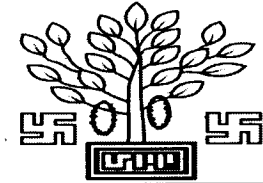




Government of Bihar
Rural Development Department
BIHAR RURAL DEVELOPMENT SOCIETY (BRDS)
Red Cross Building, Gandhi Maidan, Patna-800001



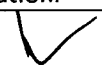
Recruitment under Bihar Rural Development Society (BRDS)

Bihar Rural Development Society (BRDS) an autonomous society promoted by Rural Development Department, Govt. of Bihar seeks to build a self-motivated, committed and multidisciplinary team that identifies and steers critical rural development policy issues, support policy research, provides capacity and institutional building support, assist in development of implementation strategies and takes lead in development, implementation, management, monitoring and evaluation of programs/projects/schemes/activities under BRDS.

BRDS invites application from eligible Indian Citizens in prescribed online application format, latest by October 22, 2018 at 11:30 PM (Monday).

The details of eligibility criteria, key job roles/responsibilities, reservation norms and important instructions are mentioned below:

S. No.	Designation	Level	No. of Vacant Posts	*Required Educational qualification and Post-qualification work experience	Key Roles and Responsibilities	*Consolidated Monthly remuneration (INR)
State Project Implementation Unit						
1.	State Program Officer – MGNREGA	L2	3	MBA/ PGDM/ MSW/ Post graduate Diploma/Postgraduate Degree in Rural Management/ Rural Development/ Development Studies/Post graduate Degree in Public Administration/ Public Policy/Environment Science/ B.Sc Agri./ B.E. or B.Tech in Civil Engineering with at least 10 years of relevant professional work experience in large scale poverty reduction program/MGNREGA/ rural development projects/ livelihoods programme/project run by Government and/or reputed NGOs/ Pvt. Organisation/ CSR initiatives.	<ul style="list-style-type: none"> Overall coordination and supervision of MG-NREGA planning, implementation and monitoring for Bihar State as per the Act and guidelines. Review and consolidation of project proposals/ reports received from districts. Plan and monitor the district-wise work allocation and completion status. Plan for year-wise physical and financial target setting in accordance with the objectives and targets of Gol. Support preparation of state level periodic monitoring and progress reports as well as in organizing related state level trainings/ workshops. Support RDD, GoB in getting desired funds from Gol as well as ensure smooth fund flow from state to the grassroots. Liaison with districts, state line departments, donor agencies, Gol officials, NGOs/CBOs and any other related agency for scheme related activities, correspondence and communication. 	70,000/-



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					<ul style="list-style-type: none"> Organize periodic meetings with district officials of RDD, GoB to discuss the operational and administrative issues and prepare action plan accordingly. 	
2.	State Program Officer-PMAY	L2	1	MBA/ PGDM/ MSW/ Post graduate Diploma/Post graduate Degree in Rural Management/ Rural Development/ Development Studies/ Post graduate Degree in Public Administration/ Public Policy/B.E. or B.Tech in Civil Engineering with at least 10 years of relevant professional work experience in large scale Housing Project /MGNREGA/Rural development/Livelihood programs/ Project run by Government and/or reputed NGOs/ Pvt. Organisation/ CSR initiatives.	<ul style="list-style-type: none"> Overall coordination and supervision of PMAY implementation in the state as well as support the related planning processes. Review and consolidation of project proposals/ reports received from all the districts. Plan and monitor the district-wise allocation of houses and completion status. Plan for year-wise physical and financial target setting in accordance with the objectives and targets of GoI. Support preparation of state level periodic monitoring and progress reports as well as in organizing related state level trainings/ workshops. Ensure smooth fund flow from state to the grassroots. Liaison with districts, state line departments, donor agencies, GoI officials, NGOs/CBOs and any other related agency for scheme related activities, correspondence and communication. Organize periodic meetings with district officials of RDD, GoB to discuss the operational and administrative issues and prepare action plan accordingly. 	70,000/-
3.	Head of Capacity Building, HR & Facility Management	L2	1	MBA/PGDM with specialization in Human Resource Management/ Personnel Management/ Post graduate Degree in Public Administration/ Public Policies/ Labour and Social Welfare with at least 10 years of relevant professional work experience in capacity building, HR and facility management in large scale poverty reduction program/ MGNREGA/ rural development/ livelihoods programme / project run by Government and/or reputed NGOs/ Pvt. Organisation/ CSR initiatives.	<ul style="list-style-type: none"> Develop/update and review organizations' policies, strategies, procedures, programs and projects to promote and strength professional capacities of staff, human resources and facilities in line with organizational values and objectives. Lead execution and overall management of policies, guidelines, strategies and programs pertaining to capacity building, human resources and facility management. Lead HR operations by recruiting, selecting, orienting, trainings, coaching, counselling and disciplining staff. Lead development and execution of systems, tools, frameworks, mechanism for capacity building, monitoring, appraising, reviewing staff performance at all institutional levels (State, Districts and Blocks) of BRDS. 	70,000/-

