

NORTH BIHAR POWER DISTRIBUTION COMPANY LIMITED

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

Employment Notice No.- 01/2013

Applications are invited from eligible Candidates for appointment to the post of Accounts Officer/ Accountant for Head offices and Field offices as per the details given below:

1. Vacancy:

Sl. No.	Name of the Post	Total No. of Posts	Category wise no. of Posts					
			UR	SC	ST	EBC	BC	Female (BC)
			1	2	3	4	5	6
1.	Accounts Officer	30	15	5	0	5	4	1
2.	Accountant	40	20	7	0	7	5	1

- The total number of projected vacancies indicated in this advertisement may be increased/ decreased/ cancelled at the discretion of NBPDCCL Management, if need so arises, without any further notice and without assigning any reason thereof.
- Category Code 6 'Female BC' includes Women Candidates of SC, ST, EBC and BC Category of Bihar domicile only. Reservation of Physically Handicapped Person (PHP) shall be as per rules applicable in Govt. of Bihar.

2. Salary(Consolidated):

a. Pay Scale(Consolidated Pay):

- Accounts Officer:** Rs. 32,000-51,000
- Accountant:** Rs. 22,500-36,000

- Annual increment @ 4% (Four percent) will be paid .
- As an incentive, an additional payment upto 2% may also be allowed based on the performance of the individual.
- No other allowances would be given in addition to the pay fixed in above pay scales. PF, Gratuity and Group insurance would be paid as per Company Rules.

3. Qualification:

- Accounts Officer:** CA/ ICWA
- Accountant:** Graduate from any Govt. recognized institute with CA/ ICWA (Inter).
- Computer proficiency is must for both these posts. Candidates must have knowledge of Tally package.

4. Probation Period: Two (2) Years

5. Age (As on date of advertisement):

	UR (Male)	SC (Male/Female)	ST (Male/Female)	EBC (Male/Female)	BC (Male/Female)	UR (Female)
Minimum	21	21	21	21	21	21
Maximum	37	42	42	40	40	40

- PHP (Physically Handicapped Person) Candidates shall get age relaxation of 10 years in maximum age limit. They will have to produce necessary certificates in this respect.
- Land losers/ Land displaced persons due to land acquisition for the use of NBPDCCL shall get relaxation of 5 years in maximum age limit.

For claiming relaxations in the Category of land losers/ land displaced persons, the Candidates shall have to produce certificate from concerned District Magistrate/ Dy. Commissioner, to the following effect to avail the benefit:-

- That he/ she is a land displaced person due to land acquisition for the use of NBPDCCL

- ii. That his/ her one acre or more land has been acquired for the construction of power plant or any other infrastructure for NBPDCCL
- iii. That no one from his/ her family has benefited in preferential treatment in employment on the basis of land displaced person
- c. The maximum age for regular employees of BSP(H)CL and its subsidiary companies will be 50 years.
- d. For the purpose of age calculation, Candidates who are domicile of other States than of Bihar, will be treated as UR Candidates.

6. Reservation:

- a. Reservation will be given in terms of reservation rules and policies as applicable in Govt. of Bihar.
- b. The benefit of reservation is available only to the permanent domiciles of Bihar. The Candidate who claims for reservation benefit will have to submit Caste and Creamy Layer Certificate issued by the competent authority of his/ her home district in the prescribed Performa of Govt. of Bihar issued not more than a year before along with his application. The Candidates belonging to SC/ ST are required to submit only caste certificate issued by competent authority.
- c. If a Candidate does not produce valid certificate of caste & creamy layer, Physically Handicapped, Land looser/ Land displaced persons or domicile etc., (as the case may be), in original at the time of counseling, his/ her claim for such reservation benefit will be forfeited and his/ her Candidature will be considered under UR category.

7. Application Fee:

- a. Application fee is Rs. 1000/- (Rupees One Thousand) for all categories except SC/ ST of Bihar domicile, for whom it is Rs. 250/- (Rupees Two hundred fifty) only.
- b. Application fee is to be deposited in form of Demand draft (issued by any Nationalised Bank payable at Patna to the Senior Manager (F&A), NBPDCCL, Patna. In case of non-encashment of deposited fee due to any discrepancy, the application will be summarily rejected. SC/ ST candidates of other States will be treated as UR candidates for the purpose of Application fee.

8. Mode of Selection:

- a. The mode of selection will be written test plus interview.
- b. If number of candidates is large, a written test shall be conducted for short listing the candidates for interview, However if the number of candidates is not very large, then it will be in the sole discretion of the Company whether to conduct written test or not.
- c. Merit list will be prepared on the basis of written test (if conducted) and interview.
- d. Work experience will have an added advantage.
- e. 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.

