



Bihar Gram Swaraj Yojna Society

Panchayati Raj Department, Government of Bihar



3rd Floor, BISCOMAUN Tower, Gandhi Maidan, Patna-800001

Vacancies for Bihar Panchayat Strengthening Project

The Bihar Gram Swaraj Yojana Society (BGSYS), an autonomous society under Panchayati Raj Department, Government of Bihar is the Nodal agency for the implementation of World Bank supported Bihar Panchayat Strengthening Project (BPSP) in 12 projects Districts Patna, Nalanda, Bhojpur, Gaya, Aurangabad, Rohtas, Saharsa, Supaul, Madhepura, Samastipur, Darbhanga and Madhubani of Bihar.

Applications are invited from eligible Indian Citizens against the following vacancies on contract basis:

S.No	Name of Position	No. of Positions	Gross Monthly Salary	UR		EBC		SC		ST		BC		WBC
				Open	Women	Open	Women	Open	Women	Open	Women	Open	Women	Women
State Positions														
1	Director- Knowledge Management	1	Rs.74,709- .89,070	1	-	-	-	-	-	-	-	-	-	-
2	SPM - Human Resource	1	Rs. 62,933 - .89,070	1	-	-	-	-	-	-	-	-	-	-
3	SPM- Water and Sanitation	1	Rs. 62,933 - .89,070	1	-	-	-	-	-	-	-	-	-	-
4	SPM- Monitoring and Evaluation	1	Rs. 62,933 - .89,070	1	-	-	-	-	-	-	-	-	-	-
5	SPM- Civil/Architectural Engineering	1	Rs. 62,933 - 89,070	1	-	-	-	-	-	-	-	-	-	-
6	SPM- Audit & Accounts	1	Rs. 62,933 - 89,070	1	-	-	-	-	-	-	-	-	-	-
7	PM- Documentation	1	Rs. 43769- 61433	1	-	-	-	-	-	-	-	-	-	-
8	PM- Capacity Building	1	Rs. 43769- 61433	1	-	-	-	-	-	-	-	-	-	-
9	PM- Procurement	1	Rs. 43769- 61433	1	-	-	-	-	-	-	-	-	-	-
10	Accounts officer	2	Rs. 21733- 32360	1	-	1	-	-	-	-	-	-	-	-
11	Cashier	1	Rs. 21733- 32360	1	-	-	-	-	-	-	-	-	-	-
12	Personal Assistant (Steno) English	1	Rs. 19579- 28770	1	-	-	-	-	-	-	-	-	-	-
13	Personal Assistant (Steno) Hindi	1	Rs. 19579- 28770	1	-	-	-	-	-	-	-	-	-	-
14	Assistant	4	Rs. 15000	1	1	1	-	1	-	-	-	-	-	-
District Positions														
1	District Project Manager (DPM)	10	Rs. 42476- 71068	4	1	1	1	-	1	-	-	1	1	-
2	District Social Development Coordinator (DSDC)	9	Rs. 30955- .43381	3	2	-	1	-	1	-	-	1	1	-
3	District Water Sanitation Coordinator (DWSC)	12	Rs. 30955- 43381	4	2	1	1	1	1	-	-	1	1	-

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4	District Monitoring & Evaluation Coordinator (DM&EC)	12	Rs. 30955-43381	4	2	1	1	1	1	-	-	1	1	-
5	District Finance Manager (DFM)	12	Rs. 30955-43381	4	2	1	1	1	1	-	-	1	1	-
6	District Panchayat Finance Coordinator (DPFC)	12	Rs. 30955-43381	4	2	1	1	1	1	-	-	1	1	-
7	Accountant	12	Rs. 16870-24218	4	2	1	1	1	1	-	-	1	1	-
8	Cashier	12	Rs. 14465-18874	4	2	1	1	1	1	-	-	1	1	-
Block Positions														
1	Block Project Manager (BPM)	181	Rs. 29752-41644	60	31	19	12	19	12	2	-	14	8	4
2	Block Facilitator	204	Rs. 16870-24218	67	35	23	14	21	12	2	-	16	8	6
3	Panchayat Accounts Facilitator	204	Rs. 16870-24218	67	35	23	14	21	12	2	-	16	8	6

