

Recruitment Advertisement

Bihar Medical Services and Infrastructure Corporation Ltd. has been established by Government of Bihar for supply chain management of drugs and medical equipment; for design and construction of buildings and infrastructure in healthcare sector; and for handling various services in healthcare operations. BMSICL invites application from eligible candidates for following positions:

SN	Post	No. of Positions	Category	Monthly Salary Range (in Rs. 000)
1	General Manager (Design & Projects)	1	Gen	80 - 100
2	General Manager (Procurement)	1	Gen	
3	Dy. General Manager (Finance & Accounts)	1	Gen	55 – 80
4	Dy. General Manager (Projects)	3	Gen-1, EBC-1, SC-1	
5	Dy. General Manager (Design)	1	Gen	
6	Dy. General Manager (Systems)	1	Gen	
7	Dy. General Manager (Equipments)	1	Gen	
8	Manager (Projects)	7	Gen-4, EBC-1, SC-1, BC-1	30 - 55
9	Manager (Design - Architect)	1	Gen	
10	Manager (Design - Civil)	1	Gen	
11	Manager (Drugs)	2	Gen-1, EBC-1	
12	Manager (Equipments)	2	Gen-1, EBC-1	
13	Manager (Logistics)	1	EBC	
14	Manager / Personal Secretary	1	Gen	
15	Manager (Admn.)	1	Gen	
16	Manager (Finance & Accounts)	1	EBC	20 – 30
17	Assistant Manager / Personal Assistant	1	Gen	

Post at S.N. 1 is equivalent to the rank of Superintending Engineer of State Government

Posts at S.N. 4 & 5 are equivalent to the rank of Executive Engineer of State Government

Posts at S.N. 8, 9 & 10 are equivalent to the rank of Assistant Engineer of State Government

Posts at S.N. 1, 4, 5, 8, 9, 10, 11, 14 etc. are open for Government employees on deputation basis also. In such cases, salary will be as per State Govt. rules.

All these posts are under approval of the State Government and final appointment shall be made only after these posts receive sanction of State Government.

For detailed information relating to eligible qualifications and experience, desirable qualifications and experiences, other eligibility criteria, application form, application and selection process, duties and responsibilities for various posts and other relevant information, please visit the career section of BMSICL website www.bmsicl.gov.in

The last date for application is 15th January 2014.

**Sd/-
 Managing Director**

General Conditions:

- Reservation rules as per Government of Bihar apply to all these posts
- Age limit for applicants under General category is 40 years, for BC/EBC/BC(F) 43 years and for SC/ST 45 years for all positions. However relaxation in age limit would be given to candidates with work experience, which will be equivalent to the no. of completed years of work experience.
- Some of the posts are open for Government employees on deputation basis. Govt. employees have to apply through proper channel. In case, the original application routed through proper channel is likely to be delayed, a copy of the application should be sent in advance to reach BMSICL before the prescribed date. All such candidates are required to produce No Objection Certificate from present employer at the time of interview. Salary for Govt. employees on deputation will be as per Govt. rules.
- Retired Government employees under 65 years of age with requisite qualifications and experience may also apply. Salary of retired Government employees will be decided as per the notifications/regulations as decided by the Govt. of Bihar from time to time.
- For Manager level posts, candidates who are in their final year of graduation/awaiting their final year result in the respective stream may also apply. However if they are unable to submit their result by 31st July'13 their candidature would automatically be cancelled.
- The open market recruitment will be on contractual basis.
- Application fees is Rs. 100/- for SC/ST/PWD candidates. For candidates of all other categories, application fees is Rs. 300/-. The Application fee is to be submitted in the form of a Demand Draft which should be drawn on any nationalized bank and payable at Patna favoring "Bihar Medical Services & Infrastructure Corporation Ltd."
- Application in the prescribed format and complete in all respects, along with the demand draft and self-attested copies of all educational qualification certificates/ marksheets, caste & experience certificates must be sent by Courier/Speed Post/Regd Post to The Managing Director, Bihar Medical Services & Infrastructure Corporation Ltd, 5th Floor, Biscomaun Bhawan, Gandhi Maidan, Patna-800001, latest by January 15, 2014, 5:00 PM. Hand delivery of applications will not be accepted. No applications would be accepted after the stated deadline. The name of the post applied for, must be mentioned on top of the envelope. BMSICL would not be responsible for any postal delay.
- Candidates applying for more than one post are required to submit separate application form and fee.
- Applications received in other than the prescribed format/mode or incomplete in any respect or without the demand draft or without copies of marksheet/certificates/ testimonials etc. will summarily be rejected.
- The specified required qualification for all posts is the minimum and it does not mean that all candidates having the minimum qualification will be shortlisted. BMSICL reserves the right to restrict the number of candidates for interview to a reasonable limit on the basis of qualifications and experience higher than those prescribed in this advertisement, and as per merit decided by BMSICL. In the case that an applicant is not selected for the post that s/he has applied for, but is found fit for a lower level post in the same department, then BMSICL reserves the right to select such applicants on the lower level post.
- Candidates who appeared for the interview held earlier this year, for the posts of General Manager (Procurement) and Dy. General Manager (Equipments), need not apply again.
- Depending on the requirement, BMSICL reserves the right to conduct written/online/typing test and/or interview for shortlisting and/or recruitment of candidates for any or all positions.
- BMSICL reserves the right to cancel any or all the positions mentioned above without assigning any reason.
- Any disputes will be subject to Patna Jurisdiction only.