9. How to Apply:

The duly filled up application must be sent through registered post/ speed post only to **Senior Manager (HR) North Bihar Power Distribution Company Ltd., Patna, Vidyut Bhawan, Bailey Road, Patna - 800 001 with the following enclosures latest by 08.07.2013:**

- a. Application must accompany three recent passport size photograph out of which one should be pasted on the space provided on the application form and other two self signed photographs should be properly enclosed.
- b. Self attested, legible and clear photocopy of the following certificates and mark sheets shall have to be attached with the application form:-
 - i. Certificate of Matriculation in support of age and Graduation certificate/mark sheet.
 - ii. Certificate of CA/ ICWA (as applicable),

- iii. Caste and Creamy Layer Certificate issued by competent authority, if reservation benefit is claimed,
- iv. If PHP Candidates, certificate from competent authority,
- v. If land loser/ land displaced person certificate issued from District Magistrate/ Dy. Commissioner,
- vi. Permanent Domicile Certificate,
- vii. Demand Draft in original,
- viii. One self addressed envelope of size 16 X 7cm with postage stamp of Rs. 39/- affixed on must be enclosed with the application.

10. General Instructions:

- a. Application with enclosures has to be sent only through registered/ speed post. Application received through any other means viz. courier, hand delivery etc. will not be accepted. The name of the post must be super scribed on the envelope containing the application. Application received after the last date of submission of application i.e. **08.07.2013** will not be entertained under any circumstances.
- b. The person employed in Govt./ Semi Govt. organization/ Public Sector Undertakings should also send an additional copy application with self attested certificate/ documents through proper channel,
- c. Incomplete applications or applications received late will be summarily rejected.
- d. The mere fact that a candidate has submitted the application against the advertisement and apparently fulfilling criteria as prescribed in the advertisement would not bestow on him/ her the right to be called for interview/considered for selection process. NBPDCCL Management may also relax/ lower the qualifying standards/ criteria in case suitable candidates are not available.
- e. The Candidates will be liable for legal action if any false information in respect of name, father's name, date of birth, address, educational qualification, percentage of marks, caste certificate, photographs etc. is furnished by him/ her,
- f. If any discrepancy is found in the information given in application and certificates enclosed by the candidate, their candidature will be cancelled and no further correspondence will be done,
- g. No TA/DA will be paid to the Candidate, if called for Interview/ Written test/ Counseling etc,
- h. NBPDCCL reserves the right to cancel the selection process at any stage without assigning any reason,
- i. Selected Candidates will be called for document verification/ counseling for which separate intimation will be given,
- j. The selected candidates shall be required to execute a bond on prescribed non-judicial stamp paper, to the effect that , in case they leave the services of the company within the probation period of 2 years , they will be liable to pay to the company a sum of Rs. 50,000/- (Rs. Fifty Thousand) only.
- k. NBPDCCL will not be responsible for any printing mistakes.

Sd/-
(A.K. Sinha)
DGM (HR)

NORTH BIHAR POWER DISTRIBUTION COMPANY LIMITED
(Registered Office-Vidyut Bhawan,Bailey Road,Patna)

Employment Notice No.01/2013
Application For the post of Accounts officer/ Accountant
Application Details

Paste recent
and self signed
passport size
photograph

1. Registration No. (For office use only)

2. **Post applied for:** Accounts Officer Accountant
(Tick mark ✓ the post applied)

3. Personal Details

a. Name

Surname	First name	Last name
<input type="text"/>	<input type="text"/>	<input type="text"/>

b. Mother's Name

c. Father's Name

d. Gender

Male Female

e. Nationality

f. Home District

g. Are you permanent domicile of Bihar Yes No

h. Date of Birth

Date		Month		Year	

i. Age as on 01-07-2013

Year		Month	

4. **Reservation Category:** Unreserved Scheduled Cast Schedule Tribe
(Tick mark ✓)

Backward classes Extremely Backward classes Backward class (Female)
Candidate of BC /EBC who are Female may Tick mark ✓ both BC/EBC and BC (F)

5. Are you Land Loser/Land Displaced person ? Yes No

6. Are you a regular employee of BSEB? Yes No

7. Are you a person with physical disabilities? Yes No

If yes then

a. Mention the % of disabilities

b. Type of disabilities VH HH OH

8. Address:

a. Address for Communication

Moh P.O.

P.S. Dist.

State PIN

b. Permanent Address

Moh P.O.

P.S. Dist.

State PIN

c, Mobile No. Email

9. Qualification:

Qualification	Name of Institute/ University	Subject	% Marks	Year of passing
Matric				
Graduation				
CA/ ICWA				
Computer Proficiency/ Tally Knowledge				
Others				

10. Details of application fee:

a. DD. No. b. Date

c. Name of issuing Bank d. Amount

Note- Enclose Original Demand Draft, self signed photo copy of the certificates and two recent self signed passport size photograph as mentioned in advertisement.

11. Declaration:

I hereby declare that the information furnished above is true to the best of my knowledge. In case, at any stage of the recruitment process or afterwards it is found that information/certificate given by me is false or fabricated/manipulated or do not fulfill the eligibility criteria in terms of advertisement, my candidature may be rejected and the company will be free to take an appropriate action against me.

Date _____

Place _____

Signature of candidate