Note:

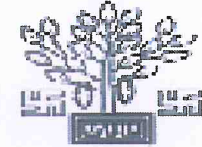
- All positions are on contract basis for an initial period of one years. Renewal of contract would be based on performance and requirement of Project.
- Last date of receiving applications online is **midnight 15st November 2017**.
- The only mode of application is online.
- 1st October 2017 will be the date considered for the purpose of calculation of Age, Experience and Qualification etc.
- It is the responsibility of the candidates to confirm his/her eligibility against the Job Description. BGSYS has the irrefutable right to revoke lien to employment to any applicant at any stage of the recruitment process, including, post joining.
- Short listed applicants will be invited to appear for Selection Tests. List of applications received, short listed applications, dates and venue of selection tests etc. would be posted on **www.bgsys.gov.in/career/recruitment**
- Candidates are requested to check the website periodically for lists and other announcements.
- Reservation policy of the Government of Bihar will apply for this recruitment.
- Reservation benefits will be available only to applicants who are domicile of Bihar.
- Number of vacancies may be changed without prior notice.
- Only eligible candidates as per the required eligibility criteria will be called.
- Mere fulfilling of minimum qualifications by itself would not entitle any applicant for being called for interview or provide the candidate a lien for employment.
- Project Director reserves the right to modify/ cancel the recruitment without prior notice.
- **Application would be submitted ONLY through ONLINE. For the purpose, interested candidate may visit www.bgsys.gov.in/career/recruitment to submit online application.**


 Project Director



Bihar Gram Swaraj Yojna Society

Panchayati Raj Department, Government of Bihar



Vacancies for Bihar Panchayat Strengthening Project

The Bihar Gram Swaraj Yojana Society (BGSYS), an autonomous society under Panchayati Raj Department, Government of Bihar is the Nodal agency for the implementation of World Bank supported Bihar Panchayat Strengthening Project (BPSP) in 12 projects Districts Patna, Nalanda, Bhojpur, Gaya, Aurangabad, Rohtas, Saharsa, Supaul, Madhepura, Samastipur, Darbhanga and Madhubani of Bihar.

Details of eligibility criteria, reservation break-up, monthly remuneration, key roles and responsibilities:

OPENINGS AT THE STATE LEVEL

Position	Vacancies	Roles & Responsibilities	Qualification & Experience	Age Limit	Salary pm (in Rs)
Director-Knowledge Management (Functional Head of Knowledge Management Wing)	01	As a head of the Knowledge Management Unit will be overall responsible for Decentralization & Policy Research, Panchayat Performance Research and Analysis, Monitoring and Evaluation Capacity Building of Panchayats related to Financial Management. Monitoring and evaluation will involve project interventions in capacity building of Panchayat, construction of Panchayat Sarkar Bhawan, monitoring of Panchayats for giving performance award and monitoring of subproject taken up for utilization of award money. S/he has to work for and manage activities related to innovation and learning like studies, documentation, organizing events and dissemination of good practices. Other work as & when assigned by the Project Director.	Post Graduate Degree/ Post Graduate Diploma in Administration/ Management/ Rural Development/ Social Work/ Social Science or Equivalent with Minimum 10 years of total experience in development sector out of which 5 years relevant experience at the State/ National level will be preferred. Or Retired Indian Administrative Services/ Bihar Administrative Services employee Or Group 'A' & Group 'B' retired officers of Central Services.	32 -65 yrs	74,709 - 89,070 Or as per Deputation Norms

