



BIHAR STATE HOUSING BOARD

बिहार राज्य आवास बोर्ड

No. BSHB/ Establishment/ 2013

Date: 07.08.2013



The Bihar State Housing Board (BSHB) is a state level organization engaged in development of integrated housing colonies with all infrastructure facilities and has fixed a goal of providing 100,000 housing units in the State in the next 5 years along with commercial facilities. In view of the above roadmap, the BSHB is looking for filling up the following vacant positions on contract basis, initially for a period of one year, which may be extended or curtailed at the discretion of the competent authority of the Board.

Sl No.	Staff	Eligibility	Experience in years	No. of Post	Category						Consolidated Pay (Per Month)
					Gen.	EBC	BC	SC	ST	BC(F)	
01	Superintending Engineer	B. Tech (Civil)	15 years	01	01	-	-	-	-	-	70,000
02	Project Director (Executive Engineer)	B. Tech (Civil)	10 years	07	04	02	01	-	-	-	50,000
03	Technical Secretary to SE (EE Rank)	B. Tech (Civil)	10 years	01	01						50,000
04	Manager Finance (Accounts Officer)	CA	3 years	01	01	-	-	-	-	-	50,000
05	Auditor	CA (Inter)	7 years	01	01	-	-	-	-	-	25,000
06	Public Relation Officer	PG (Mass Com/ PR)	5 years	01	01	-	-	-	-	-	30,000
07	Law Officer	LLB	5 years	01	01	-	-	-	-	-	35,000
	Total Vacancy			13	10	02	01	-	-	-	

The eligibility criteria & the prescribed application format for the above posts are available at the BSHB website www.bshb.in. Eligible candidates may submit application along with Curriculum Vitae (CV) & copy of testimonials in the prescribed format by registered post/speed post/courier/in person so as to reach the office of Secretary, Bihar State Housing Board, 6 Sardar Patel Marg, Patna - 800015 by 31st August 2013 at 17:00 Hrs.

Applications not submitted in the prescribed format or incomplete in any respect shall be liable for summary rejection. If a large number of applications are received, only those candidates who are short listed on the basis of qualifications, experience, tenure and level of service in the relevant field shall be considered for selection/called for interview.

Secretary

Bihar State Housing Board

ANNEXURE I - ELIGIBILITY CRITERIA

POSITIONS	MONTHLY CONSOLIDATED PAY	EDUCATIONAL QUALIFICATION	MAXIMUM AGE	EXPERIENCE
1. Superintending Engineer	Rs. 70,000 for retired applicants and for in service engineers salary drawn in current government department/ organization for similar post	B.Tech/ BE (Civil) from recognized institution (with at least 60% marks or equivalent CGPA),	62 years	<p>Essential:</p> <ol style="list-style-type: none"> 1. Retired/ in service Superintendent engineer (central or state Govt.) having experience in Civil Infrastructure OR retired/ in service engineer not below the rank of Executive Engineer, with at least 5 years of experience in the post of Executive engineer or equivalent (central or state Govt.) having experience in Civil Infrastructure. 2. Practical experience in project development & management during pre-planning, planning, Implementation & post implementation, preferably in civil infrastructure projects including housing sector 3. Knowledge of Computer <p>Desirable:</p> <ol style="list-style-type: none"> 1. Experience in Housing/ Real Estate Sector 2. Experience of planning, structuring and Management of PPP Projects 3. Should have experience of handling at least 3 entire project life cycle covering project identification, planning, structuring, implementation and post-implementation stage out of which at least one should be a high-rise building (10 stories & above) project. <p>Note: Refer Annexure II for Application Format</p>
2. Project Director (Executive)	Rs. 50,000 or salary drawn in current	B.Tech/ BE (Civil) from recognized institution (with at	50 years	<p>Essential:</p> <ol style="list-style-type: none"> 1. In service executive engineer (central or state Govt.) having

POSITIONS	MONTHLY CONSOLIDATED PAY	EDUCATIONAL QUALIFICATION	MAXIMUM AGE	EXPERIENCE
Engineer)	government department/ organization for similar post	least 60% marks or equivalent CGPA),		<p>experience in Civil Infrastructure OR in service engineer not below the rank of Assistant Engineer (central or state Govt. / central or state Govt. undertaking/ Autonomous Body/ Commercial Organization of repute) with at least 7 years of experience in the post of Assistant engineer or equivalent (central or state Govt.) having experience in Civil Infrastructure.</p> <p>2. Practical experience in project supervision, execution & quality assurance of civil infrastructure projects</p> <p>3. Knowledge of Computer</p> <p>Desirable:</p> <p>1. Experience in Housing/ Real Estate Sector</p> <p>2. Experience of supervision, execution & Quality control of PPP Projects</p> <p>Note: Refer Annexure II for Application Format</p>
3. Technical Secretary to SE (EE Rank)	Rs. 50,000 or salary drawn in current government department/ organization for similar post	B.Tech/ BE (Civil) from recognized institution (with at least 60% marks or equivalent CGPA),	50 years	<p>Essential:</p> <p>1. In service executive engineer (central or state Govt.) having experience in Civil Infrastructure OR in service engineer not below the rank of Assistant Engineer (central or state Govt. / central or state Govt. undertaking/ Autonomous Body/ Commercial Organization of repute) with at least 7 years of experience in the post of Assistant engineer or equivalent (central or state Govt.) having experience in Civil Infrastructure.</p> <p>2. Practical experience in project supervision, execution</p>