Sd/-
Managing Director

Bihar Medical Services and Infrastructure Corporation Ltd. (BMSICL) has been established by Government of Bihar for supply chain management of drugs and medical equipment; for design and construction of buildings and infrastructure in healthcare sector; and for handling various services in healthcare operations.

Applications are invited from eligible candidates for the following positions:

1. Position: General Manager (Design & Projects)

Post Level: Senior Level Management Post

Location: Patna (Bihar)

Number of Position – 1

Category – General

Salary Range– Rs. 80,000 to Rs. 1,00,000 per month (consolidated)

General Manager (Design & Projects) will be the head of the Technical wing of the Projects Division of BMSICL. S/he would oversee the overall substantive conception, planning, implementation, monitoring, and evaluation of the project. S/he would work in close coordination with the Engineering team and Management on all project aspects; assist in the approval of the design, drawings, estimates etc. and ensure the technical feasibility of the project and advice the CGM (Projects)/MD on the same



MINIMUM QUALIFICATIONS AND EXPERIENCE:

For Govt. /BAS Employees on deputation basis	For Retired Govt Employees (under 65 years of age)
Working /eligible for Superintending Engineer	Government officials retired at not below the rank of Superintending Engineer with work - experience under State/Central Govt

FOR OPEN RECRUITMENT:

MINIMUM QUALIFICATIONS REQUIRED	MINIMUM EXPERIENCE REQUIRED	DESIRABLE QUALIFICATION/ EXPERIENCE
Engineering in Civil/Architecture/ Engg. Design/PG in Project Management/Town Planning / Architecture	7 Years in Managerial capacity	PG in Architecture/Civil/ Construction Management /Project Management.

Additional Desirable Skills:

-  Experience of Construction work in the Health sector.
-  Knowledge of technical aspects of civil work contracts.

2. Position : General Manager (Procurement)

Post Level: Senior Level Management Post

Location: Patna (Bihar)

Number of Position – 1

Category – General

Salary Range– Rs. 80,000 to Rs. 1,00,000 per month (consolidated)

General Manager (Procurement) will be the head of Procurement Division (Drugs & Equipment). The incumbent will be responsible for procurement of drugs, equipments and other hospital supplies in an effective manner to ensure its availability at all the health facilities at right time, of right specification, in right quantity, from right source and at right price to get best value for the money. The incumbent's key duties and responsibilities will include, but not be restricted to:

