

Model

HUMAN RESOURCE

DEVELOPMENT POLICY

FOR
Corporations/Bodies/Societies
established under the rules/law of Govt.
of Bihar

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Name of Corporations/Society/Board

CHAPTER 1

1.1 Objective Of Human Resource Policy

Various corporation/bodies/societies have been constituted by the Government of Bihar for implementation of various project and schemes. For successful implementation of such project Management structures at various level need to be designed in the Society/Board, corresponding to state, district and block levels as per the need of the organization. At each level, a team of professionals (and field staff at Block level) would be inducted to manage the Organisation achieve its objectives. Considering the outreach as well as profile of the organisation, there requires a Human Resource Development (HRD) manual to suggest policy framework and its implementation guideline for governance as well as meeting the requirement of Human Resource associated with the Society/Board. This model HRD manual has been prepared to meet this objective and to give a basic tool of guidelines to various organization in order to streamline.

1.2 The success of the document lies in it being accepted and owned by all organizations. The HR manual does not claim to have laid rules for each and every situation; however it has tried to lay down the policies and the principles by which these rules could be evolved and be made part of the manual (if needed) in due course of time. Hence the manual should be treated as an evolving document.

1.3 The HRD manual recognizes the importance of laying down Business Processes and Service Standards for all provisions being mentioned. All possible efforts have been made to describe the process flow and standards to be followed while operationalising HRD provisions. Since this manual is considered as an evolving document, the time, quality and processes will be further defined from time to time for each provision as and when required.

2. Guiding Principles of Human Resource Policy

2.1 The HR Policy would proactively contribute towards achieving the overall goals of organizations established by GOB laying down principles, guidelines, and rules/norms to ensure smooth functioning of the Organisation staff.

- 2.2 The HR Policy would advocate for outcome based performance by all Organisation staff which is aligned with the organizational goal.
- 2.3 The Policy aims to build a culture of trust, transparency and integrity among all staff.
- 2.4 The HR Policy would try to ensure that the best available talent is attracted to work in the Organisation, and to ensure that this pool of talent is retained with high motivation and performance levels.
- 2.5 The HR Policy would provide equal opportunity for all staff across all organization established by GOB to display performance ability and exercise rights as available within Organisation framework by streamlining the basic service conditions including entry & exits.

2.2 Organizational Structure and Roles

Board/Organisation is led by its Board of Governors/General Body/Executive Committee/Governing Body, which have been formed for taking all policy level decisions and advising the functionaries of the Organisation on the management issues and policies. Representatives from the Government of Bihar, civil Society/Board, banks, and developmental institutions form the board /executive committee of the Society/Board.

2.2.1 Organisational Structure at State Level

At the state level, the State Management structure (SMT) is formed and staffed with a team of dedicated development professionals. The SMT is headed by a Chief Executive Officer who is also the MD/SPD. Along with MD/SPD/CEO, various functional specialists are positioned as Departmental Heads/Component Incharges, having various type of nomenclature viz, State project Managers, State Programme Officers, HR Managers, Administrative Officers, Finance Controllers, CGM/GM, Addl. project Directors, Jt. Directors etc for various type of Functions like, to oversee and manage the various functions within the Organisation. The allocation of roles and responsibilities of this State project Team will follow a matrix structure where they will be responsible for a function (specialized and thematic) and a district during Organisation implementation.

As the Boards/Societies have been established for varied type of functions, right from building, roads and bridge construction to the specialized medical practices, right from community participation to the educational initiatives, right from women empowerment to the employment generation, the organizations need to frame their

structure as per their basic requirement and objectives

The structure of the organization is based on a model where the core functions will be implemented in house and certain other functions which will emerge or in which there is already domain experience within Bihar, the Organisation will use an outsourcing partnership model.

Organizational innovations will be sought in future for management of the project at the state level, keeping in view the institutional dimension of implementing a project in Bihar, which has low institutional capacity. Having a full fledged department or Cell for Human resource development pursuits will be a must for every organization, this may be headed by a personnel having requisite qualification and sound experience of project works.

The financial function will be managed by a Qualified Accounts/Finance Personnel having requisite experience with whatever name known either Chief Finance Officer, Finance Controller or Chief Accounts Officer GM (Finance) etc., who will be responsible for both the fiduciary governance of the project funds as well as introduction of best business processes to ensure timeliness of funds flow to the field based community organizations.

The State Management structure will proactively work for designing policy, planning intervention and frame operational strategies for the project

2.2.2 Organisational Structure at District Level

The District Management Structures (DMS) will be responsible for coordinating, implementing and managing project activities across the district under project operation. DMU should be a flexible structure, as the pattern of programme expansion in specific themes and specific districts will be dependent on a variety of factors. This structure will be limited to those districts where organizations functions.

Organisational Structure at Block Level

As the basic concept of such organizations is to involve the community, block level structures have a very potential role, this structure has implementation as well as monitoring role also.

2.3 Categorisation of the posts:

For administrative and governance purposes different positions in the organisation should be categorized as per following :

Categories	Role	Examples of posts Presently nomenclatured as below in various organisation
Executive Professional	Will function as MD/SPD/CEO & responsible for overall organizations function.	<ul style="list-style-type: none"> • Chief Executive Officer / Director/MD/State project Director • Additional Chief Executive Officer/ASPD
Senior Professional	Head of various functional department/components, directly reporting to and assisting units MD/SPD/CEO	<ul style="list-style-type: none"> • Chief Finance Officer/Controller Finance • Administrative Officer (AO)/Chief Administrative Officer • State project Managers (HEAD)/Sate Programme Officer/State Coordinators etc. • Districts heads, DPC etc.
Professional	Personnel reporting to heads of the various functional units/Dept./ Components.	<ul style="list-style-type: none"> • District Training Officer (DTO) • Block project Managers (BPM) • Area Coordinators (AC) • Community Coordinators (CC) • Procurement Assistant • System Analyst • Data Administrator
Support	Personnel reporting to heads of the various functional units/Dept./ Components.	<ul style="list-style-type: none"> • Accountant (at HEADU) • Office Assistant • Cashier • DTP Operator • Accountant cum Office Asst • Data Entry Operator • PA cum Steno to MD/SPD/CEO/Addl. MD/SPD/CEO
Auxiliary	Personnel reporting to heads of the various functional units/Dept./ Components and to professional	<ul style="list-style-type: none"> • Support Staff – Drivers, peons, night guards • Office boy, security guards

An indicative list of the personnel with various nomenclature of the post has been prepared and put as annexure at the end for illustration.

3.1 Short Title and Commencement

These rules may be called “The.....SERVICE REGULATION/POLICY -’. This shall come into force with effect from the date of issue of these rules and all rules/instructions in force prior to this date shall stand abrogated.

3.2. Application

These Regulations/Policy shall apply to all the employees of organization, as also the employees on deputation (except otherwise provided) to organization to the extent that they are not in contravention of the terms and conditions of their

deputation/contract to organization provided, however that the organization may by resolution duly passed at a duly conveyed Board/Executive Committee Meeting for reasons of exigencies and in the interest of organization, exclude any class of employees or post from application of these Regulations.

These rules do not apply to the following:

- (a) Persons employed on purely daily wage basis and/or part time basis.
- (b) Workers covered under the Factories Act, 1948.

3.3. Definitions

(i) "Age"

- (a) For the purpose of these rules age shall be computed from the date of birth of an employee who shall be required to produce an authentic proof there of at the time of his employment before he/she is permitted to join his/her duties.
 - (b) The following proofs may be accepted as authentic date of birth in order of preference:
 - (i) Date of birth given in the school leaving certificate or the Secondary School / Sr. Secondary School Exam Certificate.
 - (ii) Date of birth given in the Municipal birth certificate.
 - (iii) Date of birth given in the certificate issued by Gram Panchayat based on authentic record in the Panchayat, mention of which should be made in the certificate.
 - (c) When an employee is required to retire on attaining a specified super annulations' age, the day on which he attains that age is reckoned as non-working day, and he must retire with effect from and including that day.
- (ii) "Urgent & temporary appointment" means appointment made for the time being on contract in the fixed salary/honararium, without following the procedure for direct recruitment depending upon the exigencies of work in the organisation. Services of the employees appointed on urgent and temporary basis may be terminated in accordance with the prescribed procedure.
- (iii) "Apprentice" means a person who is engaged as a trainee, according to the rules of the organization, or who is declared to be an Apprentice by a competent authority.
- (iv) "Board" means the Board of Director of the organisation.
- (v) "Managing Director/State Project Director or What so ever the name is" means the Chief Executive Officer of the organisation appointed in accordance with the provision of the organisation.

- (vi) “Competent Authority” in relation to exercise of any power, means the Board/Executive Committee or any other authority to which the Board/Committee delegates the power.
- (vii) “Category” means the classification of a posts or part of a service sanctioned as a separate unit.
- (viii) “Performance Allowance” means an allowance granted to an employee who outperforms on the basis of Key Performance Indicators.
- (ix) “Organisation” means (Name Of Corporation/Society)
- (x) “Director” means the member of the Board of Directors appointed in accordance with the provisions of Chapter XI of the Articles of Association of the organisation..
- (xi) “Duty” means time spent in service under the organization and includes:
 - (a) (i) Service rendered as a probationer of an apprentice, provided that such service is followed by confirmation.
 - (ii) Joining time.
 - (b) (i) Time spent in any training sponsored by the organisation. and declared as duty.
 - (ii) Period spent on journey to and from the place of training and the period occupied in attending an obligatory examination at which the employee is permitted to appear by the competent authority.
 - (c) Period of compulsory waiting by an employee on returning from sanctioned leave or making over charge of his old post, for orders of the corporation/society posting him to a particular post.
- (xii) " Family" includes the spouse residing with the officer or employee and
 - (i) Parents
 - (ii) Grand Parents
 - (iii) Dependent sons and daughters (including adopted and step sons and daughters).
 - (iv) Brothers and sisters of the officer or employee if they are residing with and are fully dependent on the officer or employee
- (xiii) “First appointment” means the appointment of a person who at the time of such appointment was not holding any post under the corporation/Society. A person who resigned from service of the corporation or whose service was terminated, on subsequent appointment on a post shall also be considered as on “first appointment” for the purpose of these rules.

- (xiv) "Foreign Service" means a service in which an employee received his pay with the sanction of the organisation. from a source other than from the fund of the Parent organisation..
- (xv) "Headquarter" in relation to an officer or employee means the city or town in which the officer or employee has been posted for the time being.
- (xvi) "Holiday" means a day on which all or any particular office is ordered to be closed or a specified class of employees is allowed a holiday by a competent authority.
- (xvii) "Joining time" means the time allowed to an employee in which to join a new post or to travel to the station to which he is posted.
- (xviii) "Leave" is earned by duty and includes all the leaves as prescribed in the rules.
- (xix) "Leave Salary" means the amount of salary paid to an employee against valid leave.
- (xx) "Lien" means title of an employee to hold a permanent post substantively and the right to resume on return to duty after a period or periods of absence. In case of Temporary/Contract appointment no lien will exist.
- (xxi) "Management" means the Board/Council or any other officer or officers authorized by the Board to work as competent authority under these rules in different establishments of the organisation.
- (xxii) "Month" means a calendar month. A period expressed in terms of months and days is first calculated by complete calendar month irrespective of the number of days in each and the odd number of days calculated subsequently.
- (xxiii) "Office" means headquarters office, unit office or any other office that the organisation. may establish anywhere in India or elsewhere.
- (xxiv) "Officer or Employee" means any person who is in whole time employment of the Authority.
- (xxv) "Officiate" means performance of duties of a post by an employee on which another employee holds a valid posting and for valid reasons the post is vacant temporarily. Organisation. may appoint an employee to officiate in a vacant post on which no other employee holds a lien or till a permanent appointment is made to the post.
- (xxvi) "Pay" means the amount to which any employee is entitled to and is drawn by him monthly in respect of the post held by him or in an officiating capacity and includes :-
- (a) Base Wages;
 - (b) Honararium, and
 - (c) Any other emoluments that may be specially classed as pay by the competent authority.

- (xxvii) “Permanent post” means a post carrying a definite rate of pay sanctioned without limit of time.
- (xxviii) “Temporary employee” means an employee appointed on Contract or ad hoc basis, and having been confirmed in writing by the organization.
- (xxxix) “Personal Pay” means additional pay granted to an employee:
- (i) to save him from loss of substantive pay in respect of permanent post due to a revision of pay or to any reduction in such pay not being a reduction as a disciplinary measure ; or
- (ii) in exceptional circumstances on other personal considerations.
- (xxx) “Probationer” means a person employed on probation against a vacant post
- (xxxi) “Secretary” means the Officer of the organisation appointed by the Board of Directors/Society in the organisation.
- (xxxii) “Service Rules” means Service Rules.
- (xxxiii) “Special Pay” means an addition, of the nature of pay of a post or of an employee, granted in consideration of:-
- (a) The especially arduous nature of the duties.
- (b) The specific addition to the work or responsibility.
- (xxxiv) “State Government” means the Government of Bihar.
- "Organizations" means Corporation/Society.
- (xxxv) “Subsistence allowance” means an amount monthly granted to an employee who is not in receipt of pay, or leave salary.
- (xxxvi) “Substantive pay” means the pay (other than special pay or personal pay) emoluments classed as a pay under rule 1.3 (xxiv) to which an employee is entitled to on account of his appointment substantively to a permanent post under the corporation , this is not applicable in case of contract appointment.
- (xxxvii) “Temporary Employee” means as employee, whose services have been engaged for a specific period which may be extended from time to time which include contractual employee and specific purpose for a programme which may include contractual post.
- (xxxviii) “Temporary post” means a post created temporarily for a specific period ,it includes contract posts..
- (xxxix) " Transfer" means transfer of an officer or employee from one headquarters to another for a period not exceeding ninety days. For contract appointments technically

transfer means ,change in place of posting ,hence the change is required in the agreement.

- (x1) “Time scale of pay” means pay, which subject to any condition prescribed in these rules, rises by periodical increments from a minimum to a maximum. Time scales are treated to be identical if minimum, maximum, the period of increment and the rates of increment are the same. This is not applicable in Contract appointments, where concept of Base Wages/Consolidated Pay is in force.

Note:

- (a) Words used in these rules denoting, the masculine gender shall also include the feminine gender.
- (b) Words used in these rules denoting the singular number shall imply the plural number wherever relevant and vice versa.
- (c) Words and phrases not defined above will in case of doubt have the same meaning as is given to them, from time to time in the orders of the organization.

CHAPTER -2

2.1. General Conditions of Employment

- (i) All appointments shall be made subject to the provisions of these rules.
- (ii) A person appointed in the service of the organisation may be employed in any manner by the proper authority and the whole of his time would be at the disposal of the organisation. without claim for additional remuneration.
- (iii) Every employee of the organisation, except an employee who has been specifically engaged as a part-time employee, shall not permit himself to be employed for gain or reward elsewhere nor carry on any business or profession of his own.
- (iv) Every employee shall serve the organisation. in such capacity and at such places as he may from time to time be directed. Every employee shall conform to and abide by these rules and to the directions executive and administrative orders given to him from time to time by persons having jurisdiction, superintendence or control over the employee at the relevant time.
- (v) Every employee shall maintain secrecy regarding the affairs of the organisation and of its clients and shall not disclose or divulge directly or indirectly, any document or information of confidential nature to any other person, including another employee of the organisation. unless required to do so in the discharge of his duties or unless obliged to do so by a judicial or other competent authority.
- (vi) No employee shall become or remain a director of another organisation or partner in a firm without the permission in writing of the management.
- (vii) No trainee or apprentice/probationer shall be entitled to claim employment with the organisation. or the Earning and benefits thereof as a matter of right on the ground that he has been a trainee or apprentice or probationer with the organisation. for any period of time.
- (viii) (i) The Board or competent authority may appoint an employee to hold more than one post, as a temporary measure or to officiate in two independent posts at any one time. In such cases his pay shall be regulated as follows:
 - (i) The highest pay to which he is entitled if his appointment to one of the posts stood alone may be drawn on account of tenure of that post;
 - (ii) For the other post he will not be entitled to draw pay fixed for the post.
 - (iii) If any additional allowances are attached to one or more posts, he may draw such allowance as corporation may fix provided that such allowances shall not exceed the total of such allowances attached to all the posts.

(2) Where an employee is formally appointed to hold the full charge of the duties of another post in addition to his own duties under sub-rule (1) above the combination of appointment or dual arrangement shall in no case continue for a period of more than six months. On the expiry of the period of six months appointment should be made to fill up the post failing which the vacant post shall be deemed to be in abeyance.

(3) **Tenure**

Every employee either on contract or on deputation basis, will be appointed for a fixed period decided by Executive Committee/Board.

(4) **Temporary Service**

All Posts and appointments to be made would be of temporary nature only.

(i) All appointments would be temporary and would be made for the contract/deputation period as determined by the executive committee/Board.

(ii) All the employees on contract shall sign the contract/agreement as applicable.

(iii) The appointing authority shall be the S.P.D/MD. or an Officer designated by the competent Authority.

(5) **Termination of Contract**

a) The contract of a contract employee may be terminated by the appointing authority without assigning any reason by a notice of one month in writing to the employee or on payment of amount equivalent to one month's emolument in lieu of such notice.

b) The contract of contract employee shall stand terminated:-

i) If appointment is made for a specified period on the expiry of such period or till the end of the scheme/project/programme whichever is earlier.

ii) On the abolition of the post or on the expiry of the period for which the post is created;

iii) If one fails to resume duty on the expiry of the maximum period of approved leave granted to him and after his explanation, if any has been taken into account.

iv) If one is detained in Police / Judicial custody for a period of more than 24 hours

v) If one fails to abide by or comply with the rules and general principles of conduct mentioned as rules.

- vi) If one is not abiding with and complying with the orders and directions of his superior authorities, negligence, dereliction of duty etc.
- vii) If the work performed by him is found unsatisfactory

(6) Retirement

No employee *on contract* will retire however Every contractual employee will cease to be an employee after the term of the contract is over as per rules. Employees on deputation will get retired as per their foreign service terms and conditions and in any case their services will be reverted back to ones Parent department latest one month before their retirement to avail the retrial benefits, if any from their parent department.

- i) On his being declared medically unfit for service by a medical board to be designated by the appointing authority for this purpose; or
- ii) On his attaining the maximum age as decided by Executive Committee/Board.

Provided that in exceptional cases a employee may at the direction of the Executive Committee/Board be retained in service, after attaining the maximum age prescribed on a year to year basis if he is mentally fit and his retention in service is considered to be in the interest of the Organisation.

(7) Resignation

- i) An employee may resign from the service of the Organisation by giving notice of one month in writing addressed to the appointing authority or on payment of an amount equivalent to one month's *emoluments* in lieu of such notice.
- ii) The Appointing Authority may accept such a resignation after satisfying itself regarding non pendency of any dues in respect of such an employee.
- iii) The resignation shall be effective from the date of its acceptance by the Appointing Authority.

2.2. Appointing Authority

- (i) The authority competent to make appointments to various posts in the organisation. shall be as indicated in the Schedule of Delegation of Powers approved by the Board/Council/Committee/Competent Authority.
- (ii) Appointments shall be made on the recommendations of the Selection committee as may be appointed by the Board or a Competent Authority from time to time.

2.3.

- (a) **Application for outside employment :** An employee who wishes to apply for employment elsewhere shall send his application through the management and the competent authority may, at his discretion, forward up to two applications in a calendar year for outside employment, provided that no application of an employee who has not completed one year of contract shall be forwarded. Forwarding of the application does not entitle an employee to any relaxation of provisions of leave. Forwarding of application to a department of the State Government or with reference to the advertisement made by Bihar State Public Service Commission or Union Public Service Commission shall be in addition to the limit of two applications in a calendar year.

2.4. Records of Service

- (i) A record of service as may be prescribed, shall be maintained for each employee of the organization from the date of his first appointment to the service of the organisation.
- (ii) The record of service of an employee shall be maintained and kept in custody by the authority under whom he is working .The record of service of an employee shall contain an Annual Performance Report to be signed by the authority to whom the employee was reporting during the period under review.
- (iii) The said Annual Performance Report as mentioned under regulation must be reviewed by the next higher authority to the authority signing the said report.

2.5. Conditions for drawing Pay and allowances

- (i) An employee shall begin to draw pay and allowances when he takes charge of the post in respect of which they are earned and shall cease to draw, as soon as he ceases to discharge the duties of the post. Pay and allowances during leave period shall be regulated under the provisions of leave rules.
- (ii) Pay and allowances shall be drawn from the date of assuming duties, if charge is taken over before noon of that date otherwise from the following day.

2.6. Subscription to Provident Fund

An employee of the organisation shall be required to subscribe to the Contributory Provident Fund if applicable in the organisation in accordance with such rules, which may be prescribed by the organisation.

2.7. Charge of an Office

Unless for special reasons which must be recorded by the Competent Authority, the charge of an office must be handed over at the headquarters, both the relieving and relieved employees being present.

2.8. Transfer

Notwithstanding the department or establishment or subsidiaries of the organisation in which originally appointed, an employee will be liable to be transferred/change of place anywhere which the organization, establishment, or subsidiaries of the organisation whether in existence on the date of his employment. Provided that on such transfer/ change of place the employee shall be governed by the rules and regulations operating in the establishment to which he is transferred(change of place), provided further that such transfer/ change of place is not prejudicial to the interest of the employee and it does not cause loss to his emoluments. Refusal to comply with such transfer/ change of place order shall be deemed to be an act of disobedience liable to misconduct.

2.9. Hours of work

The duration of the weekly working time as well as the beginning and end of weekly time and intervals shall be fixed by the management, according to the requirements of the organisation. from time to time for each of its establishment. However this may not prevent competent authority to engage employees. beyond the time limit prescribed in the interest of work.

2.10 Remuneration

- (a) Suggestive Remuneration for the posts sanctioned to be recruited/engaged on contract under organisation shall be as specified by the competent Authority.
- (b) The competent authority may amend the amount of emoluments/ increments as per the basic guidelines of the organisation.
- (c) In case of persons taken on deputation from State/Central Govt. or from any organization, the last salary drawn along with the 20% of (Basic Pay and Grade Pay) deputation/ Project allowance as permissible will be payable by the organization but it should not be more than Rs.6000/ per month.
- (d) An employee shall be entitled to the emoluments of the post to which (s) he is appointed from the date on which one assumes/take over the charge of the post.
- (e) The emoluments in respect of any month shall be disbursed in the first week of the next month else competent authority have special reason to disburse it before all beyond the prescribed period. An employee resigning from the service of the organisation without the prescribed notice shall not unless the controlling authority directs otherwise be allowed to draw emoluments due but not drawn. The emoluments so not allowed to be drawn shall not exceed the emoluments and admissible allowances for one month.

2.11. Grant of special pay for additional charge

Where any employee is appointed to hold charge of a vacant post in addition to his own duties, the competent authority may sanction special pay of 3% of his pay up to a period of 60 days and 6% of his pay for a period beyond 60 days. No special pay shall be granted for a period less than 30 days or exceeding 180 days. Provided that such special pay shall be admissible only when the additional charge involves assumption of duties and responsibilities, which, in the opinion of the competent authority, are of equal to or greater than that of his own post. Posts carrying the same or identical or higher pay scale shall ordinarily be considered as posts of equal or greater responsibilities respectively.

2.12. Age of Retirement

- (i) The date of retirement by superannuation of a permanent employee/ permanent employee who is on deputation shall be the date on which he attains the age of 60 years. He may be retained in the service after the date of superannuation with the sanction of the Competent Authority in the interest of the work, which must be recorded in writing but shall not be retained after the age of 65 years.
- (ii) Provided further that the date of superannuation of an employee shall be the afternoon of the last day of the month in which he attains the age as specified.
- (iv) There will be provisions of compulsory and voluntary retirement for permanent employees as per the rules prescribed by the organisations. Contractual employee will cease to be employee as soon as he attains 65 years of age, hence the appointing authority should ensure that one contract period should not be beyond 65 years of age.