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Position	Vacancies	Roles & Responsibilities	Qualification & Experience	Age Limit	Salary pm (in Rs)
SPM- HR	01	<ul style="list-style-type: none"> • The Manager is responsible for Helping Director Finance & Administration in managing the affairs related to project, Human Resource Management issues. • S/he will assist in developing and maintaining HR System of the Society. • S/he will be responsible for planning & recruitment of staff, extension of contract, performance evaluation, developing training calendar for society staff at different levels. • S/he will be responsible for compliances of HR manual at all level. • S/he will be responsible for preparing TOR for hiring agency for recruitment of project staffs & Outsourced manpower in the project. <p>Other works as & when assigned by the Project director.</p>	<p>Post Graduate Degree/Post Graduate diploma in HR/personal Management/MSW/ LSW or Equivalent.</p> <p>7 years' experience in HR management and/or administration in Government/Private sector organization out of which 3 year relevant experience in State/National Level will be preferred.</p> <p>Proficiency in use of computers, internet, emails, productivity tools including MS office and similar software.</p>	30 - 55 yrs	62,933 - 89,070
SPM- Water and Sanitation	01	<p>The primary responsibility is to monitor the work of the implementation partners and report, working hands on with the consulting firm/s and other stake holder. Provides support to DPMU for the implementation of the activities. S/he has to support and monitor by organizing workshops and reviewing the actions and decisions. S/he has to develop strategy for BCC, hiring resources, organizing exposure visits, capacity building of DRPs, rolling out strategies and roll out community level activities and incentivizing GP with cash/non cash incentives. S/has to establish a monitoring system at GP level which tracks coverage of toilets, usage and sustainability – linked to the project MIS / TSC MIS. Providing thematic input to communication unit in preparation of IEC. Other work</p>	<p>Post Graduate Degree / Diploma in Environmental Science/Social Sciences/Rural Development/Social Work/ or Bachelor's degree in Engineering or related discipline. 7 years' experience in thematic domain in Government/Private Sector Organization out of which 3 years' experience at the State/National level will be preferred.</p>	30 - 55 yrs	62,933 - 89,070

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Position	Vacancies	Roles & Responsibilities	Qualification & Experience	Age Limit	Salary pm (in Rs)
		as & when assigned by the Project director.			
SPM- Monitoring and Evaluation	01	Lead M&E activities at the state level, integrating Progress (physical & financial), process and Results Monitoring according to agreed procedures. Develop the overall M&E strategy and implementation of related activities within the project. Design the M&E system and ensuring it is implemented effectively by program staff. Contribute towards the dissemination of Project learning and experience. Provide timely and relevant information to project management to enhance program quality. Responsible for coordinating with consultancies for developing and implementing appropriate MIS framework for the Project. Ensure process documentation, preparation of qualitative periodic progress reports. Support SPM- Admin & HR in performance appraisal of the project staff. Monitoring the performance of the hired agencies for the project (output based). Other work as & when assigned by the Project Director.	Master's / PG Degree in Statistics/ Economics/ Social Science or, PG Degree/ PG Diploma in Rural Development/ Management/ Social Work/ LSW or related discipline. 7 years experience in thematic domain in Government/ Private Sector Organization out of which 3 years experience at the State/ National level will be preferred.	30 - 55 yrs	62,933 - 89,070
SPM- Civil/ Architectural Engineering	01	To support Director – Knowledge Management in the execution & monitoring of the necessary assignments related with Bhawan construction. Coordinate with district & block administration in site selection. Responsible for coordinating with construction agency (PWD for Panchayat Bhawans) in design adaptation, preparation of bid documents, forming packages for Panchayat Bhawans and monitoring the quality aspects of Bhawans. Supervision of Bhawans including liaison with agency for third party monitoring. Monitor and ensure that timeline for construction of Panchayat	Graduate Civil/Architect Engineering or related discipline. 7 years' experience in thematic domain in Government/Private Sector Organization out of which 3 years' experience at the District/State/National level will be preferred.	30 - 55 yrs	62,933 - 89,070

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Position	Vacancies	Roles & Responsibilities	Qualification & Experience	Age Limit	Salary pm (in Rs)
		Bhawan is met and selected contractors execute the work as per the prescribed norms. Monitor design, level of construction activities of Panchayat Bhawan, quality of construction, use of material and inventory at the district level. Other work as & when assigned by the Project director.			
SPM- Audit & Accounts	01	<ul style="list-style-type: none"> Support the Director (Finance & Admin) on Audit & accounts relating to the Gram Panchayat & PRI's; make periodic visits to field offices for advising, solving problems and monitoring; Establish effective Audit preparation and monitoring mechanisms in the Project related to PRI's. Maintaining the accounts of the Gram Panchayats in a computerized accounting package; S/he has to coordinate with the DPMUs, BPMUs, stakeholders & consultants for successful Audit of Gram Panchayat. Ensuring timely audit of the Gram Panchayats including effective resolution of audit observations; Ensuring entry & maintenance of Books of Accounts of Gram Panchayats. Support training to staff on Audit & Account of PRI's. Other works as & when assigned by the Project Director. 	CA / ICWAI with min. 7 years experience in Audit and account. Skill in providing technical guidance on financial management and accounting. Proficiency in use of computers, internet, emails, productivity tools including MS office and similar software.	30 - 55 yrs	62,933 - 89,070
PM- Documentati	01	Assist the SPM M&E in timely execution of the necessary documentation required in the project.	Post Graduate in Statistics/ Economics/Social Science/Rural Development/Social Work/	28 -55 yrs	43769 - 61433

