

Name of Post	Job Description	Essential Educational Qualification, Experience & Age Limit	Emolument
Officer on Special Duty	General Leadership Skills. Well familiar with Financial and administrative related works of a Govt. system. Ability to execute plans and schemes.	<b>Educational Qualification:-</b> 1. Post Graduate in any discipline 2. Excellent command over English and Hindi <b>Experience:-</b> Retired officer from posts listed under Bihar Public Service Commission or Bihar Industries Service with Grade Pay of Rs. 8700 or above at the time of Retirement. <b>Age limit:-</b> Not exceeding 61 years <b>Period:-</b> Contract period will initially be of two years, which can be extended further subject to satisfactory service of the officer.	<b>Payable Salary:</b> Monthly salary will be calculated by deducting Payable Pension amount from Last drawn Gross salary at the time regular employment in Government.

**Term and conditions for employment to the advertised posts on contract basis:-** 1. The period of employment will be initially for 2 (Two) year which can be extended on renewal basis, as required 2. After formal scrutiny of the applications, only those candidates will be called for interview who fulfil the required essential eligibilities. 3. 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. 4. 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). 5. No T.A./D.A. or conveyance allowance whatsoever will be admissible to the candidates called for interview. 6. 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'.

**How to Apply:-** A candidate interested in applying for the above posts should apply online by submitting the duly filled form provided in our website: <https://biharfoundation.bihar.gov.in/>. This form must be accompanied with photocopies of certificates relating to educational eligibilities, experience (s), reservation category. The last date of application is 2<sup>nd</sup> June 2023 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.

*Deepvedi*  
16/05/2023  
Officer on Special Duty  
Bihar Foundation  
*[Signature]*