Bihar State Electronics Development Corporation Limited

CIN : U31900BR1978SGC001317   (A Government of Bihar Undertaking)

BELTRON Bhawan, Shastri Nagar,

Patna – 800 023, Bihar

Phone: 0612- 2281242, FAX: 0612-228 1857, website: www.beltron.in

Bihar State Electronics Development Corporation Limited (B.S.E.D.C. Ltd), also known as **BELTRON**, a Government of Bihar undertaking designated by Government of Bihar as a State Designated Agency (SDA) for implementation of IT & e-Governance projects across Bihar including Central and State MMP's, offers challenging career opportunities to professionals and is currently in the lookout for qualified and experienced professionals in various disciplines for recruitment on contract basis as per details given below:

S N	Post	No. of Posts with Category	Upper Age Limit (as on 01/12/16)	Essential Qualification	Nature of Experience (Post Qualification)	Remunerations
1	Chief Account Officer	UR-1	**57 yrs.**	CA/ ICWA/ MBA (Finance)	20 years of post-qualification experience, out of which minimum 5 years relevant experience in Government/ Government PSU will be desirable.	**Rs.60,000 – 70,000/-**
2	Account Officer	UR-1, MBC-1	**40 yrs.**	CA/ICWA/ MBA (Finance)/ M.Com	3 years of post-qualification experience preferably with reputed institutions, Government Organizations/ Projects or NGOs.	**Rs.35,000 – 40,000/-**
3	Account Assistant	UR-2, MBC-1, SC-1	**35 yrs.**	CA (Inter)/ ICWA (Inter)/ MBA (Finance)/ M.Com/ B.Com	1 year of relevant experience of book keeping, accounts related job and secretarial assistant with reputed institutions, Government programmes/ Projects/ NGOs. Knowledge of working on computer and operating tally software will be desirable.	**Rs.15,000 – 20,000/-**
4	Programme / Project Executive	UR-6, BC-1, MBC-3, SC-2	**35 yrs.**	MCA/ B.Tech or B.E./ B.Sc. engg. in Computer Sc.	Min 1-2 years of post-qualification work experience of Project management preferably in with Govt. Organization / Projects. Candidates should have experience of handling at least one project having worth of Rs. 10 Crores or above, good proficiency in MS Office, MS Project, PERT-CPM and Programme Management tools , experience for preparation of Detailed Project Report (DPR), Request For Proposal (RFP) & Expression of Interest (EOI)	**Rs.30,000 – 40,000/-**
5	P.A. to M.D.	UR-1	**35 yrs.**	Graduate with any discipline	Min 1 yr. experience of relevant experience. Knowledge of working on computer in MS office, Stenography (both Hindi & English), Typing Speed of at	**Rs.20,000 – 25,000/**

					least 20 words in Hindi & 25 in English, relevant experience of Office assistant work will be desirable.	
6	Receptionist	UR-1	**35 yrs.**	Graduate with any discipline	Min 1 yr. experience of relevant work. Knowledge of working on computer in MS office, relevant experience of receptionist/ Office assistant work will be desirable.	**Rs.15,000 - 20,000/-**
7	Store Keeper	MBC-1	**35 yrs.**	Graduate with any discipline	Min 1 yr. experience of relevant work. Knowledge of working on computer in MS office, relevant experience of store keeper will be desirable.	**Rs.15,000 – 20,000/-**
8	Office Assistant / Assistant	MBC-2, SC-2	**35 yrs.**	Graduate with any discipline	Min 1 yr. relevant experience of office/ programme assistant work with Government Organization / Projects or NGOs. Knowledge of working on computer in MS office environment will be desirable.	**Rs.20,000 – 25,000/-**
9	Data Entry Operator	UR-10, BC-2, MBC-2, SC-3, Woman of BC-1	**35 yrs.**	Graduate with any discipline	Minimum 1 yr. relevant experience of data entry operator with reputed institutions, Government Organizations / Projects or NGOs. Knowledge of working on computer in MS office environment & typing speed 30-35 words in a minute will be desirable.	**Rs.20,000 – 25,000/-**

1. **COMPENSATION PACKAGE**
   In addition to remunerations, the Executives are also entitled for, other benefits such as EPF, EL etc., as per Rules are also available.