2.13 Termination of Contract.

- (i) The Services of an employee on contract may be terminated by the Competent Authority without assigning any reason by a notice of one month in writing to the employee or on payment of one month's pay and allowance in lieu of such notice.
- (ii) The service of an employee shall be terminated. :-
 - (a) If his appointment is made for a specified period on the expiry of such period unless the appointment is made for a further period through fresh contract.

or
 - (b) If his appointment is made against a temporary post, on the abolition of the post, or on the expiry of the period for which the post is created or on the closure of the scheme/Organisation under which appointment is made.

or

- (c) If (s) he fails to resume duty on the expiry of the maximum period of leave granted to him or on unauthorized absence without any reasonable ground
or
- (d) On the breach of the contract if the person is imprisoned for a period prescribed and/or be held guilty under the law prevalent.
or
- (e) If the person is not working as per the corporation's mandate.
or
- (f) If the conduct of the person is not satisfactory as per work, deviation or unsatisfactory work or involved in any illegal activities.

2.14 Resignation of Contract employee

- (a) An employee may resign from the service of the organisation by giving notice of one month in writing addressed to the appointing authority or on payment of one month's pay and allowance in lieu of such notice.
- (b) The appointing authority may, if it deems proper in any special circumstances, permit an employee to resign from the service of the organisation by notice of less than a month.
- (c) The resignation shall be effective from the date of acceptance by the Appointing Authority.

2.14 Character Certificate

No person shall be appointed to a post in the organisation unless a Certificate of good character from two responsible persons are produced and the same are to the satisfaction of the appointing authority.

2.15 Health Certificate

A certificate in the following form should also be obtained at his own cost from the Registered Medical Officer. This certificate must be produced on first appointment at the time of joining duty and the same shall be kept in the personal file of the employee. This rule shall apply to those persons also who are temporarily appointed for a period exceeding three months.

CHAPTER -3

3. RECRUITMENT & SELECTION

3.1 Recruitment

Recruitment to a post of Management Structure created for programme/scheme under Organisation may be made:

- (i) by deputation of an employee for specific periods or
- (ii) on contract for a specific period.

Provided that such recruitment would not create permanent liability either on Organisation or on State Govt..

Every person appointed to a post under the Organisation *either by contract or on deputation shall be for a specific period to be decided by the Executive Committee/Board but not beyond the project/scheme period under which the post has been created and the person is appointed.*

The following methods will be applicable for selection of all positions in the Organisation except the posts of Executive Professional.

3.2 Mode of Recruitment

- 3.2.1 By recruiting individuals from the open market, through a competent external agency or by the Organisation itself
- 3.2.2 By selection of personnel on deputation from Government Departments and other Institutions established by State Govt, Government of India or Public sector undertakings
- 3.2.3 By outsourcing the services to an external agency for specialized support services e.g. data entry, designing, training, housekeeping, security, cleaning etc. by adopting prescribed processes.
- 3.2.4 By head hunting through Board Directors/Executive Committee members or through generating applications by soliciting recommendations from Govt Departments.
- 3.2.5 By direct campus recruitment from reputed rural development, rural management, engineering, medical college, management, law institute etc. as well as other technical colleges and highly reputed institutions.

Creation of Post and Appointments:

Contractual Appointment post created will either be permanent or temporary as per the specific guidelines of the organisations. All appointments on contract would be temporary and would be made for the specified period as determined by the organisations. However, Competent Authority may review the position of Human Resource as and when required and seek sanction of the Competent Authority either for sustenance or for creation of additional posts if required as per work load or reduce the number of posts if not required. All the posts can be filled either on deputation or on contract appointment.

Before recruitment of employee in the organization, creation of posts/Management Structures must be approved by the Executive Committee/Board of Directors. Once the post is created, MD/SPD/CEO will be authorized to choose the selection method and accordingly recruit and select staff for all the positions lower than MD/SPD/CEO. Appointment to any post may be made on the recommendation of a Selection Committee.

- i) From amongst candidates recommended by the employment exchange on requisition or selection committee constituted for this purpose.
- ii) From amongst candidates employed in other Government autonomous or Statutory organisation who apply in response to any circular or on requisition.
- iii) From amongst candidates applying in response to any advertisement.
- iv) From amongst candidates recommended by members of the Executive Committee/Board of Directors and such other person or authorities from whom recommendation would have been called for by the Executive Committee/Board.

Orders of Government regarding reservation of vacancies for scheduled castes, Scheduled tribes, backward classes or any other specified categories shall apply to all the posts.

For normal recruitment for all other positions, the following steps will be followed.

- a) MD/SPD/CEO approves the job profile of the positions to be recruited
- b) Minimum eligibility criteria for each position are defined. The criteria should define the education and experience necessary for that position, plus desirable criteria if any.
- c) election of Agency as per procurement norms (if it is decided by Organisation to conduct recruitment through external agency)
- d) Notification in leading newspaper/s and/or on related job sites on internet.

- e) Receiving the applications, shortlisting them, inviting shortlisted candidate and conducting selection process.

Suitable working project staff will also be given fair chance to apply for any vacant position. An internal circulation will be made across the Organisation offices along with notification in the newspaper and floating vacancy on relevant websites.

3.3 Selection Criteria:

The selection process of organization must comply with Government of Bihar's rules of reservation, as applicable. The grouping of positions would be made keeping the Posts of a particular management structure as a unit. Grouping would also be done keeping in mind the qualifications, skill sets and remuneration fixed for various position.

All possible effort will be made to fill the reserved positions within the Society/Board. The benchmark of eligibility for selection for reserved position may be lowered and approved by the Executive Committee. In case of reserved categories being vacant, vacancies would be filled as per norms followed by Government of Bihar but following the prescribed process herein. Further, to encourage women to join eligibility criteria for women for field level positions may be lower than the standard prescribed in general in case required numbers of staff is not available. Like wise in case of persons with disability, policies should be adopted in the light of the prevalent Govt. rules.

In case of filling regular vacancies or conducting recruitment for a few numbers of positions, the Organisation will conduct recruitment by its own. MD/SPD/CEO will be authorized to take this decision based on urgency and cost implications. In this case selection process would be followed as described under

The appointment of MD/SPD/CEO will be done by the Government of Bihar. For appointment of all other positions under the Organisation which have been declared as ex officio or to be earmarked for the govt. officious of the administrative dept. formal policy should be framed to engage them, the Executive Committee/Board Directors authorizes the MD/SPD/CEO to recruit and select suitable individual either directly or through hiring a competent external HR Agency.

3.4 Selection Process:

For selection of staff, the organisation may utilize the present staff or seek the services of a qualified HR Agency. The selection of the agency should follow the procurement

norms of the Organisation.

For each position a set of minimum eligibility criteria would be defined before hand based on which candidates may be shortlisted for the selection process. This would detail out the following:-

- a) Minimum Educational Qualification required
- b) Minimum years of Experience required
- c) Age limits (relaxation may be given as per the reservation rules and the policies framed in this regard) The minimum and maximum age of entry into the service of organisation shall be as per the rules framed by Govt. of Bihar including the relaxation of age as applicable in case of various categories of candidates, organization may decide to relax the criteria of years of experience giving weightage in the following cases.
 - a) If the candidate has been working with same organization for the number of years. The experience of working with Organisation would be given due weightage accordingly.
 - b) If the candidate has graduated from a premier institution (e.g. IIM, IITs, IRMA, XLRI, XISS, IIFM, TISS, XIMB etc.) A list of premier institutions for which relaxation could be given would be drawn by MD/SPD/CEO as and when required.
 - (i) If a candidate has worked in reputed organizations, the experience of which would be an asset to organization. A list of premier organizations for which relaxation could be given would be drawn by Board of Directors/Executive Committee from time to time. No person shall be eligible for appointment, who has previously been dismissed, removed or compulsorily retired from the service of the, Corporation or from a department of the Central Government or any State Government or from any public sector undertaking.
 - (ii) No person shall be eligible for appointment who has been convicted in a court of law for any offence involving moral turpitude. A person against whom criminal proceedings are going in a court of law shall also not be eligible for appointment.

3.5 Selection Methodology

- **Use of Multiple, and formal Tests of Selection.** This allows for a more wholesome understanding of the person to be selected, in order to be able to understand and rate candidate.

- **Having a formal mechanism of Selection.** A Selection Committee would be formally constituted, wherein members from SC/ST and women category must represent and would have a prefixed date and place for selection. Clear, unambiguous and transparent criteria for selection or rejection of candidates should be placed. The committee members should be oriented on the interview process and techniques of observation/evaluation. In case the process is outsourced, the constitution of the panel would be done by the HR Agency in consultation with the Organisation.

3.6 System of Outsourcing Support Services

Service of individuals to man the positions particularly of support & Auxiliary category like Assistant, Accountant, Stenographer, Receptionist, Driver, Guard, and Office Boy may be outsourced by entering into a contract with a single or multiple service provider agency/ies. The service provider/s could be empanelled by the Organisation and their services sought as per the procurement norms of the organisation.

4. Appointment policy

- (A) The authority to appoint MD/SPD/CEO and on the posts specified by Govt/Organisation will be with the Government of Bihar.
- a. Employees working in the govt. depts. or in the organization owned by govt. where employees can have right to remain on Foreign Service may apply for the posts advertised. They will be appointed as per the policy of the foreign organization however their service will be as per govt. norms and they pay will be protected.
 - b. On the posts which have been earmarked for the govt. officials of particular cadre can be filled in the light of prevalent policy.
 - c. On ex officio post, where govt. officials would be working, would be entitled for only those facilities which would be facilitating the programme. MD/SPD/CEO will take the decisions accordingly.
- B.** Once selected, the appointment of employees from the Government departments and other Institutions of the State on deputation shall be in accordance with the terms and conditions stipulated by the Government of Bihar. A provision of an additional Project Allowance for those being appointed on deputation will be made. Once appointed, the deputed employee will be governed by the rules and regulations of the Society/Board, to the extent that they are not in contradiction of the terms and conditions of service of their parent department. They would go through the process of Performance Appraisal

and would be entitled to rewards as prescribed by the Society/Board.

- a. The authority to appoint rest of the positions in the Organisation will be with MD/SPD/CEO. However for the posts of district level as specified by the Competent Authority , the power of appointment may be delegated.
- b. If and when the Organisation requires personnel with specific skills/ expertise in handling specific subjects/ special qualifications, such personnel shall be contracted for a consultancy assignment following the procurement norms of the ORGANISATION.
- (i) Normally all the contracts shall be for a period of 12 months. After the contract term is over, one may be kept after entering into fresh contract for the period as prescribed by the organisation. However this will be done only after the assessment. However the maximum period of duration of contract of staff employed with Organisation will be for not more than three years in one contract agreement, further a fresh agreement may be made based on performance.
- d. Those appointed on contract shall be initially on probation or apprenticeship for a period of 3 (extendable to 6) months and on their successfully completing probation/apprenticeship, will be retained for a period of three years including the period spent on probation/apprenticeship. In case the probation/apprenticeship is not extended even after one extension (a total of 6 months), the contract would be terminated.
- e. Probation/apprenticeship would be assessed on the following parameters
 - Performance on tasks given during the period of contract
 - Task orientation and Team work
 - Communication skill displayed
 - Sensitivity towards the target group.

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CHAPTER – 4

Leave Rules

4.1.1 General

- a) Leave is to be regarded as a privilege, and not as a right. It is allowed both in the interest of the employee and that of the organization. The employee cannot claim leave as an unqualified right.
- b) All leave is granted subject to exigency of services and leave already granted can be curtailed or cancelled at any time by the authority granting the leave. However, this condition will apply to an employee on casual and vacation leave only.
- c) Any leave not covered under these rules shall be referred to the Executive Committee of ORGANISATION for consideration through the MD/SPD/CEO.
- d) An employee when on leave shall not take up any paid service/ employment elsewhere unless approved by the MD/SPD/CEO.

4.1.2 Leave Entitlement

- a) All staff excluding casual and daily paid, shall be entitled to following number of days leave with pay for a calendar year, subject to the provisions under each category of leave. These leaves are over and above the holidays declared as per the Government of Bihar.
Casual Leave (CL) earned @ 1 leave after completion of every month of service.
Earned Leave (EL) earned @ 1 day after completion of every month of service
- b) Altogether an employee of ORGANISATION will be entitled to 24 days of leave on completion of one year of service. These leaves will be credited to individual leave account in each calendar year. Any employee joining in between the calendar year will be entitled to leave on a pro rata basis.
- c) Casual leave lapses at the end of each calendar year and cannot be carried forward or used for encashment.

4.1.3 Absence without Leave

An employee shall not absent herself/himself from duty, without prior approval except under medical emergencies. Even in such cases, intimation about absence shall be sent at the earliest.

If an employee is absent without intimation to his superior officer for more than five days and s/he does not report for duties he shall be deemed to have vacated his post. In extreme cases, the MD/SPD/CEO could decide whether the staff should be allowed to

join back.

4.1.4 Leave without Pay

- a) Normally, leave without pay will not be granted if leave with pay is due to a staff. Under normal circumstances, leave without pay shall not be granted in excess of 30 days in one occasion.
- b) MD/SPD/CEO at her/his discretion may sanction such leave in excess of 30 days in event of any emergency. During the period of leave, the staff is not entitled to any kind of salary or allowances.

4.1.5 Leave Encashment

- a) No unutilized leave can be encashed while the staff is employed with ORGANISATION. Encashment of leave will be allowed only when the staff is separated from the services of ORGANISATION after completing at least one year of service.
- b) Any staff leaving ORGANISATION is entitled to full encashment of Earned Leave only subject to maximum limit of 60 days prescribed under conditions. For encashment of leave, amount payable will be calculated as:

Amount Payable = (current basic pay/30) x No. of days of unutilised Earned leave.

4.1.6 Maternity Leave

- a) All regular female staffs are eligible to avail Maternity Leave upon production of a medical certificate.
- b) The period of leave granted may extend up to 3 months, subsequent to its date of commencement or six weeks subsequent to the date of confinement, whichever is earlier.
- c) The leave would be considered as leave with pay
- d) This leave is applicable even in case of a miscarriage, including abortion – supported by a medical certificate to that regard.
- e) Maternity leave may be combined with any other leave.
- f) Maternity leave shall not be debited against the leave account.
- g) Such leaves will be limited to two occasions subjected to the maximum number of 2 living children. Prior written approval must be taken from the MD/SPD/CEO before availing maternity Leave

4.1.7 Special Leave to women

All women staff is eligible to avail two days of special leave every month because of biological reason. This is in addition to all the other eligible leaves.

4.1.8 Paternity Leave

- a) Regular Male staff may be granted Paternity Leave on production of medical certificate of spouse.
- b) Paternity leave shall be granted to a maximum of 15 days from its date of commencement. Period of leave must be within 15 days before / 15 after the date of delivery.
- c) Such leaves will be limited to two occasions subjected to the maximum number of 2 living children. Prior written approval must be taken from the MD/SPD/CEO before availing Paternity Leave.

4.1.9 Conditions of Admissibility of Leave

- a) Leave shall be granted for all working days involved. Any Sunday/ Holiday which may fall during the leave period (except in case of EL) may not be counted as leave.
- b) An application for leave must normally reach the office of the authority granting leave at least three working days before the date from which the leave is to be commenced. However, when an employee is unable to report for work due to illness or due to unforeseen urgent circumstances, s/he may convey a message over the telephone or any other means to his/her supervisor and receiver of such message should record it in a register maintained for such calls. Once the employee returns to work, s/he should submit a leave form to cover her/his absence. In such cases, leave applications should be submitted and approved within two day of joining.
- c) The EL cannot be availed in anticipation of approval by the competent authority. The employee will avail EL only if it is approved on or before the date of leave. Any special consideration related to EL will only be done by MD/SPD/CEO.
- d) Leave will not be normally granted for more than 15 days (excluding non-working days) in one spell. MD/SPD/CEO at her/his discretion may sanction leave in excess of 15 days in event of any emergency.
- e) Merger of two different types of leaves will not be permissible except in case of maternity leave or by approval of MD/SPD/CEO.
- f) Casual Leave (CL) may be approved by the reporting officer. The table provided in the next section defines the recommending and sanctioning authority of leave for all positions.
- g) Casual Leave may be taken in terms of half day, for either the first or second half; the first half ending with conclusion of lunch interval and the second half beginning with the commencement of lunch interval.
- h) Earned Leave (EL) will be taken for a minimum of three days. Only upon exhaustion of CL, EL can be taken for less than 3 days. A written application should be submitted

at least seven days before the date from which leave is requested.

- i) Extension of leave already granted shall not normally be allowed. MD/SPD/CEO at her/his discretion may grant extension in event of any emergency.
- j) In case of non-compliance to any of the above norms, the MD/SPD/CEO shall have the full authority to treat the whole period of leave as leave without pay.

During leave, the salary of the staff shall be disbursed as per norms during normal period of work. Only Earned Leaves (EL) not availed will be carried forward to the next calendar year subject to a maximum of 12 days. For staffs joining in the middle of a financial year, number of leaves carried forward will be calculated on a pro-rata basis. The maximum limit for accumulation of leave shall not exceed 60 days.

In calculating Casual Leave, government declared holidays and Sundays should be excluded. Earned leave when it is to be spent outside the station includes Sundays and Government declared holidays falling within the period of such leave.

CHAPTER -5

REMUNERATION AND BENEFITS

Remuneration and benefits for contractual employee should be designed keeping in mind those being offered in similar Organisations in the states, and based on market realities to attract the best talent.

5.1 Remuneration and Benefits to Staff on Deputation

Those joining on deputation from Govt of Bihar would continue to draw salaries as per the scales in their parent department. In addition, staffs hired on deputation are entitled to a monthly Project Allowance of 20% of their monthly basic pay (which includes basic pay and dearness pay), subject to a maximum of Rs 6000 per month. The staff on deputation may avail either monthly Project Allowance or Deputation Allowance as per his/her option. Deputationist will avail all the facilities for which they entitled in their parent department and they can opt for the facilities if available to staff hired from open market.

5.2 Remuneration/Compensation and Benefits to Other Staff (from Open Market)

The package for contract employees should follow a broad based pay structure; there should be 2-3 level of base pays/wages for each category of personnel, viz. Senior Professional to Auxiliary staff. As within each category of personnel there should be internal classification as per the need of the organization, the level of base wages/pays may be more than three. These levels will be decided by the organization as per their norms considering the existing norms most of the levels would have three scales (two in some). The base pay would be combined with an incentive pay component which will be performance linked.

The compensation has been divided into a monthly pay and an annual pay. The structure for all positions of Management Structures should be as follows.

S No	Components	Remarks
A	MONTHLY PAY	
1	Base Pay	-
2	Provident Fund	As per statutory regulations.(if applicable)
3	HRA	20% of Base pay for Positions based in State Capital and 15% for District and Block level positions
4	Organisation Allowances	

4a	Medical Allowance	To meet employee's (including family) regular medical Expenses
4b	Conveyance Allowance	To facilitate conveyance at station where employee is Positioned
4c	Child Education Allowance	To cover cost of tuition fees of employee's children
4d	Communication Allowance	Mobile phone and other communication costs – to facilitate smoother communication across all levels
B	ANNUAL PAY	
5.1.1	Performance linked Incentive	Maximum of 15% depending upon the performance as measured by the Appraisal System. The percentage fixed can be increased or decreased later on.

wances mentioned above are part of the salary to which the staff is entitled to. They are not reimbursables to be given against claims. Some of the allowances attract tax rebates. The same can be enjoyed by the staff on production of relevant documents. In this case, TDS can be deducted

based on the tax plan submitted by the staff. In case no documents are produced at the end of the year, TDS based on the tax liability as per the prevailing tax rates, would be deducted. Salary should be credited to the staff's bank account before the 5th day of every subsequent month.

All new staff recruited would be taken in at scales applicable (based on experience and education) under their respective Positions. The MD/SPD/CEO, however can use his/her discretion in allowing people to join in higher scales or with higher salary to a maximum of 10% of what is prescribed for a scale.

A salary structure for various positions in the Society/Board with related details is given as **Annexure 6**.

5.3 Benefits

A part from the salary, following benefits to its entire staff may be provided by the organization.

6.3.1 **Medical & Accident Insurance:** The organisation will benefit all contracted staff as well as staff on deputation with Mediclaim and Group Accidental Insurance (GAI) cover with appropriate coverage as explained under.

Sl	Categories	Maximum Coverage (Rs.)
1	Senior Professional	Mediclaim up to 5,00,000 and GAI as decided
2	Professional	Mediclaim up to 3,00,000 and GAI as decided
3	Support	Mediclaim up to 2,00,000 and GAI as decided
4	Auxiliary	Mediclaim up to 1,00,000 and GAI as decided

This benefit will be available to staffs till their services are continued with the Society/Board.

6.3.2 Ex gratia Death/Disability compensation/grant: In case of an unforeseen incident Disability/Death taking place with staff while performing office duty, the organisation will make provision for monetary support to benefit and support the employee concerned/dependent.

6.4 Wage enhancement (to compensate increased cost of living)

An enhancement of 5% of the total remuneration would be provided to all contractual staff after completion of one calendar year of working with the organization or a consumer price index related wage enhancement policy should be introduced for the personnel.

CHAPTER -6

Travel Rules

6.2 Travel Rules

6.2.1. APPLICABILITY

These rules shall be applicable to all employees of the Society/Board including:

- i) Lien holders;
- ii) Those on deputation on foreign service terms, unless their terms of deputation provide otherwise;
- iii) Trainees engaged under Society/Board's own training schemes;
- iv) Contract Employees.

These rules shall also be applicable for the members of the Executive Committee/Board of Directors when they are on tour for the Society/Board. For this purpose, they shall be treated under category I.

6.2.2. SCOPE

These rules are applicable when an employee travels for official work inside/outside his/her place of posting.

6.2.3. DEFINITIONS

In these rules, unless the context otherwise requires;

“Chief Executive Officer” and “MD/SPD/CEO” mean “Chief Executive Officer” of the Society/Board.

“Additional Chief Executive Officer” and “AMD/SPD/CEO” mean “Additional Chief Executive Officer” of the Society/Board.

“Executive Committee” mean Members of the Executive Committee of ORGANISATION. “Society/Board” / “Society/Board” means Bihar Rural Livelihoods Promotion Society/Board.

“Controlling Officer” means the officer empowered by the Management to approve and/or countersign the Travelling Allowance claim (including advance) in respect of employees working under his charge, in accordance with the powers delegated by the Management from time to time, for the purposes of these rules.

The executives at the level of Additional Chief Executive Officer and above in the Society/Board are declared as ‘Self-controlling Officers.’ The MD/SPD/CEO reserves the right to extend the coverage of the term ‘Self-controlling Officer.’

“Day” means a calendar day beginning and ending midnight. This is for general reckoning only.

“Headquarters” means the normal place of duty of an employee. In case of an employee deputed for training in India or abroad, the Headquarters will mean the place of duty from where he proceeded on training, unless the same is changed in respect of an employee sent on long term training or assignment by a specific order.

In respect of a trainee, the headquarters shall mean the place of training at which he is posted. However, in case he is sent for undergoing training for more than twenty eight days, away from his place of posting, the place at which he so undergoes training shall be deemed to be his headquarters for the period of such training.

“Management” means the Executive Committee and if authorized by the Executive Committee a Committee of the Society/Board.

“Official Tour” means travel on duty of an employee from his Headquarters in pursuance of official assignments.

“Capital Cities” means all State Capital Cities in the Country.

Transfer” means the movement of an employee from one Headquarters/station at which he is posted to another stations either (a) to take up the duties of a new post or (b) in consequence of a change of his headquarters.

