



## Bihar State Electronics Development Corporation Limited

CIN : U31900BR1978SGC001317

(A Government of Bihar Undertaking)

BELTRON Bhawan, Shastri Nagar,

Patna – 800 023, Bihar

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**Bihar State Electronics Development Corporation Limited (B.S.E.D.C.Ltd.)**, also known as **BELTRON**, a Government of Bihar undertaking designated by Government of Bihar as a State Designated Agency (SDA) for implementation of IT & e-Governance projects across Bihar including Central and State MMP's, offers challenging career opportunities to professionals and is currently looking for qualified and experienced professionals in various disciplines for recruitment on contract basis as per details given below:

S N	Post	No. of Posts	Category	Upper Age Limit in yrs. (as on 01/01/19)	Essential Qualification	Nature of Experience (Post Qualification)	Remunerations*
1	Chief Account Officer	1	UR-1	57	CA/ ICWA/ MBA (Finance)	20 years of post-qualification experience, out of which minimum 5 years relevant experience in Government/ Government PSU will be desirable.	<b>Rs.60,000 – 70,000/-</b>
2	Account Officer	2	UR-1, EBC-1	40	CA/ICWA/ MBA (Finance)/ M.Com	3 years of post-qualification experience preferably with reputed institutions, Government Organizations/ Projects or NGOs.	<b>Rs.35,000 – 40,000/-</b>
3	Account Assistant	4	UR-2, EBC-1, SC-1	35	CA (Inter)/ ICWA (Inter)/ MBA (Finance)/ M.Com/ B.Com	1 year of relevant experience of book keeping, accounts related job and secretarial assistant with reputed institutions, Government programmes/ Projects/ NGOs. Knowledge of working on computer and operating tally software will be desirable.	<b>Rs.15,000 – 20,000/-</b>
4	Manager (PMU, PMU (IPR))	2	BC-1, SC-1	45	MCA/B.Tech or B.E (Computer Science) regular course with minimum 65% (Aggregate) marks from reputed and recognized Institution by Competent Indian Authorities.	Minimum 5 yrs of post qualification work experience out of which minimum 4 years relevant experience in the field of Project Management in Government / Government PSU is desirable. Candidates should have experience of handling more than five government projects out of which one project must have worth of Rs. 10 Crores or above, good proficiency in MS Office, MS Project, PERT-CPM and Programme Management tools, experience for preparation of Detailed Project Report (DPR), Request For Proposal (RFP) and Expression of Interest (EOI)	<b>Rs.60,000 – 70,000/-</b>

5	Assistant Manager	1	EBC-1	35	MBA	3 years of post-qualification experience	<b>Rs.30,000 - 40,000/-</b>
6	Programme / Project Executive	12	UR-6, BC-1, EBC-3, SC-2	35	MCA/ B.Tech or B.E. or B.Sc. engg. in Computer Sc.	Min 1-2 years of post-qualification work experience of Project management preferably in with Govt. Organization / Projects. Candidates should have experience of handling at least one project having worth of Rs. 10 Crores or above, good proficiency in MS Office, MS Project, PERT-CPM and Programme Management tools, experience for preparation of Detailed Project Report (DPR), Request For Proposal (RFP) & Expression of Interest (EOI)	<b>Rs.30,000 - 40,000/-</b>
7	Receptionist	1	UR-1	35	Graduate with any discipline	Min 1 yr. experience of relevant work. Knowledge of working on computer in MS office, relevant experience of receptionist/ Office assistant work will be desirable.	<b>Rs.15,000 - 20,000/-</b>
8	Store Keeper	1	EBC-1	35	Graduate with any discipline	Min 1 yr. experience of relevant work. Knowledge of working on computer in MS office, relevant experience of store keeper will be desirable.	<b>Rs.15,000 - 20,000/-</b>
9	Office Assistant / Assistant	5	UR-1, EBC-2, SC-2	35	Graduate with any discipline	Min 1 yr. relevant experience of office/ programme assistant work with Government Organization / Projects or NGOs. Knowledge of working on computer in MS office environment will be desirable.	<b>Rs.20,000 - 25,000/-</b>

**(\* ) The revision of remunerations of all these posts are currently under process.**

UR stands for Unreserved, SC stands for Scheduled Caste, ST stands for Scheduled Tribes, EBC stands for Extremely Backward Class, BC Stands for Backward Class

**1. COMPENSATION PACKAGE**

In addition to remunerations, the Executives will also be entitled for, other benefits such as EPF, EL etc., as per Rules.

**2. EDUCATIONAL QUALIFICATION**

Essential qualification should be from a AICTE/Govt. approved Institution or University.

**3. EXPERIENCE**

Experience will be as per the above mentioned criteria. Only post qualification experience shall be considered.

**4. GENERAL CONDITIONS:**

- i) Only Indian Nationals need to apply.
- ii) The selected candidate will be engaged initially on contractual basis for three years and may be extended as per requirement and satisfactory performance etc.
- iii) Depending on the requirement, the company reserves the right to cancel/restrict/curtail/increase the number of vacancies, if need so arises, without any further notice and without assigning any reason thereof.

