WALK IN INTERVIEW (Date to be communicated after receipt of applications)

BIPARD, (in its Centre for Disaster Management) needs dynamic, qualified and experienced persons on contract for a period of three years for Consultant Training and Project Officer, on consolidated remuneration of ₹60,000/- and ₹50,000/- per month respectively. For details, please visit www.bipard.in. Last Date for submission of application is 09.03.2015 (05.00PM). Applications received after stipulated date and time will not be entertained. Candidates are required to give full postal address with PIN code, Mobile number and e-mail address in their application form for communication of date and time for walk in interview.

Assistant Director
BIPARD
1. Bihar Institute of Public Administration and Rural Development (BIPARD) is the premier Institution set up by the Government of Bihar, providing training, research and consultancy activities in the field of public administration and rural development in the state of Bihar. BIPARD (in its Centre for Disaster Management) needs dynamic, qualified and experienced persons on contract basis for a period of three years (extendable) for the following No. of Faculty:-

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Position (Training)</th>
<th>Number required</th>
<th>Category</th>
<th>Age</th>
<th>Subject</th>
<th>Qualifications</th>
<th>Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Consultant</td>
<td>1 (One)</td>
<td>Unreserved</td>
<td>Upto 50 years as on date of this advertisement.</td>
<td>Social Science</td>
<td>Master’s Degree (with minimum 55% marks) in Social Science</td>
<td>Minimum work experience of two (2) years in the field of Disaster Management (including work experience in the field of Training and Capacity Building in Administrative Training Institutes/ State Rural Development Training Institutes). Note: Relaxation in minimum educational qualification criteria will be given to those applicants who are working in Central Government/ State Government/ Central Government Organizations.</td>
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</tbody>
</table>
2. The requirement/details for the position of Consultant (Training) and Project Officer (Capacity Building), as regards Qualifications, Experience, Remuneration, etc. are as follows:

| 2. | Project Officer (Capacity Building) | 1 (One) | Unreserved | Master’s Degree in Social Science with minimum 55% marks obtained. | Minimum two (2) years experience in the field of Disaster Management. or Graduation degree with minimum 55% marks in Social Science. Work Experience of minimum six (6) years in the field of Disaster Management. |
A. **Qualifications:**

1. **Consultant (Training):** Master’s Degree (with minimum 55% marks) in Social Science.
2. **Project Officer (Capacity Building):** Master’s Degree in Social Science with minimum 55% marks obtained.

B. **Experience:**

1. **Consultant (Training):** Minimum work experience of two (2) years in the field of Disaster Management (including work experience in the field of Training and Capacity Building in Administrative Training Institutes/ State Rural Development Training Institutes).  
   **Note:** Relaxation in minimum educational qualification criteria will be given to those applicants who are working in Central Government/ State Government/ Central Government Organizations or Government Enterprises/ State Government organisations or State Government Enterprises/ International Organizations (as UNDP, UNICEF etc.) having minimum two (2) years work experience in the field of disaster management in Managerial/ Group Leadership Capacity Building and obtained minimum 50% marks in graduation level.

2. **Project Officer (Capacity Building):** Minimum two (2) years experience in the field of Disaster Management.  
   or  
   Graduation degree with minimum 55% marks in Social Science.  
   Work Experience of minimum six (6) years in the field of Disaster Management.

C. **Consolidated Remuneration:** ₹ 60,000/- per month for Consultant (Training) and ₹ 50,000/- per month for Project Officer (Capacity Building).

D. **Age:**

   Upto 50 years as on date of this advertisement. SC, ST and OBC candidates will be considered for age relaxation, as per norms of the State Government (Bihar), subject to production of required certificates issues by competent authority.

3. **Term of engagement:** The engagements are purely on contract basis which will be initially for a period of three years. After initial two years, further extension will be considered based on performance and Institute's requirements.

4. **The positions offered are on purely temporary contract basis and do not envisage any form of regular appointment at BIPARD in future. The candidates need to give an undertaking that he/she will not claim regular appointment on the basis of his/her appointment in BIPARD on contract basis.**
5. Interested candidates may submit their application along with copy of their Bio-
data and credentials to the Director General, Bihar Institute of Public Administration
and Rural Development (BIPARD), WALMI Campus, Phulwarisharif, Patna- 801 505
by registered post or by speed post. They may also submit their application through e-
mail at: office@bipard.in.

6. Last date for submission of applications is 09.03.2015 (05.00 PM). Applications
received after due date and time will not be considered.

7. Applicants/shortlisted candidates will be called for interview at their own cost. 
Final selection will be made on the basis of qualifications, experience, other eligibility 
criteria and performance in the interview.

8. Director General, BIPARD reserves the right to postpone or to cancel the 
aforesaid advertisement without assigning any reasons therefor.

Assistant Director,
BIPARD
PROFORMA APPLICATION

1. Name of the Post:

2. Name of the candidate:

3. Father's/Husband's name:

4. Date of Birth/Age:

5. Category to which belong: SC/ST/OBC/OC
   (Certificate to be enclosed)

6. Ex-servicemen: Yes/No

7. Details of educational qualifications from SSC (10th) onwards:

8. Details of work experience in relevant area:

9. Address for correspondence:

10. Permanent Address:

11. E-mail:

12. Mobile No.:

UNDERTAKING

I have read the terms and conditions of the job and I fulfil the eligibility criteria. I will be liable in case any declaration made by me is found to be false.

Place: Signature

Name:

*If required, additional sheets can be used.
OFFER OF ENGAGEMENT

Sub: Offer of engagement as Faculty (Name of designation) on contract-reg.

Ref: Your application dt. __________

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1. Based on the recommendations of the duly constituted Committee, approval of Competent Authority is hereby conveyed for engagement of the services of Mr./Mrs.____________ as Faculty/Designation in BIPARD, on short term contract basis on the following terms and conditions:

   i) He/she will be paid a consolidated remuneration of ₹______________ per month with effect from the date of taking the assignment.

   ii) The engagement will be on purely temporary basis on contract initially for a period of one year which can be further extended based on performance and Institute's requirement on year to year basis.

   iii) He/she will be attached to _________ (Centre) and his/her duties and responsibilities will be decided by the Head of Centre concerned with the approval of _________

   iv) This assignment is purely on temporary basis and does not envisage any form of regular appointment at SIRD. The contract engagement can be terminated by the Institute with a notice of 30 days or payment of one month remuneration in lieu of notice period. The empanelled Faculty also needs to give a 30 days notice for leaving the offered assignment.

   v) In case of any financial loss caused to the Institute due to misconduct or wrong doing on his part, he will be required to indemnify the Institute
against such loss. In such case, he will be liable for action and his contract engagement can be terminated with immediate effect at the discretion of competent authority.

vi) He/she will be entitled for 12 days CL on proportionate basis. Monday to Saturday will be working days.

vii) He/she will have to give an undertaking that he/she will not claim regular appointment on the basis of his/her appointment in SIRD on contract basis.

2. In case, he/she is willing to accept the above terms and conditions, he/she may give his/her acceptance of the same in writing and also signing on the duplicate copy of this offer as a token of having accepted the terms and conditions of the aforesaid offer. The acceptance may be sent to the undersigned within seven days from the date of receipt of this offer.

//By Order//

Signatory

To,

Dr./Sh./Smt.