



Board of Revenue, Government of Bihar, Patna

Old Secretariat, Patna - 800 015

Email: boardofrevenue@gmail.com

Ref. No.

Date:

Board of Revenue, Government of Bihar invites application from interested professionals/candidates for the post mentioned below on purely contractual basis for 3 years.

| Post | Qualification | Age Limit | Experience | Consolidated Monthly Remuneration (Rs.) | Engagement Duration |
|---------------------------------|-----------------|-------------|--|---|---------------------|
| Consultant – Quality Management | Post-Graduation | 45-65 years | <ul style="list-style-type: none">Minimum 15 years of experience in Education / Social Sector with any State or Central GovernmentVerbal and written proficiency in English & Hindi | Rs. 80,000/- | 3 years |

Job Description: Board of Revenue, Patna, Bihar conducts Departmental Exams for gazetted and non gazetted officers of Government of Bihar. It has implemented computer based test for the candidates. In this process a question bank of approximately thirty five thousand has been feed to the system and it is going to be a regular process. The questions are made in English language and then these are converted into Hindi by the translators. Then the questions are sent to validators, who validate the questions and its content, language and the answers. To maintain Quality of questions including language, validation in English and Hindi, content review, document quality checking, drafting important documents and validating it, assisting officials in drafting various documents & other activities related to the conduct of Departmental Examinations, etc. Board of Revenue wants to hire consultant having proficiency in English and Hindi. Besides those activities the consultant will also act as an Independent Evaluator for the question setters and the validators/ translators.

Terms of Engagement:

1. The appointment of professionals will be purely on contract basis for a period of (3) Three Years. However the contract may be terminated by either party on one month notice.
2. The successful candidate will have to sign a contractual agreement in the prescribed format of 3 years.

3. The contract shall not confer any rights or claim of extension/absorption in the Board of Revenue.
4. **Last date for receipt of Application: 03-08-2018, till 17:00 Hrs.**
5. The selection of the candidate will be completely on the basis of Qualification, Experience and Interview. The decision of the Board of Revenue is final and binding. The Board of Revenue reserves its rights to accept or reject any applications, without assigning reasons thereof.
6. **How to apply:** Duly filled and signed application should be scanned and email to boardofrevenuebihar@gmail.com with mentioning in subject line as “Application for the Post of Consultant – Quality Management”
7. Original Qualification Certificate and Proof of previous employment have to be produced during the time of interview.
8. The interview will be only of the shortlisted candidates and will be informed on their email ID, which is mentioned in the application form by the applicant’s.
9. Incomplete applications shall not be considered and no interim correspondence shall be entertained. Canvassing in any form shall be considered a disqualification for employment in the Board of Revenue.
10. The list of shortlisted candidate will be uploaded on the website: - <http://boardofrevenue.bih.nic.in/> and the candidate will be informed about the date of interview.
11. Board of Revenue reserves the right to cancel/postpone the recruitment wholly or partially if so required. No claim will be admissible in case of such cancellation/postponement.
12. **Candidates who have already applied for this position need not require to apply again.**

Joint Secretary
Board of Revenue

Government of Bihar
Board of Revenue, Patna
(Application Form)

1. Full Name (in Block Letters)
2. Father's Name.....
3. Date of Birth (DD/MM/YYYY).....
4. Address for Correspondence:

AFFIX YOUR
RECENT
PASSPORT SIZE
PHOTOGRAPH

5. Permanent Address:

6. Contact Details:

- a. Mobile Number:

- b. Email ID:

7. Gender (Male/Female):

8. Nationality:

9. Language Known:

10. Education Qualification: (Starting from Matriculation onwards)

| Examination Passed | Name of Institute / University | Subject Studied | Month & Year of Passing | Percentage (%) |
|---|-----------------------------------|-----------------|-------------------------------|-------------------|
| Xth | | | | |
| XIIth | | | | |
| Graduation | | | | |
| Post Graduate | | | | |
| Any other Degree / Certifications | | | | |

11. Particulars of Experience: (Post qualification experience in ascending order) (Add extra sheet)

| Name of Organization | Designation | Period of Service | | Experience | | Nature of Duties |
|----------------------|-------------|-------------------|----|------------|--------|------------------|
| | | From | To | Years | Months | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| Total Experience | | | | | | |

I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect at any stage or not satisfying the eligibility criteria, my application may be summarily rejected. I am physically sound to discharge the duty to be assigned & undertake to abide by all the terms & conditions of the recruitment as decided by the competent authority.

Place:

Date:

Signature of the Candidate