

Government of Bihar

**Advertisement for Recruitment of Professional for
District Registration and Counselling Centre (DRCC)
Bihar Vikas Mission**

Bihar State Building Construction Corporation Campus,
Hospital Road, Rajvanshi Nagar,
Patna 800 023

Invites applications for the following positions

Ref No: BVM/2015-16/HR08

Dated: 20 May, 2016

- About BVM:**The Bihar Vikas Mission (BVM) is a new entity established by the Government of Bihar, under Society Registration Act, 1860, to continue its primary agenda of sustained development in the state of Bihar and to drive the effective planning and execution of various key Government development programs under SushasankeKaryakram (Programmes of Good Governance) 2015-2020.
- DRCCs:**38 District-level '**District Registration and Counselling Centres**'(DRCCs), are being set up, one in each of 38 district of the state, which will provide a physical infrastructure (a single window) for the interaction between the government and eligible youth of Bihar interested in flagship schemes of 1. Self Help Allowance, 2. Student Credit Card, 3. Skill Development.The details of the posts are as follows:

S.No	Post	Total No.	Minimum Educational Qualification*	Professional Experience	Consolidated emoluments (Rs. Per month)
1	Manager	38	MBA/PGDM	Minimum 5 years of experience at Managerial level. Proficiency in IT will be preferred.	80,000
2	Assistant Manager, Projects and Accounts	38	MBA/PGDM	Minimum 3 years of Experience at Managerial/ Supervisor level. Proficiency in IT will be preferred.	60,000
3	Assistant Manager, Schemes	152	MBA/PGDM	Minimum 3 years of Experience at Managerial/ Supervisor level. Proficiency in IT will be preferred.	60,000

Reservation Chart for the Posts Advertised

S.No	Post	No. of Posts	UR	BC	MBC	SC	ST	WBC
1	Manager	38	19	5	7	6	-	1
2	Assistant Manager, Projects and Accounts	38	19	5	7	6	-	1
3	Assistant Manager, Schemes	152	76	18	27	24	2	5

3. The candidates willing to apply for the above positions should submit the application to the Member Secretary, Bihar Vikas Mission online in the prescribed format at the website <http://www.esd.bih.nic.in/> latest upto 15th of June,2016 till 2400 Hrs. midnight (server time).

4. General Conditions:

- Maximum age limit for each position and reserved category candidates can be seen in detail on the above mentioned website.
- Only online applications filled completely in the prescribed format shall be accepted. No application shall be entertained manually or by post. Scanned copies of relevant documents must be uploaded wherever asked in the defined format online.
- The recruitment will be done on contractual basis. For more information, refer to application conditions mentioned in the detailed advertisement on the website.
- No TA/DA will be given for attending counselling for any position advertised.
- Original educational certificates and other relevant testimonials must be carried at the time of counselling for verification.
- The benefit of reservation will be admissible to only those applicants who are domiciled of Bihar.
- 35% posts in each category mentioned above will be horizontally reserved for women candidates as per to the General Administration Department Notification No. -963, dated-20-01-2016 and Memo No. 2342, dated-15-02-2016.
- The Bihar Vikas Mission, Government of Bihar reserves the right to cancel part or whole process of hiring the professionals.


(Brijesh Mehrotra, IAS) 20/5
Member Secretary
Bihar Vikas Mission

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- Scheme Information:** A key objective under the Saat Nischay initiative is to enable the youth of Bihar in the pursuit of quality higher education and a promising career by providing them with financial incentives and direct opportunities to enhance their employability. Under the ambit of this objective there are three flagship schemes of the Bihar Government:
 - Self Help Allowance,
 - Student Credit Card and
 - Skill Development
- DRCCs:** 38 District-level 'District Registration and Counselling Centres' (DRCCs), are being set up, one in each of 38 district of the state, which will provide a physical infrastructure (a single window) for the interaction between the government and eligible youth of Bihar interested in these flagship schemes.
- Posts Advertised:** To manage the District Registration Counselling Centres, the Bihar Vikas Mission, Government of Bihar hereby invites online application from individual professionals with expertise in Human Resource, Finance and Information Technology, to be employed on a contractual basis in different DRCCs. The details of posts, educational qualification, professional experience and other criteria for the advertised posts are as follows:

