

**BIHAR STATE POWER (HOLDING) COMPANY LTD.**

**(Department of General Administration)**

(Reg. Office: Vidyut Bhawan, Bailey Road, Patna - 800 021)

**EMPLOYMENT NOTICE NO. -01/2014**

Bihar State Power (Holding) Company Ltd., on behalf of its two subsidiary companies namely North Bihar Power Distribution Company Ltd. (NBPDC) & South Bihar Power Distribution Company Ltd. (SBPDCL) invites applications from eligible candidates for appointment on the post of **Junior Accounts Assistant** for Head Offices and Field Offices of the respective companies as per the vacancy details given below:

**Total consolidated vacancy of both the companies :-**

Sl. No.	Post	Total No of Posts	Category & Code					
			1	2	3	4	5	6
			UR	SC	ST	EBC	BC	Female (BC)
1.	Junior Accounts Assistant	300	150	48	4	54	36	8

**Breakup Vacancy for NBPDC & SBPDCL is as detailed below:**

Sl. No.	Name of Company	Total No of Posts	Category & Code					
			1	2	3	4	5	6
			UR	SC	ST	EBC	BC	Female (BC)
1.	NBPDC	150	75	24	2	27	18	4
2.	SBPDCL	150	75	24	2	27	18	4

**Note:**

- The above posts are exclusively for the respective Company. Once a candidate is selected for a particular company, no request for change of the Company shall be entertained.
- The allotment of company to the candidates in the Merit List will be on alternate basis amongst the two companies starting from NBPDC.
- Female (BC) reserved category includes women candidate of SC, ST, EBC and BC category.
- The numbers of posts are subject to change as per requirement, without giving any prior notice.

**1.0 Compensation:**

- Pay (Consolidated Pay including HRA):
  - Rs. 8000 - 13500
- Annual increment @ 4% (Four percent) will be paid.
- As an incentive, an additional payment up to 2% may also be allowed based on the performance of the individual.
- No other allowances would be given in addition to the fixed pay

**2.0 Qualification & Eligibility:**

Graduate in commerce Degree from any recognised University/ Institute.

**3.0 Minimum Percentage of marks in B.Com Degree**

UR	SC	ST	BC	EBC
55%	45%	45%	50%	50%

The relaxation in marks will be applicable to those SC, ST, BC, and EBC candidates, who are domicile of Bihar. Female (BC) will get marks relaxation as per their Category.

#### 4.0 Age (As on 31.12.2013):

Age	UR (General)	SC	ST	EBC	BC	Female (UR)
Minimum	21	21	21	21	21	21
Maximum	37	42	42	40	40	40

- a. PHP (Physically Handicapped Person) Candidates shall get age relaxation by 10 years additionally in maximum age limit. They will have to produce necessary certificates in this respect.
- b. Land losers/ Land displaced persons due to land acquisition by erstwhile Bihar State Electricity Board, shall get relaxation in maximum age limit by 5 years additionally.
- c. For claiming relaxations under land losers/ land displaced persons Category, the Candidates will have to produce certificate from concerned District Magistrate/ Dy. Commissioner, to the following effect, to avail the benefit:-
  - i. That he is a land displaced person due to land acquisition by the erstwhile Bihar State Electricity Board.
  - ii. That his one acre or more land has been acquired for the purpose of construction of power plant or any other infrastructure/establishment of the Board.
  - iii. That no one from his family has earlier been benefited in preferential treatment for employment, on the basis of being a land displaced person.
- d. For reckoning the maximum age, reserved category Candidates who are not a permanent domicile of Bihar, maximum age mentioned for UR Candidates shall be applicable.

#### 5.0 Probation Period:

The probation period shall be One year from the date of appointment. If during probation period, the performance is not found satisfactory, probation shall be extended by one year. Even if during extended period of probation, the performance is not satisfactory, the services shall be terminated.