Notwithstanding the above definition of transfer, the movements of a trainee, engaged under the Society/Board’s own training scheme, during the period of training as well as that for joining his duties at the place of posting shall not be treated as transfer.

6.2.4. REIMBURSEMENT OF JOURNEY FARES

An employee on official tour will be entitled to Travelling Allowance which is intended to cover expenditure incurred in connection with journeys performed for the Society/Board’s work, as provided hereinafter.

6.2.4.1 The reimbursement of fares for journeys performed between the Headquarters station and tour station by the employees of various categories by different means of transport shall be as per the following entitlement, subject to actual.

6.2.4.2 Nature of Entitlement:

Sl. No.	categories	Entitlement for travel		
		Rail	Air	Road
1	Executive Professional	1 st AC	Executive Class	Actual Taxi Fare
2	Senior	2 nd AC	Economy class with	Actual AC/Deluxe Bus/

	Professional		Prior Permission of MD/SPD/CEO	Actual Auto/Taxi Fare
3	Professional	2 nd AC	Economy class with Prior Permission of MD/SPD/CEO	Actual AC/Deluxe Bus/ Actual Auto/Taxi Fare Auto Taxi limited to Rs. 8/km
4	Support	3 rd AC	---	Actual Deluxe Bus/ Auto/Non AC Taxi Fare limited to Rs. 6/km AC Taxi fare can be permitted in exceptional cases if prior approval has been taken
5	Auxiliary	Sleeper Class	---	Actual Deluxe Bus/ Auto/Non AC Taxi Fare limited to Rs. 4/km

6.2.4.3 MD/SPD/Chief Executive Officer may allow any category of employees traveling on higher class in special cases.

6.2.4.4. Charges for sleeper accommodation, tatkal charges, super-fast train charges, reservation, telegram charges by railway for booking of tickets as well as telegram charges levied by airlines for reserving accommodation and, with the approval of the MD/SPD/CEO/Addl.MD/SPD/CEO, charges for cancellation of tickets for journey not undertaken due to official reasons will be reimbursable.

In addition, agency charges paid to travel agents for booking of tickets, subject to such monetary limit as may be prescribed from time to time by the Chief Executive Officer/ Addl. Chief Executive Officer for each journey are also reimbursable on production of vouchers.

NOTE: The current monetary limit for reimbursement of agency charges paid by the employees to travel agents for booking of rail tickets is Rs.50/- per ticket for each journey. Reimbursement may be allowed on production of vouchers/receipts only. Reimbursement of agency charges for booking of Air Tickets on production of actual bills is permissible.

6.2.4.5 In exceptional cases, cancellation charges may be reimbursed, at the discretion of the Controlling Officer where the journey is not undertaken due to unforeseen mishap in her/his family.

7.2.4.5. Non-availability of reservation by train is not an acceptable reason for not performing the journey connected with official work. Also, in case of non-availability of accommodation in the entitled class and/or modes, a employee can travel by higher class but will be entitled only for the fare of designated class, unless specially allowed by MD/SPD/CEO/ Addl. MD/SPD/CEO.

7.2.5 REIMBURSEMENT OF CONVEYANCE CHARGES:

An employee will also be entitled for reimbursement of actual conveyance charges for journeys between railway station/bus stand/airport and residence/place of stay either at Headquarters or tour stations and other official journeys performed by road at tour stations through means of conveyance other than Society/Board’s transport. The reimbursement shall be regulated in accordance with the following sub-clauses.

7.2.5.1 For journeys to and from railway station/bus stand/airports, at Headquarters and tour stations, the reimbursement will be as per the following

Category	Entitlements
Executive Professional	Actual charges by Taxi fare for all types of Vehicle
Senior Professional	Actual charges by Taxi or three wheeler or fare of a single seat in a taxi, where availed Or actual charges of Government approved prepaid Taxi/Auto services.
Professional	Actual charges by Taxi or three wheeler or fare of a single seat in a taxi, where availed, limited to Rs. 8.00 per Km in all cases. Or actual charges of Government approved prepaid Taxi/Auto services.
Support	seat in taxi, where availed, limited to Rs. 6.00 per Km in the latter case. Or actual charges of Government approved prepaid Taxi/Auto services
Auxiliary	Within 3 Kms – Rs. 20/- Within 4 to 8 Kms – Rs.40/- Within 9 to 15 Kms –Actual Fare of three wheelers/shared taxi, limited to Rs. 4/Km

Notwithstanding the above provision, the employee may be reimbursed actual charges of conveyance with permission of MD/SPD/CEO/ Addl. MD/SPD/CEO, wherever emergency arises.

7.2.5.2 It is clarified that in case of journeys between place situated in the Urban Agglomeration (UA) of 'A' Class cities such as Greater Bombay, Greater Calcutta and the like, journeys between places connected by rail should be undertaken by rail only and if the journeys are performed by road between such place, the reimbursement will be restricted to rail fare as per entitlement. However, self-controlling officers may undertake the journeys between such places by road at their discretion and the reimbursement will be allowed accordingly.

7.2.5.3 Employees proceeding on official tour for work in suburbs of 'A' class cities or contiguous industrial complex should normally stay in such places where the official work is to be performed. In case they choose to stay in the 'A' Class city proper, the journeys between the place of stay and the suburbs/contiguous industrial complex if connected by rail should be undertaken by rail, and in case the journey is performed by road between such places, the reimbursement will be restricted to rail fare as per entitlement. However, Self-controlling Officers may undertake the journeys between such places by road at their discretion and the reimbursement will be allowed accordingly.

7.2.5.4 In respect of the MD/SPD/CEO/Addl.MD/SPD/CEO or any officer or class of officers who are entitled to staff car facility for official duties at their headquarters/tour stations as per their terms of appointment or otherwise, the restrictions laid down in sub-rule 7.2.3.1, 7.2.3.2 and 7.2.3.3 will not apply and they will be reimbursed the actual cost of conveyance charges incurred by them at tour stations, if not provided with staff car facility at such stations.

7.2.5.5 At tour stations the employee will be entitled to travel by rail for local journeys to the places falling within urban agglomeration (as notified by Govt. of India from time to time for the purpose of HRA and CCA) of the relevant tour station.

7.2.6 DAILY ALLOWANCE

An employee on official tour will be entitled to daily allowance intended to cover expenses incurred on food and incidentals in the course of traveling and for boarding and lodging at places other than headquarters, as provided hereinafter.

7.2.6.1 Daily allowance will be admissible at the following rate for Outside State:-

Sl. no	Category	Accommodation charges subject to max. of (Rs./day)		Allowance for food & incidentals (Rs./Day)	
		Capital Cities (C)	Other (O)	C	O
1	Executive Professional	Limited to rent of a single room or suit	Limited to rent of a single room or suit	Full as per	Full as per actual

		in a five star Hotel	in a five star Hotel	actuals	
2	Senior Professional	Limited to rent of a single room or suit in a three star Hotel	Limited to rent of a single room or suit in a three star Hotel	600	400
3	Professional	1500	1000	400	300
4	Support	1000	750	300	250
5	Auxiliary	750	500	250	200

Actual room rent paid to Govt. /Semi Govt./ Corporation guest houses paid will be reimbursable, subject to maximum amount as above.

7.2.6.2 Daily allowance will be admissible at the following rate for Inside State:-

Sl. no	Category	Accommodation charges subject to max. of (Rs./day)		Allowance for food & incidentals (Rs./Day)	
		C	O	C	O
1	Executive Professional		As per Actual, limited to rent of a single room or suit in a five star Hotel		Full as per actual
2	Senior Professional		As per Actual, limited to rent of a single room or suit in a three star Hotel		400
3	Professional	750	750	300	250
4	Support	500	500	250	200
5	Auxiliary	400	400	200	150

Notes:

- A. MD/SPD/CEO/Addl.MD/SPD/CEO will, from time to time, issue circulars indicating the admissible rates based on details from the ITDC Hotels which revise the tariffs w.e.f. 1st October of every year.
- B. 'C' means State Capitals of the Country.
- C. 'O' means other places.
- D. Actual accommodation charges limited to the amounts as shown in column (3) in case of Capital cities and in column (4) in case of other places as in sub-rule 7.2.4.1 and 7.2.4.2 for stay in any hotel or any other guest house will be reimbursed subject to production of receipts. The limits of accommodation charges may be relaxed in

exceptional cases on merit with the approval of the Chief Executive Officer.

- 7.2.4.3. For food and other incidental expenses, an employee will be paid as per column (5) and column (6) in case of stay at Capital cities and other places respectively.
- 7.2.4.4. An employee who does not produce receipts of accommodation charge will be paid daily allowance at the rates indicated in column (5) and column (6) for stay at Capital cities and other places respectively.
- 7.2.4.5. An employee, who having proceeded on official tour, returns to his Headquarters within a period of 24 hours from the time of his departure from his place of work/residence, will be entitled to daily allowance, at the rate applicable to the place of visit, as per following.

Period of Absence (Hrs)	Admissible Allowance
Upto 6 hours	Nil
6– less than 12 hours	Half
12-24	Full

Provided that where the accommodation booking is for a full day, accommodation charges in full will be admissible. Notwithstanding what has been mentioned above, in case the absence from Headquarters involves overnight halt, full Daily Allowance shall be admissible to the place of visit.

- 7.2.4.6 In case an employee proceeds on official tour and the period of absence from Headquarters is for more than 24 hours from the time of his departure from his place of work/residence, he shall be entitled to daily allowance for his day of departure, from headquarters, day of arrival at the Headquarters and for each day in between as detailed here under:-
- i) DA for day of departure from place of duty-full DA if time of departure is 12.00 noon or before and half DA if time of departure is after 12.00 noon, at the rate of applicable to the place where the employee spent the first night (with reference to midnight).
 - ii) DA for day of arrival back at place of duty-full DA if time of arrival is 12.00 noon or thereafter and half DA if time of arrival is before 12.00 noon, at the rate applicable to the place where the employee spent the preceding night (with reference to midnight).
- 7.2.4.7 The allowance will be admissible for the period of absence from Headquarters starting from the time of departure from place of work or residence, as the case may be, and the time of arrival at residence/place of work.
- 7.2.4.8 For prolonged halts, full daily allowance may be drawn for a period of 15 days and for

a further period of 28 days, half daily allowance will be admissible. These limits relate to stay at any one station only. The MD/SPD/CEO may relax these conditions in special circumstances for an additional period upto 60 days with half daily allowance as different entitlements, as the case may be, irrespective of the place of stay. Notwithstanding the above provision, actual accommodation charges as per entitlement will be reimbursed, when daily allowance is not claimed.

7.2.4.9 Wherever calculation for daily allowance admissible for journey period is required to be necessarily made, the same is to be regulated on the basis of actual journey time involved starting from the time of departure from place of work or residence, as the case may be and ending at the time of arrival at residence/work place after suitably rounding off in case of period less than 24 hours as under :-

Period of Absence (Hrs)	Admissible Allowance
Upto 6 hours	Nil
6– less than 12 hours	Half
12-24	Full

7.2.4.10 If an employee is provided with both boarding and lodging free of cost, he will be entitled to draw 1/4th of the DA as per entitlement. If only lodging is provided free of charge, he will be paid allowance as per entitlement as the case may be. If only boarding is provided free of cost, he will be paid 1/4th of the amount of the entitlement, in addition to charges for accommodation as per entitlement, subject to actuals as the case may be.

7.2.4.11 The daily allowance will be admissible for journey periods, all halts on tour and holidays occurring during the period of halt subject to the provision in sub-rule 7.2.4.13 but the same will not be admissible for the period of leave of any kind availed while on tour. If an employee breaks journey enroute due to personal reasons, he shall not be paid the daily allowance for such period (s) of halt.

7.2.4.12 An employee who is in receipt of House Rent Allowance or is provided with government/ Society/Board's leased accommodation, for keeping his family at a station other than his headquarters, will be entitled when on tour to such station to draw only 1/4th of the daily allowance as per entitlement, as applicable in addition to the allowance admissible for the period spent on journeys between headquarters station and tour station.

7.2.4.13 The places, at which duration (more than 28 days) training arrangements are made for

the trainees, shall be deemed to be the headquarters. Accordingly, no TA/DA etc. shall be admissible to the trainees for their stay at such place. However, when the trainees are required to be sent for their Headquarters for short duration to other places for work visits, practical demonstration etc. as part of their training; they will be entitled to TA/DA etc. as per rules. For this purpose, any period of stay up to 28 days at a particular outstation shall be treated as short duration visits. In case the stay exceeds 28 days at any one outstation, the Headquarters of the trainees would be deemed to have been changed from previous place to the new place of training.

7.2.4.14 When the trainees move from one Headquarters to another, the TA/DA etc. for the journey period will be admissible to them; and they will be entitled to bare journey time only, but no preparation time.

7.2.4.15 When the trainees are recalled from outstation to Headquarters at the fag end of their training for final appraisal and placement etc., and if the period of stay at Headquarters during the period of training is not more than 28 days, the same will be treated as on tour and accordingly, TA/DA etc. will be admissible to them.

7.2.4.16 If a trainee is sent on official tour other than training TA/DA etc. shall be admissible to him as per his entitlement. Recourse to this provision can be taken only in very exceptional cases with specific approval of Controlling Officer.

7.2.5 MISCELLANEOUS INCIDENTAL CHARGES ON OFFICIAL TOUR.

7.2.5.1 The following tour incidental expenses if actually incurred will also be reimbursed on production of receipts:

- i) The excess baggage charges for carrying official records;
- ii) The expenses on account of official telephone calls (local and trunk) and fax/telex/telegram/phonogram if specifically sanctioned by the Controlling Officer;
- iii) Any other expenses, not covered hereinbefore, incidental to and incurred during the course of tour, at the discretion of the MD/SPD/CEO or Addl. MD/SPD/CEO

7.2.5.2 In exceptional cases, on merits, the MD/SPD/CEO/Addl. MD/SPD/CEO may permit employees to travel by a class/mode higher than their entitlement.

7.2.5.3 The rate of reimbursement for road journey as well as daily allowance rates as mentioned above under different entitlements may be reviewed annually by the MD/SPD/CEO with consent of President of Executive Committee who shall have the powers to change the rates subject to a maximum variation of 25% of the prevailing rates on one such occasion, keeping in view the trends in prices of petroleum products, boarding and lodging charges and other relevant factors.

7.2.6 ADVANCE:

- 7.2.6.1 An employee proceeding on official tours may be granted an advance to meet the expenses towards travelling allowance as per his entitlement to the tune of 100% of the anticipated fares for journey(s) and anticipated amount towards daily allowance and conveyance charges for a duration not exceeding 28 days at one time. The request for advance should be made on the prescribed form, duly countersigned by the Controlling Officer.
- 7.2.6.2 In case of advances covered under rules 7.2.6.1, the advance towards journey fare, conveyance charges and daily allowance may be drawn within a period not exceeding 28 (twenty eight) and 60(sixty) days respectively before the proposed date of journey but shall have to be refunded forthwith if the employee is not able to produce documentary evidence to show that the amount of advance has been utilized for the purpose of tickets within 15 days of the drawal of advance.
- 7.2.6.3 An account of advance under this rule shall be rendered by the employee immediately after completion of the journey and in no case later than 30 (thirty) days from the date of completion of return journey, wherever applicable.
- 7.2.6.4 An employee shall not be granted an advance towards travelling allowance under these rules, if he has failed to render the account of advance(s) earlier drawn by him except with the approval of Controlling Officer in each case.
- 7.2.6.5 In case of failure to produce the documentary evidence/account of advance as required, the advance sanctioned shall be recovered from the employee's salary and/or otherwise.

7.2.7 CLAIM

- 7.2.7.1 Claims for reimbursement of travelling allowance in all applicable cases will be entertained only on completion of the return journey, wherever applicable.
- 7.2.7.2 Claims for reimbursement of journey fare (other than IInd Class rail fare) and baggage allowance, wherever applicable, must be supported with adequate proof of the amount of expenditure incurred such as ticket number/money receipt/ticket folder (in case of air journey).
- 7.2.7.3 All claims for journeys undertaken under these rules should be preferred in the prescribed proforma, within the time limit of 30 (thirty) days as prescribed in rule 7.2.6.3, duly countersigned by the Controlling Officer/supervising authority.
- 7.2.7.4 Claims for reimbursement of traveling allowance after one month will not be entertained normally except with the special approval of MD/SPD/CEO/Addl. MD/SPD/CEO, when he is satisfied that

non-submission of the claim on the part of an employee was due to reasons beyond his control.

7.2.8 LOCAL TRAVEL

The provisions of this section shall apply to local journeys performed by the employees at their headquarters in connection with the Society/Board's work as provided hereinafter but shall not apply to local journeys performed by Society/Board's trainees in connection with their training at their headquarters.

NOTE:

- i) In case an employee is deputed to undergo training within a radius of 15 Kms/municipal limits of his headquarters, for a period of more than 28 days on a continuous basis and is normally not expected to get to his place of duty everyday after attending training, the headquarters of the employee concern shall be deemed to have been shifted to the place where he is required to undergo training; and accordingly, s/he shall not be entitled to reimbursement of local traveling expenditure for local journeys performed by him between his residence and the place of training.
- ii) For local journeys performed by an employee, in connection with Society/Board's work, within his normal place of duty such as from his office to temporary/permanent Township etc. by his own conveyance, reimbursement of local traveling expenditure shall be admissible at the rate of Rs. 5 per kilometer for four wheeler and Rs. 2.5 per kilometer for two wheeler as per his/her entitlement.

7.2.8.1 Definition

“Local Journey” means any journey performed by an employee in connection with Society/Board's work within a radius of 15 kms from the headquarters or within municipal limits of the headquarters, whichever is more.

“Local Traveling Expenditure” means the expenses incurred by an employee on local journey and includes conveyance charges.

7.2.8.2 Entitlement

The reimbursement of conveyance charges for journeys performed by the employees of various categories by different means of transport shall be as per the following entitlement, subject to actual.

7.2.8.3 Nature of Entitlement :

Category	Entitlements
Executive Professional	Actual charges by Taxi fare for all types of Vehicle

Senior Professional	Actual charges by Taxi or three wheeler or fare of a single seat in a taxi, where availed or actual charges of Government approved prepaid Taxi/Auto services.
Professional	Actual charges by Taxi or three wheeler or fare of a single seat in a taxi, where availed, limited to Rs. 8.00 per KM in all cases. Or actual charges of Government approved prepaid Taxi/Auto services.
Support	Seat in taxi, where availed, limited to Rs. 6.00 per Km in the latter case. Or actual charges of Government approved prepaid Taxi/Auto services.
Auxiliary	Within 3 Kms – Rs. 20/- Within 4 to 8 Kms – Rs.40/- Within 9 to 15 Kms –Actual Fare of three wheelers/shared taxi, limited to Rs. 4/Km

For journeys to places within municipal limits of the headquarters (including the areas coming under urban agglomeration as notified by the Govt. for the purpose of HRA and CCA from time to time) an employee may choose either of the mode of travel namely rail or road depending upon his convenience; but the reimbursement will be as per actuals restricted to his entitlement.

- 7.2.8.3 Charges for waiting/halting of taxi/three-wheeler, where unavoidable, will also be reimbursable at the discretion of the respective controlling officer.
- 7.2.8.4 When the journey, performed within municipal limits commences from and or terminates at residence of an employee, he will be reimbursed actual conveyance charges. In case of journey to outside municipal limits actual conveyance charges will be reimbursed. Provided, however, if an employee is deputed to a place other than the office/place of work on a holiday, and the journey commences from and ends at the residence of the employee, he will be allowed conveyance charges from his residence to the place where deputed and back as admissible.
- 7.2.8.5 The MD/SPD/CEO/Addl.MD/SPD/CEO may permit travel by a mode higher than the entitlement of an employee in the following exception cases:
- i) In case of journey commencing from the office/place of work:
Outward journey only, when an employee is required to perform the same on urgent basis;
 - ii) In case where an employee is directed to perform the official work on urgent basis on

his way from residence to office/place of work, for the portion of the journey from the place of visit to office/place of work; and

- iii) When the journeys are performed during odd hours and the public transport/entitled mode of transport is not available during such hours.

7.2.8.6 The MD/SPD/CEO/ Addl. MD/SPD/CEO shall have the powers to permit an employee to travel by a mode higher than his entitlement in other special circumstances on merits of individual cases, for reasons recorded in writing.

7.2.8.7 An employee who performs local journey shall return to the Headquarters on the same day immediately after the work is over. However, in exceptional cases, if the employee is required to stay overnight, due to lack of availability of transport or the nature of work being such that it could not be completed on the same day, he will be paid daily allowance in accordance with the relevant provisions, subject to the approval of the concerned Controlling Officer.

7.2.8.8 The rate of reimbursement for road journey may be reviewed annually by the Chief Executive Officer, who shall have the powers to increase/decrease the rates subject to the maximum variation of 25% of the prevailing rates on one such occasion, keeping in view the increase/decrease in prices of petroleum products, eatables and other relevant factors.

7.2.8.9 No advance shall be admissible to meet the likely expenditure in connection with the local journeys.

7.2.8.10 For all the journeys performed in a week, a single claim for reimbursement should be preferred.

7.2.8.11 Every claim should be preferred in the prescribed proforma, duly countersigned by the Controlling Officer, within a period not exceeding 15 days from the date of completion of the journey(s), beyond which it will not be entertained normally. However, MD/SPD/CEO may relax the time limit for a further period of 15 days at his discretion in deserving cases. No claim shall be entertained after expiry of the period of one months from the date of completion of the journey(s) and the same shall stand forfeited.

7.2.10 GENERAL

7.2.10.1 Unless otherwise specified, relaxations of any nature as provided under these rules can be approved by the MD/SPD/CEO, in respect of self-controlling Officers, if any.

7.2.10.2 All claims for travelling allowance/local travelling expenditure under these rules are to be preferred with respect to the material facts as regards pay existing at the time when the journeys were undertaken.

- 7.2.10.3 In no circumstances, arrears payment/recovery will be made/effectuated due to increase/decrease in pay for any reason whatsoever subsequent to the submission of claims.
- 7.2.10.4 The Managing Director/State Project Director/Chief Executive Officer is empowered to make amendments to these rules which involve changes of a minor nature.
- 7.2.10.5 MD/SPD/CEO is competent authority to decide about his/her official hour within Country only.
- 7.2.10.6 In case of any doubt in regard to interpretation of any of the provisions of these rules, the matter will be referred to the President and Chief Executive Officer whose decision shall be final.
- 7.2.10.7 Incidental expenses incurred while on tour can be self verified for bills up to Rs 100. In such cases, two signatories, have to attest the bill.
- 7.2.10.8 Incidental expenses on account of meetings with field staff, consultants and with other stakeholders is permitted up to a limit of Rs 1000 per trip for Senior Professionals and Rs 500 per trip for Professionals.
- 7.2.10.9 The travel claim shall be verified by the controlling officer/supervising authority before submission to accounts for reimbursement/ settlement of travel advance. The claim form once verified and signed, has to be accepted by the accounts. In case of any discrepancy, the accounts shall seek explanation and clarify its reservations from the concerned employee within a maximum of seven working days. This clarification could be sought over the email, phone or in writing.
- 7.2.10.10 Deductions made, if any, have to be informed in writing or through email to the concerned employee giving explanation for the reasons of deductions.
- 7.2.10.11 Any unspent advances will be settled within fifteen working days, or along with the submission of the travel bills to accounts. The accounts should issue a receipt of the amount received.

Chapter - 7

PERFORMANCE MANAGEMENT SYSTEM

7.1 Objectives of Performance Management System

Performance management is an integral part of a comprehensive human resource management strategy. Its objective is to maximize staff performance and potential with a view to attaining organisational goals and enhancing overall effectiveness and productivity. A performance management system aims: -

To enhance Performance of individuals/Teams/ and thus help achieve Organisation objectives.