- ✦ Develop and maintain the necessary procurement system to ensure that all products and services purchased by the organization meet all internal and external requirements and achieve superior quality and reliability levels.
- ✦ Develop operational guidelines, planning systems and procedures
- ✦ Develop and implement continuous improvement programs to drive cost savings from supply chain
- ✦ Negotiate and administer purchasing contracts including payment terms and continuous improvement goals. Develop and manage supplier relationships.
- ✦ Forecast procurement requirements and order all materials and components to support the build plan
- ✦ Develop and implement programs to minimize purchased inventory levels while meeting the requirements.
- ✦ Ensure quality assurance requirements from external suppliers

MINIMUM QUALIFICATIONS AND EXPERIENCE:

For Govt. / BAS Employees on deputation basis	For Retired Govt Employees (under 65 years of age)
7 Years experience in Bihar Health Service /Bihar Administrative Service or other Govt. Service	Retired at an equivalent rank of Deputy Secretary to the State Govt. or above, with work - experience in the Health Department under State/Central Govt.

FOR OPEN RECRUITMENT:

MINIMUM QUALIFICATIONS REQUIRED	MINIMUM EXPERIENCE REQUIRED	DESIRABLE EXPERIENCE
MBA/CA/MBBS/M.Pharma/PG Degree in Operations/Production/Project Management/ Supply Chain/ Inventory. Graduate in Mechanical /EE / Production/ Operations/ Biomedical/ Chemical/ Bio-engineering/Process/Clinical Engineering	7 Years in Managerial capacity	Experience of working in large Hospitals/Medical Colleges

Additional Desirable Skills:

- ✦ Extensive knowledge of purchasing methods and systems
- ✦ In-depth understanding of procurement of drugs and medical equipment
- ✦ Knowledge of Materials Management, Supply Chain & Contracts Management
- ✦ Good knowledge and experience in price negotiation & finalization of contracts
- ✦ Exposure to Vendor Management Practices. Knowledge of various material acquisition processes

3. Position : Deputy General Manager (Finance & Accounts)

Post Level: Unit Head (Middle Level Management Post)

Location: Patna (Bihar)

Number of Position – 1

Category – General

Salary Range– Rs. 55,000 to Rs. 80,000 per month (consolidated)

The post of DGM (Finance & Accounts) is a middle management position and s/he will be responsible for the functioning of the Finance Unit. The incumbent will (either independently, or under direct supervision of the General Manager of the Unit) manage various functions of the Finance Department i.e. Cash, Costing Audit, Establishment, Budgeting, Inventory Control, Attending to Govt. Auditors and finalization of accounts etc.

FOR OPEN RECRUITMENT:

MINIMUM QUALIFICATIONS REQUIRED	MINIMUM EXPERIENCE REQUIRED
CS/CA/MBA (Fin)/CFA/CWA/PG in Finance	4 Years in Managerial Capacity

4. Position: Deputy General Manager (Projects)

Post Level: Middle Level Management Post

Number of Positions: 3

Category: General -1, EBC – 1, SC -1

Salary Range: Rs. 55,000 to 80,000 per month (consolidated)

Dy. General Manager (Projects) will oversee the planning, execution and monitoring of all infrastructures related projects of the Corporation. S/he will be responsible for procurement of works related to strengthening the present Public Health Infrastructure in Bihar and building new infrastructure as per the plans and programmes of the Government of Bihar. S/he will be responsible for the execution & management of all works under his jurisdiction. Based on requirement s/he will be posted at the headquarter or at the project location anywhere in Bihar.

MINIMUM QUALIFICATIONS AND EXPERIENCE:

For Govt. Employees on deputation basis	For Retired Govt. Employees (under 65 years of age)
Officers working as Executive Engineer or equivalent or who have completed required no. of years of service for being eligible for promotion to Executive Engineer level or equivalent	Retired as Executive Engineer or above

FOR OPEN RECRUITMENT:

MINIMUM QUALIFICATIONS REQUIRED	Minimum Experience Required
Graduate in Civil Engineering	4 Years in Managerial Capacity

Additional Desirable Skills:

- ✚ Price Negotiation & Finalization of Contracts. Vendor Management Practices.
- ✚ Technical & financial aspects of civil construction works. Tender and contract Process.

