



## बिहार स्टेट पावर (होल्डिंग) कंपनी लिमिटेड

**Bihar State Power (Holding) Company Limited**

बिहार सरकार का उपक्रम (A Govt. of Bihar Undertaking)

सामान्य प्रशासन विभाग (Department of General Administration)

GST No. 10AAFCB2394A2ZD, CIN No. U40102BR012SGC018495

### **EMPLOYMENT NOTICE NO.- 04/2018**

#### **Post :- JUNIOR ACCOUNTS CLERK**

Bihar State Power (Holding) Company Ltd. invites **On-line Application** for itself and for its subsidiary companies namely North Bihar Power Distribution Company Limited (NBPDC), South Bihar Power Distribution Company Ltd. (SBPDCL), Bihar State Power Transmission Company Ltd. (BSPTCL) & Bihar State Power Generation Company Limited (BSPGCL) from eligible candidates for appointment on the post of **JUNIOR ACCOUNTS CLERK** for its Head Offices and field offices as per the details given below –

Post	Total No of Posts	Category										Female (BC)
		UR		SC		ST		EBC		BC		
		G	W	G	W	G	W	G	W	G	W	
Junior Accounts Clerk	350	115	60	35	21	3	1	40	23	28	14	10

UR stands Unreserved, SC stands Scheduled Caste, ST stands Scheduled Tribes, EBC stands Extremely Backward Class, BC Stands Backward Class, "G" stands for General and "W" for stands Women.

#### **Note:**

- The post for Divyang (Physically Challenged) Candidates will be reserved as per Govt. of Bihar rules circulated vide memo no.- 13062 dt. 12.10.2017.
- The reservation for Women will be as per the General Administration, Govt. of Bihar rules circulated vide letter no.- 2342 dt. 15.02.2016.
- The reservation for Grand Son / Grand Daughter/Maternal Grand Son / Maternal Grand Daughter of freedom fighter of Bihar will be complied as per Govt. rules circulated vide letter no.- 2526 dt. 18.02.2016.
- Female (BC) reserve category includes women candidate of SC, ST, EBC and BC category, for this category the candidate must be domicile of Bihar.
- The numbers of posts are subject to change as per requirement of the companies without giving any prior notice.
- The nos. of post falling under reservation of PHP and FF will be calculated as per overall vacancy at the time of recruitment/appointment as per Government of Bihar rules/ regulation.

#### **1.0 QUALIFICATION & ELIGIBILITY :-**

Graduate in Commerce from any recognised University.

**Note** -The appearing candidate will not be eligible to apply for this appointment.

#### **2.0 PROBATION PERIOD :**

The probation period shall be 2 years from the date of appointment.

If during probation period, the performance is not found satisfactory, probation period may be extended.

### 3.0 **REMUNERATION** :-

<b>Consolidated Pay during one year probation period</b>	<b>After completion of one year of probation period</b>
Pay Band - Rs. 9200-15,500, Consolidated monthly pay Rs. 9,200/- (Rs. Nine Thousand Two Hundred)	Level 4 (Regular Pay Scale-as per 7 <sup>th</sup> PRC) 29,200/- plus other allowances

After completion of one year of probation period from the date of appointment on consolidated pay, **Regular Pay as per Level 4 of 7th PRC** will be admissible subject to their conduct and performance remaining satisfactory and their achieving the minimum performance targets/ indicators decided and evaluated by the competent authority during the probation period.

### 4.0 **AGE (As on 01/01/2018)** :-

<b>Age</b>	<b>UR (General)</b>	<b>SC</b>	<b>ST</b>	<b>EBC</b>	<b>BC</b>	<b>Female (UR)</b>
Minimum Age	21	21	21	21	21	21
Maximum age	37	42	42	40	40	40

- a. Divyang (Physically Handicapped Person) Candidates shall get age relaxation by 10 years additionally in maximum age limit. He 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. For claiming relaxations in the Category of land losers/ land displaced persons, the Candidates will have to produce certificate from concerned District Magistrate of 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 construction of power plant or any other infrastructure of the Board.
  - iii. That no one from his family has benefited in preferential treatment earlier in employment on the basis of land displaced person.
- c. For the purpose of calculation of maximum age of all Candidates who are domicile of other States than of Bihar, maximum age limit mentioned for UR Candidates shall be applicable.