Organisations formulate strategies and objectives to support their vision, mission and values. To achieve these broad objectives, the teams have to turn them into specific objectives and targets for the districts, and subsequently individual job objectives and targets for implementation. Performance Management acts as a tool to define and focus on critical elements on which the overall performance of the organization depends.

To enhance self esteem of the staff by rewarding performance

The staff performance management system provides a mechanism to monitor and evaluate staff/ team performance. Performance objectives are set at the beginning of the performance management cycle through open discussion between the Organisation Management and the teams. Progress is monitored regularly and feedback from staff is collated to help clarify objectives and output expectation; and to enhance performance. Teams which perform are then recognized and rewarded for their achievements. Thus the system should also be seen as a tool for enhancing the self esteem of the performing employee and to bring in a culture of healthy competition to perform.

To identify gaps in performance and pave way for future capacity building

The performance management system serves as a multi-purpose management tool. It provides valuable information to help identify gaps in performance and hence training needs of staff/ teams to develop their potential further.

7.2 Guiding Principles of Performance Management System

- a. As far as possible, the System should be based on clear and simple Key Performance Areas (KPA), each of which will be defined with Key Performance Indicators (KPI). These should be linked with the action plan for the State/ District/ Block Levels.
- b. The methods of verification of Key Performance Areas should be developed to make the process transparent.
- c. The system should look at the team as a unit of assessment as well. The rewards should be based on the performance of the individual as well as that of the team.

7.3 Measuring Performance

What would be assessed? (Key Result Areas)

The Organisation lists broad objectives for the Organisation. There may be a number of activities which would be performed to achieve these broad objectives.

The Performance Management System would focus on monitoring the performance of the Organisation on broad objectives which would be the basis of defining the Key Result Areas for the staff. To deliver these, efficient business processes have to be defined and implemented. The Performance Management system would also monitor how well the business processes are conducted.

The role of the district and the state teams are more in the realm of building the capacity of the rest of the staff, ensuring technical resources are available to the Block and the Village institutions, while the key role of the Block Teams is 'action' which will be measured to assess performance.

From these broadly defined objectives, the Organisation would prepare Annual Action Plans. From these plans, indicators on which performance would be measured would be developed. Thus a new set of KPIs would be developed every year, once the annual action plan for the organisation has been finalized. The process for developing the KPIs for Year 2 and every subsequent year has been indicated in the section - Actionalizing Performance Management System. The schedule assumes a January to December cycle annually, so that base wages enhancement could be announced by end of March for the next financial year.

How will Performance be assessed?

Performance assessment would be done mainly through two sources.

- a. By collecting secondary data from the MIS Reports. As far as possible, all quantitative data related to performance activities would be collected directly from the Monitoring & Evaluation System of the organisation.
- b. Through assessment of quality by collecting data directly from the field. This would

entail field visits and meetings, getting data from minutes books of people's institutions promoted etc.

In case the organisation envisages incorporating other systems like Process Monitoring, cards etc, the qualitative data could be sourced from these reports to obtain data regarding performance.

Who will be assessed?

All staff working in the organisation including those on deputation would be assessed. Apart from measuring individuals.

The District Organisation Implementation Unit team would consist of the following

1. District Organisation Coordinator
2. District Training Coordinator
3. District Training Officer
4. Functional Specialist

Define Performance Year

The period of January 1 to December 31 of a calendar year is defined as the performance year. Since the financial year is from April 1 to March 31, the lead-time between January 1 to March 31 can be the period when all appraisals are completed in the organization and necessary advice be passed on to the finance section for award of performances.

Identifying Key Persons for coordinating Performance Management

A key person is needed to anchor the system at the State as well as the District Level. HR, Head Administrative Officer, at District level Head of office would be the key persons responsible for managing the Performance Management System. These persons would be responsible for collating all the necessary data for performance appraisal.

7.4 Actionalizing Performance Management System

The table below identifies steps through which the Performance Management System would be implemented.

S No	Component	Process	Key Responsibility
1	Identification of KPIs (for the Assessment	Step 1 : Finalization of Organisation Action Plan	State Team
		Step 2 : Finalizing KPIs at all levels through regional workshops (quantitative & qualitative, individual & team performance)	Head – HRD/AO

		Step 3: Official communication of final KPIs across levels	Head - HRD & District Head
2	Performance Assessment	Step 1 : Consolidation of quantitative indicators for each from MIS data.	Head - HRD & District Head (for dist level)
		Step 2a : Formation of teams for qualitative assessment of performance of Field Teams. Team Leader for each team assigned.	Head – HRD/AO
		Step 2b : Qualitative assessment of performance.	Respective Team Leader
		Step 3 : Consolidation of scores	HRD Head/AO DPCs (for dist level)
		Step 4a : Forming appraisal teams for personal appraisal interviews.	Head – HRD / AO
		Step 4b : Personal Interview with the appraisee. Submission of Final Appraisal Report	Team Leader of appraisal interview.
		3	Identification of Capacity Building Needs
Step 2 : Communicating CB needs to the HEAD – I & CB for initiating CB initiatives	HRD Head /AO		
		Step 1 : Categorizing staff based on performance for monetary reward.	HRD Head /AO

4	Rewarding	Step 2: Finalizing non monetary rewards	HRD Head /AO
		Step 3 : Organizing Performance Rewards Function for recognizing and awarding the performers	HRD Head /AO

Component 1 : Identification of Key Performance Indicators

As indicated earlier, the Key Result Areas and Key Performance Indicators would flow from the Overall Organisation Objectives and Annual Action Plan for the year.

These KPIs will vary from time to time as per progress in the organisation and changing role of the organisation staff. Hence the annual KPIs will finally be prepared in the beginning of the each organisation year. The HEAD – HR and AO will be responsible for preparing the KPIs in consultation with team and MD/SPD/CEO.

Component 2 : Performance Assessment

Most of the indicators can be measured by the data provided by the MIS system of the Organisation. It would be the responsibility of the PM- HRD to obtain the necessary data needed for performance assessment from the MIS system.

It would be the responsibility of the HEAD – HRD to compile data from any other source in case required.

The Field Team assessment scores would be compiled and shared with them by the concerned DPC along with one representative from the HEAD.

Component 3 : Identification of Capacity Building Needs

The appraising team would identify areas of growth and capacity building for staff based on the performance and data from one to one interaction. Areas in which performance is below 60% could be explored for further capacity building. This could be done at the time of the Personal Interview with each staff for reviewing Performance Appraisal Scores.

These would be consolidated by the District Head (for all Block Teams) The areas emerging as capacity building needs would be shared with the concerned functional head and a plan to address the gaps will be developed and approved by the MD/SPD/CEO.

7.5 Qualitative Assessment

In case where a system is not functional through which data on quality of performance can be assimilated, an alternative design of assessing quality of work done would be taken into consideration.

Assessment Team and the Procedure

A team of 3-4 persons comprising one HEAD, One DPC, and other stakeholders would be formed for assessment. This Assessment team should comprise of staff from another Organisation/ district/s (than the district for which assessment is being made). They should visit a sample of 5% of the institutions to be assessed. Each team member should give her/his own score on the sheet. Once the field visits are completed, a consolidated score from all the team members should be developed, and scores awarded to the Team.

The scores of quantitative as well as qualitative assessment would be consolidated to arrive at one final score for the individual/ team. Based on this score the performance would be rewarded.

7.6 Rewarding Performance

A combination of monetary and non monetary incentive system based on performance would be awarded. The details are provided below.

7.6.1 Monetary Incentive

The following monetary incentives as “**Annual Performance Pay**” will be provided.

Sl	Performance Score	Score According to Grade	Incentive
1	Those scoring overall Grade ‘A’	Target Achievement 100% or above	15% of Their total remuneration
2	Those scoring overall Grade ‘B’	Target Achievement 91 – 99%	10% of Their total remuneration
3	Those scoring overall Grade ‘C’	Target Achievement 75 – 90%	5% of Their total remuneration
4	Those scoring overall Grade ‘D’	Less than 75%	No Performance incentive

7.6.2 Non Monetary Incentives

- i) **Recognition:** Three best performing officers at state /district/block level structures will be identified and awarded. The basis for selection would be the overall performance score.
- ii) Similarly a best performing District Shield would also be instituted. These awards will be presented to the best teams in an event organized for the entire Organisation.
- iii) The best performing team members can be nominated and sponsored to attend short term courses such as MDP (management development programmes) at institutions such as IIMs, IRMA, XLRI etc. The decision on this can be taken by the MD/SPD/CEO.
- iv) In case of a member/ team is awarded an overall 'A' Grade for two consecutive years, s/he (or the entire team) could be sent for an exposure visit outside the state. The decision on this can be taken by the MD/SPD/CEO.
- v) Further incentives will be designed by MD/SPD/CEO as and when required.

Chapter - 8

CAPACITY BUILDING NEEDS ASSESSMENT

Organisation would endeavour to build the capacity of its staff from time to time in order to promote personal growth of the staff as well as improve the quality of work within the Organisation. A Capacity Building strategy is being put in place which would ensure that all staff operates at the optimal skill and knowledge levels as required by the Society/Board. All staff would undergo the induction programme as well as various capacity building programmes designed for staff at various levels. These would include exposure visits to other similar Organisations.

Moreover, to focus on the growth of the individual, ORGANISATION would try and identify the strengths and the areas which could be further improved. These areas of growth would be identified from the following:

- 8.1 The Performance Management System identifies the key result areas of each staff. Those indicators in which the staff has scored low would be identified from the KPIs. Accordingly capacity building programme would be proposed and executed by HEAD – HR.
- 8.2 As part of performance assessment, a one to one interaction with the staff is proposed. All areas identified, would be presented and discussed with the staff during this interaction. Based on this, areas of capacity building would be identified and appropriate programmes would be designed by HEAD - HR in consultation with HEAD - Capacity Building. The HEAD - HR would follow up with the HEAD - Capacity Building or Training Cell to ensure that the required inputs as identified are provided to the staff.

Chapter - 9

GRIEVANCE REDRESSAL SYSTEM

ORGANISATION recognizes that grievances are incidental to the work environment and that they need to be positively addressed and resolved. A Grievance Redressal Mechanism has been formulated towards providing a channel to staff across all levels for expressing a grievance and seeking quick redressal.

The Grievance Redressal Mechanism has the following precepts:

That every grievance needs to be heard and resolved

That redressal delayed implies redressal denied

That the mechanism is not an alternative for the normal official channels, but an additional channel for staff to seek redressal for their grievances when the official channel fails to provide quick and satisfactory responses.

9.1 Definition of Grievance

It is a cause or source of grief or hardship or burden or distress. In the context of the work environment, the aforesaid may be of various types such as:

1. Those related to terms of service and benefits and their interpretations. Examples under this category would be issues related to leave, working beyond normal hours, workload etc.
2. Those related to the work environment. Examples under this category would be issues related to cleanliness of premises, space for functioning, furniture etc
3. Those relating to interpersonal relationships, discipline and conduct of colleagues
4. Those related to Sexual Harassment
5. Others not falling under the above mentioned categories.

A nodal person from within the team at the state as well as at the district level would be identified who could be approached by all other for lodging their grievance. This person could be nominated by the MD/SPD/CEO.

A three to four member committee to settle grievances should be constituted at the district (District Grievance Redressal Committee) as well as at the state level (State Grievance Redressal Committee). At district level, PM – HRD and the nodal person (of the concerned district) should be as members in the committee. Other member/s could be nominated by the MD/SPD/CEO. At state level there should be HEAD

– HRD and the nodal person (at the state level) as its members. Remaining member/s could be nominated by MD/SPD/CEO. At least one person in the each of the committees should be a woman.

Each of the committees would maintain grievance lodging register which would be kept with the concerned nodal person. An acknowledgement of the lodged grievance would be issued (in writing or through mail) by him/her within an hour of its receipt. There should be a separate minute's book with each of the committees where all proceedings of meeting among members would be recorded.

Step 1 :

The person lodging a grievance shall have to provide all the details of the same to the nodal person. This could be done through a letter, email or any written communication. In case of immediate attention, s/he could be contacted over phone, but a written confirmation should follow.

Step 2 :

For grievance emerging at block and district level.

The nodal person would first determine whether the grievance relates to local issues or staff or to the policies of the Society/Board.

In case the grievance relates to local issues or staff, the nodal person would determine whether it could be handled by the District Grievance Redressal Committee or whether it should be referred to the State Grievance Redressal Committee. In case the grievance can be handled by the District Grievance Redressal Committee, the nodal person would make a reference to it and place it before the committee within two days of the receipt of grievance. The District Grievance Redressal Committee would convene, look into the grievance and resolve it within ten days of the referral of the grievance. The Committee would also give a confirmation report to the State Grievance Redressal Committee through HEAD – HRD and the nodal person.

In case, the District Grievance Redressal Committee fails to resolve the issue, or the grievance is beyond it, the same should be referred with note by the nodal person to the State Grievance Redressal Committee within the prescribed period of five days.

All other issues (including those that cannot be resolved by the District Grievance Redressal Committee) would be referred to the HEAD – HRD by the nodal person. The HEAD - HRD would place the matter before the State Grievance Redressal Committee with the requisite details. The State Grievance Redressal Committee would look into the matter and resolve the issue within a period of five days of the receipt of the reference and confirm the same to the nodal person who had referred the grievance.

Staff at headquarter level would lodge their grievance directly to the state nodal person. The nodal person would refer the issue with his/her note to the State Grievance Redressal

Committee. The State Grievance Redressal Committee would look into the matter and resolve the issue within a period of ten days of the receipt of the grievance.

9.2 Sexual Harassment

In India, “sexual harassment” is defined as any unwelcome sexual determined behaviour¹¹ (whether direct or by implication) such as

Physical contact or advances

A demand or request for sexual favours

Sexual coloured remarks

Showing pornography

Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

Thus direct or implied request by any staff for sexual favours in exchange for actual or promised job benefits such as favourable reviews, salary increases, promotions, increased benefits or continued employment constitutes sexual harassment.

DISCIPLINARY CONTROL SYSTEM

10.1 Introduction

Disciplinary action is warranted only in a situation where in an employee commits any act of misconduct. The objective of a disciplinary action is to inform the employee the type of behavior desired. It is also expected to act as a deterrent for others.

All lapses, acts of misconduct, fraud, neglect of duty, indiscipline, discourtesy, insubordination, general inefficiency and contravention of any official instructions or directions already issued or that may be issued from time to time can therefore be dealt with disciplinary action. These acts mentioned above are illustrative and other acts as defined by the Society/Board could be included later on.

Misconduct is an act which is inconsistent with the fulfillment of expressed or implied conditions of service. It has a material bearing on the smooth and efficient working of the Society/Board or which is otherwise considered a criminal act by the law of the country.

An act of misconduct can be broadly classified as follows.

- a) Minor acts of misconduct – acts of misconduct which are not of a serious nature.
- b) Major acts of misconduct – acts of misconduct which are of a serious nature

As the personnel who has been employed on foreign on foreign terms & condition will, if found prima facie in the acts of misconduct will be show erased, in case of less serious misconduct. Details of misconduct with the details of evidence would be sent to his/here parent dept.

In the case of major acts of misconduct, where the MD/SPD/CEO considers that the interest of the Society/Board is adversely affected, the employee would be relieved of his or her duties without any notice once he is found guilty of it.

In case of contractual employee, who have been employee after an agreement of contract will be dealt according to the conditions of the agreement. Violation of the conditions of the contract will lead to breach of contract and tantamount to termination of contract. Therefore it is required that the organization must design a framework where in monetary punishment/compensation be awarded to employee on the degree of delinquency, higher the degree of misconduct, higher the punishment. In case of repeated of misconduct or misconduct of serious nature, contract would be terminated. This system should be made part of the contract agreement.

The disciplinary order made by the Disciplinary Authority should contain

- a) Whether the officer is guilty of each charge and
- b) Punishments imposed in respect of charges of which the accused officer is found guilty.

All acts of misconduct or lapses by employees should be brought to the notice of the relevant authority as soon as possible by the officer holding supervisory or administrative authority over the employee or officer concerned.

Failure to report such instances by officers holding supervisory or administrative authority also amounts to misconduct calling for disciplinary action against the staff holding supervisory and/or administrative authority over the concerned staff.

CHAPTER - 11

CONDUCT, DISCIPLINE

11.1. Liability to abide by regulations and orders

Every officer or employee shall conform to and abide by the provisions of the rules framed under these regulations and/or any other regulations made by the organisation. and shall observe, comply with and obey all orders and directions which may, from time to time, be given to him by any person under whose jurisdiction, superintendence or control he may, for the time being, is placed.

A. Conduct.

1. Every employee shall at all time maintain absolute integrity and devotion to duty.
2. Every employee shall abide by and comply with the rules and regulations of the Organisation and all orders and directions of his superior authorities.
3. Every employee shall extend utmost courtesy and attention to all persons with whom he has to deal in the course of his duties.
4. Every employee shall endeavor to promote the interest of the Organisation and shall not act in any manner prejudicial thereto.
5. No employee of the Organisation shall take part in any unlawful activity, of activities of a political or a communal party.
6. Every employee shall report to the Organisation any transaction involving acquisition of movable or immovable property exceeding Rs. 100000 in value.
7. i) No employee shall enter into or contract a marriage with a person having a spouse living; and
ii) No employee having a spouse living shall enter into or contract a marriage with any person. Provided that the Organisation may permit an employee to enter into or contract any such marriage if it is satisfied that there are sufficient grounds for so doing, and it is in accordance with law.
8. The employee shall not accept full-time and part time employment or engagement in any other work, business, occupation or purpose and study course without the prior approval of the ORGANISATION.
9. Any manufacturing and consulting firm, with which the employee might be associated, will not be eligible to participate in bidding for any goods or services resulting from or associated with ORGANISATION
10. All knowledge and information not within the public domain which may be acquired during the work/assignments in ORGANISATION, shall be, for all time and for all purpose,

regarded as strictly confidential, and shall not be directly or indirectly disclosed to any person whatsoever, except with the written permission of ORGANISATION. This however would not prevent ORGANISATION from disclosing information as required under the Right to Information Act-2005

11.2 Obligation to maintain secrecy

(1) Every employee including advisers/consultants/experts/service produces who has been engaged shall maintain secrecy regarding the affairs of the organisation. and shall not divulge, directly or indirectly any information of a confidential nature unless compelled to do so by any judicial or other authority, or unless instructed to do so in writing by a superior officer in the discharge of his duties.

(2) Employees to promote organisation. interest.

Every officer or employee shall serve the organisation. honestly and faithfully, use his utmost endeavours to promote the interests of the organisation and shall show courtesy and attention in all transactions and dealings between the organisation and any other body or authority.

11.3 Prohibition against participation in politics and standing for election.-

No officer or employee shall take active part in politics or in any political demonstration, or stand for election as member of a Municipal council, district Board or any other Local or Legislative Body or any institution which may be developed so byorganisationorganisation...

11.4. Employees not to seek outside employment.-

No officer or employee shall accept, solicit, or seek any outside employment or office either part-time or full time whether stipendiary or honorary, without the previous sanction of the Competent Authority.

11.5. Employment after retirement-

No employee who is in regular service shall within a period of two years from the date when he finally ceases to be in the services of the organisation accept or undertake any commercial employment (full time or part time) except with the prior written approval of the Competent Authority of the organisation where he was engaged.

Explanation: - for the purpose of this regulation, “commercial employment” means:

(i) Employment in any capacity, including that of an agent under a company, cooperative Society/Board, firm, Non Govt. Organisation (NGO) or individual engaged in trade, commercial, industrial or professional business and includes a directorship of such a company and partnership of such firm but does not include employment under a body corporate wholly or substantially held or controlled by the Government,

- (ii) Setting up a practice, either independently or as partner of a firm, as adviser or consultant in matters in respect of which the retired officer:-
 - (a) has no professional qualification and the matters in respect of which the practice is to be set up or is carried on are related to his official knowledge or experience; or
 - (b) The matters in respect of which such practice is to be set up are such as are likely to give his clients an unfair advantage by reason of his previous official position; or
- (iii) Undertaking work involving liaison or contract with the offices or officers of the Corporation or government.

11.6. Acceptance of gifts.-

An officer or employee shall not solicit, accept, or permit any member of his family to accept any gift which can affect directly or indirectly interest of any nature of person/group of persons/ bodies, directly or indirectly constituent of the organisation. .

11.7. Private trading.-

No officer or employee shall engage any commercial business or pursue it either on his own account or as agent for others, nor act as an agent for an insurance company nor shall be connected the formation or management of a joint stock company.

11.8. Movable, immovable and valuable properly.-

- (1) No officer or employee shall, except with the previous written permission of the organisation, acquire or dispose of any immovable property either in his own name or in the name of any member of his family.
- (2) No officer or employee shall, except with the previous sanction of the Authority, enter into any transaction concerning any immovable or movable property with a person or a having official dealings the organisation..
- (3) Every officer or employee shall report to the organisation. every transaction concerning movable property owned or held by him in his own name or in the name of a member of his family, if the value of such property exceeds ten lakh rupees.

11.9. Penalties.-

An officer or employee who commits a breach of any provisions of these regulations /contract terms or who displays dishonesty, negligence, irregular attendance, inefficiency or drunkenness, indolence or who knowingly does anything detrimental to the interests of the organisation. or in disobedience with its instructions, or who commits a breach of discipline or is found to possess wealth disproportionate to his known sources of income shall be liable to termination/expatriation. For petty breach of damages and loss recovery from pay of the whole or part of any pecuniary loss caused to the Authority by the officer or employee may be done

If in cases investigated by Central Bureau of Investigation or the Central Vigilance Commission, or State Vigilance Agency, the disciplinary authority may nominate an officer to verify whether breach of contract was made or not and accordingly the contract would be terminated.

11.15 Officers or employees on deputation.-

- (1) Where an disciplinary proceedings are initiated against an officer or employee, who is on deputation to the organisation., and if the disciplinary authority of foreign organisation is of the opinion that his services are not required in the light of the charges leveled against him it should place his services at the disposal of the lending authority and transmit the list of charges with evidences.

If there is a difference of opinion between the disciplinary authority(Foreign Orgn.) and the lending authority, the services of the officer or employee shall be placed at the disposal of the lending authority and the record of the proceedings of the case shall be transmitted to that authority for such action as it may deem necessary.

CHAPTER – 12

APPEALS AND REVIEW

12.1. Appellate Authorities

An appeal shall lie from any original orders made-

- i) By the District Head to the Officer empowered by the State Project Director/MD.
- ii) by any other Officer in the State level office to the State Project Director/MD.
- iii) by the State Project Director (SPD)/MD to the Chairman Executive Committee./President of the Board

12.2 Period of limitation for appeals:

No appeal shall be entertained unless it is submitted within a period of three months from the date on which the order appealed against is communicated to the person concerned;

Provided that the appellate authority may entertain the appeal after the expiry of the said period if it is satisfied that the appellant had sufficient cause for not submitting the appeal in time.

12.3. Forms, contents and submission of appeals;

1. Every person submitting an appeal shall do so separately and in his own name.
2. The appeal shall be, addressed to the appellate authority, shall contain all material statements and arguments on which the appellant relies, shall not contain any disrespectful or improper language and shall be complete in itself.
3. Every appeal shall be submitted to the State Organisation Director who shall, unless he is himself the appellate authority, transmit it to the appellate authority.

12.4 Consideration of Appeal:

The appellate authority shall consider every appeal in such manner as it deems fit and pass such orders as it deems proper in the circumstances of the case:

12.5. Constitution of standing committee.

For the purpose of hearing appeal or reviewing a case, the organisation. may constitute a Standing committee comprising of at least two members of whom one shall be the Member in charge of administration and the other shall be the Member in charge of the Department in which the officer or employee belongs. The Managing Director/SPD shall be the presiding officer of each such Standing committee.