5. Position: Deputy General Manager (Design)

Post Level: Middle Level Management Post

Number of Positions: 1

Category: General

Salary Range: Rs. 55,000 to 80,000 per month (consolidated)

Deputy General Manager (Design) will head the design unit of the Projects Division of the Corporation. S/he would carry out the technical appraisal of the Projects by checking & reviewing the design, drawings and estimates of the infrastructure projects.

MINIMUM QUALIFICATIONS AND EXPERIENCE:

For Govt. Employees on deputation basis	For Retired Govt Employees (under 65 years of age)
Officers working as Executive Engineer or equivalent or who have completed required no. of years of service for being eligible for promotion to Executive Engineer level or equivalent	Retired as Executive Engineer or above

FOR OPEN RECRUITMENT:

MINIMUM QUALIFICATIONS REQUIRED	Minimum Experience Required
BE (Civil)/B.Arch./Engg. (design)	4 Years in Managerial Capacity

In addition s/he should possess:

- ✚ Understanding of construction work in health sector and familiar with all technical aspects of civil work contracts.
- ✚ knowledge of civil/structural design and engineering techniques & practices

6. Position : Deputy General Manager (Systems)

Post Level: Unit Head (Middle Level Management Post)

Location: Patna (Bihar)

Number of Position – 1

Category – General

Salary Range – Rs. 55,000 to Rs. 80,000 per month (consolidated)

Deputy General Manager (Systems) will be the head of Online Inventory management unit, will report to the General Manager (Logistics) and will work under the latter's supervision.

DUTIES AND RESPONSIBILITIES The incumbent will handle all information technology (IT) enabled logistics and inventory management functions of the corporation. Her / his responsibilities include, but are not restricted to:

- ✚ Supervision of the installation, maintenance and operations of a network of computer systems
- ✚ Install, configure and maintain servers, network architecture, routers, etc. and respond to service interruptions etc.
- ✚ Capacity building of district level corporation staff vis-à-vis computerized inventory management
- ✚ Systems-related project management
- ✚ Supervision of IT staff of the corporation at Patna and at the district levels
- ✚ Overseeing all system administration aspects/ networking & Software and hardware troubleshooting.

FOR OPEN RECRUITMENT:

MINIMUM QUALIFICATIONS REQUIRED	MINIMUM EXPERIENCE REQUIRED
Graduate in CS/IT/EE/elect engg/PG degree in IT/CS/ Electronics/CA/ICT	4 Years in Managerial Capacity

7. Position: Deputy General Manager (Equipments)

Post Level: Unit Head (Middle Level Management Post)

Location: Patna (Bihar)

Number of Position – 1

Category – General

Salary Range – Rs. 55,000 to Rs. 80,000 per month (consolidated)

Dy. General Manager (Equipments) will be the head of the Equipments Procurement Unit.

DUTIES AND RESPONSIBILITIES: The duties and responsibilities of the Deputy General Manager (Equipments) include, but are not restricted to:



- ✚ Procurement of all hospital equipments and surgical items
- ✚ Supervising the proper use of these equipments
- ✚ Tendering, contracting and vendor management
- ✚ Repair & maintenance of all hospital/health care equipment procured by BMSICL
- ✚ Inventory control and proper disposal of equipment that have gone past their shelf-lives or those which are no longer required

FOR OPEN RECRUITMENT:

MINIMUM QUALIFICATIONS REQUIRED	MINIMUM EXPERIENCE REQUIRED	DESIRABLE EXPERIENCE
Graduate in Biomedical Engg/ Biological Engg/ Biomedical Technology/ Clinical Technology/ Mechanical/ Industrial/ Production/ Process Engg/ Biomedical Management/ MBBS. PG in Biomedical/ Biotech/Mechanical	4 Years in Managerial Capacity	Experience of working in large Hospitals/ Medical Colleges