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Position	Vacancies	Roles & Responsibilities	Qualification & Experience	Age Limit	Salary pm (in Rs)
on		Ensure quality documentation & dissemination of processes, achievements and best practices learnt through the project; Assisting SPM – M&E in the preparation and logistical planning of various events - e.g., meetings, conferences, seminars, workshops, etc. – including the preparation of agenda and minutes of meetings; Maintaining distribution lists, contact lists of project stakeholders, and distributing documents to them as required; Maintaining project documents and other files (both paper and electronic) up to date; Assist in drafting routine correspondence and proofreading material in both English and Hindi; Assist SPM – M&E in producing quarterly/Half yearly/annual reports to meet grant conditions; Assist SPM – M&E in translation of materials, including project documents, reports, correspondence and others; other work as & when assigned by the Project director & SPMs.	Management/LSW or related discipline. 5 years' experience in thematic domain in Government/Private Sector Organization out of which 2 years' experience at the District/State level will be preferred.		
PM-CB	01	<ul style="list-style-type: none"> S/he has to support SPM – Capacity Building for ensuring successful implementation of the capacity building plan. S/he has to provide assistance to develop and review approaches, strategies, methodologies and process and actions for Capacity Building interventions by the BGSYS/BPSP targeting successful achievement in capacity building of most vulnerable and marginalized sections of the rural Bihar. S/he has to provide assistance to develop and review capacity building package(s) for target Panchayats, maintaining synergies with the different CB components and the expectations of 	<p>Post Graduate Degree/Diploma in Rural Development /Social Work/Social Science/ HR Management/ Personnel</p> <p>5 years' experience in planning strategies and implementation of capacity building activities at rural level through participatory planning & implementation process and institutional/</p> <p>At least 3 years relevant experience in capacity building of PRIs/Local Self Government functions will be given preference.</p> <p>Proficiency in use of computers, internet, emails,</p>	28 -55 yrs	43769 - 61433

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Position	Vacancies	Roles & Responsibilities	Qualification & Experience	Age Limit	Salary pm (in Rs)
		<p>all components/interventions ultimately resulting to the benefit/capacity building (awareness, knowledge, attitude & skill) of most vulnerable & marginalized sections of the rural Bihar.</p> <ul style="list-style-type: none"> • S/he has to provide assistance to plan and monitor the process of sustainable capacity building for rural poor communities through Panchayats. • S/he will be responsible for ensuring the quality of training, modules development, training material and other capacity building related activities. • Other works as & when assigned by the SPM- CB 	<p>productivity tools including MS office and similar software.</p>		
<p>PM-Procurement</p>	<p>01</p>	<ul style="list-style-type: none"> • Support the SPM Procurement on procurement related matters, make periodic reviews of the procurement processes and submit periodic reports • S/he will be responsible for assist in preparing and execution of procurement plan for the project/Society • S/he has to support and monitor procurement plan. • S/he has to manage process of procurement including deciding appropriate specifications and ensuring quality of all goods, works and services to be procured. • Preparation of EoI, RFP and tender documents for goods, works & consultancies. • Providing Support in inviting the meeting of the relevant procurement committee, documenting the minutes of the meeting of the procurement committee & preparation of the comparative 	<p>MBA – Finance/MSW/ M.Com/Administration or Equivalent</p> <p>5 years' experience in procurement and / finance. Skill in handling procurement of goods & works and consultancies, preferably in Government sector.</p> <p>Skills in procurement functions of goods & works and consultancies related to (preferably) development sector.</p> <p>Proficiency in use of computers, internet, emails, productivity tools including MS office and similar software.</p>	<p>28 -55 yrs</p>	<p>43769- 61433</p>