12.6. Appeal

- (1) An officer or employee may appeal before the Appellate Authority i.e. standing committee against an order imposing upon him any of the penalties

- (2) An appeal shall be preferred within one month(not beyond three months) from the date of receipt of the order appealed against with a copy to the authority whose order is appealed against. The authority whose order is appealed against shall forward the copy of appeal together with its comments and the records of the case to the appellate authority within fifteen days of the receipt of appeal. The appellate authority shall consider the appeal and pass order confirming, enhancing, reducing or setting aside the order in challenge or remitting the case to the authority who passed the order or to any other authority with such direction as it may deem fit in the circumstances of the case within three months of the date of the appeal;

12.7. Review-

Notwithstanding anything contained in these regulations, the reviewing authority i.e. Board of Directors/Executive committee, may call for the record of the case within six months of the date of the final order and after reviewing the case, pass such orders thereon as it may deem fit.

12.8. Service of orders, notice, etc.-

Every order, notice and other process made or issued under these regulations shall be served in person on the officer or employee concerned or communicated to him by registered post at his last known address with acknowledgement due.

12.9 Residuary matters.

Matters with respect of which no specific provisions have been made in these regulations, shall be regulated under the provisions of Societies Byelaws, Societies Regd. Act/rules of incorporation/contract law etc. as the need be.

The power of interpretation of any of the rule or order or clause lies with the Board of Directors/Executive Committee.

CHAPTER – 13

Miscellaneous

13.1 **Authentication.**

All orders and decisions of the Parishad/Board of Directors and of the Executive Committee shall be authenticated by the signature of the State Project director /MD

13.2 **Holidays and Working Hours**

As decided by SPD/MD from time to time.

13.3 **Power to Relax:**

Notwithstanding anything contained in ;these regulations, the Executive Committee/Board of Directors may, in the case of any employee, relax any of the provisions of these regulations to relieve him of any undue hardship arising from the operation of such provisions, or in the interest of the Societies/Corporation.

13.4 **Removal of doubts:**

For resolving any doubt pertaining to the interpretation or application of these regulations the matters shall be referred Executive Committee/Board of Directors.

13.5 **Amendment and Interpretation**

The Board of Directors or the reserves to itself the right to relax, amend, alter, interpret, vary, modify, rescind the provisions of these rules or add to these rules or make any supplementary rules in connection with these rules in such manner as may appear to it to be just and equitable, without previous notice of intention to do so and the right to give effect there to from any date which it may deem fit ; provided that if a rule or order, which effects any employee(s) adversely is to be given retrospective effect, suitable protection shall be given to such employee(s). The decision of the Board shall be binding on the employee(s). (The relaxation/amendments and alterations approved by the Board shall also require concurrence of State Government.)

13.6 **Delegation of Powers**

The Board of Directors/Executive Committee may confer on the **Chairman/Managing** Director/SPD/CEO any of its Powers in these rules by a resolution. Delegated powers shall be exercised subject to such conditions, limitations & restrictions as may be prescribed in the resolution or authorization by the Board. Nothing contained in these rules shall have the effect of altering the provisions of any special law for the time being in force.

Term and conditions for engagement on Contract basis in

1. This engagement is purely on contract basis for one year. Initial three month of the contract will be a probation period of the contract, depending upon the performance, competence level and general behaviour of the candidate the contract will continue for further nine month. After the contract term is over one may be kept, after entering in to fresh contract for the period as prescribed by the organisation. However this will be done only after assessment of performance and need. The decision of Competent Authority will be final and cannot be challenged.
2. They will get the consolidated pay per month as prescribed by the organisation. The retired staff/officer from Govt./pubic sector being engaged on contract basis will be paid as remuneration, that will be the defference between the last drawn salary and the present amount of pension but with the approval of the Competent Authority.
3. An annual increment of 0-10% may be given to the candidates engaged on contract basis depending upon their satisfactory performance, competence level and general behaviour with subject to the approval of the managing Director.
4. In case of absence proportionate deduction will be made from the monthly contracted pay.
5. The engaged candidate at any stage, shall not have any right to claim for the facilities provided to the regular/permanent Employees Moreover, on the basis of the engagement the candidates shall have no right to claim for regular employment in future.
6. If any information given by them with regard to their qualification, date of birth, caste certificate is found not be valid or false either partially or as a whole they will be disengaged at once without any notice and further legal action will be taken against concerned one.
7. The engaged candidate may be posted/transferred anywhere within the jurisdiction of the organisation.
8. This engagement is subject to the general service rules of the organisation.
9. This engagement may be terminated by giving one month prior notice by either side or paying one month consolidated contract remuneration, however competent authority & decision will be final, in case concerned is not found free from encumbrances either procedurally or materially.
10. This engagement is provisional, subject to verification of original certificates at the time of joining.
11. The candidate engaged on contract basis will have to bring the following documents/certificates/papers in original with two set attested and self signed photocopy at the time of joining.

- a. Certificate of academic qualification along with mark sheet as well as matriculation certificate showing date of birth.
- b. Caste and creamy layer certificate granted by District Magistrate (SDO in case of SC/ST) of their home district, if reservation benefit is claimed along with domicile certificate by competent authority.
- c. An affidavit to the effect that candidate has only one wife in case he is married.
- d. An affidavit sworn in before a first class magistrate to the effect that they had not accepted any dowry (if married) or they will not accept any dowry (if unmarried)
- e. An affidavit sworn in before a first class magistrate that the engaged candidate has not been convicted by any court of law
- f. An affidavit sworn in before a first class magistrate that the engaged candidate will not claim for absorption in the organisation either as regular or permanent or for any equivalent with them nor will claim any other facility admissible to an employee recruited on different terms & conditions and on the basis of this engagement, they will not claim for regular appointment/permanent absorption.
- g. A medical certificate of fitness issued under the signature of a Medical Officer, not below the rank of Assistant Civil Surgeon/Medical Officer designated specifically for this purpose, in any.
12. No TA/DA will be admissible for joining the post.
13. The organisation will not be responsible for any typographical mistakes and has the right to correct any error/directives committed inadvertently.
14. An officer or employee who commits a breach of any provisions of these regulations or who displays dishonesty, negligence, irregular attendance, inefficiency or drunkenness, indolence or who knowingly does anything detrimental to the interests of the organisation or in disobedience with its instructions, or who commits a breach of discipline or is found to possess wealth disproportionate to his known sources of income shall be liable to the termination of contract or any other penalty, as deemed fit by the management.
15. Every employee including an adviser/consultant/expert/service producer or consultant shall, before entering upon his duties, make a declaration of fidelity and secrecy in the form set out by the organisation.

AGREEMENT OF CONTRACT APPOINTMENT

This agreement is made on, **BETWEEN**----- Society/Board (herein referred to as Society/Board),(address)

AND

Ms/ Mr. (herein referred to as employee), aged about..... and residing at(address)

WHEREAS

ORGANISATION has selected Mr/Ms..... her/his services through an approved selection process by Executive Committee of ORGANISATION

NOW THEREFORE THE PARTIES HEREBY AGREE AS FOLLOWS:

1. The Society/Board hereby engages the employee to render his/her services, as
(*name of position*) as entrusted by its MD/SPD/CEO, or any other officer authorized by the MD/SPD/CEO from time to time.
2. The employee would be assigned for the..... Organisation being implemented by the Society/Board. In the event of the organisation being transferred to any other Society/Board or the Organisation at a later date, the services of the employee would be transferred to the said Society/Board/ or the Organisation.
3. The appointment of the employee has been made on a clear understanding that s/he has supplied all necessary information to enable the Society/Board to judge his/her fitness for the job and that the information provided by the employee is true to the best of his/her knowledge and belief. Should it be

found later that the employee has given wrong/ insufficient information or misrepresented the facts; the services of the employee would be terminated immediately.

4. The employee would report to(name of Reporting Officer with Designation)

5. The Employee will be on probation/Apprenticeship initially for three months. The period of probation can be extended for a further period of three months at the sole discretion of Society/Board. During the probation period, services of the employee can be terminated without any notice period.

6. The position offered to the employee is on contract from

..... (the date of signing this agreement) to..... . The Society/Board might rescind the contract without waiting for the contract to complete its term if the performance of the employee is found unsatisfactory.

7. This appointment can be terminated by the Society/Board by giving the employee one month's notice in writing or payment of one month's remuneration in lieu thereof. The employee may also terminate this appointment by giving one month's notice to the Society/Board in writing or payment of one month's remuneration in lieu thereof , however he/she will have to obtain a certificate of satisfactorily handing over the charges and no dues. The Society/Board may also terminate this agreement in the event of 7 days or more continuous absence from duty understanding that employee has left the service without observing the agreement .

8. That the Society/Board, during the continuance of the service of the employee would pay as remuneration a sum of Rs Per annum. The break up is as follows

1 Monthly Pay

	Base Pay PF	
	HRA	
	Organisation Allowances	
2	Annual Performance Pay (0-15%)	

9. The employee would be entitled to an enhancement of 5% on Base Pay/Wages after completed every year of service in the Society/Board/. This rate of enhancement may or may not be revised by the Executive Committee of the Society/Board.
 10. Apart from the sum mentioned in Clause 8, the employee would be entitled TA/DA allowances as per the Society/Board Rules and Guidelines of the Society/Board.
 11. The employee will not be entitled to get his/her salary if s/he willfully neglects or refuses or from other cause be unable to perform any of the duties under this agreement. The Society/Board may suspend employee's salary or deduct a portion of it or in full with giving sufficient reason during such neglect, negligence or inability as aforesaid and may further terminate engagement.
 12. The employee would be entitled to a total of 24 days of leave, in addition to one day weekly off on Sundays for one year of completed service or on a pro-rata basis. The break up the leave is as follows:
 - 12.1. Casual Leave: 12 days per annum
 - 12.2. Earned Leave : 12 days per annum
- The employee would also be entitled to National Holidays, and other festival holidays as per provision made by Government of Bihar.
13. The employee would not be entitled to any other benefits except those mentioned above, and others, if any, as per HR Policy of the Society/Board.
 14. The employee will have to provide the fidelity Guarantee Insurance Policy of an assured sum of Rs. --
-----from a reputed Insurance firm or company for employee's good conduct and for his/her due performance as per this agreement. The employee will have to execute this within 45 days of joining.
 15. The employee could be transferred to any of the Organisation Districts of the Society/Board as and when necessary keeping in view the nature of work assigned and in the best interests of the Society/Board.
 16. Apart from work in office, the employee can be called upon to perform field duties as and when required by the Society/Board.

17. The employee would not be allowed to take up any part time/ full time employment or assignments elsewhere or do any business during the period of the contract with the Society/Board. If the employee engages herself/himself in such employment, this contract will be automatically terminated.
18. While in contract with the Society/Board or at any time thereafter, the employee shall not divulge any information or knowledge gained and acquired by her/him during the period of contract which could be detrimental to the interests of the Society/Board.
19. The title rights, copyrights and all other rights of whomsoever nature in any material produced by the Society/Board under the period of this contract shall be vested exclusively in the Society/Board, unless otherwise vested in Government by virtue of organisation document etc.
20. During the period of contract, the employee shall not stand for election as Member of a Municipal Committee, Municipal Corporation, District Board, Panchayat or any other legislative body.
21. The employee would conduct herself/himself at all times with full regard for the purposes and principles of the Society/Board and in a manner befitting her/his relationship with the Society/Board under the contract and the conduct rules prescribed. The employee will avoid any action and in particular any kind of public announcement which may adversely reflect on that relationship, or on integrity, independence and impartiality which are required by the relationship. The employee will not accept any favour, gift or remuneration from any source external to the Society/Board without first obtaining its approval.
22. Notwithstanding anything contained herein before, rules, regulations, bye-laws, instructions, lawful orders, etc. as and when framed and issued by Society/Board relating to the conditions of the service and additions, amendments, modifications, alterations, etc made in the said conditions of service from time to time shall apply to the employee irrespective of whether these matters are provided for herein or not.

IN WITNESS WHEREOF, the parties hereto have caused this contract to be signed in their respective names as of the day and year first above written

For ...ORGANISATION

Signature of the Staff

(Authorized Representative)

Witnesses:

1.

2.

MEDICAL CERTIFICATE

I do hereby certify that I have examined.....

.....
.....

(whose signature has been attested below by me) a candidate for employment in the organisation. and cannot discover that he/she has any disease, constitutional affection or bodily infirmity except

I do not consider/do this a disqualification for employment in the office of

His/her age is, according to his/her own statement years, and by appearance about years.

Signature of the Candidate

Place :.....

Date :.....

Signature & Name of Medical Officer

DECLARATION BY CANDIDATE

I,..... a candidate for employment in the organisationorganisationorganisationorganisationorganisation..... do declare that I have not been any time been pronounced unfit for any job by the Medical Board or any other constituted medical authority.

Date :.....

Signature of Candidate

विकास आयुक्त, बिहार की अध्यक्षता में दिनांक-26.09.2014 को सम्पन्न बैठक में निगमों/सोसाईटी/ निकायों /उपक्रमों के विभिन्न क्रियाकलापों के साथ-साथ एच.आर. पॉलीसी बनाने हेतु एच.आर. मैनुअल समिति का निम्नवत गठन किया गया है :-

- | | | |
|-------|---|------------|
| (i) | श्री प्रभात शंकर,
सचिव, (व्यय) वित्त विभाग, पटना। | अध्यक्ष |
| (ii) | श्री गंगा कुमार,
प्रबंध निदेशक,
बिहार राज्य भवन निर्माण निगम लि0, पटना। | सदस्य |
| (iii) | श्री राजेन्द्र राम,
अपर सचिव,
सामान्य प्रशासन विभाग, पटना। | सदस्य सचिव |
| (iv) | श्री राजेश थदानी,
प्रशासी पदाधिकारी,
बिहार शिक्षा परियोजना परिषद् | सदस्य |

एच0आर0 मैनुअल समिति के गठन का मुख्य उद्देश्य है, एक प्रकार की योग्यता/प्रवृत्ति वाले पदों हेतु विभिन्न निगमों/सोसाईटी/निकायों/उपक्रमों के लिए समान योग्यता (अहर्ता एवं अनुभव) तथा समान मानदेय/संविदा राशि/वेतनमान निर्धारित करने तथा सभी निगमों/सोसाईटी/निकायों/उपक्रमों हेतु एक मानक एच0आर0 पॉलिसी निर्धारित करने में विकास आयुक्त, बिहार की अध्यक्षता में गठित समिति को सहयोग करना।

उक्त आलोक में एच0आर0 मैनुअल समिति द्वारा विभिन्न निगमों से प्राप्त उनके पदों, पदों हेतु आवश्यक अहर्ता एवं अनुभव तथा प्रतिमाह मानदेय/संविदा राशि की विवरणी मँगवाकर उसका विस्तृत अध्ययन किया गया और पाया कि एक प्रकार के योग्यता एवं प्रवृत्ति वाले पदों के लिए विभिन्न निगमों/सोसाईटी/उपक्रमों में अलग-अलग अहर्ता/अनुभव, मानदेय, सेवा शर्तें निर्धारित है।

एच0आर0 मैनुअल समिति के द्वारा बिहार सरकार के अधीन गठित विभिन्न निगमों/सोसाईटी/निकायों/उपक्रमों से उनके यहाँ सृजित पदों, पदों हेतु आवश्यक योग्यता (अहर्ता एवं अनुभव) एवं वर्तमान संविदा राशि की विवरणी तथा एच0आर0 पॉलिसी के आधार पर समान पदों/प्रवृत्ति के लिए योग्यता (अहर्ता एवं अनुभव), समान मानदेय/संविदा राशि/वेतनमान तथा सेवा शर्तें निर्धारित करने हो सामान्य नीति बनाने में निम्न बिन्दुओं को ध्यान में रखा गया है:-

- (i) सरकार/उनके विभिन्न विभागों के अधीनस्थ गठित निगमों/सोसाईटी/निकायों/उपक्रमों के पदों एवं उन पदों हेतु आवश्यक योग्यता (अहर्ता एवं अनुभव) तथा उनका वर्तमान मासिक मानदेय/संविदा राशि/वेतनमान एवं सेवा शर्तें से संबंधित प्रचलित नियम/निर्देश;

- (ii) विकास आयुक्त की अध्यक्षता में दिनांक 28.03.2014 को विभिन्न निगमों के प्रबंध निदेशक एवं विभागों के प्रधान सचिवों/सचिवों के साथ हुई बैठक में कुछ पदों हेतु निर्धारित मासिक मानदेय/संविदा राशि, आदि के निर्धारण पर प्राप्त मार्गदर्शन; एवं
- (iii) सरकार/विभिन्न विभागों द्वारा प्रकाशित संकल्प।

निगमों/सोसाइटी/निकायों/उपक्रमों से प्राप्त एच0आर0 पॉलिसी में अत्यधिक भिन्नता एवं अधिकारियों/कर्मचारियों के लिए आवश्यक शर्तों एवं प्राप्त होने वाली सुविधाओं हेतु वर्णित प्रावधानों में असामनता दूर करने तथा भविष्य में उठने वाले विवादों/भ्रमों को दूर करने के उद्देश्य से एच0आर0 मैनुअल समिति की दिनांक-10/01/2015 को आहूत बैठक में सम्यक विचारोपरांत सरकार के सभी निगमों/सोसाइटी/निकायों/उपक्रमों में समान प्रकार के पदों/प्रकृति के लिए योग्यता (अहर्ता एवं अनुभव), समान मानदेय/संविदा राशि/वेतनमान तथा समान सेवा शर्तें निर्धारित करने हेतु समान नीति की अनुशंसा की गयी तदनुसार एच0आर0 मैनुअल समिति द्वारा एक मानक एच0आर डेवलपमेंट पॉलिसी ड्राफ्ट बनाया गया जो पृष्ठ सं0-01 से 72 पर रक्षित है।

इस एच0आर0 पॉलिसी के मुख्य बिन्दु निम्नवत् हैं:-

- (i) चूंकि विभिन्न संस्थाओं में समान उद्देश्य एवं योग्यता वाले पदों का नामकरण भिन्न-भिन्न किया गया है एवं उनका वेतन भी भिन्न है अतएव निगमों/निकायों/सोसाइटी में सृजित विभिन्न पदों, स्थायी, अस्थायी, संविदा पर भरने वालों सहित को वर्गीकृत करने हेतु विभिन्न श्रेणियों का निर्माण यथा Executive Senior Professionals, Professionals, Support and Auxiliary श्रेणी भरने हेतु नीति बनाई गई है। श्रेणियों के इस नामकरण के पीछे यही भी उद्देश्य है कि अखिल भारतीय सेवा एवं राज्य सरकार की विभिन्न कैडर सेवाओं से भविष्य में विवादों से बचने के लिए समतुल्यता स्थापित की जा सके। वहीं नामकरण ऐसे हों जिससे पद विशेष की संस्था में भूमिका का उसके नाम से ही पता चले।
- (ii) वर्गीकरण का उद्देश्य यह भी है कि समान श्रेणी के पदों की समकक्षता के अनुरूप सभी संस्थाओं में वेतन एवं वेतनमान में एकरूपता लाने की कोशिश की जा सके एवं इसके पूर्व वेतन की राशि के अनुरूप आवश्यक शैक्षणिक योग्यता एवं अनुभव की समतुल्यता भी स्थापित की जा सके।
- (iii) उक्त चारों श्रेणियों के अनुरूप विभिन्न निगमों/सोसाइटियों में सृजित पदों की सूची का इन श्रेणियों में वर्गीकरण सूची तैयार की गई है जिसे अनुलग्नक के रूप में रखा गया है (अनुलग्नक-1 से 4)। अनुलग्नक के अवलोकन से यह स्पष्ट है कि पदों के समान नाम विभिन्न संस्थाओं में विभिन्न श्रेणियों में रखे गये हैं। अतएव पद विशेष का उसके नाम के आधार पर वेतन एवं शैक्षणिक योग्यता की समरूप दृष्टि में सभी संस्थाओं के लिए निर्धारित

करने से भ्रामक स्थिति उत्पन्न हो सकती है, क्योंकि इन पदों पर पूर्व से भी कार्मिक कार्यरत है।

अतएव पदों को विभिन्न श्रेणियों में बांटते हुए वेतन/सेवा शर्तों/नियुक्ति/योग्यता-अनुभव निर्धारित करने के लिए नीतिमूलक सिद्धान्त प्रतिपादित करने से एकतरफा जहाँ संस्थाओं की स्वायत्तता अक्षुण्ण रहेगी वहीं वे एक मार्गदर्शक सिद्धान्त के तहत कार्य भी कर सकेंगे।

- (iv) राज्य सरकार द्वारा विभिन्न निगमों एवं सोसाइटी की स्थापना इस उद्देश्य से की गई है कि वे अपने उद्देश्यों की प्राप्ति, निश्चित समय सीमा में प्रोफेशनल दृष्टिकोण से समर्पण एवं ईमानदारी के साथ करें। अतएव इन्हीं सिद्धान्तों के अनुरूप वर्गीकृत कर्मियों की नियुक्ति की प्रक्रिया में पारदर्शिता, वस्तुनिष्ठता एवं राज्य सरकार द्वारा सभी समाजिक कोटि एवं महिलाओं की भागीदारी हेतु प्रतिपादित नियमों का पालन हो। अतएव नियुक्त होने वाले कार्मिकों की शैक्षणिक योग्यता के साथ-साथ उनकी अभिवृत्ति (Attitude) एवं समर्पण (Commitment) की जाँच के पहलू भी शामिल होना चाहिए।

साथी ही नियुक्त कार्मिकों के सतत् विकास एवं क्षमतावर्द्धन के साथ-साथ उनके कार्यों का उत्तरदायित्व निर्धारण एवं Performance Appraisal System भी लागू करने हेतु नीति प्रतिपादित करने हेतु परामर्श दिये गये हैं।

- (v) विभिन्न श्रेणियों के कार्मिकों विशेषकर सामाजिक कोटियों एवं महिलाओं तथा संबंधित व्यक्तियों के मनोबल में ह्रास न हो अतः उनके सामने आई कठिनाइयों/परेशानियों को दूर करने के उद्देश्य से Grievance Redressal System की स्थापना हेतु भी अलग अध्याय जोड़ा गया है।

राज्य सरकार के विभिन्न विभागों एवं संस्थाओं में नियुक्ति हेतु नियम प्रतिपादित है। चूँकि प्रसंगाधीन निगमों/निकायों/उपक्रमों/सोसाइटियों में कार्य विशेष के सीमित अवधि की विशिष्ट गतिविधियों के संचालन के लिए संविदा पर कार्मिकों को सीमित अवधि तक बहाली का प्रावधान किया है अतएव संविदा शर्तों में ऐसे संविदा कर्मियों के सरकार में नियमितकरण पर भविष्य में कोई दावा न होने संबंधी शर्त रखी गई है। परन्तु संस्था विशेष अन्तर्गत ऐसे कार्मिकों के Vertical Mobility के लिए उनके Performance एवं अनुभव के आधार पर अधिमानता/अधिभार देने के संबंध में भी नीति बनाने पर जोर दिया गया है।

विभिन्न निगमों/निकायों/उपक्रमों/सोसाइटियाँ मूलरूप से विशिष्ट कार्य के उद्देश्य से राज्य सरकार द्वारा स्थापित किये गये हैं अतः उप उद्देश्यों की पूर्ति हेतु वांछित स्वायत्तता इन्हें प्रदत्त है जो इन संस्थाओं के गठन से संबंधित नियमों एवं स्मृति पत्र में निहित है। अतएव सम्प्रति तैयार किये जा रहे "Model HR Policy Draft" में निर्धारित नीतियाँ मात्र Enabling Policies एवं Guiding