S.No	Post	Total No.	Minimum Educational Qualification*	Professional Experience	Consolidated emoluments (Rs.Per
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					month)
1	Manager	38	MBA/PGDM	Minimum 5 years of experience at Managerial level. Proficiency in IT will be preferred.	80,000
2	Assistant Manager, Projects and Accounts	38	MBA/PGDM	Minimum 3 years of Experience at Managerial/ Supervisor level. Proficiency in IT will be preferred.	60.000
3	Assistant Manager, Schemes	152	MBA/PGDM	Minimum 3 years of Experience at Managerial/ Supervisor level. Proficiency in IT will be preferred.	60.000

5. **Appointment Conditions:** Upon appointment successful candidates shall have to sign a contractual agreement with the Bihar Vikas Mission. Successful candidates will be initially appointed on contract for a period of 11 months which may be extended year to year on the basis of their performance. In case of extension of contract, there will be a 10% increment in the salary amount. At no stage the candidates should claim permanent employment with the government.
6. **The candidates willing to apply for the above positions should submit the application to the Member Secretary, Bihar Vikas Mission online in the prescribed format at the website <http://www.csd.bih.nic.in/> latest upto 15th of June,2016 till 2400 Hrs. midnight (server time).**
7. **Only online applications filled completely in the prescribed format shall be accepted. No application shall be entertained manually or by post. Scanned copies of relevant documents must be uploaded wherever asked in the defined format online.**
8. Reservation roster criteria shall be followed for all posts as per Government of Bihar rules. For Physically Handicapped reservation will be given as per disability Act 1995. Reservation will also be applicable as per GOB circular No.2526, dated 18.02.2016. The benefit of reservation will be admissible to only those applicants who are domiciled of Bihar. Relevant domicile certificate and caste/OBC certificate needs to be attached.

Reservation Chart for the Posts Advertised

S.No	Post	No. of Posts	UR	BC	MBC	SC	ST	WBC
1	Manager	38	19	5	7	6	-	1
2	Assistant Manager, Projects and Accounts	38	19	5	7	6	-	1
3	Assistant Manager, Schemes	152	76	18	27	24	2	5

9. The age criteria for all the posts mentioned above shall be maximum 37 years for Unreserved (Male) and 40 years for General (Women), 40 years for Backward/Most Backward Caste (Male/Female) and 42 years for Schedule Caste/Schedule Tribe (Male/Female) category. **Cut-off date for the calculation of age will be 1 August 2016.**

10. **The candidates who wish to apply for more than one position should submit a separate completely filled application for each post along with all relevant documents and scanned certificates.**

11. The applications will be evaluated on pre-determined evaluation criteria and the merit list will be prepared accordingly. **The shortlisted candidates will be invited for counselling** where the claimed qualification & experience will be verified against the documentary proof such as original Marksheets, Matriculation Certificate, Degree Certificates, Experience Certificates, Proof of working in the previous organization etc. (either TDS certificate or Form-16 issued by the previous organization or bank statement in which salary was transferred). **The date, venue and time of counselling shall be informed to the shortlisted candidates by email/SMS and also be published on the website.** A 50% waitlist of the advertised posts will be maintained to manage attrition.

12. Evaluation Criteria for the Posts advertised

Manager	Assistant Manager, Projects and Accounts	Assistant Manager, Schemes
1. If not having MBA/PGDM Ineligible	1. If not having MBA/PGDM Ineligible	1. If not having MBA/PGDM Ineligible
2. If not having minimum 5 years of experience of	2. If not having minimum 3 years of experience of	2. If not having minimum 3 years of experience of