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S. No.	Designation	Level	No. of Vacant Posts	*Required Educational qualification and Post-qualification work experience	Key Roles and Responsibilities	*Consolidated Monthly remuneration (INR)
					<ul style="list-style-type: none"> Review relevance, quality, organisation and efficiency of the current training methods, processes, materials, mode of delivery, feedback from trainees and propose model suitable for on-site training, distance learning and e-learning to optimise existing human resources capacity. Design and execute capacity evaluation methodology, capacity building strategies, indicators and capacity building training programs for staff, district and block administration; functionaries of line department engaged implementation of MG-NREGA and PMAY. Review, monitor and evaluate training implementation agencies (TIAs). Provide desired support in hiring, monitoring and management of service providers (agencies/firms/consultants) pertaining to Capacity building, HR and Facility management Support on-time development of periodic reports like annual plans, progress reports, monitoring reports, impact assessment reports etc. for capacity building, human resources and facility management. Create and manage HR Database. Supervise management of essential central services such as reception, security, maintenance, mail, archiving, cleaning, catering, waste disposal and recycling to provide optimal work environment for the BRDS staff. 	
4.	Finance Manager	L3	3	<p>CA/Postgraduate Diploma or Postgraduate Degree in Finance/ Commerce/ MBA-Finance or PGDM-Finance with at least 8 years of relevant professional work experience of public finance management in large scale poverty reduction program/ MGNREGA/ rural development/ livelihoods programme/ project run by Government/ reputed NGOs/ Pvt. Organisation/CSR initiatives.</p> <p>Proficiency in Tally based accounting.</p>	<ul style="list-style-type: none"> The role involves providing desired support in development/execution of financial management system with specific reference to on-time preparation of annual financial plan, budget plan; audit support, oversee book-keeping and preparation of financial manuals/ guidelines etc. Finalize chart of accounts for preparation of memorandum project accounts at all levels. Prepare detail annual budgets based on annual work plans and procurement plans. Monitor project memorandum accounts, update accounts in a timely manner with information received from district and block level units and ensure that accounting system covers all project activities. 	60,000/-

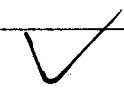


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					<ul style="list-style-type: none"> • Ensure on-time payment of salaries of staff, all approved bills and scheduled payments to suppliers (Goods and service providers). • Ensure on-time preparation and submission of quarterly consolidated Interim Unaudited Financial Report (IUFR) of Project in agreed formats. • Prepare state level financial reports after collating and scrutinizing reports received from bottom line institutions. • Coordinate with all District Finance Mangers for timely submission of their respective budgets, financial reports, fund requests and expenditure reports etc. • Coordinate with and promptly inform CEO BRDS, Controller Finance about any financial discrepancies, budget variances, financial analysis on utilization of funds and any other related financial information. • Support and coordinate for transition from manual accounting system at state/district/ block level to Tally based accounting system • Ensure timeliness of all required financial reports to World Bank on regular basis. 	
5.	Sr. Audit and Accounts Officer	L3	1	CA/MBA-Finance or PGDM-Finance/ M. Com with at least 8 years of relevant professional work experience in public finance management in Government(s)/ semi government agency/banking institutions/ reputed Financial firms/ reputed non-government organisations/ Pvt. Organisations. Proficiency in Tally Based accounting.	<ul style="list-style-type: none"> • Maintaining accounts books of BRDS in accordance with the standard accounting procedures and related audit responsibilities • Oversee the preparation of accounts books at BRDS as per the desired standards • Support and coordinate for transition from manual accounting system at state/district/ block level to Tally based accounting system • Responsible for conducting internal audit of all accounts books on quarterly basis and submit the observations report to Dy. Project Director (BISPS), BRDS • Prepare statutory/ non-statutory compliance report/s as per requirements (Utilization report, Consolidated state level financial status report, Statement of expenditure, Banking Reconciliation Statement etc.) and standard reporting procedures applicable for PMAY and MG-NREGS • Ensure availability of desired accounts data/ information and other related support to external auditor at the time of audit • Support related financial planning and execution pertaining to PMAY and MG-NREGS 	60,000/-



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S. No.	Designation	Level	No. of Vacant Posts	*Required Educational qualification and Post-qualification work experience	Key Roles and Responsibilities	*Consolidated Monthly remuneration (INR)
6.	Procurement Manager	L3	1	<p>Postgraduate-Diploma/ Postgraduate Degree in Commerce/ Finance / MBA-Finance/ Operation Management/ Supply chain Management/ Material Management with at least 8 years of relevant professional work experience in procurement management in Government(s)/ Development Project/ Pvt. organisation.</p> <p>Experience of carrying out procurement procedure of multilateral agencies like ADB, World Bank etc.</p>	<ul style="list-style-type: none"> Develop/design, execute and manage procurement strategies, manual and plan in compliance with World Bank procurement guideline. Lead procurement related activities eg. preparation of technical specification, RFP, Bid/tender documents; receiving, securing, opening of bids/proposals, bid evaluation, preparation of bid evaluation report, contract finalization etc. in supervision of CEO BRDS Assess procurement need of BRDS in close co-ordination with State team, District Project Managers and in supervision of CEO or/and DPD, BRDS. Provide desired support in post-procurement contract management including regular monitoring and follow up with the selected vendors to ensure satisfactory quality of goods and services, on-time delivery, resolution of issues/problem pertaining to procurement. Maintain and review all records of procurement and purchased goods eg. award of tenders, bid notification, register pertaining to sale and receipt of bids, bid opening records / minutes, bid evaluation reports and correspondence pertaining to bid evaluation, communication sent to/with the World Bank, supplier lists, costs, deliveries and inventories. Lead and provide desired support for on-time preparation/up-keeping of periodic reports like procurement plan, progress reports, quarterly report on on-going and delayed contracts, etc. 	60,000/-
7.	HR Cum Facility Manager	L3	1	<p>MBA/PGDM with specialization in Human Resource Management/ Personnel Management/ Post graduate Degree in Labour and Social Welfare with At least 8 years of relevant professional work experience in field of HR and Facility Management in large scale poverty reduction program/ MGNREGA/ rural development projects/ livelihoods programme / project run by Government /reputed NGOs/ Pvt. Organisation/ CSR</p>	<ul style="list-style-type: none"> Support "Head – Capacity Building, HR and Facility Management" in development and execution of systems, tools, frameworks, mechanism for capacity building, monitoring, appraising, reviewing staff performance at all institutional levels (State, Districts and Blocks) of BRDS. Execute and manage HR operations by recruiting, selecting, orienting, trainings, coaching, counselling and disciplining staff in supervision of "Head – Capacity Building, HR and Facility Management. Develop and implement a human resources plan and personnel management policies and procedures in supervision of "Head – Capacity Building, HR and Facility Management. 	60,000/-