2. **EDUCATIONAL QUALIFICATION**
   Essential qualification should be from a AICTE/Govt. approved Institution or University.

3. **EXPERIENCE**
   Experience will be as per the above mentioned criteria. Only post qualification experience shall be considered.

4. **GENERAL CONDITIONS:**

   i) Only Indian Nationals needs to apply.
   ii) The selected candidate will be engaged initially on contractual basis for three years and can be extended as per requirement.
   iii) Depending on the requirement, the company reserves the right to cancel /restrict/curtail/ increase the number of vacancies, if need so arises, without any further notice and without assigning any reason thereof.
   iv) BSEDCL will not be responsible for any delay/ wrong delivery/ non-delivery of communication by the candidate at any stage of the recruitment process.
   v) The cutoff date for considering the age and experience of candidates will be taken as on 01.01.2017.

vi) Any employees/candidates working in BELTRON through third party agencies fulfilling the educational qualifying criteria may apply for the position. Such candidates shall have no age limit as indicated above.

vii) Mere conformity to the job requirements will not entitle a candidate to be called for interview. Management reserves the right to reject the application without assigning any reason and to increase / decrease the number of posts depending on the requirement or to raise the Standard of Specifications to restrict the number of candidates to be called for interview or to cancel the entire process itself.

viii) Applicants serving in Government / Semi-Government organizations etc., should apply through proper channel or produce 'No Objection Certificate' at the time of interview, failing which they will not be permitted to appear for the interview.

ix) Appointment of selected candidates is subject to verification of Caste, Character and Antecedents, from the concerned authorities as per the rules of the Company if required.

x) 35% posts mentioned above will be horizontally reserved for women candidates as per the General Administration Department notification no. -963 dated 20.01.2016 and memo no. -2342 dated 15.02.2016.

xi) The appointment of selected candidates will be subject to their medical fitness for such appointment based on Medical Examination as per the Directives of the Company.

xii) Notwithstanding the aforesaid provision for a PWD will be considered to be eligible for appointment only if he/she (after such physical examination as the Company or the appointing authority, as the case may be, may prescribe) is found to satisfy the requirements of physical and medical standards for the concerned Posts to be allocated to PWD candidates by the Company.

xiii) No TA/DA will be paid for attending the interviews.

5.   APPLICATION FEES: (Non-refundable)

General /OBC candidates	Rs. 300/-
SC/ST/PWD/Woman candidate	Rs. 100/-

NOTE:

(a)   CANDIDATES SHOULD NOTE THAT THE FEE SUBMITTED THROUGH ANY OTHER MODE EXCEPT THE MODE SPECIFIED WILL NOT BE ACCEPTED BY BELTRON AND SUCH APPLICATIONS WILL BE TREATED AS WITHOUT FEE AND WILL BE SUMMARILY REJECTED.

(b)   Fee once paid shall not be refunded under any circumstances nor can the fee be held in reserve for any other examination or selection.

(c)   Application without the prescribed fee would not be considered and summarily rejected. No representation against such rejection would be entertained.

6.   SELECTION PROCESS:

(i)   Company may shortlist candidate for admission to written test.

(ii)   Final selection will be through written test and/or interview of shortlisted candidates for Selected Posts.
Based on the performance in Written Test, candidates will be further shortlisted for the Personal Interview, if required.

The facility for conducting written examination for Persons with Disabilities will be provided in accordance to Ministry of Social Justice & Empowerment, Department of Disability Affairs Letter No. F. No.16-110/2003-DD/III dated 26th February, 2013.

