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CIN:U45200BR2008SGC013513

# बिहार राज्य भवन निर्माण निगम लिमिटेड

An ISO 9001:2008, 14001:2004 & OHSAS 18001:2007 Certified Company

(बिहार सरकार का एक उपक्रम)

वेबसाइट: www.bsbcl.bih.nic.in

## BIHAR STATE BUILDING CONSTRUCTION CORPORATION LTD.

An ISO 9001:2008, 14001:2004 & OHSAS 18001:2007 Certified Company

(A Government of Bihar Undertaking)

Website: www.bsbcl.bih.nic.in

Ref. No. - 855

Date: - 09.03.2015

### Recruitment Notice

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 01.03.2015 (Years)	Location
1	<b>General Manager (Technical)</b>	02 (Deputation/ Contract)	GEN-1 SC-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) <b>or</b> (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)/ Regional Office
2	<b>Deputy General Manager (Technical)</b>	02 (Deputation/ Contract)	EBC-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) <b>or</b> (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	<b>Asst. General Manager (Technical)</b>	06 (Deputation/ Contract)	BC-1 SC-2 EBC-2 BC (WOMEN)-1	Graduate in Civil Engineering from a reputed institution in India or abroad.	₹ 45000/- Consolidated (For contract) or GP 5,400/-in the pay band of 9300/- 34800/- (For deputation)	(i) Experience of at least 5 years in the building construction sector in India /abroad (for contract); <b>or</b> (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

4	<b>Interior Designer</b>	01 (Deputation/ Contract)	GEN-1	i) Graduate in Architecture and Diploma in Interior Designer from recognised University. ii) Registration from Council of Architect.	₹45,000/- consolidated (For contract) <b>or</b> GP 5,400/-in the pay band of 9300/- 34800/- (For deputation)	Experience of 3 Years in the same field	60	Patna (HQ)
5	<b>I.T. Manager</b>	01 (Contract)	GEN-1	MCA/PGDCA from a reputed institution in India or abroad.	₹40,000/- (Consolidated)	5 years experience in the same field	60	Patna (HQ)
6	<b>Accountant-cum-Cashier</b>	03 (Deputation/ Contract)	GEN-2 SC-1	MBA (Finance)/ Bachelor of Commerce	₹ 25,000/- consolidated (For contract) <b>or</b> 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) <b>or</b> 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
7	<b>Office Assistant -Cum- Computer Operator</b>	01 (Contract)	GEN-1	Graduate degree/ intermediate from a recognised university with DCA/DSE (Diploma)	₹15,000/- (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 - **01.03.2015** 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. 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. Selection for any post will be based on written test and interview. Only those candidates who would secured minimum 30% marks in written test would be called for interview.
11. List of shortlisted candidates for written test will be available only on [www.bsbcl.bih.nic.in](http://www.bsbcl.bih.nic.in) and it will be available by **09.04.2015** 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 **09.04.2015** 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.bsbcl.bih.nic.in](http://www.bsbcl.bih.nic.in)).**
18. Written test of the shortlisted candidates will be held on **11.04.2015** at **10 AM** and interview shall be held on same day i.e. **11.04.2015** in "**6<sup>th</sup> Floor, Visheshwariya Bhawan, Bailey Road, Patna – 800015**".

**Last date of submission of form along with fee is 09.04.2015 at 4 pm.**

**Sd/-**  
**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

4. DATE OF BIRTH DD MM YYYY

5. AGE (AS ON **01.03.2015**) Y M

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

7. Details of Demand draft:

Bank Name & Branch	D.D. No.	Date of Issue	Amount

8. DOMICILE STATE: \_\_\_\_\_

9 ADDRESS & CONTACT DETIALS:

MAILING ADDRESS	PERMANENT ADDRESS	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:

10. 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

11. 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		

12. 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 (Technical)**

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

**Number of Post:-** 2

**Category:** GEN-1, SC-1

**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 (HQ)/Regional Office

**Number of Post:** – 2

**Category:** EBC-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 BSBCCL.

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

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

**Number of Post:** – 6

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

**Salary:**—₹45,000/- per month (Consolidated) or Grade Pay of ₹5400/- 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 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.

#### **4. Position:- Interior Designer**

**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 (For Deputation).

#### **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.
- ✚ Preparation of estimates/bill of quantities for scheduled items and quotation work for none scheduled items in all type of interior works.
- ✚ 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

#### **REQUIRED SKILLS AND EXPERIENCE**

Graduate in Architecture and Diploma in Interior Designer from recognised University. Registration from Council of Architect. Experience of 3 Years in the same field

#### **5. Position:- I. T. Manager**

**Location:** - Patna (Bihar)

**Number of Post:** - 1

**Category:** GEN-1

**Salary:** -₹ 40,000/- per month (Consolidated).

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

- The IT manager would be responsible for giving support in overall management of IT applications and other e-Governance activities of the Organization level. The person would be responsible for providing strategic inputs to their reporting officer.
- Provide support to the head quarter and unit level in the implementation of IT applications.
- Giving support to the HQ/PIU unit in the 100% facility wise reporting, compilation of data & data analysis.
- To handle day to day queries from HQ/PIU unit regarding implementation of IT applications and other e-governance activities.
- Trainer for the training and implementation of all the IT related activities at head office and PIU unit level.
- Provide regular training regarding the use of IT, Applications and Mobile/Tab Tools to improve the services.
- Experience of coordinating with Government programs and familiarity with functioning of Government systems.
- Preparation of proposals related to IT Systems and submits the same to the competent authority.



- Follow up proposals related to IT systems, submitted to competent authority for its approval and appropriate implementation.
- Effective personal presentation and maintenance.
- Keep updated knowledge of existing and upcoming developments.
- Day to Day management of IT Systems including CCTV, Biometric, Electronic equipment and access control system etc.

**REQUIRED SKILLS AND EXPERIENCE:**

The candidate should be MCA/PGDCA from a reputed institution in India or abroad and possess 5 years of relevant experience in IT field including support in software/hardware/networking related issues.

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

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

**Number of Post:** - 3

**Category:** - GEN-2, SC-1

**Salary:** - ₹ 25,000/- per month (Consolidated) or G.P. ₹4,200/- in the Pay Band of 9300-34800 (For Deputation).

**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**

MBA (Finance)/ Bachelor of Commerce from recognized University. 2 years experience in the same field as accountant/cashier (For contract) or equivalent G.P. or in the G.P. Rs. 2,400/- or above with 5 years of works experience (For deputation).

**7. Position:- Office Assistant-cum-Computer Operator**

**Number of Post:** - 01

**Location:-** Patna (HQ)

**Category:** -GEN-1

**Salary:-** ₹15,000/- 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 degree/Intermediate from a recognized university with D.C.A./D.S.E. (Diploma) having minimum 3 years of experience as computer field/office assistant.