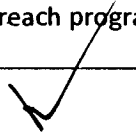


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				initiatives.	<ul style="list-style-type: none"> • Ensure induction of employees on HR Manual/policy and oversee its implementation. • Develop and execute mechanism for handling personnel and administrative issues in supervision of "Head – Capacity Building, HR and Facility Management. • Monitor and uphold staff conduct, discipline and Promote a professional culture of high performance, mutual respect, and generous dedication to organisation • Identify learning and development requirement/opportunities for BRDS staff; develop and execute learning action plan. • Coordinate organization of in-house and external meetings and training activities. • Develop systems for optimal allocation and utilisation of space and resources and promote workplace safety in supervision of "Head – Capacity Building, HR and Facility Management. • Direct, coordinate and plan essential central services such as reception, security, maintenance, mail, archiving, cleaning, catering, waste disposal and recycling to provide optimal work environment for the BRDS staff. • Ensure compliance of facilities with government regulations and environmental, health and security standards 	
8.	Independent Evaluation, Learning & Research Manager	L3	1	<p>Postgraduate Diploma/ Postgraduate Degree in Rural Management/ Rural Development /Development Studies/ Post graduate Degree in Economics/ Statistic/MCA with At least 8 years of relevant professional work experience in Monitoring & Evaluation of large scale poverty reduction program/ MGNREGA/ rural development project/ livelihoods programme/project run by Government/ reputed NGOs/ CSR initiatives/ Pvt Organisation.</p> <p>Sound Knowledge of statistical programmes such as SPSS, STATA, SAS etc.</p>	<ul style="list-style-type: none"> • Provide desired support in development of comprehensive input-output monitoring frameworks with measurable qualitative and quantitative indicators; means of verification for monitoring of MGNREGS, PMAY and other scheme/program/project under BRDS. • Provide desired support in development of a process, standardized research tools and outcome monitoring framework, which defines core-monitoring indicators/themes for field-based process and outcome monitoring of performance. • Provide technical guidance for the implementation of the M&E plan, through training and other on-site support. • Ensure identification and formulation of lessons learned and document best practices from evaluations and studies to be integrated into project reports; 	60,000/-



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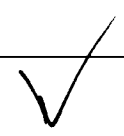
S. No.	Designation	Level	No. of Vacant Posts	*Required Educational qualification and Post-qualification work experience	Key Roles and Responsibilities	*Consolidated Monthly remuneration (INR)
					<ul style="list-style-type: none"> • Provide desired support in development of strategy, methodology, toolkit, frameworks, reporting format etc for conducting user satisfaction survey to evaluate project impact on social protection program outcomes including differential impact by gender, caste and disability. • Support training & capacity building cell in development of training modules with specific M&E responsibilities at every level for concurrent assessment. • Support district and block units for regular monitoring of program performance including field monitoring of MG-NRGA, PMAY and other scheme/program/project under BRDS. 	
9.	IEC Manager	L4	1	<p>Postgraduate Diploma/ Postgraduate Degree in Mass Communication/ Journalism with at least 5 years of relevant professional work experience in development and execution of communication (IEC) strategies in large scale poverty reduction programs/ MGNREGA/ rural development projects/ livelihoods programme/project run by Government/ reputed NGOs/ Pvt. Organisation/ CSR initiatives.</p>	<ul style="list-style-type: none"> • Review existing communication strategy, methodologies, indicators, frameworks, tool, plan and recommend suggestive changes to ensure its compliance with project/program/scheme objectives and goals. • Review relevance, quality, organisation and efficiency of the IEC Materials developed, mode of delivery and recommend suggestive changes to ensure key messages are delivered effectively to target audiences • Supervise and actively participate in development and evaluation, feasibility, efficiency and quality of Information Education and Communication (IEC) materials. • Supervise/coordinate and Manage Implementation of the annual integrated communication action plan by implementing service provider. • Design/develop, execute and manage robust systems of internal and external communication with detail plan, process, frameworks and tools to ensure regular, optimal and effective information sharing both inside and outside of the BRDS. • Work closely with colleagues; district and block units; partners and beneficiaries to identify, track, document/draft, package and disseminate relevant success stories/best practices/updates/achievement and project impact to target audiences. • Review/ update, develop and manage public outreach programs. 	40,000/-



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S. No.	Designation	Level	No. of Vacant Posts	*Required Educational qualification and Post- qualification work experience	Key Roles and Responsibilities	*Consolidate Monthly remuneration (INR)
					<ul style="list-style-type: none">• Establish key partnerships with local media, communication establishments and relevant sectors for effective dissemination of BRDS project activities/ reports, impact and achievements.• Monitor social/media coverage of issues related to BRDS Project/program/schemes.• Supervise, coordinate and manage communication activities, events, awareness raising campaigns and information dissemination-workshops of BRDS.• Participate in relevant events, workshops and visits to showcase project progress and achievements.• Maintain and manage dynamic repository of IEC materials.	
10.	Ombudsmen Coordinator	L4	1	LLB/ Company Secretary with at least 5 years of relevant professional work experience in arbitration or legal counselling as an individual consultant or as employee of Govt./ Semi Govt./ Private organisations.	<ul style="list-style-type: none">• Prepare consolidated periodic report/s of complaints lodged and/or related with MG-NREGA, PMAY and other scheme/ program/ project Under BRDS.• Support and coordinate for early resolution of complaint/s registered at various institutional levels.• Compile report/s and/or details related with action/s taken by Ombudsman of Chief Secretary and Secretary, RDD for appropriate legal action against erring person/s or firm.• Coordinate for and support redressal of grievance/s, execution of disciplinary and punitive action/s granted by Ombudsman.• Assist Ombudsman in conducting spot investigation as and when required.• Facilitate initiation of proceedings in the event of any circumstances/s arising within the jurisdiction of Ombudsman.• Review of outstanding litigation and liaise with the external advocates.	40,000/-