### 5.0 **RESERVATION** :

- a. Reservation will be given in terms of reservation rules/ regulations as per Govt. of Bihar.
- b. The benefit of reservation is given only to the permanent domiciles of Bihar. The Candidate who claims for BC/ EBC reservation benefit will have to submit the Caste & Non Creamy Layer Certificate issued by the Competent Authority of his/ her home district in the prescribed Performa

of Govt. of Bihar issued before not more than a year. The Candidates belonging to SC/ST are required to submit only caste certificate issued by the competent authority of his/her home district.

- c. The Candidate who claims for reservation against relatives of Freedom Fighter as per Govt. of Bihar Resolution, will have to submit the Certificate issued by the Competent Authority in the prescribed Performa of Govt. of Bihar.
- d. If a Candidate does not produce valid certificate of Caste & Creamy Layer, Freedom Fighter, Divyang, 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 candidate.

#### 6.0 **APPLICATION FEE :**

<ul style="list-style-type: none"> <li>• For Unreserved (UR) / Extremely Backward Class (EBC)/ Backward Class (BC) applicants and Scheduled Caste (SC) / Scheduled Tribes (ST) applicants (non domicile of Bihar)</li> </ul>	<b>Rs.1,500/-</b> <b>(Rupees One thousand five hundred)</b>
<ul style="list-style-type: none"> <li>• For Scheduled Caste (SC) / Scheduled Tribes (ST) applicants (domicile of Bihar only)</li> </ul>	<b>Rs.375/-</b> <b>(Rupees Three hundred seventy five)</b>
<ul style="list-style-type: none"> <li>• For Divyang applicants (in any category)</li> </ul>	<b>Rs.375/-</b> <b>(Rupees Three hundred seventy five)</b>

➤ **Fee will be accepted through online payment mode only.**

#### 7.0 **MODE OF SELECTION : -**

1. The candidates will be selected on the basis of marks obtained by the candidates in CBT (Computer Based test). A combined merit list will be prepared and short listed candidates will be called for documents/ certificate verification as per advertised post and norms decided for different category.
2. If nos. of applicant will be very large (i.e. more than 15000) preliminary test may be conducted to short list candidates for main examination. The main examination will be conducted for recruitment.
3. If preliminary test is conducted, the candidate in the ratio of 1:10 of the advertised vacancy will be shortlisted for the main examination. The merit list of the candidate for selection to the post of Junior Accounts Clerk will be prepared on the basis of marks obtained by the candidates in CBT main exams.
4. Both PT and Mains Examination will be of objective type (Multiple choice) computer based test.
5. Short-listing of candidates will be done on the basis of Computer Based Test (CBT). A Mock/Demo Computer Based Test with few

questions only will be available on company website – [www.bsphcl.bih.nic.in](http://www.bsphcl.bih.nic.in) for candidates for practice and for getting familiar before the test.

6. If the exam is conducted in a SINGLE BATCH the Minimum Qualifying Marks in the CBT will be 40% for UR, 36.5% for BC, 34% for EBC & 32% for SC/ST/ Female candidates. If CBT is conducted in MULTIPLE BATCHES the answer sheet will be evaluated using Equi-Percentile Equating Methodology, in this regard the above qualifying marks will not be essential
7. **BSPHCL reserves the right to conduct the exam in two phases i.e. Prelims and Mains, if the number of applicants are very large.**
8. **Syllabus for the post of Junior Accounts Clerk is attached for CBT.**

#### 8.0 **SCORING/EVALUATION:**

- The evaluated scores obtained by each of the candidates in different batches (multiple batches) if held will be calculated using Equi-Percentile Equating Methodology.
- Scores up to eight decimal points shall be taken for the purpose of calculations.
- Equi-percentile Equating Method will be used for shortlisting candidates if exams are conducted in multiple batches only. If exams are conducted in single batch – overall score will be considered.
- Candidates can know more about the method in the FAQ's on Equi-percentile Equating Method available on the BSPHCL website.
- For understanding FAQ's for Equi-percentile Equating Methodology please refer Recruitment Notice of company website [www.bsphcl.bih.nic.in](http://www.bsphcl.bih.nic.in)

#### 9.0 **IMPORTANT DATES:**

a. Online Registration starting date	<b>11/05/2018 (from 11:00 AM)</b>
b. Online Registration closing date	<b>31/05/2018 (till 6:00 PM)</b>
c. Last date of payment through Net Banking/ Debit Card/ Credit Card etc.	<b>31/05/2018 (till 6:00 PM)</b>
d. Tentative date of online examination	<b>Last week of June 2018</b>

**Candidates are advised to regularly keep in touch with the authorized BSPHCL website [www.bsphcl.bih.nic.in](http://www.bsphcl.bih.nic.in) for details and updates.** Candidate will be informed regarding the date of examination by the email and SMS also. Admit Card will be downloaded from the BSHCL official website. Admit card will be computer generated only and will not be sent by post.