Principles है एवं संबंधित निगम/निकाय/उपक्रम/सोसाइटी इन नीतियों में आवश्यकतानुसार परिमार्जन/संशोधित कर क्रियान्वित करने हेतु सक्षम होंगी।

हस्ताक्षर

<p>(राजेश थदानी) प्रशासी पदाधिकारी, बिहार शिक्षा परियोजना परिषद्</p>	<p>(राजेन्द्र राम) अपर सचिव, सामान्य प्रशासन विभाग,</p>	<p>(गंगा कुमार) प्रबंध निदेशक, बिहार राज्य भवन निर्माण निगम लि0, पटना।</p>	<p>(प्रभात शंकर) सचिव, (व्यय) वित्त विभाग, पटना।</p>
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Executive Senior Professionals

निगमों के अध्यक्ष सह प्रबंध निदेशक, प्रबंध निदेशक, समिति/सोसाईटी एवं अन्य निकायों/उपक्रमों के मुख्य कार्यकारी पदाधिकारी, मुख्य कार्यपालक पदाधिकारी एवं उक्त निगमों/निकायों में अखिल भारतीय सेवा एवं केंद्रीय सिविल सेवा के पदाधिकारियों को बिहार सरकार द्वारा मनोनीत किया जाएगा।

(B) Senior Professionals

उपर्युक्त कंडिका (A) के अलावा प्रतिनियुक्ति अथवा संविदा आधारित मुख्य महाप्रबंधक, महाप्रबंधक, Programmer Co-ordinator-Governance and knowledge Management, Project Director, Chief Finance officer, Joint Director, अधीक्षण अभियंता, अपर निदेशक, अपरकार्यपालक पदाधिकारी, State Housing Co-ordinator, Deputy CEO, कार्यपालक अभियंता, Deputy General Manager (Technical), Company Secretary, उप निदेशक, विशेष निदेशक, संयुक्त निदेशक, Co-ordinator to PD, प्रशासनिक पदाधिकारी, State Project Expert, वरीय भूमि विकास पदाधिकारी, मुख्य अभियंता के तकनीकी सचिव, विशेष कार्य पदाधिकारी (OSD), वरीय विधि पदाधिकारी, वरीय प्रशासनिक पदाधिकारी, प्रशासी पदाधिकारी, वरीय वित्त पदाधिकारी, कार्यपालक पदाधिकारी, स्टेट प्रोग्राम ऑफिसर, सिविल वर्क मैनेजर, एडिशनल स्टेट प्रोग्रामर ऑफिसर (ADPC), निदेशक, वित्तीय सलाहकार-सह-मुख्य लेखा पदाधिकारी, वरीय लेखा पदाधिकारी, मुख्य लेखा पदाधिकारी, मुख्य लेखा नियंत्रक, कार्यवाही प्रबंधक, उत्पादन प्रबंधक, वरीय वास्तुविद्, उप मुख्य कार्यपालक पदाधिकारी, संयुक्त निदेशक, State Epidemiologist/Epidemiologist (महामारी के विशेषज्ञ), General Physician, नर्सिंग ट्यूटर (स्टेट नोडल सेन्टर), डॉक्टर ट्रेनर, परामर्शी (संरचना), तकनीकी पदाधिकारी (विशेषज्ञ) एवं समकक्ष अन्य पदाधिकारी।

(A) **Professionals**

सभी सहायक अभियंता, सभी सहायक महाप्रबंधक, प्रशाखा पदाधिकारी, विधि पदाधिकारी, लेखा पदाधिकारी, वित्त पदाधिकारी, उप परामर्शी-सह-गुणवत्ता प्रबंधक, सहायक-प्रोग्राम पदाधिकारी, परियोजना प्रबंधक, आप्त सचिव, सूचना प्रौद्योगिकी प्रबंधक, प्रशासनिक पदाधिकारी, सहायक वास्तुविद्, आंतरिक सज्जाकार, टीम लीडर, स्टेट डाटा मैनेजर, परामर्शी (एन0आर0एच0एम0) बायोमेडिकल/हॉस्पिटल वेस्ट (Biomedical/Hospital waste), एस0पी0ओ0-आर0आई0एण्ड पोलियो (SPO-RI & Polio), वित्त-सह-लेखा पदाधिकारी, प्रोग्रामर, तकनीकी विशेषज्ञ, परामर्शी (आई0सी0टी0) परामर्शी (आई0टी0), गुण नियंत्रण पदाधिकारी, प्रबंधक हेतु पद, संपर्क पदाधिकारी, जिला कार्यपालक पदाधिकारी, प्रबंध निदेशक के कार्यालय सहायक, अपर जिला प्रबंधक, प्रभारी अभियंत्रण (कार्य), सभी मिशन प्रबंधक कौशल विकास परामर्शी, वरीय अंकेक्षक, वास्तुविद्, सॉफ्टवेयर कंसलटेन्ट/सिस्टम एडमिनिसट्रेटर रजिस्ट्रार, सिनियर कैमेस्टि एवं इनके समकक्ष अन्य पदाधिकारी ।

(A) **Support**

संवर्ग तीन (Class-3)के पदाधिकारी/कर्मचारी यथा—

विक्री पदाधिकारी, क्रय पदाधिकारी, पर्यवेक्षक लेखा, अधीक्षक विक्री केन्द्र सभी सहायक प्रबंधक, सहायक जिला कार्यपालक पदाधिकारी, सहायक सहकारिता विकास पदाधिकारी, सहायक परियोजना पदाधिकारी, निरीक्षक-सह-वसूली पदाधिकारी, विधि सहायक निरीक्षक, पी0ए0, स्टेनो सभी सहायक दिनचर्या लिपिक, विपत्र लिपिक, भंडारपाल, रिकार्ड कीपर, सहायक प्रबंधक, लेखापाल, लेखापाल-सह-रोकड़पाल, सहायक लेखापाल, लेखा सहायक, सभी उप प्रबंधक, बिल कलर्क, तकनीशियन, सहायक निदेशक, लाइब्रेरियन, लिपिक-सह-कम्प्यूटर ऑपरेटर, कार्यालय सहायक-सह-कम्प्यूटर ऑपरेटर, कैशियर, केमिस्ट, फोटोग्राफर, डाटा विश्लेषक, फॉर्मोसिस्ट, फोरमैन, मार्केटिंग सेल्स एक्सक्यूटिव, तकनीकी पर्यवेक्षक, सहायक सामान्य, लिपिक सामान्य, प्रधान लिपिक, सहायक लेखा पदाधिकारी, प्रधान टंकक, वास्तुप्रारूपक/प्रारूपक, अनुरेखक (Auto Cad Operator), स्टेनो-सह-कम्प्यूटर ऑपरेटर एवं समकक्ष, माईक्रो बायोलॉजिस्ट, सभी प्रकार के कॉर्डिनेटर, आर्ट गैलरी डेमोस्ट्रेटर/गाईड लेक्चरर, हिस्टोरिकल गैलरी डेमोस्ट्रेटर, क्यूरेटोरियल अस्टिनेंट, पी0ए0 टू डायरेक्टर, सहायक रजिस्ट्रार, सहायक फोटोग्राफर, ग्राफिक डिजाइनर, पुस्तकालय सहायक, सभी प्रकार के आर्टिस्ट/सहायक आर्टिस्ट, डोरमेटरी मैनेजर, कमपाउन्डर/नर्स, लॉक लेखाकार, (कंसल्टेन्ट कम्यूनिकेशन एवं डॉक्यूमेंटेशन) आशा, मिडिया कंसल्टेन्ट (आई0इ0सी0), स्टेट कंसल्टेंट (वित्त), नर्सिंग ट्यूटर (ए0एन0एम0टी0 एवं जी0एन0एम0टी0), जिला कम्यूनिटी मॉबिलाइजर, एम0ओ0 (आयूष), फिजिओथेरेपिस्ट, प्रोग्रामर अस्टिनेंट आर0बी0एस0के0 (राज्य स्तर), स्टेट इटमोलॉजिस्ट, एवं इनके समकक्ष अन्य कर्मचारीगण ।

कम्प्यूटर ऑपरेटर/डाटा असिस्टेंट, एक्सक्यूटिव सहायक, वाचनालय सहायक, विजिटर सर्विस असिस्टेंट, लिपिक-सह-टंकक, स्वागतकर्ता, स्वागतकर्ता-सह-दूरभाष संचालक/संचालिका, सहायक तकनीशियन, VBD कंसल्टेन्ट डिविजनल/जिला आशा कॉर्डिनेटर तथा इनके समकक्ष अन्य कर्मचारीगण ।

(A) Auxiliary श्रेणी

चतुर्थवर्गीय कर्मचारी यथा— परिचारी/अनुसेवक/आदेशपाल, रात्रिप्रहरी, अंगरक्षक, नीलचित्रक, बढई मिस्त्री, हेड राज मिस्त्री/राज मिस्त्री, पलंबर, कोष रक्षक, कंक्रीट चालक, मिक्चर चालक, गोदाम चौकीदार/चौकीदार, खलासी, झाडूकश, अनुसेवक—सह—फरास, नील मुद्रक, फिटर, मैकेनिड, माली, दफतरी, बाइब्रेटर चालक, पंप चालक, वाहन चालक, कार्यभारित खलासी, कार्यभारित स्वीपर, अटेडेंट, बैरा/पार्टीरूम स्टाफ/लंचरूम स्टाफ/चिल्ड्रेन गैलरी स्टाफ, इलेक्ट्रीसियन/ सहायक इलेक्ट्रीसियन सभी प्रकार के ऑपरेटर, कम्पोजिटर, समयपाल, मशीनमैन/सहायक मशीनमैन एवं समकक्ष, डिस्ट्रीब्यूटर (लेटर)/कोरियर, प्लम्बर माउटिंग सभी प्रकार के हैल्पर, मैसेन्जर, खाशनामा, लिप्टमैन, मीटर रीडर, श्रमिड, पैकर, फुफर, एवं अन्य सभी चतुर्थवर्गीय कर्मचारी एवं इनके समकक्ष कर्मचारी ।

Suggestive Salary Range of Contractual Employees as per the prevalent Nomenclature of the post in various organisations as per the prevalent qualification/experience and contract pay/Honararium.

Sl. No.	Name of Post	Qualification & Experience	Minimum Salary Range/Contract Amount (in Rs.)
1	Chairmann cum Managing Director, Managing Director,	An Officer nominated by Government of Bihar	As per entitlement in their parent organisation
2	Chief Executive Officer	An Officer nominated by Government of Bihar	
3	Executive Director	An Officer of the rank of All India Services/Central Civil Services nominated by Government of Bihar	
4	Director	Officer of Bihar Administrative service not below the rank of Additional District Magistrate on deputation terms. The Government office who his retired from similar or higher rank may also be considered for the position.	
5	Project Director	Min. Graduation from any recognised university. Minimum 25 years of Experience in Managing large scale externally aided Project. Planning & Implemenatation.	
6	Additional Chief Executive Officer (Joint Secretary Level)	An officer of the rank of IAS/ICS/ISS (Specail/joint Secretary level) with 7 years of experience nominated by Government of Bihar	
7	Director, Bihar Museum	M.A. in Ancient Indian History, Archaeology/Museology along with PH.D.and 10 years experience in Museum organization and administration.	80000-100000
8	Programme Coordinator- Governance and Knowledge Management	Post graduate in Management/Rural Management from recognized institutes/university with minimum 12 years experience in state level development projects in the areas of monitoring, evaluation & learning, MIS communication and knowledge management of which 4 years as relevant thematic heads. S/he should have good communication skill (both oral and writing) in english and Hindi. Perficiency in working with MS office is a must.	80000-100000
9	Programme Coordinator-Institution and Social Development	Post graduate in management/Rural Management from recognized institutes/university with minimum 12 years experience in state level development project in the areas Institution bulding capacity building, social development entitlement, Health nutrition and convergence with govt. programmes of which 4 years as relevant thematic heads. S/he should have good communication skill (both oral and writing) in English and Hindi. Proficiency in working with MS office is a must.	80000-100000
10	Programme Coordinator-Livelihoods and Enterprise Promotion	Post graduate in Management/Rural management from recognized institutes/university with minimum 12 years experience in state level development projects in the areas of livelihoods in Farm, off Farm Non-Farm jobs and convergence with Govt. Programmes of which 4 years as relevant thematic heads. D/he should have good communication skill (Both oral and writing) in English and Hindi. Proficienc in working with MS office is a must.	80000-100000

Sl. No.	Name of Post	Qualification & Experience	Minimum Salary Range/Contract Amount (in Rs.)
11	CGM /CGM (Projects/Construction)	मान्यता प्राप्त विश्वविद्यालय से असेैनिक अभियंत्रण में स्नातक तथा कुल 15 वर्षों का भवन निर्माण कार्यों का अनुभव । (Retired/In-Service, Chief Engineer (Central or State Govt.) having experience in Infrastructure Development works; of - Retired/In-Service, Engineer with at least 3 years experience in the post of Superintending Engineer or equivalent (Central or State Govt.) having experience in Infrastructure Development works).	80000-100000
12	CGM (Supply Chain & Services)	Govt.- IAS/Central Service/BAS of thr level JS or above	80000-100000
13	Additional Project Director	Joint Secretary or equivalent @Min. Graduation from any recognised university. Minimum 20 years of Experience in Managing large scale externally aided Project, Planning & Implementation/ 20 years of Administrative Experience in GoB.	80000-90000
14	Joint Director (Blood Safely & Quality Assurance)	MD Transfusion Medicine /Pathology/Microbiology or Phd (Biological Science). 10 Years experience in Blood bank and other Blood Transfusion Services.	70000-80000
15	Additional Director (Administration) (For Museum)	M.A. in Ancient India History, Archaeology/Museology along with 5 years experience in a Museum as Curator/Deputy Director.	70000-80000
16	Chief Finance Officer /GM (Finance & Accounts)	CA/CS/MBA (Fin.)/PG degree in Finance/Accounts. with minimum 12 years of experience in financial management in multiple Projects/similar nature. (Serving/Retired) Officers of IAS/FS/BAS with 7 years Experience	70000-80000
17	GM (Technical /GM (Project/Construction) / Supretending Engineer /Project Director	Graduate Degree in Civil Engineering /For Govt. working /retired /eligible for Superintending Engineer with minimum 15 years of relevant experience. A (Retired/In-Service, Superintending Engineer (Central or State Govt.) having experience in Infrastructure Development works; of -Retired/In-Service, Engineer with at least 5 years experience in the post of Executive Engineer or equivalent (Central or State Govt.) having experience in Infrastructure Development works).	70000-80000
18	GM (Services/Procurement)	Govt.- IAS/Central Service/BAS of the level JS or above	70000-80000
19	GM (Legal)	Graduate in Law/LLB from recognised University with 15 years of relevant experience	70000-80000
20	GM (Logistics)	MBA/Post Graduate in Stat/Mathematics/Logistics/Transport/Supply Chain/Production/Mechanical.	70000-80000
21	GM (Procurement/Drugs & Eqpt.)	MBA/CA/MBBS/PG degree in operations /Production Project Management /Supply Chain /Inventory /Graduate in Mechanical /EE/ Production/ operations/ Biomedical /Chemical/ bio-engineering/ process/ clinical engg. Govt. 7 years in Bihar Health service/BAS etc.	70000-80000
22	Specialist-cardiology/General Medicine or General Physician	MD with 5 Years of relavant experience.	70000-80000
23	Director (Program Implementation)	(Serving/Retired) Superintending Engineer or above rank officers of Bihar Govt./GOI/PSU with minimum 12 years experience.	70000-80000
24	GM (Project-Plan and Design)	Engineering in Civill/ Architecture/ Engg/ Design/ PG in Project Management/ Twon Planning-Architecture. Govt. working/retired/eligible for supdt. Engg.	70000-80000

Sl. No.	Name of Post	Qualification & Experience	Minimum Salary Range/Contract Amount (in Rs.)
25	General Manager (HR & Adm.) /GM (Admin) /General Manager (Finance/Admin.) /General Manager (Planning & Development) /Senior Administrative Officer/ Director (Administration)	Retired IAS/ Officer (Below 65 years) at the level of joint secretary or above/ CA /MBA Finance or Equivalent with 10-15 years of experience in Accounting/ Auditing and financial management for GM (Fin/Admin) and GM (P & D), MBA (Personnel Admin)/PG Diploma in HRD with at least 10-15 years of experience for GM (HR & Admn.)	70000-80000
26	Gm (Finance) / Chief Finance Officer / Chief Accounts Controller /Chief Account Officer /Director (Finance)	Retired IAS/ Officer (Below 65 years) at the level of joint secretary or above/ CA /MBA Finance or Equivalent with 10-15 years of experience in Accounting/ Auditing and financial management for GM (Fin/Admin)	70000-80000
27	General Manager (Revenue)	Officers retired from Bihar Administrative Services (BAS) with a minimum service of 20 year and of level joint secretary or above. OR Officers retired from IAS	70000-80000
28	Programme Coordinator- Financial Inclusion	Post Graduate in Management/Rural Management from recognized institutes/university with minimum 12 years experience in state level development projects in the areas micro finance bank linkage, community finance convergence such as insurance & pension of which 4 years as relevant thematic heads. S/he should have good communication skill (both oral and writing) in English and Hindi. Proficiency in working with MS office is a must.	70000-80000
29	State Housing Coordinator (ODHR)	Graduation in Engineering/Architecture of Post Graduate Degree of Diploma in Development Studies/ Social Sciences/Business Administration/Rural Management/Social work or equivalent with atleast 10 years of proven experience in management of social/housing Projects.	70000-80000
30	DY CEO	Masters in Business Administration/Management OR Post Graduate Degree/Diploma in Social work/Rural Development or equivalent degree with sepcialization in Public Policy and Governance from any recognized University/Institution in India or abroad with at least 10 years post qualification experience in managing & implementing large-scale State level socia development government/bilateral programs, leading teams of professionals at multiple levels. perference would be given to applicants well versed in the procedural requirements of world Bank and DFID funded Projects.	70000-80000
31	Company Secretary /Secretary-Company Affiars.	Membership of the Institue of Company Secretaries of India (ICSI) with 5 years of relevant experience.	60000-70000
32	JD (Basic, Services)	PG Degree/Diploma in community Medicine/PSM/Public Health with minimum 10 years experience.	65000-70000
33	Secretary	On Deputation/ Degree of MBA or Equivalent with 5 years of	60000-65000
34	सचिव (प्रशा0-अप्रा0)	Experience.	60000-65000
35	Deputy Director (Finance) /DGM (Finance)/ DGM (Finance/ Accounts) / Senior Finance Officer/ State Project Expert-Financial Management / Financial Advisor-cum-Account Officer / Senior Account Officer / Advisor (Finance & Admin.)/ Sr. Consultant-Finance / Senior Auditor	CA/CS/MBA (Fin.)/CFA/CWA/PG in Finance with 5 years of experience in relevant field. (<u>Minimum 2 years experience in world Bank aided projects for Project Expert-Financial Management in addition to above.</u>)	55000-65000

Sl. No.	Name of Post	Qualification & Experience	Minimum Salary Range/Contract Amount (in Rs.)
36	Executive Officer (P.P.P.) / Consultants (P.P.P)	MBA (Finance)/CFA/MFC/ICWA with 10 years of experience out of which at least 2 years of Experience in PPP Project or B.Tech. with 4 years of experience in financial closer of any one PPP project. (Retired Personnel with experience in similar field may also apply).	55000-65000
37	Senior Law Officer /Legal Advisor /Assistant Director (Legal)	LLB (5 years Course) with at least 3 years experience. Additional qualification of MBA and Knowledge of negotiating Concessionaire Agreements shall be preferred.	55000-65000
38	Senior Land Development Officer	B.A.S. Officer with 9 years experience in Revenue work. .	55000-65000
39	Dy. Director (Quality Assurance)	MBBS or Phd in Biological Sciences with 5 Years experience in quality systems with MBBS/Phd or 2 years experience with MD Degree.	55000-65000
40	OSD-NMU	BAS officer with 20 years of services of retired officers from BAS may apply or be posted on Deputation/Lien/Contract. Prior experience of working with ICDS or Social Sector will be advantageous.	55000-65000
41	Officer on Special Duty /Executive Assistant to Mnaging Director	Graduate Engineer (Civil) with MBA from recognised University plus 5 years of relevant experience.	55000-65000
42	Dy. Director (STD)	PG Degree/Diploma in Dermatology & STD with minimum 5 years experience in Govt. Hospital /Medical College.	55000-65000
43	Dy. Director (ICTC)	MBBS with MPH or MBA or MHA Minimum 5 years experience Desirable: MD in PSM with experience in Public Health/O&G/TB and other national Programmes.	55000-65000
44	Executive Engineer /Dy GM (Technical) /Deputy Director (Project) /DGM (Projects/Construction) /DGM (Projects /Design) /DGM Planning /Architecture) / Civil Works Manager /State Project Expert-Road & Bridge /Technical Secretary of Superintending Engineer/	B.Tech (civil/electrical/mach.)/BE (Civil)/B. (Arch.) /Building Planning with minimum 50% marks from recognized university as required with at least 10 years of experience relevant experience. (Retired Personnel with relevant experience in similar field)	55000-65000
45	Works Assitent (Project) to Managing Director	Graduate Engineer plus MBA with at least 5 yrs experience in Infrastructure Development works.	55000-65000
46	Deputy Director (Project)	In-Service, Graduate Engineer with at least 5 years experience in infrastructure Development works Project.	55000-65000
47	Deputy Director (Administrator) /DGM (Admin.) / Administrative Officer /Dy. General Manager (HR & Adm.) / Assistant Director-HRD	Officers retired from IAS/ BAS) below 65 yrs. or MBA/PG degree in Pub. Admn/Pub. Policy. / MBA/Master degree in any discipline from recognised University with minimum 10 years of experience in handing administrative workin reputed organisation/ Project.	55000-65000
48	DGM (Procurment/Services)	MBBS/MBA/Post Graduate degree in Eco/Development/Public Policy/Post Graduate or Graduate Degree in Mechanical / Electrical /Instrumentation/Bio Technology/Process/Bio Medical / Operations /Insustrial Engineering.	55000-65000
49	Dy. General Manager (Revenu)	Officers retired from Bihar Administrative Services (BAS) with a minimum service of 12 year and of level joint secretary or above. OR Officers retired from IAS	55000-65000