(iv)   **Location/Cities of Written Examination:**
Patna

Empanelment of Candidates:

The final empanelment would be done on the basis of total marks secured (written score and personal interview score, wherever applicable) by the candidate.

The offer of appointment shall be issued to the empanelled candidates in the order of category wise merit and based on requirement of the company.

HOW TO APPLY:

Candidates satisfying the eligibility conditions have to apply through online registration system of BELTRON i.e. http://www.beltron.in/

Online submission of the applications will be allowed on the website from 2ⁿᵈ January 2017 till 31ˢᵗ January 2017. No other means/mode of application shall be accepted.

While applying on-line, candidate should have the following readily available:

➢ *E-mail ID (which must be valid for at least one year from the date of application)*

➢ *Mobile No (which must be valid for at least one year from the date of application)*

➢ *Non-refundable Processing and Examination fees has to be paid online only as per instruction given in above website upon completion of registration and application. Demand Draft/ Money Order / Postal Order or any other mode of payment is not acceptable.*

➢ *A soft copy of recent (not more than 1 month old) colour passport size photograph of the full face (front view) with the file size not more than 300 kb.*

➢ *A soft copy of signature with the file size not more than 100 kb.*

➢ *Online payment of Processing and Examination fees and valid email ID, Mobile Number, Photograph & Signature are mandatory fields without which applications will not be registered.*

STEPS FOR APPLYING

STEP 1: Visit our online application website http://www.beltron.in/.

STEP 2: Click on "Advertisement" to view the full details before applying.

STEP 3: Click on "Apply Online" to fill up the application form.

STEP 4: On the Registration Page, the candidate will be asked to enter his valid E-mail Id, Name, Date of Birth & Mobile No. The Name & Date of Birth should be as per the educational documents.

STEP 5: The candidate will get an E-mail in his provided E-mail Id to verify it.

STEP 6: Once, the candidate verifies the E-mail ID, he needs to login to complete the rest of the registration process.

STEP 7: After login, the candidate needs to enter his personal details, like: Father's Name, Mother's Name, Category, Religion & Gender on the Personal Detail Page.

STEP 8: On the next page i.e. Address Detail Page, the candidate will be asked to enter his communication and permanent address.

STEP 9: On the next few pages, the candidate will be asked to enter his educational details for all his degrees.

STEP 10: On the next page, the candidate will be asked to enter his relevant experience.

STEP 11: After filling of educational details, the candidate will be asked to upload his photograph and signature on the next two pages.

   a) Photograph must be recent passport size photograph

   b) The picture should be in color, against a light colored, preferably white background.

   c) Size of files should be maximum 300 kb only.

STEP 12: On the next page, as per the candidate's provided educational qualifications and other parameters, the candidate will be asked to choose the desired Post/Position/Profile from the given list.

STEP 13: After the selection of Post, the candidate needs to choose Patna as relevant centre of his choice for the Written Test on next page.

STEP 14: According to the chosen Post/Position/Profile, the candidate will asked to make payment through payment gateway Debit Card/Credit Card/Net Banking. Candidates need to make payment Online through (Net Banking, Debit Card or Credit Card) and if candidates get the registration slip it means his/her payment is successful and they can take print out of his/her Registration Slip.

If Candidate doesn't receive any Registration slip, it means his/her payment is failed due to some reason and this amount will be refunded to candidate within 7 Working days and Candidate need to make the payment again to confirm his/her candidature (Candidates needs to bear a small extra amount over and above the fees viz. service/payment gateway/Bank charges. etc.).

STEP 15: On successful Payment, the candidate will get a Final Preview of his application form including the payment details. The candidate needs to verify all the entered details. Also, if there is any correction to be made by the candidate, he can edit the same before submitting the application form.

STEP 16: After submitting online application, take Printout of the acknowledgement slip.