- iv) BELTRON will not be responsible for any delay/ wrong delivery/ non-delivery of communication by the candidate at any stage of the recruitment process.
- v) The minimum age for all mentioned posts are 21 years.
- vi) The cutoff date for considering the age and experience of candidates will be taken as on 01.01.2019.
- vii) Mere conformity to the job requirements will not entitle a candidate to be called for interview. Management reserves the right to reject the application without assigning any reason and to increase / decrease the number of posts depending on the requirement or to raise the Standard of Specifications to restrict the number of candidates to be called for interview or to cancel the entire process itself.
- viii) Any employees/candidates working in BELTRON through third party agencies fulfilling the educational qualifying criteria may apply for the position. Such candidates shall have no age limit as indicated above.
- ix) Applicants serving in Government / Semi-Government organizations etc., should apply through proper channel or produce 'No Objection Certificate' at the time of interview, failing which they will not be permitted to appear for the interview.
- x) Appointment of selected candidates is subject to verification of Caste, Character and Antecedents, from the concerned authorities as per the rules of the Company if required.
- xi) The appointment of selected candidates will be subject to their medical fitness for such appointment based on Medical Examination as per the Directives of the Company.
- xii) Notwithstanding the aforesaid provision for a Divyang will be considered to be eligible for appointment only if he/she (after such physical examination as the Company or the appointing authority, as the case may be, may prescribe) is found to satisfy the requirements of physical and medical standards for the concerned Posts to be allocated to Divyang candidates by the Company.
- xiii) No TA/DA will be paid for attending the interviews.
- xiv) The post for Divyang (Physically Challenged) Candidates will be reserved as per Govt. of Bihar rules circulated vide memo no.- 13062 dt. 12.10.2017.
- xv) The reservation for Women will be as per the General Administration, Govt. of Bihar rules circulated vide letter no.- 2342 dt. 15.02.2016.
- xvi) The reservation for Grand Son / Grand Daughter/Maternal Grand Son / Maternal Grand Daughter of freedom fighter of Bihar will be complied as per Govt. rules circulated vide letter no.- 2526 dt. 18.02.2016.
- xvii) Female (BC) reserve category includes women candidate of SC, ST, EBC and BC category, for this category the candidate must be domicile of Bihar.

## **5. RESERVATION :**

- a. Reservation will be given in terms of reservation rules and policies as per Govt. of Bihar.
- b. The benefit of reservation is given only to the permanent domiciles of Bihar. The Candidate who claims for BC/ EBC reservation benefit will have to submit the Caste & Non Creamy Layer Certificate issued by the Competent Authority of his/ her home district in the prescribed Performa of Govt. of Bihar issued before not more than a year. The Candidates belonging to SC/ST are required to submit only caste certificate issued by the competent authority of his/her home district.
- c. The Candidate, who claims for reservation against relatives of Freedom Fighter as per Govt. of Bihar Resolution, will have to submit the Certificate issued by the Competent Authority in the prescribed Performa of Govt. of Bihar.
- d. If a Candidate does not produce valid certificate of Caste & Creamy Layer, Freedom Fighter, Divyang, domicile etc., (as applicable), in original at the time of document's verification, his/ her claim for such reservation benefit will be forfeited and his/ her Candidature will be considered under UR category/ general candidate.

## **6. Relaxation in upper age limit (as on 01/01/19) :-**

- (a) Five years for Schedule Caste / Schedule Tribes.

- (b) Three years for Backward Classes and Extremely Backward Classes who are eligible to avail of reservation applicable to such candidates.
- (c) Age relaxation to Ex-Serviceman will be provided as per extant Govt. rules.
- (d) The upper age limit prescribed above will be further relaxable up to a maximum of 10 years in the case of Divyang (Physically Challenged) (15 years in case of SC/ST and 13 years in case of BC/EBC candidates).

**7. APPLICATION FEES: (Non-refundable)**

Application fee is Rs.1,500/- (Rupees One thousand and Five Hundred) only for UR, BC, EBC candidates and SC/ST, Women of all category of Bihar domicile & Divyang is Rs.375/ (Rupees Three hundred Seventy five) only. For all category of other states are Rs. Rs.1,500/- (Rupees One thousand and Five Hundred).

**NOTE:**

- a. Fee will be accepted through online payment mode only. *Demand Draft/ Money Order / Postal Order or any other mode of payment is not acceptable.*
- b. CANDIDATES SHOULD NOTE THAT THE FEE SUBMITTED THROUGH ANY OTHER MODE EXCEPT THE MODE SPECIFIED WILL NOT BE ACCEPTED BY BELTRON AND SUCH APPLICATIONS WILL BE TREATED AS WITHOUT FEE AND WILL BE SUMMARILY REJECTED.
- c. Fee once paid shall not be refunded under any circumstances nor can the fee be held in reserve for any other examination or selection.
- d. Application without the prescribed fee would not be considered and summarily rejected. No representation against such rejection would be entertained.