Sl. No.	Name of Post	Qualification & Experience	Minimum Salary Range/Contract Amount (in Rs.)
50	DGM (Procurement/Drugs.)	Graduate in Pharmacy/biotech/bio-engineering/clinical technology/chemical engg./biochemical/PG in pharma mgmt/Biotech/MBBS. Govt.- Drug inspector with 15 years work experience.	55000-65000
51	DGM (Procurement/Equipment)	Graduate in Biomedical engg./biological engg./biomedical technology/clinical technology /Mechanical / Industrial / Production / Porcess engg./Biomedical Management.MBBS/PG in biomedical / Biotech/Mechanical.	55000-65000
52	DGM (Logistics)	MBA/PG in statistics / Mathematics / operations / Logistics / ransport /Supply chain/Pharma/Graduate in Production / EE / Process / Mechanical /Biomedical/biochemical/Bio-engineering/clinical engg / industrial / chemical	55000-65000
53	DGM (System) / Senior Manger (I.T.)	B.E. (CS)/B. Tech (CS)/MCA with Minimum 60% marks in qualifying exam+5 years Experience.	55000-65000
54	Liasion Officer/ Coordinator to PD	B.E./B. Tech/MBA from any recognised university. You should have minimum 5 years of relvant experience in any externally aided Projects/Projects of similar nature.	55000-65000
55	State Project Expert-Disaster Management	Person with a Master Degree in Disaster Management / Environmental studies. He/she should have minimum 7 years of experience in handling disaster related activities, relief reconstruction and preparedness measure.	55000-65000
56	State Project Expert-Capacity Building & Training	Master Degree in Social Science (Psychology / Sociology / Anthropology /Social Walfare/Social work)/MBA (HR), Minimum 7 years of experience in this field.	55000-65000
57	State Project Expert-Environment	Min Bacholor Degree (1st Class) in forestry/Master Degree in Environmental Science/Forestry. Minimim 7 years of experience in this field.	55000-65000
58	State Project Expert-Flood Management irrigation	Person with a B.E.(Civil)/Master Degree in Geo-Technical studies from any recognised university. He/She should have minimum 7 years of relevant experience in any Govt./private organisation.	55000-65000
59	State Project Expert-Documentation & Monitoring Evaluation	B.Tech/MBA (Personnel) from any recognised university, He/She should have minimum 7 years of experience in documentation/MIS evaualation and knowledge management system.	55000-65000
60	State Project Expert-MIS	MBA/CA/B. Tech/MCA degree from any recognised university. He/She should have minimum 7 years of experience in MIS development, Maintenance, implementation and follow up multisectoral interventions.	55000-65000
61	State Project Expert-Minor Irrigation	B.E./B.Tech in civil/Hydrology from any recognise university. He/She should have minimum 7 years of relevant experience in any Govt./Private organisation including minimum 5 years of experience in Minor Lggigation Managemet.	55000-65000
62	State Project Expert- Agriculture	Master degree in Agriculture from any recognised university. He/She should have minimum 7 years of relevent experience in any Govt./Private orgaisation including minimum 5 years of experience in Agirculture Management/releted works.	55000-65000
63	State Project Expert- Animal Husbandry	Bachlore's degree in Veterinary sciences from any recognised university. He/She should have minimum 7 years of experience in any Govt.Private organisation including minimum 5 years of relevant experience.	55000-65000

Sl. No.	Name of Post	Qualification & Experience	Minimum Salary Range/Contract Amount (in Rs.)
64	State Project Expert- Procurement	MBA (Finance)/CA/ICWA/ from any recognised university. He/She should have minimum 7 years of experience in any Govt./Private organisation in Procurement and minimum 2 years of experience in any World Bank Assisted Project.	55000-65000
65	State Project Expert- GIS Specialist	Post Graduate degree in geography/B.E./B.Tech. (Arch) from any recognised university. He/She should have minimum 7 years of experience in Arc info/Arc view GIS software application in Govt./Private Sector agency: experience in Independent operations, customization and water resource applications, having knowledge of topography of the site.	55000-65000
66	State Project Expert- Housing	We are looking for a person with a B.E. (Civil)/Bachelor (Arch)/MBA from any recognised university. He/She should have minimum 7 years of experience in any Govt./Private organisation in Infrastructure development/similar project and minimum 2 years of experience in any World Bank Assisted Project/similar Projects.	55000-65000
67	State Programme Officer	B.E.S. cadre officers/Post graduate with degree in education	55000-65000
68	Production Manager /Technical Officer / Executive Manager/ Executive Officer (for Publishing Company/House)	Degree/ Diploma in Printing Technology with 10 years of work experience.	55000-65000
69	State Project Officer	Post Graduate Degree of Post Graduate Diploma in Management, statistics, Economics, Social science, social work, Information technology, Communication, Micro finance, Livelihood Mass Communication/Management/ Social Work/Rural Development with 10 years experience in development sector.	55000-65000
70	Doctor Trainer	MBBS with 10 years of relevant experience	55000-65000
71	Additional State Programme Officer/ADPC	Post Graduate Degree in Education from recognized university /MBA or equivalent degree from any recognized university/ Person working with BEP/Similar organization in the grade of Professional with at least five (5) years of relevant experience.	55000-65000
72	Senior Archetect	Graduate in Achrchetect with 12 years of Experience plus Registration with COA. (For Deputaion- Equivalent Grade Pay/ 6600 wit at least 7 years of experience.	55000-65000
73	Advisor (National Health Insurance Project)	MBA or Equivalent with 5 years of relevant experience	55000-65000
74	Medical Advisor	MBBS or MS/MD with 5 years of relevant experience or Retired Joint Director (Health) or its Equivalents	55000-65000
75	Advisor (Labour Welfare)	MBA or Equivalent with 5 years of relevant experience	55000-65000
76	Monitoring and Valuation Advisor	B. Tech (I.TY.) or M.C.A with 5 years of relevant Experience.	55000-65000
77	State Epidemiologist/ Epidemiologist / General Physician	MBBS with 5 Years of relevant experience	55000-65000
78	Nursing Tutor (State Nodal Centre)	MBBS/ M. Sc with 5 Years of relevant experience	55000-65000
79	Additional Project Director	An officer of Executive Engineer level with at lest 10 years of Experience.	50000-60000

Sl. No.	Name of Post	Qualification & Experience	Minimum Salary Range/Contract Amount (in Rs.)
80	Additional Director MMU & Referral Transport / Additional Director PPP /Programme Officer-Maternal Health/Programme officer-NCD (HPD / Programme Office- VBD (HPD) /Programme Officer-Child Health and RBSK (HPD) /Programme Office-TB/Leprosy (HPD) /DRTB Coordinator /Pediatrician /Assistant Director-Child Health & Nutrition /Assistant Director Drugs /Program Officer-Family Planning & Adolescent Health (HPD)/Deputy Director-Child Health & Nutrition /Assistant Director-(Facility based-AH) /Deputy Director-IEC /Assistant Director Bio-Medical waste management / Assistant Director Child Health (Facility Based Intervention) /Assistant Director-GNMTC /Assistant Director Instrument & Equipment /State Programme Manager	MBBS/MBA (Health with 5 Years of relevant experience	50000-60000
81	Technical Officer /Technical Expert	M.ScAgriculture/Horticulture/Forestry/Fisheries/Diary/Hydrology/ Soil & Water Eng. Minimum experience 10 years.	50000-60000
82	Assistant Director-Child Health (Nutrition) /Assistant Director-Community based RKSK /Assistant Director-ANMTC /Assistant Director-WIFS	MBBS/MBA (Health) /PG 3 years of experience Years	45-50000
83	Nurse Trainer	MBBS with 5 years of relevant experience	45-50000
84	Advisor (Structure)	M.Tech in Structural Engineering with 5 years of relevant Experience.	45-50000
85	JD (TI), State Programme Coordinator	Post Graduate in Social work/ Sociology/ Psychology/ Anthropology/ Public/ Administration. (The person should not be an office bearer of any organization having partnership with SACS) with minimum 12 years of experience in the field of health, poverty alleviation, gender sector /administrative experience of NGO activities and Excellent communication skills, both written and oral plus Working knowledge in local language.	45-50000
86	Jt. Director(IEC)	PG Degree in Mass Communication or PG Degree in Social Science /Humanities with PG Diploma in Mass Communication from a recognized university/Institute. with minimum 12 years exp. in the field of developmental / Health Communication including planning and implementation in the IEC Campaign and 5 years practical experience of handling work relating to developmental communication in health or related sectors, preparation of Audio Visual Aids and display material in a responsible position, ability to develop nation-wide IEC packages /strategy & liaison with Govt. & private sectors and Knowledge of AVMedia & Proficiency in handling Audio-visual AIDS for training purposes, modern training techniques plus working knowledge of local language.	45000-50000

Sl. No.	Name of Post	Qualification & Experience	Minimum Salary Range/Contract Amount (in Rs.)
87	AGM (Finance)/ AGM(Accounts) / AGM (Finance & Accounts) /AGM (Finance &Admn.) Finance Officer/ Accounts Officer / Finance Manager/ Accounts Manager/Finance cum Account Officer/ Superintendent (Accounts) or Equivalent post/post of similar nature / Audit Officer /Finace Analyst / Manager (Finance/Legal & Compliance) /State Account Manger/ State Finance Officer / JD (Finance)/AD (Finance) /Manager-Community Finance	CA/CS/ CA Inter with 2 yeras of relevant experience/ MBA (Fin) or Master in Financial Management with 3 years of relevant experience. (Retired from AG Office with relevant work experience)	40000-50000
88	Deputy Director-FP /Deputy Director-Training /Deputy Director-MCH /Deputy Director-M&E /Regional Programme Manager /Personnel Officer /Programme Officer-Human Resource (HPD)	MBA/PG with 3Years of relevant experience	40000-50000
89	AGM (Admn.)/ AGM (HR & Admin.) / Manager (HR)/Manager (Admin.)/ Manager (HR &Admin.) / Mission Manager (Appointment) /Mission Manager (Training & Support)/Assistant Director-Recruitment & Orientation Traning /AGM (Admin/Strategy/Communication) its equivalent post	MBA (HRD) from recognised university with 5 years of elevant experience.	40000-50000
90	Assistant Director-Delivery Points/Assistant Director-JSY & MDR/Assistant Director-Interval Family /Assistant Director-MHS/Assistant Director-MMU & 1099 /Assistant Director-MTP/RTI/STI/Assistant Director-Terminal Methods	MBA/PG (Health) from recognised University with 5 Years of relvant experience	40000-50000
91	Section Officer	Graduate in any decipline from recognised university with 5 years of relevant experience.	40000-50000
92	AGM (Lagal)/ Law Officer/ Manager (Legal) /Assistant Director (Legal) /Equivqlents	Law Graduate/LLB form recognised University with 5 years of relevant experience.	40000-50000
93	Assistant Engineer /AGM (Technical) /Assistant Director (Project) /AGM (Projects/Construction) /AGM (Projects /Design) /AGM Planning /Architecture/Structure) / Project Incharge / Technical Officer (Electronic) /Senior Engineer-State /Engineer (Monitoring) /Assistant Electrical Engineer (General) /Equivalent	B.Tech (civil/electrical/mach./Electronics/Structure)/BE (Civil)/B. (Arch.) /Building Planning with minimum 50% marks from recognized university as required with at least 5 years of relevant experience. (Retired Personnel with relevant experience in similar field.)	40000-50000
94	Deputy Advisor cum Quality Manager/ Quality Control Officer /Assustant Director PPP /Assistant Director- Quality Assurance	B.Sc. (Physics, Chemistry, Mathematics) with 10 years of relevant experience. (Retired Assistant Director (Quality Control) or on deputaion from State Govt. Appointed Assitant Director (Quality Control)	40000-50000

Sl. No.	Name of Post	Qualification & Experience	Minimum Salary Range/Contract Amount (in Rs.)
95	Asst. Programme officer / Assistant Epidemiologist	MBBS with 5 Years of relevant experience	40000-50000
96	Bio-Medical/Hospital waste Management-Expert	M.Tech/MBA (Health) with 3 Years of relevant experience.	40000-50000
97	State Data Manager/Team Leader ASHA /Consultant-NRHM /Consultant-School Health /SPO-RI & Polio	PG in SS/SW/RD/PH 5 Years of relevant experience.	40000-50000
98	Architect/ Assistant Architect	Graduate in Architecture with 5 years of Experience plus Registration with COA. (For Deputation- Equivalent Grade Pay/ 5400 with at least 5 years of experience.	40000-50000
99	Interior Designer	Graduate in Architecture and diploma in Interior Designing with 5 years of Experience plus Registration with COA. (For Deputation- Equivalent Grade Pay/ 5400 with at least 5 years of experience.	40000-50000
100	Project Manager/ Manager (Project Implementation /Program Manager / Mission Manager (Planning)/Assistant Director- Supportive Supervision /	MBA/PGBDA from recognised university with 5 years of relevant experience.	40000-50000
101	Project Officer Technical Tube well	B.Tech with civil Engineering/Agriculture Engineering with at least 5 years experience in (Tube well/Ground water) related projects.	40000-50000
102	Project Officer Technical	Post Graduation degree in Geology with specialization in Hydrology/M. Tech. (Hydrology), Desirable Ground water investigation, Survey and exploitation Have at least 5 years experience in project execution.	40000-50000
103	Manager (Facility)	Master Degree/PGDM in Hospitality Management with 3 years experience is similar Capacity.	40000-50000
104	PM-HRD	PG degree or PG Diploma in HRD/Management/Social work/rural development with minimum 4 years of post-qualification relevant experience. S/he should have worked in the HR team of a development project. S/he should have good communication skill (both oral and writing) in English and Hindi Proficiency in working with MS office is a must.	40000-50000
105	Project Manager-Social Development	PG degree /diploma in Rural development with minimum 4 years of post-qualification relevant experience. S/he should have experience of working on social development issue social security entitlements and benefits for poor which will be specific to the requirement of the district development intervention desirable in SHG Programme. S/he should have good communication skill (Both oral and writing) in English & Hindi Proficiency in working with MS office is a must.	40000-50000
106	Project Manager-Communication (IEC)	PG degree/diploma in journalism/Mass communication/Rural Management/Social Work/Rural Development from a recognized institutes/university with minimum 4 years of post-qualification relevant experience. S/he should have worked in designing, developing and rolling out of development communication strategies, documenting case studies and have experience of establishing liaison with communication partners.	40000-50000

Sl. No.	Name of Post	Qualification & Experience	Minimum Salary Range/Contract Amount (in Rs.)
107	Project Manager Community Finance	PG degree/diploma in commerce/MBA-Finance/CA/CA (Inter)/ICWA (Inter) from recognized institute/university with minimum 4 years of post-qualification relevant experience of managing and handling community Finance/accounts.	40000-50000
108	Project Manager Documentation & External Relation	PG degree/diploma in Mass Communication / Management/Social Work /Rural Management/Rural Development from recognized institute/university with minimum 4years of post-qualification relevant experience in communication i.e. designing and demonstarting communication strategies and framework involving different media to portray a positive image and build a common vision for rural development.S/he should have worked in large set up of Livelihoods programmes/Project/service industries.S/he should have exprience of documention and maintaining external relations.	40000-50000
109	Project Manager- Entitlement	PG degree/diploma in mangement /social work/rural management/rural development from recognized institute/university with minimum 4 years of post-qualification relevant experiece in handling convergence and entitlements of social security, food security, pensions etc. in livelihoods project/program.S/he should have knack in effective training methodologies.	40000-50000
110	Project Manager-Health & Nutrition	PG degree/diploma in management /social work/rural development/ rural mangagement/health management/public health from recognized institute/university with minimum 4 years of post-qualification relevant experience.S/he should have worked in a development program/project and have been instrumental in designing policy framework, developing action/business plan and strategies for excuting/rolling out health and nutrition related inrervention.S/he must have knack in Capacity building and effective training methodologies.	40000-50000
111	Project Manager-Jobs	PG degree/diploma in Rural Management/Rural Development/Social work/Business Administration from recognized institute/university with minimum of 4 years of post-qualification relevant experiece. S/he should have worked in large set up of service industries/FMCG services/ IT Sector/ construction industries/Livelihoods Programmes with development project/reputed companies with specific HRD/organizational development issues out of which 2 years of exprience in market linked skill development and placement is must. Experience of establishing network and business relationship with client in corporate, government and development sector is must. S/he should have experience managing multidisciplinary team havind faith in consultative and democratic team functioning. The exposure to industries association, corporate market and HR function would be desirable.	40000-50000

Sl. No.	Name of Post	Qualification & Experience	Minimum Salary Range/Contract Amount (in Rs.)
112	Project Manager Livelihoods	MBA/PG Diploma or Degree in Rural Development/Agriculture and allied/Social work with minimum 4 years of relevant experience. S/he should have successfully implemented rural livelihoods promotion project and have experience of working with community institutions, their federations and producer's group on livelihoods issues. You should possess strong skill in analyzing value chain and visualizing viable business plan for poor to support their livelihoods. S/he should have good communication skill (both oral and writing) in English & Hindi. Proficiency in working with MS office is a must.	40000-50000
113	Project Manager MIS	PG degree/diploma in IT/Management/Social Work/Rural Management/Rural Development/MCA or BE/B.Tech in CSc,IT, equivalent from a recognised institute with minimum 4 years of post-qualification relevant experience of computerised management information system, Monitoring and evaluation of development program in a development project/large institutional set up/reputed company.	40000-50000
114	Project Manager Non Farm	PG degree/diploma in Rural Management/Social work/Rural Management/Administration/Agri-Business Management/Rural Development from recognized institute/university with minimum 4 years of post-qualification relevant experience.S/he should have worked in large number of livelihood activities in a livelihoods Programme/project specially in operation, management of commodity driven development model through CBO's such as producers company/Producers company/Producers Cooperative/Producers group/Watershed users group/SHG Federation/SHG	40000-50000
115	Project Manager- Off Farm	PG degree/diploma in Agriculture & Allied/Rural Management/Business Management/Administration/Agri-Business Management/Rural Development For recognized institute/university with minimum 4 years of Post-qualification relevant experience.S/he should have worked in large number of livelihood activities in a livelihoods Programme/Project specially in operation, management procurement, marketing, trading in various off farm produce such as agriculturecommodity/Diary/goat rearing/Poultry/beekeeping/warehouse receipt for improving livelihood in the rural areas in a community drive development model through CBOs such as producers company/producers company/Producers Cooperative/Producers group/Watershed users group/SHG Federation/SHG.	40000-50000
116	Project Manager- personnel and Administration	PG degree /diploma in management/social work/rural development/rural management/public administration from recognized institute/university with minimum 4 years of post-qualification relevant experience. S/he should have worked in a development program/project/Companies/Organizations and experienced in designing and demonstrating strategies to develop a better mechanism for managing/handling Personnel and administrative issues i.e. salary administration and entitlements, leave, grievance etc.	40000-50000

Sl. No.	Name of Post	Qualification & Experience	Minimum Salary Range/Contract Amount (in Rs.)
117	Project Manager-Resource Cell	PG degree/ diploma in Rural Development /management/ Business Management/ Business Administration/ Social work from recognized institute/university with minimum 4 years of post-qualification relevant experience. S/he should have worked in large set up of Livelihoods Programmes /Project/ Service industries/development sector experience in building capacities of various level of stakeholders/partners and multi-tier community institutions. S/he must possess the good presentation skill and have knack for effecting training.	40000-50000
118	Project Manager-Training & Learning Centre	PG degree/diploma in management/social work rural management/rural development from recognized institute/university with minimum 4 years of post-qualification relevant experience in capacity building in livelihoods project/program. S/he must have knack in effective training methodologies.	40000-50000
119	State Finance Manager	Chartered Accountant/MBA-Finance/Cost Accountant from recognized institute/university with minimum 7 Years of post-qualification experience in handling internal/statutory audit and consultancy in accounts, taxation etc. S/he should have worked in a development program/project/companies/organization. S/he should be instrumental in designing and developing the financial management system of development project/companies/Firms. Only applicants from required category need to apply.	40000-50000
120	State Project Manager-Communication	PG degree in Mass Communication from recognized institute/university with minimum 7 years of post qualification relevant working experience in large scale development project. Or Post graduate degree/diploma in any discipline from a recognized institute/university with minimum 9 years of post qualification relevant experience. S/he should have experience in developing strategies to build a common vision of project across the staff and provide inputs towards streamlining communications requirement of the project. S/he should have experience in advertising/media industry on social communications or in similar capacity for development Projects.	40000-50000
121	State Project Manager-Community Finance	CA/CA (inter)/ICWA(inter)/M.Com./MBA-Finance from recognized institutes/university with minimum 7 years of post-qualification relevant experience in development project. S/he should have experience of SHG's/federations.S/he should also have effective training skill and have experience of designing and implementing capacity building to community institutions. S/he should also possess skill of establishing robust mechanism for maintaining accounting system of rural community institutions.	40000-50000

Sl. No.	Name of Post	Qualification & Experience	Minimum Salary Range/Contract Amount (in Rs.)
122	State Project Manager-Health and Nutrition	PG degree/diploma in management/social work/rural development/rural management/health management level/public health from recognized institute/university with minimum 7 years of post-qualification relevant experience, out of which 3 years relevant experience should be of senior management level. S/he should have worked in health development program/project specifically for community Health and Nutrition to improve health of poor. S/he should have wide experience of policy framework designing and rolling out the health program. S/he should also have experience of establishing business network and liaison with other health development partners/stake holders/enterprises, government and service provider agencies.	40000-50000
123	State Project Manager-Livelihoods (Farm)	Post Graduate Diploma or Degree in Rural Development/Management/Agriculture and Allied sector from a recognized institute/university with at least 7 years of relevant work experience, out of which 3 years relevant experience should be of senior manager level. She should have worked in community driven development program/project specially for promotion of farm based livelihoods. S/he should have good communication skill (both oral and writing) in English and Hindi. Proficiency in working with MS office is a must.	40000-50000
124	State Project Manager-Micro Finance	PG in any discipline/MBA with at least minimum 7 years of post-qualification relevant experience in development project. S/he should have experience of working at the senior management level on the SHGs/federations/SHG-Bank linkage model related community institution model for at least 3 years. S/he should also have effective training skill and have experience of designing and implementing capacity building to community institutions. S/he should have good communication skill (both oral and writing) in English and Hindi. Proficiency in working with MS office is must.	40000-50000
125	State Project Manager-MIS	MBA-IT or MCA or BE/B Tech in computer science or IT or Equivalent from recognized University with minimum 7 years of post-qualification experience out of which 3 years relevant experience should be at Senior Manager level. S/he should have experience of designing the system/process and handle the Automated System in the large scale Projects/ Organizations. Preference will be given to the large scale Projects/ Organizations. Preference will be given to the candidates having experience in ERP Solutions.	40000-50000

Sl. No.	Name of Post	Qualification & Experience	Minimum Salary Range/Contract Amount (in Rs.)
126	State Project Manager-Off Farm	PG degree/diploma in Rural management/Rural Development/Agriculture & allied sector from a recognized institute/university with minimum 7 years of post-qualification relevant experience, out of which 3 years relevant experience should be of senior manager level. S/he should have worked in Community driven development Program/project specifically for promotion of off-farm based enterprise/business/developed business model to improve livelihoods of poor. S/he should have experience of promoting producers' companies, facilitating their operations/establishing market linkages for better price of produce. S/he should have experience of establishing business network and liaison with business enterprises, government and service provider agencies.	40000-50000
127	State Project Manager-Resource Cell	Post Graduate Diploma or Degree in Rural Development/Management/Social Work from recognised institutes/university with at least 7 years of relevant work experience, out of which 3 years relevant experience should be of senior manager level. S/he should have good communication skill (both oral and writing) in English and Hindi. Proficiency in working with MS office is a must.	40000-50000
128	State Project Manager-IB and CB	Post graduate degree/diploma in Management/Rural Management/Social Work with minimum 7 years of experience in designing and executive large scale capacity building initiatives in rural development programmes, preferably in shg promotion. Strong communication skill and knowledge of working in MS office environment is essential.	40000-50000
129	State Project manager-HRD	PG degree/Diploma in HRD/Management/Social Work/Rural Development/Rural Management With minimum 7 years of experience in managing as well as building teams at various levels. S/he should possess skills and experience related to nurturing people in large development organizations/rural development projects and motivate them to pursue organisational objectives. Strong communication skill and knowledge of working with MS office environment is essential.	40000-50000
130	State Project Manager-Social Development	PG degree/Diploma in Management/Social Work/Rural Development/Rural Management with minimum 7 years of experience in Rural development projects focusing on empowerment of woman, vulnerable people and mobilizing them into institutions. Strong communication skill and knowledge of working with MS office environment is essential.	40000-50000
131	State Project Manager-M&E	PG degree/Diploma in HRD/management/Social work/Rural Development/Rural Management with minimum 7 years of experience in monitoring and analysis of field results of large scale rural development projects, handling MIS, documentation and reporting. Strong communication skill and relevant computer skills are essential.	40000-50000