#### 10.0 **HOW TO APPLY :-**

- a. The applicants are to apply through "ON LINE" on the Website of [www.bsphcl.bih.nic.in](http://www.bsphcl.bih.nic.in). The Website will be open from **11/05/2018**.

After filling up the ON-LINE application; Candidates have to take a print out of the **Registration Form** for future reference.

**11.0 IMPORTANT INSTRUCTION BEFORE FILLING ON-LINE APPLICATIONS-**

- a. Please note that eligibility criteria specified herein are the basic criteria for applying for the post. Please note that no change of Name/Category/Date of Birth/Father's Name etc. will be permitted at any stage after registration of the online application and the result will be processed considering details which has been indicated in the online application.
- b. E-mail ID and Mobile Number furnished must remain valid for at least one year from the date of application. Under no circumstances, he/she should share/mention registration no. to any other person. In case, a candidate does not have a valid personal email ID, he/she should create his/her new Email ID before applying Online.
- c. Candidates must possess the prescribed minimum educational qualification/ conditions/criteria for the post applied on the **DATE OF PUBLICATION OF THIS ADVERTISEMENT and AGE QUALIFICATION CRITERIA as on 01/01/2018.**
- d. Before applying online a candidate will be required to have a scanned (digital) image in JPG/JPEG format, of his recent Pass-Port Size Photograph (less than 500 KB) and Signature (less than 200 KB) as per the specifications given on the website. Candidates should first scan their photograph and signature and ensure that both the photograph and signature are saved on the PC/Laptop/Other Media.
- e. The Online Application involves the following process:-
  1. **Registration/Login,**
  2. **Personal and Educational Details**
  3. **Uploading of Photograph and Signature,**
  4. **Payment & Final Submission,**
  5. **Generation & Printing of Registration Slip.**
- f. There is a prescribed fee for Online Application Form. Candidates will be directed for Online Payment once the form is completely filled. Candidate is requested to keep his/her Credit Card/ Debit card/ Net Banking details ready for the same. Candidates are required to carefully go through the Instructions for filling Online Application. Candidates while using the Internet Payment Gateway services are required to pay **Service Charges Extra**, in addition to the prescribed application fees.
- g. If the candidate faces any difficulty while submitting the online application, he/she can write to us on **Email ID – [employment@bsphcl.co.in](mailto:employment@bsphcl.co.in)**
- h. **CANDIDATES REPORTING LATE** i.e. after the reporting time specified on the call letter for examination will not be permitted to take the examination.
- i. The following documents will be required at the time of Counseling/ verification/ joining.
  - (i) Matric Certificate for age proof.

- (ii) Marks sheet and Degree Certificate of the requisite eligibility qualification.
  - (iii) Caste and Creamy Layer Certificate issued by competent authority, if reservation benefit is claimed,
  - (iv) If PHP (Divyang) Candidates, certificate from competent authority,
  - (v) If land loser/ land displaced person, certificate issued from District Magistrate/ Dy. Commissioner.
  - (vi) If claims reservation against relatives of Freedom Fighter as per Govt. of Bihar Resolution, the Certificate issued by the Competent Authority in the prescribed Performa of Govt. of Bihar
  - (vii) Permanent Domicile of Bihar Certificate, if claim for reservation.
  - (viii) Candidate already employed in Govt./ Semi Govt. organization/ Public sector will have to submit NOC from his employer when shortlisted for Verification/Joining.
  - (ix) An Identity proof such as Passport/ Aadhar Card/ PAN Card/ Voter Card etc.
- j. The Candidates will be liable for severe legal action if any false information with respect of name, father's name date of birth, address, educational qualification, percentage of marks, caste certificate, photographs etc. is furnished by him/ her.
- k. No TA/ DA will be paid to the Candidate, if called for documents verification/ Counseling etc.
- l. The BSPHCL reserves the right to cancel the selection process at any stage and increase or decrease the nos. of posts to be filled according to the exigencies of the Companies.
- m. Shortlisted Candidates will be called for document verification/ counseling.
- n. 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.
- o. Print a copy of finally submitted application form for future reference.
- p. No refund of application fee once deposited shall be made.
- 12.0** The BSPHCL will not be responsible for any printing mistakes.
- 13.0** For any enquiry, candidates are advised to post their query on Email address- [employment@bspchl.co.in](mailto:employment@bspchl.co.in)