30/1/23

Position	Vacancies	Roles & Responsibilities	Qualification & Experience	Age Limit	Salary pm (in Rs)
		<p>charts.</p> <ul style="list-style-type: none"> • Strict compliance with procurement manual of the Society and World Bank guidelines. • Other works as & when assigned by the SPM-Procurement 			
Accounts Officer	01	S/he has to assist in managing all files and registers on accounts of the BGSYS at state level. S/he has to responsible for maintenance of TALLY accounting system; consolidation of accounts of SPMU & DPMU accounts. S/he has to support District/Block accountants on tally. S/he has to monitor advances of funds. S/he has to support in preparation of budgets and annual work plans. S/he has to prepare financial reports, S/he has to help in managing reimbursements from the World Bank (IUFR), S/he has to do pay-roll processing, S/he has to help in internal & external audit. S/he has to regularly check contract payments, S/he has to regularly check consultants contracts, S/he has to check all bills before making payments, S/he has to process all payments (other than pay roll). Checking of Tally accounting entry on regular basis.	CA- inter/ICWA- inter/M. Com/ MBA-Finance. Minimum 2 years of experience in accounts /financial management. Ability to maintain books of accounts, maintain vouchers and process of accounting. Skills in MS Office and tally, familiar with financial rules and regulations.	25 -55 yrs	21733 - 32360
Cashier	01	S/he has to manage cash transactions, S/he has to process the cheques, S/he has to help in making payments and S/he has to do the activities related to cash management.	B. Com /Inter CA/ICWA- Inter. 2 years Experience in Cash management. Skill in handing payments and cash transactions. Skills in MS Office.	23 -55 yrs	21733 - 32360
Personal Assistant (Steno) English	01	Short hand writing (One English). S/he has to assist in writing / typing quickly and filing the same documentation. S/he has to maintaining confidential reports and documents. To take down the minute of	Graduate in any discipline Experience in working as steno and computer typing Skills in MS Office.	23 -55 yrs	19579 - 28770

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Position	Vacancies	Roles & Responsibilities	Qualification & Experience	Age Limit	Salary pm (in Rs)
		any meeting.			
Personal Assistant (Steno) Hindi	01	Short hand writing (One Hindi). S/he has to assist in writing / typing quickly and filing the same documentation. S/he has to maintaining confidential reports and documents. To take down the minute of any meeting.	Graduate in any discipline Experience in working as steno and computer typing Skills in MS Office	23 -55 yrs	19579 - 28770
Assistant	04	S/he has to assist in administration & human resource management related functions. S/he has to assist in managing information and compliance related to complaints and grievances related to project and PRI.	Graduate in any discipline 2 years' experience as office assistant. Skills in MS Office.	23 -55 yrs	15000

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OPENINGS AT THE DISTRICT LEVEL

Position	Vacancies	Roles & Responsibilities	Qualification & Experience	Age Limit	Salary pm (in Rs)
District Project Manager	10	S/he will be the team leader of DPMU & responsible for managing and supervising a team of 10-15 staff of district Unit and 8-12 staff in each block units (about 15 -20 blocks per district). S/he has to work under overall guidance & supervision of SPMU. S/he will be member secretary of district level coordination committee under the chairmanship of DM. S/he will be responsible for convening the meeting as per the society rules. S/he will be responsible for overall planning, implementation, management, monitoring and reporting of all project activities and for ensuring that all block staff give reports / meet the desired outputs given by BGSYS. The person has to coordinate with government line Departments as required for the project in the district, other work as & when assigned by SPMU.	Post Graduate degree /Post Graduate Diploma in Rural Development/Social Work/Social Science/Management/Agriculture or related discipline. 5 years' experience at middle managerial level in Government/Private Sector Organization out of which 2 years' experience at the District level is preferred.	28 - 55 yrs	42476 - 71068
District Social Development Coordinator	09	The person will be responsible for institutional strengthening areas of the Panchayats and coordinate the capacity building support functions related to institutional development aspects of PRIs. Coordination with line departments on activities related to social mobilization and social inclusion in flagship programs. Implement project plans for building awareness on social inclusion and empowerment of weaker section among the PRI representatives and functionaries at the district level. Orient blocks managers to ensure awareness creation among the community on the project, participation in Gram Sabha and inclusion	Post Graduate degree /Post Graduate Diploma in Management/ Rural development / Social Work/ Social sciences or related discipline. 3 years' experience in thematic domain in Government/Private Sector Organization out of which 1 year experience at the District level will be preferred.	25- 55 yrs	30955- 43381

