

**Government of Bihar**  
**Public Health Engineering Department**  
**Bihar State Water and Sanitation Mission**  
**(Training cum Research Centre 'PRANJAL')**

**Plot No. 17, Patliputra Industrial Area, Patliputra, Patna 800 013**  
**Phone No.: 0612-2273177 email: phed.pranjal@gmail.com**

Notice No.: प्र०/स्था०/०८/२०२३-

Date:

**Advertisement for Contractual appointment for a fixed period**

Application invited from the eligible candidate for the following three (03) vacant contractual positions for strengthening office and financial management in the PRANJAL.

S#	Position	No. of position	Eligibility Criteria	Monthly Honorarium
A	डाटा इन्ट्री ऑपरेटर (अनारक्षित)	01	As per BELTRON notified eligibility [have done 10+2 from a recognized education board and completed graduation in any relevant field from any recognized institute with certificate of ADCA/DCA with at least 3 years' experience in work.	Rs. 10,000
B	लेखा सह पत्राचार सहायक (अनारक्षित-1, अत्यंत पिछड़ा वर्ग-1)	02	B. Com./B.A. with at least 3 years' experience in accounting and office management	Rs.15,000
C	स्टेनोग्राफर (अनारक्षित)	01	Graduate with shorthand speed as notified by SSC, Bihar with at least 3 years' experience in similar work.	Rs. 15,000

**2. Service Conditions:**

- The contractual appointment of the suitable candidates to be made for the 3 years which would be renewable as per the annual appraisal system for next three years.
- Up to 10% annual increment in monthly honorarium would be given as per the satisfactory service/performance
- TA/DA payment to be made per the Government norms.

**3. Selection Process**

- Received application would be scrutinised on the eligibility criteria mentioned in below mentioned table.
- A merit list to be prepared based on the following distribution of marks and top applicants would be called for the interview.

*The selection procedure would be applicable as prescribed by taking consideration on the desirable qualification & experience and the competency assessment through personal interview with following weightage:*

Sl. No.	Particular	Weightage
1.	Point system on essential educational qualification	40
2.	Experience in relevant work	40
3.	Personal Interview	20
Total Marks		100

**1. Points specification on essential education qualification:**

Min. Edu. Qualification	%marks obtained (OM/FM*100)			
	≥75%	<75% & ≥60%	<60% & ≥45%	<45%
Inter/B. Com/BA	40	30	20	10

**2. Points specification for additional experiences:** 5 points for each additional year of relevant experience will go maximum up to 40 points.

**3. Personal Interview:** 20

Interested candidates may apply for the contractual positions in prescribed format available at <https://state.bihar.gov.in/phed/CitizenHome.html> and <http://www.bswsmpatna.org/> by 10<sup>th</sup> August, 2023 through registered post only.

Any query, clarification and grievance would take up by email and call only. Personal visit at office would not be allowed for the applicants. Undersign reserves all right to cancel, amend and alter the criteria defined above.

Director.

*M. Jaiswal*  
19/7/23

To,

The Director  
Training cum Research Centre 'PRANJAL'  
Patna

Subject: Application for the contractual position .....

Date: .....

Name: .....

Fathers' Name: .....

Address: .....

Date of Birth: (DD/MM/YYYY).....

Category: GEN/OBC/SC/ST/PWD/Other .....

Sex: (Male/Female/Third Gender) .....

Marital Status: Married/Un-married

Mobile No.: .....

eMail ID:.....

Photograph

**Educational Qualification:**

Course Name	University/Board	Year of Passing	Full Marks	Marks Obtained	%
Postgraduate					
Graduate					
Intermediate					
Matriculation					

**Experience:**

Name of Institution	Name of Position	Duration (From & To)	Period in month	Major Duties	Achievement

*I hereby declare that all the state made by me in this application is true and complete to the best of my knowledge and belief and nothing has been concealed/destroyed any material information, may candidature or appointment is liable to be summarily terminated without notice and legal action taken as per authority.*

Enclose: Copy of (1) Identity Proof (2) Age Proof (3) Marks Sheet of Educational Qualifications (4) Experience Certificate and (5) Pay Slip/Account Statement of Last Salary Drawn.

**Signature of the candidate**