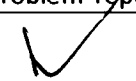
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11.	Grievance Redressal Coordinator	L4	1	MBA/PGDM/PG degree in HR/ Personal Management/Post-graduate Diploma/ Postgraduate Degree in Rural Development/ Rural Management/ Postgraduate Degree in Public Administration/ Social Work/ Labour and Social Welfare or CS (Company Secretary) with at least 5 years of relevant professional work experience in designing Grievance Redressal System/ conflict resolution strategies/ redressing complaints in large scale poverty reduction program/ MGNREGA/ IAY (PMAY)/ rural development / livelihoods programme /project run by Government /reputed NGOs/Pvt. Organisation/ CSR initiatives.	<ul style="list-style-type: none"> Lead planning, establishment and execution of Grievance Redressal System for BRDS. Prepare consolidated periodic report/s of grievance lodged and action taken for various scheme/project under BRDS. Support and coordinate for early resolution of grievances registered at various institutional levels of BRDS. Facilitate inter and intra departmental co-ordination for timely redressal of the grievances. Support training and workshop in domain area for capacity building of BRDS personnel for effective grievance management. 	40,000/-
12.	Team Member Monitoring, Evaluation and Learning	L5	3	Postgraduate Diploma/Postgraduate Degree in Rural Management/ Rural Development /Development Studies/Postgraduate Degree in Development Economics/ Social Work/ Statistics with at least 4 years of relevant professional work experience in M&E of large scale poverty reduction program/MGNREGA/ IAY (PMAY)/rural development projects/ livelihoods programme /project run by Government /reputed NGOs/Pvt. Organisation/CSR initiatives . Sound Knowledge of statistical programmes such as SPSS, STATA, SAS	<ul style="list-style-type: none"> Provide desired support in implementation of the M&E plan and impact evaluation studies under BRDS. Prepare briefs/notes/reports on performance indicators. Identify and formulate lessons learned and document best practices from evaluations and studies to be integrated into project reports. Assist training and capacity building cell in development of training modules with specific M&E responsibilities. Assist/supervise and coordinate with state, district and block units for regular monitoring of program performance including field monitoring of MG-NRGA, PMAY and other scheme/project under BRDS. Execute M&E training and/or capacity building of staff at all institutional levels of BRDS in supervision of Manager- Independent Evaluation, Learning & Research. 	30,000/-



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13.	Audit Officer	L5	4	CA/ICWA with at-least 4 years of relevant professional experience in auditing large scale poverty reduction program/ MGNREGA/IAY(PMAY)/ rural development projects/ livelihoods programme/ project run by Government/ reputed NGOs/Pvt. Organisation/reputed financial firms/ CSR initiatives.	<ul style="list-style-type: none"> • Provide desired support in preparation of annual audit plan • Conduct periodic training workshops to promote awareness of internal controls and to discuss changes. • Assist "Senior Audit and Account officer" in quarterly audits to assess controls, operational efficiencies and compliance with selected policies, procedures and regulations. • Resolve audit problems that occur and develop modifications to coverage and schedule. • Support and coordinate for transition from manual accounting system at state/district/block level to Tally based accounting system 	30,000/-
14.	Accounts Officer	L6	5	CA Inter with Graduate Degree in Commerce with at least 3 years of professional work experience in accounting, book keeping of large scale poverty reduction programme/ MGNREGA/IAY (PMAY)/ rural development project/ livelihoods programme/ project run by Government/ reputed NGOs/ Pvt. Organisation/reputed Financial Firm/ CSR initiatives. Proficiency in Tally based accounting system.	<ul style="list-style-type: none"> • Ensure proper maintenance of accounts as per accepted accounting procedures. • Provide desired support to district and block financial management team in transition from manual accounting system to Tally based accounting system. • Carry out regular internal checks and coordinate with auditors for meeting audit requirements. • Ensure transparent, on-time and effective financial information and reports. • Ensure maintenance of all documents and records of payment and receipts • Ensure that all financial transactions and information are accurately recorded and adequately monitored for decision making. • Conduct regular reviews of financial performance of organization and suggest appropriate corrective actions. • Ensure all statutory compliances like GST, Service tax, TDS, IT, PT, CST, Entry tax and other taxations. 	25,000/-
15.	IT Manager	L6	1	MCA/B.Tech/B.E. in Information Technology/ Computer Science/ Electronic & Communication with at least 3 years of professional work experience in Information and Communication Technology (ICT) for development, computer networking, network administration and network installation.	<ul style="list-style-type: none"> • Develop/design, execute and manage appropriate IT interventions required for program/projects/ schemes under BRDS, after IT need assessment. • Develop, execute and manage strategies, plans, tools, frameworks and manual to enhance capacity and technical knowhow of staff in designed IT Intervention. • Design/develop digital systems, application for procurement, 	25,000/-