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Position	Vacancies	Roles & Responsibilities	Qualification & Experience	Age Limit	Salary pm (in Rs)
		of weaker section in PRI. Ensure the implementation of IEC material. Responsible for the implementation of Resettlement Policy framework in the district. Other work as & when assigned by SPMU.			
District Water Sanitation Coordinator	12	The primary responsibility of the District Water and Sanitation Coordinators contracted under the project is to plan and implement C.B. of GPs with regard to Water & Sanitation activities through the BPMU and coordinate with BPMU, line department and implementation partners in an effective way. It also includes monitoring the work of the implementation partners and report to the PMUs at state and district level. Conduct District level workshops for advocating for community led approaches. Support implementation of Behavior Change Communication strategy. Monitor outsourced firms to support capacity building and handholding. Block level trainings for GP members. Roll out of community level activities in the villages for behaviour change- creating demand among the people, facilitate construction of toilets by the households, end open defecation. Implementing a monitoring system at GP level which tracks coverage of toilets, usage and sustainability – linked to the project MIS/ TSC MIS. Other work as & when assigned by SPMU.	Post Graduate Degree/ Post Graduate Diploma in Environmental Science/ Rural Development/ Social Work/ Social Science/ Management or related discipline. 3 years experience in thematic domain in Government/ Private Sector Organization out of which 1 year experience at the District level will be preferred.	25- 55 yrs	30955- 43381
District M&E Coordinator	12	S/he will organize progress, process and results monitoring according to agreed procedures and formats developed at State level. S/he will be responsible for MIS management activities, facilitating reviews at various project levels and	PG Degree in Statistics/ Economics/ Rural Development/ Social Work/ Social Science/ Management or related discipline. 3 years experience in thematic	25- 55 yrs	30955- 43381

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Position	Vacancies	Roles & Responsibilities	Qualification & Experience	Age Limit	Salary pm (in Rs)
		documentation work, streamlining information flow through periodic compilation of progress, periodic analysis of data based on project health indicators and circulation of the same both downward and upward to all concerned and documenting identified best, process monitoring and periodic evaluation at district level. S/he will propose adjustments to monitoring indicators based on feedback from the field, S/he will implement agreed participatory M&E with local stakeholders, S/he has to work closely with the other coordinators/managers to ensure that all data is captured in timely manner, analysed for lessons learnt and disseminated to all parties as needed, to support regular management information, review and decision- making. Other work as & when assigned by SPMU.	domain in Government/ Private Sector Organization out of which 1 year experience at the District level will be preferred.		
District Finance Manager	12	S/he has to manage regular books of accounts, financial reporting and submission of accounts/ reports to SPMU. S/he has to work for financial management activities related to credit/ grant of the grant of WB and Govt. S/he will support District Project Manager in managing day to day financial management of the DPMU. S/he has to help in preparing procurement plan & procurement of goods and services for the project/ Society. Her/his role includes preparation of budgets and monitoring the financial management functions and application of tools. S/he will maintain inventory of materials and books of accounts, coordinate and support meeting, workshops related to financial procedure budget	PG Degree/ PG Diploma in finance/ accounting/commerce; or, CA-Inter/ICWAI- Inter or related discipline. 3 years experience in thematic domain in Government/ Private Sector Organization out of which 1 year experience at the District level will be preferred.	25- 55 yrs	30955- 43381

