

Building Construction Department, Bihar, Patna RECRUITMENT NOTICE

File No. BH/ASTHA-VIVIDH-9129/12-

Date: -

Building Construction Department, Bihar, Patna invites application for the following posts on Contract basis:-

Sl. No.	Post Name	Vacancy (Maximum)	Category	Minimum Qualification	Emolument (Monthly)	Experience
1	Assistant Project Manager	04 (contract)	02-Gen 01-EBC 01-SC	Degree in Engineering (Civil) from a recognized University/Institute	30,000/-	4-5 Years of work experience in Building and its maintenance work

General Condition:

- The recruitment will be on contract basis for a period of one year at a time which may be extended by one more year based on satisfactory performance & conduct at the discretion of the Building Construction Department.
 - Reservation policy will be followed as per Government of Bihar rules.
 - 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.
 - 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.
 - Non-refundable Application fees is Rs. 500/- for applicants under General category, Rs. 350/- for BC/EBC and Rs. 250/- for SC candidates.
 - No application will be accepted without submission of application fee.
 - Bank Draft (Application Fee) drawn on any nationalized bank and payable at Patna favouring 'Secretary, Building Construction Department.' should be sent along with application.
 - Only shortlisted candidates will be called for written test/interview.
 - Application in the prescribed format and complete in all respect must be sent to Deputy Secretary, Building Construction Department, Vishweswariya Bhawan, PATNA-800015 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 13-09-2013 at 5pm.
 - The name of the post applied for must be mentioned on the top of the envelope.
 - 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.
 - No TA/DA will be given for attending the written examination /interview for any position.
 - The Department reserves the right to cancel any or all the positions mentioned above without assigning any reason and no claims will be admissible against it.
 - The ToR, qualifications of above positions and application forms are available on the website (www.bcd.bih.nic.in)
- Last date of submission of form along with fee is 13.09.2013 at 5 pm.

Sd/- Special Secretary
Building Construction Department.

APPLICATION FORM FOR EMPLOYMENT IN BCD ON CONTRACTUAL BASIS

POST APPLIED FOR :

- NAME (IN CAPITALS) _____
- FATHER'S /HUSBAND'S NAME _____
- GENDER M F
- DATE OF BIRTH DD _____ MM _____ YYYY _____
Y _____ M _____
- AGE (AS ON 01.09.2013) _____
- Indicate the category you belong to:
GEN / SC/ST/BC/EBC/BC Female/ EBC Female
- DOMICILE STATE: _____
- ADDRESS: _____

Affix your recent passport size photograph here

MAILING	PERMANENT	FULL ADDRESS OF PRESENT EMPLOYER IF EMPLOYED

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			

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.

- Position : Assistant Project Manager
Location : Patna, Bihar.
Number of Positions : 04
Category : Gen- 02, EBC-01 and SC- 01
Salary : Rs. 30,000/- Per Month (Consolidated).

DUTIES AND RESPONSIBILITIES:
The duties and responsibilities of the Assistant Project Manager include, but are not restricted to:-

- > Preparations of draft scheme and preliminary estimates.
- > Monitoring of progress.
- > Inspection of works.
- > Quality assurance/Conduct/arrange investigation and laboratory tests.
- > Maintain records of all works under his jurisdiction.
- > Any other works as assigned by Department.

REQUIRED SKILLS AND EXPERIENCE:-
S/he will need to be a professionally qualified graduate in civil engineering with not less than 4-5 years work experience in Maintenance and major projects in the field of building construction

- > 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.

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