**Sd./-**  
**( Rajiva Ranjan Sinha )**  
GM (HR/Adm.)

## Syllabus for the post of JUNIOR ACCOUNTS CLERK

<p><b><u>General Knowledge (Xth Level):</u></b></p> <ul style="list-style-type: none"><li>• Current Affairs- National &amp; International</li><li>• Indian History</li><li>• Indian Geography</li><li>• Indian Constitution</li><li>• Indian Culture &amp; Heritage</li><li>• Indian Polity</li><li>• Science &amp; Technology</li></ul> <p><b><u>Logical Reasoning (Xth Level):</u></b></p> <ul style="list-style-type: none"><li>• Analogies.</li><li>• Similarities.</li><li>• Problem – Solving.</li><li>• Differences.</li><li>• Analysis.</li><li>• Relationship Concepts.</li><li>• Observation.</li><li>• Verbal and Figure Classification.</li><li>• Space Visualization.</li><li>• Decision Making.</li><li>• Arithmetical Number Series.</li><li>• Arithmetical Reasoning.</li><li>• Judgement.</li><li>• Visual Memory.</li><li>• Discrimination.</li></ul> <p><b><u>General English &amp; Comprehension (Xth Level):-</u></b></p> <ul style="list-style-type: none"><li>• Synonyms</li><li>• Antonyms</li><li>• One word substitution</li><li>• Error detection</li><li>• Idioms &amp; Phrases</li><li>• Passage Comprehension</li></ul> <p><b><u>General Hindi (Xth Level):</u></b></p> <ul style="list-style-type: none"><li>• Grammar.</li><li>• Vocabulary.</li><li>• Comprehension.</li><li>• Fill in the Blanks.</li><li>• Error Detection.</li><li>• Antonyms.</li><li>• Synonyms.</li><li>• Phrases/Muhavare.</li></ul>	<p><b><u>Basic knowledge of Computer</u></b></p> <ul style="list-style-type: none"><li>• Fundamental of computers<ul style="list-style-type: none"><li>○ CPU</li><li>○ Memory</li><li>○ Hard Disk</li><li>○ Input/ Output Devices</li><li>○ knowledge of Number System</li></ul></li><li>• Basic concept of Computer (Hardware &amp; Software)<ul style="list-style-type: none"><li>○ Computer Software</li><li>○ Operating System</li><li>○ Computer language</li></ul></li><li>• Basic knowledge of MS Office<ul style="list-style-type: none"><li>○ MS word</li><li>○ MS excel</li><li>○ MS Power point</li></ul></li><li>• Basic knowledge of Internet<ul style="list-style-type: none"><li>○ Web browser</li><li>○ E-mail</li><li>○ Search Engines</li><li>○ Web servers</li></ul></li><li>• Basic knowledge of computer network<ul style="list-style-type: none"><li>○ LAN</li><li>○ WAN</li><li>○ MODEM</li></ul></li><li>• Basic knowledge of cyber security<ul style="list-style-type: none"><li>○ Virus , Malware etc.</li><li>○ Warm</li><li>○ Internet security</li><li>○ Network security</li><li>○ Firewall</li></ul></li></ul> <p><b><u>Commerce :</u></b></p> <ul style="list-style-type: none"><li>• Company Accounts Introduction</li><li>• Company's Act 1956 (with amendments)</li><li>• Audit &amp; Financial Management</li><li>• Taxation – Direct/ Indirect</li><li>• Balance Sheet</li><li>• Profit and Loss Accounts</li><li>• Costing &amp; cost analysis</li><li>• Accounting concept</li><li>• Single entry system and rectification of error</li><li>• Bank reconciliation statement</li></ul>
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