STEP 17: If the candidature is found eligible, the candidate will be intimated by e-mail/sms regarding the written test. On receipt of the e-mail/sms the candidate will have to once again login to http://www.beltron.in/ and click on "DOWNLOAD ADMIT CARD" OPTION.

STEP 18: Print the admit card with photo and carry the ADMIT CARD to the examination centre on the date and time indicated therein. Photograph appeared on the acknowledgement slip and admit card, should be the same.

GENERAL INSTRUCTIONS :

➢ BELTRON will not be responsible for any loss of email/admit card sent, due to invalid/wrong email id etc.

➢ Admit Card will not be sent by post. It should be downloaded by the candidates from the website.

➢ Candidates will be allowed to appear for the Written Test only with Admit Card and not with the acknowledgement Slip.

➢ Candidates should retain a photocopy of their acknowledgement Slip for future reference.

➢ The original testimonials/documents will have to be produced at the time of interview/joining. If any of their claims is found to be incorrect, their candidature shall be summarily rejected.

➢ Existing employees of BELTRON are also required to apply online. However, if shortlisted for interview, they will have to forward the Hard copy of the Resume through their controlling officer and Establishment In-charge, BELTRON without which the candidature will not be considered.

➢ Serving Government/PSU officials, if selected will be allowed to join only after they are properly relieved from their parent organization.

➢ Candidates should submit only single application and application once submitted cannot be altered. A valid e-mail ID is essential for submission of the online application. BELTRON will not be responsible for bouncing of any e-mail sent to the candidates.

➢ All information regarding this recruitment process would be made available on the BELTRON website only. Applicants are advised to check the website periodically.

➢ Candidates should ensure that the same passport size photograph is used throughout this recruitment process.

➢ No application will be entertained after the expiry of last date of receipt of Online Application Form.

Note 1: Since these application forms are to be processed in a computerized system, due care should be taken by the candidates to fill up their application form correctly.

Note 2: The candidates should ensure that they fulfill all the eligibility conditions. Their admission at all the stages of selection for which they are admitted by BELTRON viz. Interview will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If on verification at any time before or after Interview, it is found that they do not fulfill any of the eligibility conditions; their candidature for the Examination will be cancelled by BELTRON.

IMPORTANT INFORMATION:

1.   Before applying, candidate should ensure that he/she fulfills the eligibility criteria and other norms mentioned in this advertisement.

3.   Management reserves the right to cancel / restrict / enlarge / modify / alter the recruitment / selection process, if need so arises, without issuing any further notice or assigning any reason thereafter.

4.   Date of issuance of mark sheet shall be taken as the date of acquiring qualification.

5.   Wherever CGPA/OGPA/DGPA or Letter Grade in a degree /diploma is awarded, its equivalent percentage of marks must be indicated in the application form as per norms adopted by University / Institute.

6.   In the absence of any proof of norms adopted by the University / Institute to convert CGPA/OGPA/DGPA into percentage, the criteria adopted by AICTE shall be followed.

7.   Records of the candidates not selected shall not be preserved beyond 06 months from the date of publication of Select List.

8.   **The facility of online application will be opened from 2nd January 2017 till 31st January 2017.**

9.   Candidates from PSE / Government / Quasi Government should produce "No Objection Certificate" at the time of Interview.

10. If the SC/ST/OBC/PWD Certificate has been issued in a language other than English/Hindi, the candidates will be required to submit a self certified translated copy of the same either in English or Hindi.

11. Candidature of a registered candidate is liable to be rejected at any stage of recruitment process or after recruitment or on joining, if any information provided by the candidate is false or is not found to be in conformity with eligibility criteria mentioned in the advertisement.

12. Candidates who have already deserted/resigned from their appointment in BELTRON will not be considered.

13. Please do not send any original documents / Certificates.

IMPORTANT DATES:

Start date of Online Registration	January 02, 2017	05:00 PM
End date of Online Registration	January 31, 2017	11:59 PM