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Position	Vacancies	Roles & Responsibilities	Qualification & Experience	Age Limit	Salary pm (in Rs)
		expenditure analysis. Ensuring compliances of TDS under Income Tax Act, WCT of VAT. Other work as & when assigned by SPMU.			
District Panchayat Finance Coordinator	12	S/he has to coordinate at DPMU and help in coordinating capacity building & facilitation activities related to Panchayat accounting. PLAN PLUS and PRIASOFT for the target Gram Panchayats through BPMU of the district. S/he has to ensure regular training and other CB interventions on the aspect of Panchayat accounting & PRIASOFT, maintaining relationship with support agencies, other managers and stakeholders. S/he has to organize and Monitor support interventions like training, handholding and reviewing for CB on Panchayat accounting & PRIASOFT. Other works as & when assigned by SPMU.	PG Degree/PG Diploma in finance/ accounting/ commerce; or, CA- Inter/ICWAI- Inter or related discipline. 3 years experience in thematic domain in Government/ Private Sector Organization out of which 1 year experience at the District level will be preferred.	25- 55 yrs	30955- 43381
Accountant	12	S/he will maintain day to day cash, accounting and book keeping of the DPMU. S/he will maintain IT based accounting and bank relations. S/he will manage payments and maintain documentation.	Graduate in Commerce/ Finance/ Accounting. At least 2 years' experience in accounting Skills in tally.	25- 55 yrs	16870- 24218
Cashier	12	S/he has to manage cash transaction. S/he has to process the cheques. S/he has to help in making payment.	Graduate in Commerce. At least 2 years of work experience in accounts. Candidates having knowledge of tally will be preferred.	25- 55 yrs	14465- 18874

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OPENINGS AT THE BLOCK/FIELD LEVEL

Position	Vacancies	Roles & Responsibilities	Qualification & Experience	Age Limit	Salary pm (in Rs)
Block Project Manager	181	S/he will lead the Block level team of the Project, managing almost 10-15 staff working directly under her/him for the purpose of capacity building of Panchayats in various aspects including institutional, social, nutrition, sanitation, NRM, finance etc. S/he will coordinate with DPMU and partner support organization under the guidance & supervision of DPMU & SPMU. S/he will be member secretary of block level coordination committee under the chairmanship of BDO and will be responsible for convening the meeting as per the society rules. Responsible for planning, execution, Monitoring & Documentation of project activities at block level. Monitoring of performance of facilitators, Panchayats and project activities. Liaison with Government departments including Government Department, PRIs, civil society organizations and other external agencies for project purposes. Other work as & when assigned by SPMU/DPMU.	PG degree/Diploma in Rural Development/Rural Management /Social Work, Agriculture and allied with 1 year relevant experience For Post Graduate/ Graduate in any discipline with minimum 3 year relevant experiences.	22 - 55 yrs	29752- 41644
Block Facilitator	204	Overall I/C of Capacity building activities related with WATSAN, NRM, Nutrition & Social and Institutional mobilization in the block. S/he will be responsible to facilitate and support the Panchayat Facilitator at GPs level and to provide handholding support to them. Regularly facilitates Panchayat for planning, implementing and monitoring Social and Institutional mobilization and strengthening activities. Coordinates with concerned line department for implementing the plan prepared by GPs. Facilitation for Community mobilization and IEC initiatives to achieve desired results as per guidelines of Project/ Society. Ensure timely completion of the documentation of the	Graduate in any discipline with at least 2 years relevant experiences. Proficiency in MS office and having good Communications, Reporting & documentation skill. Capability to drive Two-wheeler and have driving license.	22 - 55 yrs	16870- 24218

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Position	Vacancies	Roles & Responsibilities	Qualification & Experience	Age Limit	Salary pm (in Rs)
		community mobilization processes and assist in ensuring appropriate and timely follow up action to address the issues identified and expected results in the process. Monitoring of performance of Panchayats and project activities. Collecting and updating the MIS related information for the project. Other work as & when assigned by SPMU/DPMU.			
Panchayat Accounts facilitator	204	S/he will responsible for capacity building and handholding of Mukhiyas, Sachives and panchayat officials in 15-25 GPs. S/he will be responsible for CB & handholding of panchayat sachives & accountant for computerized accounting and planning using PLANPLUS & PRIASOFT software's. In initial phase facilitating panchayat sachives and Accountant in updating the PLANPLUS & PRIASOFT formats offline/online will also be required. Other work as & when assigned by SPMU/DPMU.	B.Com or Equivalent. At least 2 years experience in accounting. Good IT background. Good Communication Skills. Capability to drive Two-wheeler and have driving license.	22 - 55 yrs	16870- 24218