#### 6.0 Reservation:

- a. Reservation will be given in terms of reservation rules and policies as per Govt. of Bihar norms.
- b. The reservation benefit shall be applicable only to those candidates who are permanent domiciles of Bihar. The Candidate, who claims for reservation benefit, will have to submit application, along with the Caste & Creamy Layer and domicile Certificates issued by the Competent Authority of his/ her home district in the prescribed Performa of Govt. of Bihar of which Creamy layer certificate must not have been issued more than one year before. Candidates belonging to SC/ST category are not required to submit the Creamy Layer Certificate.
- c. If a Candidate does not produce valid certificates of caste & creamy layer, Physically Handicapped, Land looser/ Land displaced persons or 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 category candidate.

#### 7.0 Application Fee:

- a. Application fee is **Rs. 600/-(Six Hundred)** only for all categories except SC/ ST category candidates of Bihar domicile, for whom it will be Rs.150/- (Rupees One Hundred Fifty only).

- b. Application fee is to be deposited in the BSP(H)CL Current A/C No.- (Power Jyoti) 31963202219 in any State Bank of India branch by filling a triplicate Challan, which will be generated after filling the ON-LINE application form and uploading self signed scanned photograph. Thereafter it may be downloaded after following the Steps, as detailed at **Sl. No. 10.0** Then go to the any SBI Branch and after depositing application fee, obtain a journal Number from the bank. Before final filling and submitting the 'ON-LINE' application, the applicant must write journal Number, in the "ON-LINE" application form having auto generated registration number, along with other details. The application fee, once deposited, is non-refundable in any case. Therefore, the candidates are advised to ensure themselves that they are eligible for the applied post in all respect. Before finally submitting the "ON-LINE", application, the applicant must ensure that the Journal Number entered is correct in all respect. In case of non-encashment of deposited fee, due to any discrepancy in journal number, the application will be rejected.
- c. SC/ ST candidates of other States will be treated as UR candidates even for the purpose of application fee and they are required to deposit application fee as applicable to unreserved category candidates.

#### **8.0 Mode of Selection:**

- i. Merit list will be prepared on the basis of marks obtained in the written test, subject to obtaining minimum qualifying marks.
- ii. The minimum qualifying marks in the written test as per Government of Bihar norms, will be 40% for UR, 36.5% for BC, 34% for EBC & 32% for SC/ST/ Female candidates.

#### **9.0 How to Apply:**

- a. The applicants are to apply through "ON-LINE" on the Website of <http://www.applyfortest.com/bsphcl.aspx> or through the Website of BSPHCL at <http://bsphcl.bih.nic.in>. The Website will be open from **09.01.2014 to 21. 01.2014 upto 5 PM**. After final filling uploading self signed scanned photograph and submitting the "ON-LINE" application; Candidates have to take a print out of the same.
- b. Print out of the application along with necessary certificates, as specified in d. below, shall have to be sent through registered post/ speed post to- **ACE- Digital Accounting Solution, Sukhadalaya, House No.-484, New Yarpur, Gardanibagh, Road No.-1, Patna - 800001** so as to reach on or before the last date i.e. **27th JAN. 2014 upto 5:00 PM**. Application received after last date of receipt, either due to postage delay or for any other reasons, shall not be considered/entertained.
- c. Print out of the filled in ON-LINE application form having auto generated Registration number and Bank journal number must accompany one self signed Passport size Photograph snapped within last six months.
- d. Self-signed, visible, and clear photocopy of the following certificates and mark sheets shall have to be attached with the application form:-
  - i. Matriculation or 10<sup>th</sup> class Mark-sheet/certificate. (in support of Age)
  - ii. Marks sheet and passing certificate of B.Com

- iii. Caste and Creamy Layer Certificate issued by competent authority, if reservation benefit is claimed. Creamy layer certificate must not have been issued more than one year before. (SC/ST candidates are not required the creamy layer certificate)
- iv. Permanent Domicile Certificate if reservation benefit is claimed.
- v. Any higher qualification certificate. ( If possessing )
- vi. If PHP Candidates, certificate from competent authority,
- vii. If land loser/ land displaced person certificate issued from District Magistrate/ Dy. Commissioner.
- viii. BSPHCL Copy of Challan (in original).