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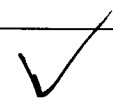
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					<p>performance appraisals, M&E and capacity building trainings; in consultation with respective project heads/team.</p> <ul style="list-style-type: none"> • Provide desired support in digitisation of regular reporting documents and formats. • Provide desired support to MIS team in troubleshooting and other relevant tasks. 	
16.	MIS Expert	L6	1	MCA or B.Tech /B.E. in Information Technology/Computer Science with at-least 3 years of professional work experience in handling MIS of large scale/Projects/Schemes/ Programs preferably in Government department(s).	<ul style="list-style-type: none"> • Coordinate and manage MIS of PMAY, MG-NREGA and other scheme/program/project under BRDS at state level. • Identify and report required changes in existing MIS for process improvement. • Ensure on-time data entry and file uploading for SLNA (state level nodal agency). • Generate, maintain, consolidate and track various reports as and when required. • Lead, supervise and support State, district and block MIS teams for MIS related activities. 	25,000/-
17.	Program Executive	L6	9	MBA/PGDM or Postgraduate Diploma/ Postgraduate Degree in Rural Management/ Rural Development/ Development Studies/ HR/Finance/ Postgraduate Degree in Social Work/ B.Tech/BSc (Agri) with at least 3 years of relevant professional work experience in planning, monitoring and management of project, programs and schemes in large scale poverty reduction programme/MGNREGA/ IAY (PMAY)/ rural development projects/ livelihood programme /project run by Government/reputed NGOs/ Pvt. Organisation/ CSR initiatives.	<ul style="list-style-type: none"> • Support respective domain Manager and/or team in development and execution of policies, systems, tools, frameworks, mechanism for effective implementation of scheme/programme and project under BRDS • Provide desired support to respective domain Manager and/or team in day-to-day operations. • Collect data, information, conduct analysis, and studies to support their respective domain team. • Responsible for compiling reports, creating desired database and record keeping. • Provide desired support to respective domain for in-house and external meetings, workshops and training etc. 	25,000/-
18.	State MIS Team Member	L6	15	MCA or B.Tech /B.E. in IT/CS with at least 2 years of professional work experience in handling MIS of large scale Projects/Schemes/ Programs preferably	<ul style="list-style-type: none"> • Provide desired support to MIS-Expert in planning, development, execution and management of MIS of various schemes/programs/projects under BRDS. • Ensure on-time troubleshooting, resolution of problem reported in 	20,000/-



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				in Government department(s).	<p>MIS application/ systems.</p> <ul style="list-style-type: none"> Responsible for on-time data entry and file uploading for SLNA (state level nodal agency). Generate, maintain, consolidate and track various reports as and when required. Support, coordinate with district and block MIS teams. 	
19.	Accountants	L6	3	<p>Graduate Degree in Commerce with at-least 2 years of relevant professional work experience in accounting, book keeping of large scale poverty reduction programme/ MGNREGA/IAY (PMAY)/ rural development project/ livelihoods programme/ project run by Government/ reputed NGOs/Pvt. Organisation/ reputed financial firm/ CSR initiatives.</p> <p>Proficiency in Tally based accounting system.</p>	<ul style="list-style-type: none"> Perform accounting tasks, including reconciling and maintaining balance sheet accounts and general ledger operations, preparing journal entries, preparing monthly closing and financial reports, preparing account/bank reconciliations. Prepare payments by verifying documentation, and requesting disbursements in close supervision of Account officer. Prepare financial reports by collecting, analysing, and summarizing account information and trends. Ensure proper and complete documentation and filing for easy retrieval of all accounting related documents. Assist the Finance and Audit team in facilitating external and internal audits Provide desired support to State, district and block financial management team in transition from manual accounting to Tally based accounting system. 	20,000/-
20.	Assistants	L7	16	<p>Graduate Degree with at least 2 years of relevant professional work experience in large scale poverty reduction program/MGNREGA/ IAY (PMAY)/rural development project/ livelihoods programme /project run by Government/reputed NGOs/ Pvt. Organisation/ CSR initiatives.</p> <p>Proven proficiency in Computer application and typing skills (Hindi and English)</p>	<ul style="list-style-type: none"> Perform data-entry, documentation, printing and filing. Type official documents, reports and correspondence for the respective domain team. Maintain user-friendly record keeping system for easy retrieval of information. Update and maintain databases such as mailing lists, contact lists etc. Monitor and maintain office supplies. Receive, sort and distribute incoming and outgoing packages or/and mails. 	15,000/-



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21.	Accounts Assistant	L7	8	B.Com with at least 2 years of relevant professional work experience in large scale poverty reduction program/MGNREGA/ IAY (PMAY)/ rural development project/ livelihoods programme /project run by Government/reputed NGOs/Pvt. Organisation/ CSR initiatives. Proven proficiency in Tally Based Accounting, Computer application & typing skills (Hindi and English)	<ul style="list-style-type: none"> • Provide desired support to State FM team to prepare and upkeep accounts books of various schemes/programs/ projects under BRDS • Record all financial proceedings and information in Tally based accounting system and maintain records/ vouchers in hard-copy wherever necessary for audit purpose • Support FM team to perform accounting functions in accordance with standard practices • Perform related data entry, documentation, printing and filing as and when required • Type official documents, reports and correspondence for the Finance team • Ensure proper and complete documentation for easy retrieval of all accounting information/documents • Update and maintain databases such as mailing lists, contact lists etc. • Monitor and maintain office supplies. • Receive, sort and distribute incoming and outgoing packages or/and mails. 	15,000/-
District Project Implementation Unit						
22.	District Program Officer	L4	38	MBA/ PGDM/ MSW/ Postgraduate Diploma/ Postgraduate Degree in Rural Management/ Rural Development/ Development Studies/Postgraduate Degree in Public Administration/Public Policies with at least 7 years of relevant post qualification work experience in large scale poverty reduction programme/MGNREGA/IAY (PMAY)/ rural development project/livelihoods programme /project run by Government/ Pvt. Organisation/reputed NGOs/CSR initiatives.	<ul style="list-style-type: none"> • Lead and provide desired support for planning, execution and management of programs, projects, strategies (communication and capacity building), systems (HRMS, FMS, M&E) and other project activities of BRDS in respective district. • Coordinate and collaborate with district administration, block personnel, PRIs, service providers, project beneficiaries and other stakeholders to achieve project objectives. • Supervise and provide desired support to district and block personnel in planning, execution and management of program/projects/schemes/activities under BRDS in respective district. • Ensure quality and timeliness of reports/documents/information and data required/to be submitted at state project management team. 	50,000/-



