

# Bihar State Building Construction Corporation Limited, Patna

## Recruitment Notice- 19/2012-13

File No. Finance (72/2012)-181(E)

Date: -03/03/2013

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 01.04.13 (Years)	Location
1	<b>General Manager (Technical)</b>	01 (Deputation/ Contract)	Un Reserved	Graduate in Civil Engineering from a reputed institution in India or abroad.	₹ 50,000/- 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	<b>Company Secretary</b>	01 (Contract)	Un Reserved	Company Secretaryship	₹ 40,000/- consolidated	Membership of Institute of CS & 5 years work experience in Company affairs.	60	Patna (HQ)
3	<b>Asst. General Manager (Technical)</b>	02 (Contract)	Gen-01 SC-01	Graduate in Civil Engineering from a reputed institution in India or abroad.	₹ 25000/- 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
4	<b>Accountant cum cashier</b>	06 (Deputation/ Contract)	Gen-03 SC-01 BC-01 EBC-01	MBA (Finance)/ Bachelor of Commerce	Rs. 12,000/- 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	<b>Assistant</b>	01 (Contract)	Un Reserved	Graduate in any discipline	Rs. 12,000/- consolidated	5 years of experience in the administrative matters.	60	Patna (HQ)
6	<b>Auto Cad Operator</b>	01 (Contract)	Un Reserved	Intermediate With Auto Cad Certificate Course	Rs. 10,000/- consolidated		60	Patna (HQ)
7	<b>Draftsman</b>	01 (Contract)	Un Reserved	Intermediate With ITI Recognised Institution	Rs. 15,000/- consolidated		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 01.04.2013 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. 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 **26/03/2013** 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 /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](http://www.bcd.bih.nic.in))/([www.bsbcl.bih.nic.in](http://www.bsbcl.bih.nic.in)).**

**Last date of submission of form along with fee is 26/03/2013 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 **01.04.2013**)

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
<input type="text"/>	<input type="text"/>	<input type="text"/>
PIN CODE NO:	PIN CODE NO:	PIN CODE NO:
<input type="text"/>	<input type="text"/>	<input type="text"/>

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 BSBCCCL, Patna.**

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

**Location:** - Patna (Bihar)

**Number of Post:** – 01

**Category:** – Unreserved

**Salary:** – 50,000/- per month (Consolidated) or in the G.P.of ₹8700/- in the Pay band of 37400-67000

### **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**

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:- Company Secretary**

**Location:** -Patna, Bihar

**Number of Post:** – 01

**Category:** –Unreserved

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

## DUTIES AND RESPONSIBILITIES

- ✚ To ensure about compliance with the provisions of the Companies Act, 1956, the rules made thereunder and all laws applicable to the Company.
- ✚ To discharge such other duties as may be assigned by the corporation.

## REQUIRED SKILLS AND EXPERIENCE

S/he should have membership of Institute of CS & 5 years work experience in Company affairs.

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

**Location:** -Patna, Bihar

**Number of Post:** – 02

**Category:** – General- 01, SC- 01

**Salary:**–₹25,000/- 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.

#### **4. Position:- Accountant cum Cashier**

**Location:** - Patna (Bihar)

**Number of Post:** - 6

**Category:** - General-03, SC-01, BC-01, EBC-01

**Salary:** -₹ 12,000/- 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.
- ✚ 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 higher authority.
- ✚ Issues relating to human resources management including recruitment, promotions, annual leaves, etc.
- ✚ Undertake other duties as per direction given by the corporation.

#### **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:- Assistant**

**Number of Post:** - 01

**Location:-** Patna (Bihar)

**Category:** -Unreserved

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

#### **DUTIES AND RESPONSIBILITIES**

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

- ✚ Proper Docking of Letters & put up before sectional Head in
- ✚ Proper time schedule
- ✚ Proper up keeping of relevant files of different schemes

- ✚ To make proper noting & drafting & put up before the concerned Authority through proper channels.
- ✚ Any other works assigned by corporation.

## REQUIRED SKILLS AND EXPERIENCE

Will need Graduate in any discipline having minimum 5 years of experience in the administrative matters.

### 6. Position:- Auto Cad Operator

**Number of Post** - 01

**Location**:- Patna (Bihar)

**Category**:- Unreserved

**Salary**:- ₹10,000/- per month (Consolidated)

#### DUTIES AND RESPONSIBILITIES

- ✚ Knowledge of operating Auto Cad.
- ✚ To do mapping of architectural & structural Drawing & proper required size.
- ✚ To upkeep the records of all drawings map prepared through his section.
- ✚ Any other works as assigned by corporation.

### 7. Position: Draftsman

**Number of Post** - 01

**Location**: Patna (Bihar)

**Category**: Unreserved

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

#### DUTIES AND RESPONSIBILITIES

- ✚ To draw required drawing on Tracing paper.
- ✚ To make blue print of Traced drawing as per requirement.
- ✚ Proper upkeep of Traced drawings through him in proper tray.
- ✚ To draw plan, section, elevation, site plan for proposed building.
- ✚ To draw structural drawing for a building.
- ✚ Any other works assigned by corporation.