Additional Desirable Skills:

- ✚ Extensive knowledge of purchasing methods and systems
- ✚ In-depth understanding of procurement of medical equipment
- ✚ Knowledge of Materials Management, Supply Chain & Contracts Management

-  Fair knowledge and experience in price negotiation & finalization of contracts
-  Exposure to Vendor Management Practices

8. Position: Manager (Projects)

Number of Positions – 7

Category: General -4, EBC - 1, SC – 1, BC - 1

Salary Range – Rs. 30,000 to 55,000 per month (consolidated)

Manager (Projects) will be responsible for planning, execution and monitoring of construction and all infrastructure related projects of the Corporation. S/he will be responsible for preparation of draft scheme, preliminary estimates, detailed estimates, detailed design & planning and will handle preparation of Tender documents, notice inviting tenders, evaluation of tenders and Award work. Other responsibilities include monitoring of progress, Inspection of works, acceptance of works and payment/ Settlement of bills in time. Budgetary control and monitoring, quality assurance, conduct/arrange investigation and laboratory tests, execution and management of all works under his/her jurisdiction. S/he will also look into proper maintenance of ledgers and accounts for different work, furnishing reply to technical and financial audit, vigilance enquiry and other inspection reports. Maintain records of all works under his jurisdiction and maintain register for audit objections raised and settled. Based on requirement s/he will be posted at the headquarter or at the project location anywhere in Bihar.

MINIMUM QUALIFICATIONS AND EXPERIENCE:

For Govt. Employees on deputation basis	For Retired Govt Employees (under 65 years of age)
Officers working as Assistant Engineer or equivalent/ or Junior Engineer who has completed required no. of years of service for being eligible for promotion to Assistant Engineer or equivalent level	Retired as Assistant Engineer or above

FOR OPEN RECRUITMENT:

MINIMUM QUALIFICATIONS REQUIRED
Graduate in Civil Engineering

9. Position: Manager (Design - Architecture)

Location: Patna

Number of Positions – 1

Category: General

Salary Range – Rs. 30,000 to 55,000 per month (consolidated)

The Manager (Design - Architecture) will prepare/check the design, drawings and estimates of the infrastructure projects, prepared by the Draftsman, and if required, improve on the

designs by adding or changing original concepts of the drawing. S/he will submit the same for further approval and will also assist in conducting a first level check on the technical parameters of the project. S/he will check whether the project is in conformance to applicable engineering codes & standards as well as laid out policies and procedures (Quality, budget, specification compliance etc.). S/he will assist in finalizing of document for evaluation of tenders / proposals and in checking the DPR and Estimates. S/he will conduct on-site visits to check whether the project implementation is in adherence to the set technical parameters and will respond to technical and financial audit.

MINIMUM QUALIFICATIONS AND EXPERIENCE:

For Govt. Employees on deputation basis	For Retired Govt Employees (under 65 years of age)
Officers working as Assistant Engineer or equivalent / or Junior Engineer who has completed required no. of years of service for being eligible for promotion to Assistant Engineer or equivalent level	Retired as Assistant Engineer or above

FOR OPEN RECRUITMENT:

MINIMUM QUALIFICATIONS REQUIRED
Engg. in Architecture/Design/ Building Planning

10. Position: Manager (Design - Civil)

Location: Patna

Number of Positions – 1

Category: General -1

Salary Range – Rs. 30,000 to 55,000 per month (consolidated)

The Manager (Design - Civil) would assist the Design unit of the Projects Division in carrying out the technical appraisal of the Projects. S/he will check the design, drawings and estimates of the infrastructure projects and will review the designs prepared by the Draftsman, and if required, improve on the designs by adding or changing original concepts of the drawing and submit the same for further approval. S/he will conduct a first level check on the technical parameters of the project and will assist in finalizing of document for evaluation of tenders / proposals, preparation of DPR & Estimates, disposal of tenders, allocation of work and finalization of agreement for completion of assignment.