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S. No.	Designation	Level	No. of Vacant Posts	*Required Educational qualification and Post-qualification work experience	Key Roles and Responsibilities	*Consolidate Monthly remuneration (INR)
23.	District Audit Manager	L5	18	Postgraduate Diploma or Postgraduate Degree in Finance/ Commerce/ MBA-Finance or PGDM-Finance/CA (Inter)/ ICWAI (Inter) with at least 5 Years of relevant professional work experience in Financial Management including Funds Management, IT bases accounting systems and financial reporting.	<p>Audit Management and Reporting</p> <ul style="list-style-type: none"> • Conduct quarterly internal audit of all accounts books and submit the observations report to Senior Audit and Accounts Officer and Dy. Project Director (BISPS), BRDS • Ensure availability of desired financial data/ information and other related support to external auditor at the time of audit • Plan for and execute resolution of audit issue/s and oversee the impact • Analyze audit data to identify and highlight the financial risks to the concerned state officials to plan proactive measures • Ensure timely compliance to audit findings and support redressal of related grievances in respective district • Provide desired audit reports and related information to BRDS State office timely and periodically • Ensure that all periodic audit reports are available, preferably online (website), in public domain subject to desired approvals • Support District Financial Management team for timely preparation of financial statements and other related documents <p>Administration, Coordination and Training</p> <ul style="list-style-type: none"> • Coordinate with District Finance Manager and other district/ block staff for audit related planning and execution as well as provide the desired audit data/ reports available to District Finance Manager as and when required • Organize periodic trainings/workshops for district and block level staff to promote awareness of internal controls and audit processes • Coordinate with and promptly inform Senior Audit and Accounts Officer (BRDS) about any financial discrepancies, budget variances, financial analysis on utilization of funds and any other related financial information 	35,000/-
24.	District Finance Manager	L5	28	Postgraduate Diploma or Postgraduate Degree in Finance/ Commerce/ MBA-Finance or PGDM-Finance/CA (Inter)/ ICWAI (Inter) with at-least 5 Years of relevant professional work experience in Financial Management including Funds	<p>Financial Management</p> <ul style="list-style-type: none"> • Ensure availability of funds in accordance with the budgetary allocations at respective district and manage backlogs, if any, without obstructing the district operations of BRDS/RDD • Execute financial and administrative powers in accordance with the Bihar Financial Rules/ statutes 	35,000/-

S. No.	Designation	Level	No. of Vacant Posts	*Required Educational qualification and Post-qualification work experience	Key Roles and Responsibilities	*Consolidated Monthly remuneration (INR)
				<p>Management, IT accounting systems and financial reporting. Proficiency in Tally Based Accounting.</p>	<ul style="list-style-type: none"> • Responsible for district level financial planning for Schemes/ Programs under BRDS (PMAY, MG-NREGA etc), and Projects (BISPS) • Supervise accounting tasks in respective district as per the desired standards; including reconciling and maintaining balance sheet accounts and general ledger operations, preparing journal entries, preparing monthly closing and financial reports, preparing account/bank reconciliations • Ensure timely redressal of related grievances at district and below level • Support District Audit team for timely preparation of audit report and other related documents Reporting and MIS • Prepare consolidated periodic statutory/ non-statutory compliance report/s (Utilization report, Consolidated district level financial status report, Statement of expenditure, Banking Reconciliation Statement etc.) for submission at state level • Support and coordinate for transforming manual accounting system of BRDS to Tally based online accounting system • Ensure timeliness of all required periodic financial reports to BRDS State Office Administration, Coordination and Training • Provide orientation and on the job training to upgrade performance and skills of project staff at district and block units • Coordinate with and supervise entire district FM team for timely preparation and submission of budgets, financial reports, fund requests and expenditure reports etc. • Support payrolls management of district FM team in HR-MIS. • Coordinate with and promptly inform Finance Manager BRDS and Senior Audit and Accounts Officer (BRDS) about any financial discrepancies, budget variances, financial analysis on utilization of funds and any other related financial information 	

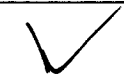


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S. No.	Designation	Level	No. of Vacant Posts	*Required Educational qualification and Post-qualification work experience	Key Roles and Responsibilities	*Consolidate Monthly remuneration (INR)
25.	District Assistant Audit Manager	L6	3	Postgraduate Diploma or Postgraduate Degree in Finance/ Commerce/ MBA-Finance or PGDM-Finance/CA (Inter)/ICWAI (Inter) with at-least 2 Years of relevant professional work experience in Financial Audit and Internal Audit.	<p>Audit Management and Reporting</p> <ul style="list-style-type: none"> • Closely coordinate with and support District Audit Manager in conducting quarterly internal audit of all accounts books at BRDS district unit • Ensure availability of desired financial data/ information and other related support to external auditor at the time of audit • Assist in timely resolution of audit issue/s flagged by auditor and prepare compliance report accordingly • Support analysis of audit issues/ findings to identify and flag recurrences, if any • Prepare and submit a consolidated audit report of district accounts and submit it to state office periodically on time. • Support redressal of related grievances in the district • Facilitate upload of final audit reports on RDD/BRDS website after due approvals • Support District Financial Management team for timely preparation of financial statements and other related documents <p>Administration, Coordination and Training</p> <ul style="list-style-type: none"> • Coordinate with and support District Audit Manager in audit related planning and execution • Support District Audit Manager in organizing periodic trainings/workshops for district and block level staff to promote awareness of internal controls and audit processes • Coordinate with and promptly inform District Audit Manager about any financial discrepancies, budget variances, financial analysis on utilization of funds and any other related financial information 	25,000/-
26.	District Assistant Finance Manager	L6	3	Postgraduate Diploma or Postgraduate Degree in Finance/ Commerce/ MBA-Finance or PGDM-Finance/CA (Inter)/ICWAI (Inter) with at-least 2 Years of relevant professional work experience in Financial Management and Audit. Proficiency in Tally Based Accounting.	<p>Financial Management and Reporting</p> <ul style="list-style-type: none"> • Assist District Finance Manager (DFM) in accounting tasks including reconciling and maintaining balance sheet accounts and general ledger operations, preparing journal entries, preparing monthly closing and financial reports, preparing account/bank reconciliations at respective district as per desired standards and procedures • Support district level financial planning, execution and monitoring of Schemes (like PMAY-G, MG-NREGA etc.)/Programs/Projects under BRDS 	25,000/-