- managing programs at managerial level
- Ineligible
3. Not fulfilling the age criteria as per mentioned category
Ineligible (Annex. 10th standard mark sheet)
 4. MBA/PGDM - (% marks \times 0.4) **40 Marks** (Annex. 1. MBA/PGDM Mark sheet, 2. CGPA/OGPA formula used for conversion to be attached)
 5. If MBA/PGDM in IIR - **10 Marks**
 6. If MBA/PGDM from any of the
 - Top 20 colleges ranked by National Institutional Ranking Framework, MHRD for Management Stream - **15 Marks**
 - Colleges ranked 21 to 50 by National Institutional Ranking Framework, MHRD for Management Stream - **10 Marks**
 7. Additional Experience of managing program at managerial position for more than 5 years
 - $3 \times$ (No. of Years) maximum **15 Marks** (Annex Project Details in the format available in the online form in addition to experience certificate from the company)
 - Certificates will be cross checked at counselling, if any

- managing programs at managerial level
- Ineligible
3. Not fulfilling the age criteria as per mentioned category
Ineligible (Annex. 10th standard mark sheet)
 4. MBA/PGDM (% marks \times 0.4) **40 Marks** (Annex. 1. MBA/PGDM Mark sheet, 2. CGPA/OGPA formula used for conversion to be attached)
 5. If MBA/PGDM in Finance/Accounting or CA - **10 Marks** (Annex CA clearing certificate if applicable along with the MBA/PGDM marksheet)
 6. If MBA/PGDM from any of the
 - Top 20 colleges ranked by National Institutional Ranking Framework, MHRD for Management Stream - **15 Marks**
 - Colleges ranked 21 to 50 by National Institutional Ranking Framework, MHRD for Management Stream - **10 Marks**
 7. Additional Experience of managing program at managerial/supervisory level for more than 3 years.
 - $3 \times$ (No. of Years) maximum **15 Marks** (Annex Project Details in the format available in the online form in addition to

- managing programs at managerial level
- Ineligible
3. Not fulfilling the age criteria as per mentioned category
Ineligible (Annex. 10th standard mark sheet)
 4. MBA/PGDM (% marks \times 0.4) **40 Marks** (Annex. 1. MBA/PGDM Mark sheet, 2. CGPA/OGPA formula used for conversion to be attached)
 5. If MBA/PGDM in HR/Finance. - **10 Marks**
 6. If MBA/PGDM from any of the
 - Top 20 colleges ranked by National Institutional Ranking Framework, MHRD for Management Stream - **15 Marks**
 - Colleges ranked 21 to 50 by National Institutional Ranking Framework, MHRD for Management Stream - **10 Marks**
 7. Additional Experience of managing program at managerial/supervisory level for more than 3 years
 - $3 \times$ (No. of Years) maximum **15 Marks** (Annex Project Details in the format available in the online form in addition to experience certificate from the company)
 - Certificates will be cross checked at counselling, if any

false claim submitted, candidature will be cancelled

8. Of the total work experience - experience of working in a Govt. or semi-Govt. Organization in a managerial position - $2 \times$ (No. of Years) maximum **10 Marks**. (Annex Work Experience summary containing the position title, project name, description, years of experience and experience certificate from the company)

9. If having computer skill additionally
 (i) DCA/One Year Diploma in Computer Application/ B.Sc(IT)/BCA 5 Marks
 or
 (ii) PGDCA/B.E./B.Tech/ B.Sc . Engg. in Computer Science/ Information Technology/MCA **10 Marks**
 (Annex relevant certificates)

experience certificate from the company)
 - Certificates will be cross checked at counselling, if any false claim submitted, candidature will be cancelled

8. Of the total work experience - experience of working in a Govt. or semi-Govt. Organization in a managerial position - $2 \times$ (No. of Years) maximum **10 Marks**. (Annex Work Experience summary containing the position title, project name, description, years of experience and experience certificate from the company)

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 or
 (ii) PGDCA/B.E./B.Tech/ B.Sc . Engg. in Computer Science/ Information Technology/MCA - **10 Marks**
 (Annex relevant certificates)

13. The Bihar Vikas Mission, Government of Bihar reserves the right to cancel part or whole process of hiring the professionals.

B. Mehrotra
 (Brijesh Mehrotra, 20/5)
 Member Secretary