)
7	Personal Assistant	01 (Deputation/ Contract)	GEN-1	Graduate in any Discipline	₹25,000/- consolidated (For contract) or GP 4,200/-in the pay band of 9300/- 34800/- (For deputation)	5 years of work experience in the field of short hand (Hindi/ English)	60	Patna (HQ)
8	Accountant cum-Cashier	01 (Deputation/ Contract)	SC-1	MBA (Finance)/ Bachelor of Commerce	₹ 25,000/- 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

9	Office Assistant Cum Computer Operator	01 (Contract)	GEN-1	Graduate degree/ intermediate with DCA/DSE (Diploma) from a recognised university having DCA or Diploma in Computer	₹15,000/- (Consolidated)	3 years work experience in Computer field/ Office Assistant	60	Patna (HQ)
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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 01.01.2015 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. Selection of GM(Tech) will be based on Internal assessment test and interview.
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.bsbccl.bih.nic.in and it will be available by 24.12.2014 at 9 p.m
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 24th December 2014 at 4pm.
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.bsbccl.bih.nic.in).
19. Written test of the shortlisted candidates will be held on 27th December 2014 at 10 AM and interview shall be held on same day i.e 27th December 2014 in "6th Floor, Visheshwariya Bhawan, Bailey Road, Patna – 800015".

Last date of submission of form along with fee is 24.12.2014 at 4 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 01.01.2015)

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 EMPLOYEED
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 BSBCCL, Patna.

1. Position:- General Manager (Technical)

Location:- Patna, Bihar

Number of Post:- 1

Category:- EBC

Salary:- Rs. 80,000/- per month (Consolidated) or Grade Pay of 8700/- in the Pay band of 37400-67000 (for deputation)

DUTIES AND RESPONSIBILITIES

- ± 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 Good Communication & Interpersonal Skills.

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.

- ± 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:- Deputy General Manager (Technical)

Location: -Patna (Bihar)/Regional Office

Number of Post: – 2

Category: – GEN-1, SC-1

Salary:-₹60,000/- 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 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
- ± 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 BSBCCCL.

3. Position:- Assistant General Manager (Finance)

Location: - Patna (Bihar)/Regional Office

Number of Post: - 1

Category: -SC-1

Salary: -₹ 45,000/- per month (Consolidated) or G.P. ₹5,400/- in the Pay Band of 9300-34800.

Duties and responsibilities

The AGM (Finance) will report to the Deputy General Manger (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 in India /Abroad if Chartered Accountant 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 no below the rank of Senior Accounts Officer may also apply.

4. Position:- Assistant Architect

Location: - Patna (Bihar)

Number of Post: - 1

Category: -GEN-1

Salary: -₹ 45,000/- per month (Consolidated) or G.P. ₹5,400/- in the Pay Band of 9300-34800.

DUTIES AND RESPONSIBILITIES:

- ↓ To assist the Sr. Architect for all types of Architectural works.
- ↓ Preparation of concept plan as per requirement
- ↓ Preparation of detailed working drawing (Plans, elevations, sections etc.) with all relevant details.
- ↓ Preparation of 3d/Perspective drawing of Exterior or Interior spaces as per requirements.
- ↓ All site visits/Accessing the sites local/outside the Head quarter as per requirements.
- ↓ Detail knowledge of preparation of Architectural drawing either 2D/3D, through design/Drafting tools such as AutoCAD/3D/Max/Revit/Google sketch up or any latest soft wares.
- ↓ Any other work as assigned by the corporation time to time

5. Position:- Junior Engineer (Civil)

Location: - Patna (Bihar)/Regional Office

Number of Post: - 6

Category: -SC-3, EBC-2, BC(Women)-1

Salary: -₹ 22,000/- 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 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.

6. Position:- Private Secretary

Location: - Patna (Bihar)

Number of Post: - 1

Category: -GEN-1

Salary: -₹ 35,000/- per month (Consolidated) or G.P. ₹4,200/- in the Pay Band of 9300-34800.

DUTIES AND RESPONSIBILITIES:- The duties and responsibilities of the Private Secretary include, but are not restricted to:

- ↓ Keep the officer free from routine nature of work by mailing correspondence, filing papers, making appointments, arranging meeting and collecting information so as to give the officer more time to devote himself to the work in which he has specialized.
- ↓ Maintain the confidentiality and secrecy of confidential and secret papers entrusted to them.
- ↓ Exercise the skill in human relations and be cordial with the persons who come in contact with his boss officially or who are helpful to his boss or who have dealings with the boss as professional persons.
- ↓ Taking dictation in shorthand and its transcription in the best manner possible
- ↓ fixing up of appointments and if necessary cancelling them;
- ↓ screening the telephone calls and the visitors in a tactful manner
- ↓ keeping an accurate list of engagements, meetings etc. and reminding the officer sufficiently in advance for keeping them up;
- ↓ destroying by burning the stenographic record of the confidential and secret letters after they have been typed and issued
- ↓ carrying out the corrections to the officer's reference books and making fair copies of draft demi-official letters to be signed by the officer

