

Bihar Foundation (A Registered Society of Govt. of Bihar)

Indira Bhawan, 6th floor, R.C.S Path, Patna – 800001

Notice: Inviting Application for Employment on Contract

Sl No	Name of Post/Number of Post/Reservation Category	Job description	Essential Educational Qualification, Experience & Age Limit	Total Emoluments (per month) and amenities
1.	Deputy Chief Executive Officer/01 (One)/Unreserved	General leadership skills, clarity about plan/schemes, Relationship capabilities to convince investors, proven track records of result oriented approach, Networking capability	Educational qualification: - 1. Master Degree in Business Administration (MBA) from an Institute of repute. 2. Proficiency in English. Experience: - Minimum 7(seven) years experience. Experience in Govt./PSUs will be given preference. Desirable Qualification: - Networking skill. Proficiency in handling of Computer. Proficiency in Social networking. Upper Age limit: -General -40 years; MBC/BC/Woman (All categories) - 43 years; SC/ST/Disabled (PH) -45 years.	Rs 50,000 (Fifty thousand) consolidated. Annual hike on renewal of contract, as applicable, depending upon performance appraisal.
2	Manager, Public Relations/01 (One)/Unreserved	High quality delivery skill to attract and convince persons with clarity in English medium conversations for which proficiency in english is essential. General skill reflecting capabilities to promote initial relationships with investors/non-resident Biharis/ non Resident Indians	Educational Qualification:- Post Graduate Degree in Mass Communication or Master Degree in Business Administration (MBA), with proficiency in English and computer operation. Experience:- 3 (Three) years experience preferably in a Govt./Semi Govt. Institution/PSU. Upper Age Limit:- General: 35 years; MBC/BC/Woman (all categories): 38; SC/ST/Disabled (PH): 40 years	Rs 35,000 (Thirty five thousands) consolidated. Annual hike, as applicable, depending upon performance appraisal on renewal of contract.
3	Programme Manager/02 (Two)/One post Unreserved and the Other post for MBC	General leadership skills, clarity about plan/schemes, directions, Industry Specific knowledge, Relationship capabilities to convince investors, proven track records of result oriented approach.	Educational Qualification:- 1. Master Degree in Business Administration (MBA) in Marketing from an institute of repute or Bachelor Degree in Engineering in any branch from an institute of repute. 2. Proficiency in English and computer operation Experience:- Minimum 3(three) years experience. Experience in Govt./PSUs will be given preference. Upper Age Limit:- General – 35 years MBC/BC/Woman (All Categories) – 38 years, SC/ST/Disabled (PH) – 40 years	Rs 35,000 (Thirty five thousands) consolidated. Annual hike in consolidated amount, as applicable, depending upon performance appraisal.
4	Manager Accounts/01 (One)/Unreserved	Proven track record of carrying out all accounting operation for a govt. organization. He/She should be able to prepare Budget/Financial Statements.	Educational Qualification:- 1. Bachelor Degree in Commerce with Minimum 50% marks from an Institute of Repute or Inter CA/Inter ICWA with good knowledge of computer operation. 2. Preference shall be given to CA/ICWA qualified candidates Experience:- Management of Account Books with five year experience in Accounts. Age limit: General – 40 years, MBC/BC/Woman (All Categories):- 43 years. SC/ST/Disabled (P.H.) – 45 years.	Rs. 30,000.00 (Thirty thousand) consolidated. Annual hike in consolidated amount, as applicable, depending upon performance appraisal.

Term and conditions for employment to the advertised posts on contract basis:- 1. The period of employment will be initially for 2 (two) years which can be extended on renewal basis, as required 2. Candidate will have to submit 'no objection certificate' from his present employer (if any) along with the application form. 3. After formal scrutiny of the applications, only those candidates will be called for interview who fulfil the required essential eligibilities. 4. Bihar Foundation can terminate the contract during engagement by giving one month's prior notice to that effect or by paying one month's salary in lieu thereof. 5. Bihar Foundation will have its right reserved to cancel the process of employment at any stage without assigning any reason thereto (in that case received bank drafts will be refunded to the respective candidate). 6. No T.A./D.A. or conveyance allowance whatsoever will be admissible to the candidates called for interview. 7. Each application for the above post(s) should be accompanied by a Bank Draft worth Rs. 500/- (Rupees Five Hundred) for general candidates/other categories and Rs. 300 (Rupees Three hundred) for candidates belonging to SC/ST category payable to 'Chief Executive Officer, Bihar Foundation'. 8. Existing employee of Bihar Foundation too can apply for the above post(s). The upper age limit restriction shall not apply to such candidates. 9. All appointments shall be subject to the approval of Chairman, Bihar Foundation. 10. The total monthly emolument to be given to an appointed candidate shall be as listed above or last drawn salary in any government organization whichever is higher.

How to Apply:- A candidate interested in applying for any of the above posts should apply online by submitting the duly filled form provided in our website: biharfoundation.bihar.gov.in. This form must be accompanied with self-attested photocopies of certificates relating to educational eligibilities, experience (s), reservation category. The last date of application is 9th February 2021 till 5:00 pm. Applications received after stipulated time and date shall not be considered. In any case direct application will not be received in Foundation's Office. A Candidate must bring the desired Bank Draft and all original documents at the time of interview.

Ashok Kumar Sinha
19/02/2021
(Ashok Kumar Sinha)
Officer on Special Duty
Bihar Foundation
Ashok Kumar Sinha
19/02/2021