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S. No.	Designation	Level	No. of Vacant Posts	*Required Educational qualification and Post-qualification work experience	Key Roles and Responsibilities	*Consolidated Monthly remuneration (INR)
					<ul style="list-style-type: none">• Ensure that all expenses are in conformity with established rules and regulations• Support fund management (allocations, disbursements and reporting) in consultation with DFM• Support documentation and record-keeping related with payments and receipts including maintaining necessary proof of evidences like expenses vouchers, advance claims records, settlements records etc.• Assist in related grievances redressal at district and below level• Coordinate for and assist in transforming manual accounting system to Tally based online accounting system of BRDS at district and below level• Ensure timely availability of desired periodic reports to BRDS state office Administration, Coordination and Training <ul style="list-style-type: none">• Coordinate with state officials of BRDS regarding district budgets, allocation, backlogs and fund availability and update respective District Finance Manager• Assist District Finance Manager in planning and organizing trainings/ workshops/ meetings for providing financial guidance/ trainings to related staff at district/ block level	
27.	Audit Assistant	L7	18	B. Com with at least 2 years of relevant professional work experience.	<ul style="list-style-type: none">• Provide desired support to District FM team in conducting quarterly internal audits and periodic external audits• Ensure accurate and complete documentation and filing necessary for audits• Support checking financial and audit reports/ statements for their accuracy and reliability• Perform data –entry, documentation, printing and filing as and when required• Type official documents, reports and correspondence for the District Audit Team• Update and maintain databases such as mailing lists, contact lists etc for District Audit Team at respective district	15,000/-



S. No.	Designation	Level	No. of Vacant Posts	*Required Educational qualification and Post-qualification work experience	Key Roles and Responsibilities	*Consolidate Monthly remuneration (INR)
28.	Accounts Assistant	L7	15	<p>B. Com with at least 2 years of relevant post qualification work experience.</p> <p>Proven Proficiency in Tally Based accounting.</p> <p>Weight age will be given to applicant who are working as MG-NRGA and IAY Accountants at block from last two years</p>	<ul style="list-style-type: none"> • Provide desired support to District FM team to prepare and upkeep accounts books of various schemes/programs/ projects under BRDS • Record all district level financial proceedings and information in Tally based accounting system and maintain records/ vouchers in hard-copy wherever necessary for audit purpose • Support District Finance Manager/Assistant Finance Manager to perform accounting functions in accordance with standard practices • Perform related data entry, documentation, printing and filing as and when required • Type official documents, reports and correspondence for the Finance team • Ensure proper and complete documentation for easy retrieval of all accounting information/documents • Update and maintain databases such as mailing lists, contact lists etc. • Monitor and maintain records pertaining to office supplies for the District Financial Management Team 	15,000/-
29.	District MIS Team Member (MG-NREGA)	L6	38	<p>MCA/B.Tech/B.E in IT/CS. With at least 2 years of relevant professional work experience of handling MIS of large scale Projects/Schemes/ Programs preferably in Government department(s).</p>	<ul style="list-style-type: none"> • Provide desired support to State MIS- Team in planning, development, execution and management of MIS of various schemes/programs/projects under BRDS at district level. • Ensure on-time troubleshooting, resolution of problem reported in MIS application/systems at designated district.. • Responsible for on-time data entry, documents and file uploading of various MIS of the schemes operational under BRDS/RDD at district level. • Generate, maintain, consolidate and track various reports as and when required. • Support, coordinate with State, district and block MIS personnel/ team. 	20,000/-
30.	District MIS Team Member (PMAY)	L6	38	<p>MCA/B.Tech/B.E in IT/CS. With at least 2 years of relevant professional work experience of handling MIS of large scale Projects/Schemes/ Programs preferably in Government department(s).</p>	<ul style="list-style-type: none"> • Provide desired support to State MIS- Team in planning, development, execution and management of MIS of various schemes/programs/projects under BRDS at district level. • Ensure on-time troubleshooting, resolution of problem reported in MIS application/systems at designated district.. • Responsible for on-time data entry, documents and file uploading of 	20,000/-



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S. No.	Designation	Level	No. of Vacant Posts	*Required Educational qualification and Post-qualification work experience	Key Roles and Responsibilities	*Consolidated Monthly remuneration (INR)
					various MIS of the schemes operational under BRDS/RDD at district level. <ul style="list-style-type: none"> • Generate, maintain, consolidate and track various reports as and when required. • Support, coordinate with State, district and block MIS personnel/team. 	

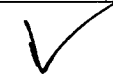
*For calculation of post qualification work experiences (years) 31/08/2018 will be considered benchmark date.