MINIMUM QUALIFICATIONS & EXPERIENCE:

For Govt. Employees on deputation basis	For Retired Govt Employees (under 65 years of age)
Officers working as Assistant Engineer or equivalent / or Junior Engineer who has completed required no. of years of service for being eligible for promotion to Assistant Engineer or equivalent level in a Govt. organisation	Retired as Assistant Engineer or above

FOR OPEN RECRUITMENT:

MINIMUM QUALIFICATIONS REQUIRED
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Engg. in Civil/Design

11. Position: Manager (Drugs)

Location: Patna

Number of Positions – 2

Category: General – 1, EBC – 1

Salary Range – Rs. 30,000 to 55,000 per month (consolidated)

Manager (Drugs) will assist in the procurement of all drugs and related supplies for BMSICL. S/he will handle the contracting and vendor management vis-à-vis drugs. S/he will also look into the short and long term forecasting of drugs required at every level of the public health care system in Bihar.

MINIMUM QUALIFICATIONS AND EXPERIENCE:

For State Govt Employees:

Drug Inspector with 10 years of Experience
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FOR OPEN RECRUITMENT:

MINIMUM QUALIFICATIONS REQUIRED	Desirable
MBA/Graduate in Clinical Engg. / Bio-Chemical /Chemical/Bio-Engg/Process Engg. /Pharmacy / Pharma Mgmt/PG in Pharma Mgmt/Hospital Mgmt/MBBS	Experience of working in large hospitals/ medical colleges

12. Position: Manager (Equipments)

Location: Patna

Number of Positions – 2

Category: General – 1, EBC – 1

Salary Range – Rs. 30,000 to 55,000 per month (consolidated)

Manager (Equipments) will assist in the procurement of all hospital equipments and surgical items for BMSICL. S/he will be involved in the tendering, contracting and vendor management for equipments and would also look into the repair and maintenance of all hospital / health care equipment procured by the Corporation.

FOR OPEN RECRUITMENT:

MINIMUM QUALIFICATIONS REQUIRED	Desirable
MBA/MBBS/Graduate degree in Biomedical /bio-engineering/process/Clinical Engg./ Mechanical/ Instrumentation /Control /EE	experience of working in large hospitals/ medical colleges

13. Position: Manager (Logistics)

Location: Patna

Number of Positions – 1

Category: EBC

Salary Range – Rs. 30,000 to 55,000 per month (consolidated)

Manager (Logistics) will handle all supply and logistics related issues like transportation, storage, inventory control and quality related issues for drugs, equipments and other hospital supplies procured by the corporation. The incumbent will be responsible for the implementation of the supply chain management systems for procurement of drugs, equipments and other hospital supplies. S/he will ensure there are no instances of stock-outs or over stocks either at the state capital or at the district warehouses. S/he will assist in the development, management and supervisions of the warehouses of BMSICL for safe storage of Drugs and will also look into the development of quality control system procedures, policies & standards. S/he will periodically assess the conditions and capacities of the current storage facilities in the state and develop and implement plans for improvement for safe storage to maintain quality of drugs and equipments procured.

FOR OPEN RECRUITMENT:

MINIMUM QUALIFICATIONS REQUIRED	Desirable
MBA/Graduate degree in Operations/ Maintenance/Services/Biomedical/Mechanical/ process Engineering/bio-engineering/chemical/ industrial/bio-engineering/Pharma/ Mathematics/ Statistics/ Inventory/EE	Experience of working in large hospitals/ medical colleges

14. Position : Manager / Personal Secretary

Post Level: Manager

Location: Patna (Bihar)

Number of Positions – 1

Category: General – 1

Salary Range – 30,000 to 55,000 per month (consolidated)

Personal Secretary will be posted in the head office of the Corporation. His/her main responsibility will be to handle all the work related to the office of the Managing Director. S/he would be reporting to the Managing Director and would be the focal point as far as the MD's office is concerned.