POSITIONS	MONTHLY CONSOLIDATED PAY	EDUCATIONAL QUALIFICATION	MAXIMUM AGE	EXPERIENCE
				& quality assurance of civil infrastructure projects 3. Knowledge of Computer Desirable: 3. Experience in Housing/ Real Estate Sector 4. Experience of supervision, execution & Quality control of PPP Projects Note: Refer Annexure II for Application Format
4. Manager Finance (Accounts Officer)	Rs. 50,000.00	Essential: Graduate and Final Examination Passed in Cost Accountancy (ICWAI) and Chartered Accountancy (ICAI). Desirable: Additional Qualification of MBA (Finance)/Engineering Degree/ M.Com/ CS from recognized Institution / University	40 years	Essential: Minimum 3 years' post qualification experience in the Executive Cadre in Public/Private Sector Organisation of repute in the area of Accounts/Finance Desirable: Candidates having experience in Real Estate Sector shall be preferred Note: Refer Annexure III for Application Format
5. Auditor	Rs. 25,000	Essential: B. Com/ CA Inter/ ICWA Inter Desirable:	35 years	Essential: Should have put in at least 7 years in service in a responsible senior position in the finance/accounts department and knowledge of auditing practices Desirable: Experience related to infrastructure projects of State Government or Govt. of India or a Govt. Undertaking or an Autonomous Body or a Commercial Organization of repute Note: Refer Annexure III for Application Format
6. Public Relation Officer	Rs. 30,000	PG Diploma/ PG Degree in Mass Communication/ Public Relation	35 years	Essential: Five (5) years' experience in a similar position in public relations/ information/ expeditious redressal of public

POSITIONS	MONTHLY CONSOLIDATED PAY	EDUCATIONAL QUALIFICATION	MAXIMUM AGE	EXPERIENCE
				<p>grievances;</p> <p>Desirable: Experience in handling RTI matters, working experience with State Government or Govt. of India or a Govt. Undertaking or an Autonomous Body or a Commercial Organization of repute.</p> <p>Note: Refer Annexure III for Application Format</p>
7. Law Officer	Rs. 35,000	Degree in law from a recognized university	35 years	<p>Essential: Five (5) years' experience at Bar/ Law Firm</p> <p>Desirable: Experience related to major infrastructure projects of State Government or Govt. of India or a Govt. Undertaking or an Autonomous Body or a Commercial Organization of repute.</p> <p>Note: Refer Annexure III for Application Format</p>

ANNEXURE II - APPLICATION FORMAT

[Using the format below, provide the detailed description of your Curriculum Vitae]

Recent Passport
Size self-attested
photograph to be
pasted here

1. APPLICATION FOR THE POST OF				
2. NAME OF THE APPLICANT				
3. FATHER'S/HUSBAND'S NAME				
4. DATE OF BIRTH				
5. PERMANENT ADDRESS				
6. CORRESPONDENCE ADDRESS				
7. CONTACT DETAILS (PHONE & E-MAIL)				
8. CATEGORY (SC/BC- I/ BC- II/GEN)				
9. EDUCATIONAL QUALIFICATIONS				
Degree/ Diploma Obtained	Name of University/Institute	Year of Completion	Marks Obtained (in % or CGPA)	
10. MEMBERSHIP IN PROFESSIONAL ASSOCIATIONS				
11. OTHER TRAININGS/ ADDITIONAL QUALIFICATION				
Degree/ Diploma/ Training Obtained	Name of University/Institute	Year of Completion	Marks Obtained (in % or CGPA)	
12. YEARS OF EXPERIENCE				
13. EMPLOYMENT RECORD				
From (dd/mm/yy)	To (dd/mm/yy)	Name of Department/ Organisation	Position held	Role & Responsibility
14. WORK UNDERTAKEN THAT BEST ILLUSTRATES CAPABILITY TO HANDLE THE TASKS ASSIGNED				
A. YEARS OF EXPERIENCE IN HOUSING/ REAL ESTATE SECTOR:				
<Add details of experience > Project Name/ organisation: Location: Name of Client/ Department: Positions held: Activities performed: Total Duration: Total Project Cost: Description about your role & Responsibilities: [ADD ROWS IF REQUIRED TO ADD MORE PROJECTS]				
B. YEARS OF EXPERIENCE IN OTHER CIVIL INFRASTRUCTURE PROJECTS:				
<Add details of experience > Project Name/ organisation: Location:				

Name of Client/ Department:
Positions held:
Activities performed:
Total Duration:
Total Project Cost:
Description about your role & Responsibilities:

[ADD ROWS IF REQUIRED TO ADD MORE PROJECTS]