**7. SELECTION PROCESS:**

- (i) Company may shortlist candidate for admission to written test.
- (ii) Final selection will be through written (CBT) test for all posts except Chief Account Officer and Manager (PMU, PMU(IPR))) and interview of shortlisted candidates for Chief Account Officer and Manager (PMU, PMU(IPR))) Posts.

Based on the performance in Written (CBT) Test, candidates will be further shortlisted for the Personal Interview, if required.

The facility for conducting written examination for Divyang (Persons with Disabilities) will be provided in accordance to Ministry of Social Justice & Empowerment, Department of Disability Affairs Letter No. F. No.16-110/2003-DD/III dated 26<sup>th</sup> February, 2013.

- (iv) **Location/Cities of Written Examination:**  
Patna/ Nearby Patna

**8. Empanelment of Candidates:**

The final empanelment would be done on the basis of total marks secured (CBT score and/or personal interview score, wherever applicable) by the candidate.

The offer of appointment shall be issued to the empanelled candidates in the order of category wise merit and based on requirement of the company.

## 9. HOW TO APPLY:

Candidates satisfying the eligibility conditions have to apply through online registration system of BELTRON i.e. <http://www.bsedc.bihar.gov.in/>

**Online submission of the applications will be allowed on the website from 15<sup>th</sup> January 2019 till 14<sup>th</sup> February 2019. No other means/mode of application shall be accepted.**

*While applying on-line, candidate should have the following readily available:*

- *E-mail ID (which must be valid for at least one year from the date of application)*
- *Mobile No. (which must be valid for at least one year from the date of application)*

## 10. GENERAL INSTRUCTIONS :

- BELTRON will not be responsible for any loss of email/admit card sent, due to invalid/wrong email id etc.
- Admit Card will not be sent by post. It should be downloaded by the candidates from the website.
- Candidates will be allowed to appear for the Written Test only with Admit Card and not with the acknowledgement Slip.
- Candidates should retain a photocopy of their acknowledgement Slip for future reference.
- The original testimonials/documents will have to be produced at the time of interview/joining. If any of their claims is found to be incorrect, their candidature shall be summarily rejected.
- Existing employees of BELTRON are also required to apply online. However, if shortlisted for interview, they will have to forward the Hard copy of the Resume through their controlling officer and Establishment In-charge, BELTRON without which the candidature will not be considered.
- Serving Government/PSU officials, if selected will be allowed to join only after they are properly relieved from their parent organization.
- Candidates should submit only single application and application once submitted cannot be altered. Multiple applications for the same post will be rejected. A valid e-mail ID is essential for submission of the online application. BELTRON will not be responsible for bouncing of any e-mail sent to the candidates.
- All information regarding this recruitment process would be made available on the BELTRON website only. Applicants are advised to check the website periodically.
- Candidates should ensure that the same passport size photograph is used throughout this recruitment process.
- No application will be entertained after the expiry of last date of receipt of Online Application Form.

**Note 1:** Since these application forms are to be processed in a computerized system, due care should be taken by the candidates to fill up their application form correctly.

**Note 2:** The candidates should ensure that they fulfill all the eligibility conditions. Their admission at all the stages of selection for which they are admitted by BELTRON viz. Interview will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If on verification at any time before or after Interview, it is found that they do not fulfill any of the eligibility conditions; their candidature for the Examination will be cancelled by BELTRON.

**11. IMPORTANT INFORMATION:**

1. Before applying, candidate should ensure that he/she fulfills the eligibility criteria and other norms mentioned in this advertisement.
3. Management reserves the right to cancel / restrict / enlarge / modify / alter the recruitment / selection process, if need so arises, without issuing any further notice or assigning any reason thereafter.
4. Date of issuance of mark sheet shall be taken as the date of acquiring qualification.
5. Wherever CGPA/OGPA/DGPA or Letter Grade in a degree /diploma is awarded, its equivalent percentage of marks must be indicated in the application form as per norms adopted by University / Institute.
6. In the absence of any proof of norms adopted by the University / Institute to convert CGPA/OGPA/DGPA into percentage, the criteria adopted by AICTE shall be followed.
7. Records of the candidates not selected shall not be preserved beyond 06 months from the date of publication of Select List.
8. Candidates from PSE / Government / Quasi Government should produce "No Objection Certificate" at the time of Interview.
9. If the SC/ST/OBC/PWD Certificate has been issued in a language other than English/Hindi, the candidates will be required to submit a self certified translated copy of the same either in English or Hindi.
10. Candidature of a registered candidate is liable to be rejected at any stage of recruitment process or after recruitment or on joining, if any information provided by the candidate is false or is not found to be in conformity with eligibility criteria mentioned in the advertisement.
1. Candidates who have already deserted/resigned from their appointment in BELTRON will not be considered.
13. Please do not send any original documents / Certificates.

**12. IMPORTANT DATES:**

Start date of Online Registration	January 15, 2019	11:00 AM
End date of Online Registration	February 14, 2019	11:59 PM