MINIMUM QUALIFICATIONS REQUIRED:

For State Govt Employees:
From Bihar Stenographer's Service/Sachivalaya Sahayak

FOR OPEN RECRUITMENT:

MINIMUM QUALIFICATIONS REQUIRED	MINIMUM EXPERIENCE REQUIRED	DESIRABLE
Graduate with typing speed of 30 WPM	3 years experience as Personal Assistant	good knowledge of computer/typing/ shorthand

Additional Desirable Skills:

- ✚ Good MS computing skills: Word, Excel, PowerPoint, Internet & email skills
- ✚ Pleasing personality with a high level of professionalism and confidentiality is critical to this role. Should be tactful /diplomatic. Good interpersonal, communication, organizational & administrative skills
- ✚ Having Good Analytical Skills, presentations skills, ability to make business plans.

15. Position : Manager (Admin)

Location: Patna (Bihar)

Number of Position – 1

Category – General

Salary Range – 30,000 to 55,000 per month (consolidated)

Manager (Admin) shall manage and coordinate all administrative and personnel related matters as per Rules and Regulations of the Government of Bihar or those laid down by the Board of Directors of the Corporation. S/he will manage all activities related to logistical support and will be responsible for handling the day to day office related requirements and ensure the smooth running of the office of BMSICL. S/he will manage the various vendors for ensuring regular supply of office material and will coordinate with the stakeholders, vendors etc for the holding of various events, conferences meetings etc. of the Corporation.

MINIMUM QUALIFICATIONS REQUIRED:

For State Govt Employees:

from Bihar Secretariat Service – Section Officer or above

FOR OPEN RECRUITMENT:

MINIMUM QUALIFICATIONS REQUIRED
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MBA/PG degree in Pub. Admn/Eco/Development/ Public Relations/Communication
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16. Manager (Finance & Accounts)

Location: Patna (Bihar)

Number of Position – 1

Category – EBC

Salary Range – Rs. 30,000 to 55,000 per month (consolidated)

Manager (Finance & Accounts) will be responsible for all type of accounting and finance related jobs of the Corporation. S/he will be responsible for providing transparent, timely and effective financial information and reporting as well other financial services. S/he would ensure maintenance of the

Cash Book of the Corporation regularly and submitting before the higher authority for checking. S/he would also ensure maintenance of all documents and records relating to the payment and receipts and producing before the audit as and when required for audit and would prepare quarterly Interim Unaudited Financial Report (IUFR). S/he would oversee the preparation of the Half Yearly Report and Annual Accounts of the Corporation; and would do a second level checking and processing of invoices, bills and documents received from suppliers, contractors and consultants for payment. Besides the above s/he will handle any other finance-accounts work as directed by higher authorities.

FOR OPEN RECRUITMENT:

MINIMUM QUALIFICATIONS REQUIRED
MBA(Fin)/CA/CS/M.Com/ CWA

17. Position : Assistant Manager / Personal Assistant

Post Level: Assistant Manager

Location: Patna (Bihar)

Number of Positions – 1

Category: General – 1

Salary Range – 20,000 to 30,000 per month (consolidated)

Personal Assistant’s main responsibility will be to assist the Managing Director in all office related work. S/he will be responsible for screening telephone calls, enquiries and requests, and handling them appropriately, meeting and greeting visitors at all levels of seniority; organising and maintaining diaries and making appointments; dealing with incoming email, faxes and post, taking dictation and minutes; producing documents, briefing papers, reports and presentations. S/he will organize external business meetings & conferences, travel arrangements - itinerary, tickets, and hotel reservations and will be responsible for maintaining all records and documents, drafting minutes of the meetings, circulars, agreements. S/he will independently handle all confidential correspondence, effective co-ordination to maintain systematic record keeping and will organize the work flow and follow up till completion. Self-correspondence, making presentations, coordinating with various departments/ offices.

FOR OPEN RECRUITMENT:

MINIMUM QUALIFICATIONS REQUIRED	DESIRABLE QUALIFICATIONS
Graduate with a typing speed of 30 words per minute	good knowledge of computers, typing and shorthand