C. NO. OF CIVIL INFRASTRUCTURE PROJECTS HANDLED:

<Add details of experience >
Project Name/ organisation:
Location:
Name of Client/ Department:
Positions held:
Activities performed:
Total Duration:
Total Project Cost:
Description about your role & Responsibilities:

[ADD ROWS IF REQUIRED TO ADD MORE PROJECTS]

D. NO. OF PPP PROJECTS HANDLED OUT OF TOTAL CIVIL INFRASTRUCTURE PROJECTS :

<Add details of experience >
Project Name/ organisation:
Location:
Name of Client/ Department:
Positions held:
Activities performed:
Total Duration:
Total Project Cost:
Description about your role & Responsibilities:

[ADD ROWS IF REQUIRED TO ADD MORE PROJECTS]

E. YEARS OF EXPERIENCE IN PROJECT MANAGEMENT INCLUDING PROJECT CONCEPTUALIZATION, PLANNING, IMPLEMENTATION & MONITORING :

<Add details of experience >
Project Name/ organisation:
Location:
Name of Client/ Department:
Positions held:
Activities performed:
Total Duration:
Total Project Cost:
Description about your role & Responsibilities:

[ADD ROWS IF REQUIRED TO ADD MORE PROJECTS]

F. NO. OF PROJECT CYCLES HANDLED:

G. EXPERIENCE OF PLANNING, DESIGNING, CONSTRUCTION & MANAGEMENT OF HIGH-RISE BUILDING: [YES/NO]

15. CERTIFICATION

I have carefully gone through the vacancy advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed at the time of selection for the post.
 I also hereby solemnly declare and undertake that all information furnished by me is true, correct and complete to the best of my knowledge and belief. I undertake that, if at any stage of selection or even after selection, any of the information furnished by me is found to be false, incorrect or misleading, then my candidature / appointment / services will stand cancelled / terminated without assigning any reasons thereof.

Date: _____ Signature: _____
 Place: _____

Note I: Application Forms that are wrongly filled or incomplete or received late, or not accompanied by the attested copies of certificates regarding Date of Birth, Degree, Matriculation, Work Experience, Caste & other requisite certificates and recent passport size photograph shall be summarily rejected. The BSHB's decision in this regard will be final

Note II: Candidates who wish to be considered against vacancies reserved must submit requisite certificate from the competent authority, whenever such certificates are sought by BSHB. Otherwise, their claim for SC/BC- I/BC- II status will not be entertained and their candidature/ applications will be considered under General category.

Note III: All candidates who are called for appearing at the Interview will be required to produce the relevant Certificates in Original such as Mark sheets, Provisional Degree/Diploma Certificate, Experience, Caste & other requisite Certificate etc. as proof of having acquired the minimum qualification on or before the closing date failing which the candidature of such candidate will be cancelled by the BSHB.

Note IV: While writing CGPA, also mention the Total Grade Point out of which you have obtained your CGPA, e.g. If Total Grade Point is 8.00 and you have obtained 6.20, kindly mention as ' 6.20/ 8.00'.

ANNEXURE III APPLICATION FORMAT

Recent Passport
Size self-attested
photograph to be
pasted here

1. Name of the Candidate (in Block letters):
2. Father's/Husband's Name:
3. Date of Birth (in dd/mm/yyyy format):
4. Permanent Address (with PIN code):
5. Address for Correspondence (with PIN code):
6. Phone Numbers (Office, Residence & Mobile) along with Fax Number, if any:
7. Gender: Female/Male:
8. Details of Educational Qualifications from Matriculation onwards:

Degree/ Diploma Obtained	Name of University/Institute	Year of Completion	Main Subjects	Marks Obtained (in % or CGPA)

9. Details of experience (in chronological order):
 - a. Name of organization:
 - b. Post held with dates (in dd/mm/yyyy format):
 - c. Whether on regular or adhoc or deputation or contract basis:
 - d. Period of tenure with dates (in dd/mm/yyyy format):
From
To
 - e. Brief description of duties:

f. Salary drawn:

g. Details of experience in the relevant field (with dates in dd/mm/yyyy format):

[ADD ROWS IF REQUIRED TO ADD EXPERIENCE IN MULTIPLE ORGANIZATIONS]

10. Details of computer knowledge: Language(s) known and application software used:

11. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same):

12. **Additional Information**, if any, which you would like to mention in support of your suitability for the post.(This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement (iv) Awards, Scholarship / Official Appreciation, (v) Affiliation with the professional bodies/ institutions/ societies (vi) Languages known (Read, write, speak and understand) and (vii) any other relevant information

DECLARATION

I have carefully gone through the vacancy advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed at the time of selection for the post.

I also hereby solemnly declare and undertake that all information furnished by me are true, correct and complete to the best of my knowledge and belief. I undertake that, if at any stage of selection or even after selection, any of the information furnished by me is found to be false, incorrect or misleading, then my candidature / appointment / services will stand cancelled / terminated without assigning any reasons thereof.

Date:

Signature:

Place: