



बिहार राज्य भवन निर्माण निगम लिमिटेड

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

(बिहार सरकार का एक उपक्रम)

वेबसाइट: www.bsbcccl.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.bsbcccl.bih.nic.in

Build Green, Live Green!

Ref No.- B.S.B.C.C.L- 070/2014 (प्रशासन) - 1409

Date:- 13-07-2020

RECRUITMENT NOTICE NO - 01/2020

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 Currently invites application for the following posts on Contract basis-

Sl. No	Post Name	No. of Vacancy	Category	Minimum Qualification & Experience	Emolument (Monthly)	Age Limit on 01.07.2020 (Years)	Location
1	2	3	4	5	6	7	8
1	General Manager (Finance)	1	UR	Chartered Accountant/ MBA Finance. Experience of 15 years (after qualification) in Accountancy, Auditing & Financial Management.	₹ 80,000/- 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/need of the Corporation.
2. Reservation policy will be followed as per Government of Bihar rules.
3. 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 lodged against them. The consolidated pay and all allowances made during such period to them shall have to be reimbursed.
4. 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.
5. Non-refundable Application fees is Rs. 500/- for applicants under General category, Rs. 350/- for BC/EBC and Rs. 250/- for SC/ST candidates.
6. No application will be accepted without submission of application fee.
7. Bank Draft (Application Fee) drawn on any nationalized bank and payable at Patna favouring 'Bihar State Building Construction Corporation Ltd.' must be attached along with application.
8. Selection process :- Merit list will be prepared on the basis of marks obtained through below mentioned criteria:-

- ✦ If not having degree of Chartered Accountancy (CA) or MBA (finance) – ineligible
- ✦ If CA/ MBA (finance) – 0.4 X (Percentage of marks obtained in final examination of CA/ MBA (finance)
- ✦ Relevant Experience – if less than 15 (fifteen) Year – ineligible
- ✦ If Chartered Accountant – 10 marks
- ✦ If more than 15 year relevant experience – 2 X (number of total relevant experience – 15 year), but maximum 10 marks
- ✦ If worked at least 10 year (with relevant job profile) with government/semi-govt. organization – 10 marks
- ✦ Interview – 30 marks

Final selection will be done on the basis of merit list

13

9. 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 all certificate and testimonials in sealed envelope only through speed/registered post/by hand so as to reach the above address on or before 21-08-2020 at 4.00 pm.
10. The name of the post applied for must be mentioned on the top of the envelope.
11. 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.
12. No TA/DA will be applicable for attending the written examination /interview.
13. 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.
14. No person shall be eligible for appointment, who has previously been dismissed, removed or compulsorily retired from the service of the corporation or from a department of the Central Government or any State Government or from any public sector undertaking. in this regard, a undertaking is required to submit with application form.
15. No person shall be eligible for appointment who has been convicted in a court of law for any offence involving moral turpitude. A person against whom criminal proceedings are going in a court of law shall also not be eligible for appointment. In this regard, a undertaking is required to submit with application form.
16. Selected candidate required to submit a Health Certificate issue by civil Surgeon at the time of joining.
17. Selected candidate required to submit a character certificate issue by Superintendent of Police at the time of joining.
18. Candidates are advised to visit BSBCCL's official website (www.bsbcccl.bih.nic.in) on regular basis till the completion of final recruitment. All communication regarding this recruitment process will be done through website and emails only.
19. The ToR, qualifications of above post and application forms are available on the website (www.bsbcccl.bih.nic.in).

Last date of submission of form along with fee is 21-08-2020 at 04:00 pm.

21-8-2020
Chief General Manager
Bihar State Building Construction Corporation Ltd.
Patna B. J. Singh

APPLICATION FORM FOR EMPLOYMENT IN BSBCL ON CONTRACTUAL BASIS

30

POST APPLIED FOR :

Affix your
recent
passport size
photograph
here

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 01.07.2020)

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

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

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:

2

29

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

1. Position:- General Manager (Finance)

Location:- Patna, Bihar

Number of Post:- 1

Category:- General

Salary:- ₹ 80,000/- per month (Consolidated)

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 minimum 10 to 15 years work experience in Account, Finance, Costing Budgeting and Corporate planning function.

- ↓ 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.
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