- * Consolidated monthly remuneration mentioned above is under revision.
 - Any internship, articleship training/cost accounting training and other training which are part of qualification degree will not be considered as post-qualification work experience.
 - BRDS reserves right to revise number of vacant positions to be recruited at different designation any time during recruitment and selection.
 - Key roles and responsibilities "includes, but not limited " to above enlisted roles & responsibilities.
 - All positions except State team Assistant require frequent work travel to districts/ blocks/ Gram Panchayats and villages.
 - Excellent verbal, written communication skills (Hindi& English) and proven proficiency in MS-Office is desirable for all positions.
 - The selection process for this recruitment will include Written examination, case studies, GD, Interview and other methods/tools as appropriate for respective positions.
 - The selection process may assess proficiency of the applicants in statistical programmes, Data Entry, Data analysis, MIS handling, IT skills, MS-office, Typing speed and other technical skills required for respective designations.
- Recruitment under above mentioned vacancies is on contractual basis for "initial period of one year", the contract may be revised further subject to performance and project requirement.
 - Government, semi-Govt. & PSUs officials are also encouraged to apply. Relevant deputation norms would be applicable in such case.
 - Retired Govt., Semi-Govt. & PSUs officials enthusiastic to work for the BRDS may also apply for the positions:
 - 1) State Program Officer-MGNREGA, 2) State Program Officer-PMAY, 3) Head of CB, HR& Facility Management, 4) Ombudsmen Coordinator, and 5) Grievance Redressal Coordinator positions.

Eligibility criteria for Retired Officers:

- Required Educational qualification for retired government officer applying for different positions is fulltime Graduation Degree.
- Required Post-qualification experience for retired government officer at different positions are enlisted below;

S. No.	Level of the Position	Eligibility criteria
1.	L2	Retired as Joint Secretary or higher rank (State Government) with at-least 4 years of experience in relevant field/Sector as per requirement of the position.



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2.	L3	Retired as ADM or higher rank (State Government) with at-least 3 years of experience in relevant field/Sector as per requirement of the position.
3.	L4	Retired as Deputy Secretary or higher rank (State Government) with at-least 4 years of experience in relevant field/Sector as per requirement of the position.

Remuneration of Retired Govt. officials: For Government Service officers' a fixed monthly remuneration will be offered which will be equal to amount calculated after deduction of Pension + DA on Pension amount (at the time of retirement) from last pay drawn + DA on last pay drawn.

Age Limit: 01/04/2018 will be considered as benchmark date for calculation of age and similarly for calculation of post qualification years of experience 31/08/2018 will be considered benchmark date.

- I. The minimum age limit for applicants is 21 Years and the maximum age limit for applicants other than retired officers under will be as follow:
 - a. For the levels L2, L3 and L4 is 50 Years of age
 - b. For the levels L5, L6 and L7 is 40 Years of age
- II. For retired officials employment may continue up to 67 years of his/her age. Maximum Age limit for such applicant is 65 years as on 01/04/2018.
- III. Age relaxation (Max. age limit) for reserved category candidates will be as per rules/ policy of Government of Bihar :

S/ No	Category	Age relaxation limits (Yrs)
1.	UR Female	3
2.	BC and EBC (male and female)	3
3.	Sc and ST (male and female)	5
4.	Person with Disability (male and female)	10

Reservation:

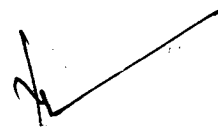
- I. The selection process of BRDS will comply with reservation rules of Government of Bihar as applicable.
- II. The roster policy of the Government of Bihar will be followed with regard to all positions where number of vacancy for a specific position is more than one.
- III. Reservation norms/rules of General Administration Department; GoB by letter no. 2342 dated: 15/02/2016, letter no. 2526 dated 18/02/2016, letter no. 11364 dated 14/09/2017 and resolution no (Sankalp gyapank). 13062 dated 12/10/2017 will be applicable.
- IV. The applicant claiming reservation benefits shall furnish caste certificate dully signed by the DM or SDO (Civil), CO (Circle Officer) of the area of his permanent residence.
- V. Reservation Benefits will be available only to the applicants who are domicile of Bihar.




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Other Notes:

- I. Only online application in prescribed format will be accepted. Applicants should **visit: <https://www.sids.co.in/brds02> to submit online application**. Last date and time (IST) for submission of online application form is **October 22, 2018; 11:30 PM i.e. (Monday)**.
- II. It is sole responsibility of the applicant to confirm his/her eligibility. BRDS has irrefutable right to revoke lien employment to any applicant at any stage of recruitment process, including joining.
- III. Candidates may apply for more than one position but if the examinations would be conducted in same sitting for more than one position than he/she will have to opt to appear in written test for only one position.
- IV. All educational, professional work experience and other data/information submitted by applicants in their application form will be verified during the selection process, if any of this is found to be untrue or it is found that he/she doesn't meet any of the eligibility criteria their candidature may be cancelled without any prior notice at any stage of the recruitment and selection process.
- V. *Please note that all expense to attend selection process shall be borne by the applicants himself.*
- VI. Mere fulfilling minimum eligibility criteria by its self would not entitle any applicant for being selected or invited for further selection processes.
- VII. Only shortlisted applicants will be invited for further selection processes.
- VIII. Selection under this recruitment will apply methods/tools like Written examination, Case study, Presentation, GD and interview etc as appropriate for the positions.
- IX. The list of applications received, list of shortlisted applicants, schedule and venue for further selection processes will be updated on <http://www.rdd.bih.nic.in/> and <https://www.sids.co.in/brds02>
- X. Applicants are requested to periodically check <http://www.rdd.bih.nic.in/> webpage for recruitment related details, updates and other announcements.
- XI. Leave entitlement and other benefits will be applicable as per approved HR Manual of BRDS.
- XII. The consolidated monthly remuneration mentioned above is under revision.
- XIII. List of wait list candidates will be valid for 2 years from the date of publication of the results of recruitment and selection.
- XIV. Chief Executive Officer, BRDS reserves the right to modify/cancel/revise number of vacant positions under this recruitment at any stage without prior notice.




28/9/2018
(Arvind Kumar Chaudhary)
Secretary, RDD
-cum-
CEO, BRDS