#### 10.0 Easy steps to fill on-line applications:-

- a. Go to BSPHCL website <http://www.applyfortest.com/bsphcl.aspx>
- b. Click to fill ON-LINE application for the post being applied for.
- c. Fill required fields in ON-LINE application & position uploaded self signed scanned recent passport size photograph in the space provided on the application form.
- d. Accept the filled in ON-LINE application.
- e. Auto generated **registration number** will appear on "on-line" application form.
- f. Save and take a print out of the ON-LINE application. Note down your registration number for future reference.
- g. Now go again to above named website.
- h. Click to download your **customized Bank Challan** form.
- i. Mention your auto generated registration no. in specified column and press enter.
- j. Select the option of customized bank challan, Triplicate customized Bank Challan will appear. Take print out of the same.
- k. Deposit the same duly filled with requisite application fee in any SBI branch.
- l. Bank will give a journal no. on the Challan.
- m. Now go to the above named website and click on '**enter**' on **Bank Challan deposit details** and fill up the requisite columns and save Challan information. Finally click on 'Submit'
- n. Now take a print out of finally submitted application and enclose all relevant documents as well as original BSPHCL copy of Challan and post the same (only through registered/ speed post) on the given address.

#### 11.0 General Instructions:

- a. The information furnished by the applicant in ON-LINE application will be final and no request for any change will be entertained. If in future, any information furnished in online application is found wrong, his/her candidature will summarily be rejected.
- b. The Print out of the application has to be sent only through registered/ speed post. No application will be entertained or received through person. The name of the post must be super-scribed on the envelope containing the application.
- c. The person employed in Govt./ Semi Govt. organization/ Public sector must also send the additional copy of the print out of the ON-LINE application form through proper channel, so as to reach by **27th JAN. 2014 upto 5:00 PM**. The envelope containing this application must clearly be super-scribed as "through Proper Channel" and name of the post applied for. They

are also required to submit a certificate from the employer that no departmental enquiry or vigilance case is pending against him.

- d. The Candidates will be liable for suitable action if any false information/certificate, in respect of name, father's name, date of birth, address, educational qualification, percentage of marks, caste & Creamy layer certificate, domicile certificate, PHP certificate, photographs etc. is furnished by him/ her.
  - e. The centre for written test will be normally in Bihar, but BSPHCL reserves the right for deciding the examination centre.
  - f. No TA/ DA will be paid to the Candidate, if called for Written Test/ Counseling etc.
  - g. The BSPHCL reserves right to cancel the selection process at any stage and increase or decrease the number of posts to be filled according to the exigencies of the Company.
  - h. Each Candidate is required to submit only one application form. Submission of multiple applications will lead to cancellation of the Candidature.
  - i. Selected Candidates will be called for interview/ document verification/ counseling.
  - j. Candidates are advised to possess a valid **e-mail ID and mobile number**, which is to be entered in the on-line Application form. The e-mail address specified in the application should be valid/ functional for at least 12 months from the date of the submission of application.
  - k. **Provisional Admit Card shall be issued on the basis of information furnished by the applicant in his/her ON-LINE application subject to encashment of Bank challan receipt submitted by the applicant.**
  - l. **Admit Card shall be downloaded from the website. NO Admit Card shall be delivered through post.**
  - m. Tentative Schedule Date
    - i Submission / Registration of "ON-LINE" application - From 09.01.2014 to 21.01.2014
    - ii Receipt of downloaded ON-LINE application, along with required certificate & fee deposit challan. - last date - 27.01.2014
    - iii Downloading of Admit Card from the website - from 30.01.2014
    - iv Date of Examination - on 02.02.2014
- 12.0 The BSPHCL will not be responsible for any printing mistakes.
- 13.0 For any inquiry, candidates are advised to post their query to Email address "[bsphcl2014@gmail.com](mailto:bsphcl2014@gmail.com)"

**(P. K. Govil )**  
**DGM (HR/Adm.)**