Note:

- All positions are on contract basis for an initial period of one years. Renewal of contract would be based on performance and requirement of Project.
- Last date of receiving applications online is **midnight 15th November 2017**.
- The only mode of application is online.
- 1st October 2017 will be the date considered for the purpose of calculation of Age, Experience and Qualification etc.
- It is the responsibility of the candidates to confirm his/her eligibility against the Job Description. BGSYS has the irrefutable right to revoke lien to employment to any applicant at any stage of the recruitment process, including, post joining.
- Short listed applicants will be invited to appear for Selection Tests. List of applications received, short listed applications, dates and venue of selection tests etc. would be posted on www.bgsys.gov.in/career/recruitment. Candidates are requested to check the website periodically for lists and other announcements.
- Reservation policy of the Government of Bihar will apply for this recruitment.
- Reservation benefits will be available only to applicants who are domicile of Bihar.
- Number of vacancies may be changed without prior notice.

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- BGSYS reserves the right to cancel/modify/amend this recruitment process fully or partially at any stage at its discretion.
- Only eligible candidates as per the required eligibility criteria will be called.
- Mere fulfilling of minimum qualifications by itself would not entitle any applicant for being called for interview or provide the candidate a lien for employment.
- **Application would be submitted ONLY through ONLINE. For the purpose, interested candidate may visit www.bgsys.in/careers to submit online application.**
- Number of vacancies may be changed without prior notice.
- ****Other monetary benefits for BGSYS employee as per HR Manual of BGSYS.**
- Positions under BGSYS are offered on a contract basis initially for one year. Renewal /continuation contract would be subject to Annual performance appraisals and continuance of the project.
- Serving State Government Officials are encouraged to apply. Relevant deputation norms/BGSYS policy would be applicable to them.
- Candidates may call our helpline no: **9199950697** between 10:00 am and 5:30 pm every working day excluding public holiday - for any query related to ONLINE APPLICATION SUBMISSION only.

Selection:

- List of applications received, shortlisted candidates, dates and venue of selection test, information related to admit cards etc would be posted on www.bgsys.gov.in/career/recruitment.
- Candidates are requested to check the website periodically for updates and other announcement.
- For details of eligibility criteria, reservation break-up, monthly remuneration, key roles and responsibilities and other important information, please visit www.bgsys.gov.in/career/recruitment
- Candidate may apply for more than one post but if the examinations would be conducted in same sitting for more than a post than he/she will have to opt to appear in written test for only one post.
- The written Test Cum Presentation indicative cut-off would be 45% for all categories for the post of Director and SPMs. The Personal Interview indicative cut-off would be 45% for all categories for the post of Director and SPMs.
- The written test indicative cut-off would be 45% for all categories for the post of Project managers. The Personal Interview indicative cut-off would be 45% for all categories for the post of Project Managers.
- For the remaining posts written test indicative cut-off would be 45% for Gen category, 40% for BC&EBC categories and 35% for SC&ST Categories. For the remaining posts Personal Interview indicative cut-off would be 45% for Gen category, 40% for BC&EBC categories and 35% for SC&ST Categories.
- Based on the score obtained after indicative cut-off in the written test, candidates would be short listed for the next round of selection process (GD & Personal Interview) in the ratio of 1:4. GD may not be applicable for some positions.

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- All education and work experience and other data submitted by candidates in their application form will be verified during the selection process. If any of this is found to be untrue or it is found that he/she does not meet any of the eligibility criteria, their candidature may be cancelled without any notice at any stage of the selection process.
- Please note that all expenses to attend this selection process shall be borne by Candidates only.
- List of waitlist candidates will be valid for only one year from date of publication of result.

• **LAST DATE OF RECEIVING APPLICATIONS: Midnight 15st November 2017**

Disclaimers: Mere eligibility does not guarantee a job. BGSYS reserves the right to shortlist candidates based on Age qualification and relevant experience.

BGSYS
13/10/17
Project Director

Bihar Gram Swaraj Yojna Society