Sl. No.	Name of Post	Qualification & Experience	Minimum Salary Range/Contract Amount (in Rs.)
132	State Project Manager-JOBS	MBA (marketing, Finance, HR)/PG diploma or degree in Rural Management/MSW or PG in personnel Management preferably from reputed institute having minimum 7 years (of which 3 years should be of senior manager level) of working experience in large set up of service industries/FMCG services/IT sector/construction industries/Livelihoods Programmes. Experience of establishing network and business relationship with clients in corporate, government and development sector is must. The exposure to industries association, corporate market and HR function would be desirable. You should also possess strong communication skill.	40000-50000
133	State Project Manager-Non Farm	MBA (marketing, Finance, HR)/PG diploma or degree in Rural Management/MSW preferably from reputed institute with minimum 7 years experience (of which 3 years should be of senior manager level) in large set up of development program/project specifically for promotion of non-farm based enterprise/business to improve livelihoods of poor. S/he should also possess skill of establishing business network and liaison with business enterprises, government and service provider agencies. Strong communication skill and knowledge of working with MS office environment is essential.	40000-50000
134	Procurement Specialist	Chartered Accountant/M.Tech/Pot graduate in Economics with minimum 7 years of experience in an externally aided project (preferably World Bank/ADB funded) of leading procurement team and executing related jobs viz procurement of goods and services. Strong communication skill and knowledge of working in MS office environment is essential.	40000-50000
135	Project Manager Microfinance	PG degree/diploma in Management/Rural Development/Social work from a premier institute with minimum 4 years of intensive work experience in promoting and strengthening of SHGs/federation. S/he should have demonstrated a successful track record in SHG-Bank/MFI linkages. Good communication skill and knowledge of working with MS office environment is essential.	40000-50000
136	Project Manager Micro Insurance	PG degree/diploma in Management/Rural Development/Social Work from a Premier institute with minimum 4 years of intensive work experience in promoting and strengthening of SHGs/federation. She/he should have demonstrated a successful track record in SHG-Bank/MFI linkages. Good Communication skill and knowledge of working with MS office environment is essential.	40000-50000
137	Project Manager Research and Documentation	Post Graduate Degree or PG Diploma in Rural Development /Management /Communication /Economics/ Statistics/ Social Sciences from a premier institute with minimum 4 years of relevant work experience in the fields of action research/development communication/documentation of field experiences. S/he should have preferably published some of his/her work. S/he should have excellent written communication skills. Knowledge of working with MS office environment is essential.	40000-50000

Sl. No.	Name of Post	Qualification & Experience	Minimum Salary Range/Contract Amount (in Rs.)
138	Project Manager Institution Building	Post Graduate Degree of PG Diploma in Rural Development/Management/Social work from a premier institute with minimum 4 years of experience in building capacities of multi-tier community institutinos of SHGs/SHGs federations/producer companies, preferably in livelihoods and microfinance sector. Good communivation skill and knowledge of working in MS office environment is essential.	40000-50000
139	Project Manager Staff Learning and Performance Management	Post Graduate Degree or PG Diploma in HRD/Management/Social Work/Rural Development from a premier institute with minimum 4 years of experience of working with HR team in development project/large instituional set up/reputed company, identifying learning requirement of the project staff, plan ans execute training/exposure/interactive learning events and conducting performance evaluation for the staff. Good communication skill and knowledge of working with MS office environment is essential.	40000-50000
140	Project Manager M*E	Post Graduate Degree or PG Diploma in Rural Development/Management/Social work from a premier institute with minimum 4 years of experience in monitoring and analysis of field results of large scale rural development projects, handling MIS, documentation and reporting. Relevant computer skills are essential. Good communication skill is also required.	40000-50000
141	PM- Marketing & Innovations	Post Graduate Degree or PG diploma in Rural Development/maagement/Social work from a premier institute with minimum 4 years of experience developing value chains for identified products/commodities, and ensure sustainable linkages with local markets. You would also build partnerships with private players towards maximzing benefit for the project beneficiaries. Your work experience should include Marketing of farm/off farm prokucts, commodity trading/marketing. Experience of working directly with producer organizations would be preferred.	40000-50000
142	District Project manager	PG degree/diploma in management/social work/rural development/rural management/agriculture and allied from premier institutes. With minimum 5 years of post-qualification relevant experience. Or PG degree/diploma in management/social work/rural development/rural management/agriculture and allied from any other institutes with minimum 7 years of post-qualification relevant experience. Individuals from Bihar Administrative Service with minimum 5 years of relevant experience Or Individuals from other government line department/Banking institution with minimum 5 years of relevant experience are eligible to apply for the position. S/he should have experience of successfully leading large and multidisciplinary team as well as executing livelihoods program, liaisioning with district administration, having demonstrated leadership skills in rolling out organisational policies and interventions across Dstrict.	40000-50000

Sl. No.	Name of Post	Qualification & Experience	Minimum Salary Range/Contract Amount (in Rs.)
143	AGM (IT) / I.T. Manager/ Programmer/ Computer Programmer / G.I.S. Expert / Advisor (IT)/ Manager (Technology Coordination)/ Network Administrator/ System Analyst / its equivalent / IT Co-ordinator / Software Consultant/ Mission Manager(Information System)/ Mission Manger (MIS) /Software Developer-cum-System Adm. /Assistant Director Referral Transport /Assistant Director/Senior Consultant-HMIS & MCTs /Asstt. Data Officer Grievance Redressal /State Consultant-HRIS	B. Tech (Computer Sc.)/ M.Sc. (GIS) / MCA / M. Tech. / MCA/ PGDCA / M.Sc. (Computer) from recognised university with with Minimum 60% marks in qualifying exam + 5 years of relevant experience.	40000-50000
144	Procurment Officer cum IC House Keeper/ Procurement Officer/ Purchase Officer cum Material Controller/ Manager (Business Development) / Manager (Marketing/ Sales Officer/ Purchase Officer/ Manager (Sales)/ Manager(Purchase) / Manager (Public Relation) / Information-cum- Publice relation manager/Public Relation officer / Superintendent (Sales/Sales Center) /State Project Manager-HR / its equivalent Post / Mission Manager (Co-ordination)	MBA (Sales & Marketing/ Post Graduation in Material Management from recognised university with 5 years of relevant experience.	40000-50000
145	Asst. Director(STD)	PG Degree/Diploma in Dermatology & STD with minimum 3 years experience in Govt. Hospital /Medical College	40000-50000
146	Revenue Officer	Full time 2 years' MBA/PGDBM along with 4 years' B.E./B. Tech./B.Sc. (Engineering) Degree in Electrical/Electrical & Electronics/Electronics/Electronics & Communication/Electronics & Instrumentation Electronics & Tele-communication/ Power Engineering from gecognized University/Institute approved by AICTE.	40000-50000
147	Land Development Officer ¼Hkwfe fodkl inkf/kdkjh½	Serving/Retired B.A.S. Officer ADM level and above, with 9 years of experience in Revenue work.	40000-50000
148	Asst. Director(ICTC)	PG Degree in Psychology /Social work/Sociology/Clinical Psychology or M.Sc. In Microbiology/Medical Microbiology with 3 years experience in relevant field. Desirable : Experience in Counselling and Human Development or Experience in Laboratory Services.	40000-50000
149	S.M.O.	MD in Medicine or any other clinical discipline	40000-50000
150	M.O.	MBBS.Trained by NACO	40000-50000
151	Assitant Quality Control Manager	B.Sc. (Physics, Chemistry, Mathematics) with 5 years of relevant experience. (Retired Assistant Director (Quality Control) or on deputaion from State Govt. Appointed Assitant Director (Quality Control)	40000-50000
152	District Executive Officer /Additional District Manager /	MBA from recognised university with 5 years of relevant experience	40000-50000

Sl. No.	Name of Post	Qualification & Experience	Minimum Salary Range/Contract Amount (in Rs.)
153	Grievance Redressal Coordinator/ Social Mobilization Coordinator	MSW/MBA (Personnel) master in Development Studies from reputed university. You should have minimum 5 years of experience in managing Grievance Redressal Cell in Community Development Projects.	40000-50000
154	Virtual Classroom Trainer	MBBS with 2 Years experience in relevant field.	40000-50000
155	General Physician /Surveillance Medical Officer /Consultant-Cold Chain /Consultant MCH (Quality Assurance) /State Consultant Quality Public Health /Medical Officer	MBBS with 5 Years of relevant experience	40000-50000
156	Bio-Medical Engineer	BE/B.Tec 5 Years of relevant experience	40000-50000
157	BCCM & E Officer-IEC	PG in Mass Media 5 Years of relevant experience	40000-50000
158	State Project Manager (General Administration) /State Project Manager (Management Information System) / State Project Manager (Human Resource) /State Project Officer (Capacity Building) /State Project Manager (Communication)/State Project Manager (Coordination) /State Project Officer (Project Intervention) /State Project Officer (Land Reform & Development) /Regional Project Manager /District Project Manager /District Programme Manager /PM Programme Development and Monitoring	Post Graduate Degree of post Graduate Diploma in management, Statistics, Economics, Social science, social work, Information technology, communication, Micro finance, Livelihood Mass communication/Management/ Social work/Rural Development or a graduate with 10 years experience in development sector.	40000-50000
159	Deputy Director, Antiquities	M.A. in Ancient Indian History, Archaeology/Museology along with 5 years experience in a museum	40000-50000
160	Asstt. Director (TI)	PG Degree in social Science with 5 years of experience.	40000-50000
161	Dy. Director (IEC) / Asstt. Director (Doc. Publicity)	1. Bachelor Degree & PG Diploma in Mass Communication from a recognized university/Institute. Min 8 years exp. In the field of developmental/health communication including planning and implementation in of IEC campaign. Desirable: (i) Exp in the field of advertising. (ii) Experience in preparation of Audio Visual publicity aids and display materials in a responsible position. (iii) Ability to develop IEC packages / strategies (iv) Knowledge of AV Media and Proficiency in handling the same. (v) Knowledge of training modern techniques. (vi) working knowledge of local language.	40000-50000
162	GIPA Coordinator	Graduate 3 years experience in HIV related matters Preference will be given in PLHAs	40000-50000
163	Joint Director (CST)	PG Degree in Community Medicine/Public Health with 10 years of relevant experience	40000-50000
164	Dy. Director (CCC) Consolidated	PG Degree in Social Science with 8 years of experience.	40000-50000
165	Private Secretary	Graduate with DCA/DSE along with 7 years relevant works experience.	40000-50000
166	Asst. Director (Nursing)	B.Sc. in Nursing with minimum 5 years experience	35000-45000

Sl. No.	Name of Post	Qualification & Experience	Minimum Salary Range/Contract Amount (in Rs.)
167	Consultant (Voluntary Blood Donation)	Recognized PG Degree in Social Science/Sociology/Social work. At least 5 years experience in organizing voluntary Blood Donation in VBD Organizations. Should be a regular voluntary blood Donor. Knowledge of Donor Motivation, Donor Recruitment and Donor retention Knowledge of Local Language.	35000-45000
168	Consultant(CST)	MD in Medicine/Pediatrics with 3 years experience	35000-45000
169	Dy. Director (M&E and Surveillance)	PG Degree/Diploma in Community Medicine/PSM/Public Health with minimum 5 years experience	35000-45000
170	M&E Officer	Master Degree in the field related to Statistics/Bio-Statistics and/or Data Management Proficiency with computer MS office and any Management Software Minimum of 3 years experience in Development, Design and implementation of M&E System	35000-45000
171	State Epidemiologist /Epidemiologist	MBBS with 3 Years of relevant experience	35000-45000
172	Consultant Training ASHA	MA in SS/MSW 2 Years	35000-45000
173	Technical Officer-Procurement	MBA (Health) /MBBS with 3 years of relevant experience	35000-45000
174	District Programme Manager /Regional Manager Monitoring & evaluation/ District Programme Coordinator	MBA /MBA (Health) as required with 3 Years of relevant experience	35000-45000
175	Microbiologist for IRL	PG Degree in microbiology with 3 years of relevant experience	35000-45000
176	Nursing Consultant State Level / Consultant Training ASHA /District Epidemiologist /Medical Officer-DTC /DRTB Centre Sr. MO /MO-Medical College /Nursing Consultant at Regional Level /District Consultant- Tobacco	MBBS/MBA in Health with 3 years of relevant experience	35000-45000
177	Paediatrician/Medical Officer/ MO, MBBS /Hiring Medical Officer /District Leprosy Consultant /Divisional Consultant-FP /Consultant-PC & PNDT	MBBS with 3 years of relevant experience	35000-45000
178	DEIC Manager cum Coordinator RBSK	MDRA/BPT 2 Years	35000-45000
179	Programme Officer-Quality Assurance and facility Strengthening (HPD) /Programme Officer-PNDT & Training (HPD) /Programme Officer-IEC (HPD)	MBA/PG, 3Years	35000-45000
180	Programme Officer-Procurement & Logistics (HPD)	Graduate in Pharma/Chem 3 Years	35000-45000
181	Regional Manager Accounts /Finance Analyst- SWASTH /Finance-cum-Logistic Consultant	MBA(Fin) CA (Inter)/ Master in financial Management with 3 Years of relevant experience	35000-45000
182	C&DST Lab- Microbiologist /IRL- Microbiologist EQA	PG in Microbiology with 5 years of relevant experience	35000-45000
183	Programme Office-PPP,NAS,MMU (HPD)	As per TOR	35000-45000
184	Consultant-Diagnostics	As per TOR	35000-45000
185	MO, Dental	BDS 2 Years	35000-45000
186	Physiotherapist	BOT/BPT 1 Years	35000-45000
187	Statistical Assistant	Graduate in Statis/ECO/Math 5 Years	35000-45000

Sl. No.	Name of Post	Qualification & Experience	Minimum Salary Range/Contract Amount (in Rs.)
188	Chief of Security /Security Officer	BA with Physical standard and Parameters as per Bihar Govt. for Selection of Police Sub-experience in Security.	35000-45000
189	Assistant District Executive Officer/ Assistant Co-operative Development Officer/ Assistant Project Officer /Assistant Manager/ Deputy Project Manager/ Deputy Manager(Business Developmet) / Deputy Manager (Marketing) / Assistant Secretary/ Assistant Mission Manager (Co-ordination)/ Training & Support/ Planning/Skill Development Advisor (MIS) /Skill Development Advisor (Appointment) /Skill Development Advisor (Planning) /Skill Development Advisor (Co-ordination) /Deputy Programme Manager ASHA	MBA from recognised university with 2 years of relevant experience	35000-45000
190	Block Project Manager (KBTO)	We are looking for person with a B.E. in civil Engineering with minimum 2 years of experience in relevant work.	35000-45000
191	Administrative-cum-Programme Assistant	MBBS/MBA/PG Diploma, 3 Years	35000-45000
192	Librarian	Graduate in any Decipline with 3 years of relevant experience.	30000-45000
193	Deputy Programme Manager /Hospital Manager /Programme Coordinator / Distirct program manager	MBA in Public Health with 3 Years of relvant experince.	30000-45000
194	District Consultant-QA /District Consultant- Public Health /District Consultant-Quality Monitoring /	MBBS/MBA/PG Diploma, 3 Years	30000-45000
195	State Entomologist /TB/HIV Coordinator / Vaccine and Logistic Manager /District Coordinator-Clinical	MBBS with 3 Years of relvant experince.	30000-45000
196	Assistant Resource Person	(i) Graduation in any subject with first division/first class/equivalent grade of CGPA OR Post Graduate with 50% marks/equivalent grade of CGPA AND (ii) Graduate in any subject with atleast 3 years experience of working in State Implementing Agencies: of central sponsored schemes such as SSA, RMSA, MNAREGA, NRLM, NRHM etc.	30000-45000
197	Project Associate	PG degree/diploma in Rural Management/Rural Development/social work/agri-business management/agriculture and allied from recognized instiute/university. (Freshe cah apply). Or post graduate in any discipline from recognized institures/university with minimum 1 years of post-qualification relevant experience. or graduate in any discipline from recognized institutes/university with minimum 3 years of post qualification relevant experience. S/he should have experience of working in development project or gocerment development programme in the areas of documentation, communication, reporting, data enty file management facilitating event organization & business dealing with different agencies. typing skill in Hindi & English would be desirable.	25000-30000

Sl. No.	Name of Post	Qualification & Experience	Minimum Salary Range/Contract Amount (in Rs.)
198	Lab Incharge	B.Sc with 5 years of relevant experience	25000-30000
199	District Program Coordinator	As per TOR	25000-30000
200	Audiologist & speech therapist	BASLP/B.Sc 1 Years	25000-30000
201	District Health IT Manager	BCA 3 Years	25000-30000
202	Physiotherapist	BOT/BPT 1 Years	25000-30000
203	Staff Nurse	As per TOR	25000-30000
204	Quality Manager (for Health Sector)	* B.Pharma with 5 years experience in Drug Control Department of State Govt.	25000-30000
205	Junior Engineer / Assistant Manager (Electrical) / Assistant Manager (Civil) / Assistant Manager (Machanical)/ Assistant Manager (Electronic)/ Senior Technician / Technical Supervisor / Technician (for Engineering wing)/ Additional Block Project Manager (KSK Eng.) /Block Engineer (KSK Eng.) /Additional Block Engineer (KGPE) / its Equivalent	Deploma in Civil/Electrical/Machanical as per requiement + 3 years of relevant experience	25000-30000
206	Tech. Associate (B.S)	* MBBS or PG in any Discipline of Biological Sciences. * At least two years of working experience in any Health related services. * Working knowledge of local language.	25000-30000
207	Manager-Communication	BJMC/MJMC/PG Diploma in Mass Communication from recognized institutes/university.(Fresher can apply).Or Post graduate in any discipline from recognized institutes/university with minimum 2 years of post-qualification relevent experience. Or Graduate in any discipline from recognized institutes/university with minimum 4 years of post-qualification relevent experience. S/he should have worked in designing, developing and rolling out of developmental communication strategies, documenting case studied and have experience of establishing liaison with communication partners.	25000-30000
208	Manager-Health & Nutrition	PG degree/diploma in management/social work/rural development/rural management/health management/public health from premier institutes.(Fresher can apply). Or Post graduate in any discipline from recognized institutes/university with minimum 2 years of post-qualification relevent experience. S/he should have experience of working on social development issue,social security entitlements and benefits for poor,which will be specific to the requirement of the district,development intervention desirable in SHG programme.	25000-30000
209	Manager-Human Resource and Administration	PG degree/diploma in management/social work/rural development/rural management/HR management from premier institutes.(Fresher can apply). Or Post graduate in any discipline from recognized institutes/university with minimum 2 years of post-qualification relevent experience.Or graduate in any discipline from recognized institutes/university with minimum 4 years of post-qualification relevent experience.S/he should have experience in HR/personnel and administration.	25000-30000

Sl. No.	Name of Post	Qualification & Experience	Minimum Salary Range/Contract Amount (in Rs.)
210	Manager-IB & CB	For Govt. Officials (on deputation basis) Government Officials from line departments/banking institutions with minimum 3 years of relevant experience. Or For candidates from other than Government -PG degree/diploma in management/social work/rural development/ rural management/agriculture and allied from any premier institutes with minimum 3 years of post-qualification relevant experience. Or PG degree/diploma in management/social work/rural development/ rural management/agriculture and allied from any other institutes with minimum 5 years of post-qualification relevant experience. Work experience should include successfully managing training and capacity building events in livelihoods/MF/SHGs programmes. S/he should have sound understanding of participatory training methodology and skills of trainer.	25000-30000
211	Manager-Jobs	PG degree/diploma in management/social work/rural development/ rural management from premier institutes.(Fresher can apply). Or Post graduate in any discipline from recognized institutes/university with minimum 2 years of post-qualification relevant experience.Or graduate in any discipline from recognized institutes/university with minimum 4 years of post-qualification relevant experience.S/he should have working exposure of HR functions, structured hospitality services and sustainable income generation programmes. The Knowledge and work experience of market functions and vocational skill development programme would be desirable.	25000-30000
212	Manager-Livelihoods (Farm)	PG degree/diploma in rural management/agri-business management/agriculture and allied from recognized institutes/university with minimum 2 years of post-qualification relevant experience.Or Graduate degree in Agriculture and allied from recognized institutes/university with minimum 4 years of post-qualification relevant experience.	25000-30000
213	Manager-Livelihoods (Off Farm)	PG degree/diploma in rural management/agri-business management from recognized institutes/university with minimum 1 years of post-qualification relevant experience. Or post graduate in Veterinary science/animal husbandry/dairy technology/fishery from recognized institutes/university with minimum 4 years of post-qualification relevant experience.Or Graduate degree in Veterinary science/animal husbandry/dairy technology/fishery from recognized institutes/university with minimum 4 years of post-qualification relevant experience The relevant work experience includes managing off farm/non-farm based livelihoods activities/Micro-enterprise..	25000-30000

Sl. No.	Name of Post	Qualification & Experience	Minimum Salary Range/Contract Amount (in Rs.)
214	Manager-Micro Finance /Manager-Monitoring & Evaluation	PG degree/diploma in management/social work/rural development/rural management/banking/agriculture and allied from premier institutes. (Fresher can apply). Or post graduate in any discipline from recognized institutes/university with minimum 2 years of post-qualification relevant experience. Or Graduate in any discipline from recognized institutes/university with minimum 4 years of post-qualification relevant experience. S/he should have experience in managing financial products and interventions in community based organisation, which will be specific to the requirement of the district development intervention in SHG programme.	25000-30000
215	Manager-Non Farm & Micro Enterprise /Manager-Social Development	PG degree/diploma in rural management/agri business management/rural development/agriculture and allied from recognized institutes/university with minimum 2 years of post qualification relevant experience. Or graduate degree in Agriculture and allied from recognized institutes/university with minimum 4 years of post qualification relevant experience. The relevant work experience includes managing off farm/non-farm based livelihoods activities/micro enterprise.	25000-30000
216	Procurement Associate	PG degree/diploma in social work, rural development, management agriculture and allied from premier institutes. (Fresher can apply) PG post-qualification relevant experience S/he should have experience in handling and supporting procurement in any organisation/agency/Govt. etc.	25000-30000
217	Training Officer	Qualification & experience PG degree/diploma in management/social work/rural development/rural management/agriculture and allied from premier institutes. (Fresher can apply). Or post graduate in any discipline from recognized institutes/university with minimum 3 years of post qualification relevant experience S/he should have experience in conducting training programmes using participatory training techniques to project staff as well as to the communities preferably in SHG promotion/livelihoods.	25000-30000
218	Block Project manager	PG degree/diploma in management/social work/rural development/rural management/agriculture and allied from premier institutes. (Fresher can apply). Or post graduate in any discipline from recognized institutes/university with minimum 2 years of post qualification relevant experience. Or graduate in any discipline from recognized institutes/university with minimum 4 years of post qualification relevant experience. S/he Livelihoods promotion programme leading a team of field workers. experience in SHG Bank linkage and liaison with government officials is essential.	25000-30000
219	Chief Executive-women Farmers Producers Company	PG degree/diploma in social work rural development, management, agriculture and allied from premier institutes (Fresher can apply). PG degree in any discipline with at least 2 years of relevant experience or graduate degree in any discipline with at least 4 years relevant experience. S/he should have experience of SHG promotion/Livelihoods promotion programme. Experience in SHG Bank linkage and liaison with government officials is essential.	25000-30000

Sl. No.	Name of Post	Qualification & Experience	Minimum Salary Range/Contract Amount (in Rs.)
220	Livelihoods Specialist	Graduate in agriculture/animal husbandry/dairy technology/fishery/horticulture from recognized institutes/university. Fresher can apply). Work experience in above mentioned stream will be an added advantage.	25000-30000
221	Logistic Assistant	Graduate in any discipline from recognized institute/university with minimum 3 years of post qualification relevant experience.S /he should have worked in extending logistic support/assistance and record keeping, in reputed organization/institution/government programme/ development project or NGO.	25000-30000
222	Consultant Finance IDSP /District Monitoring & Evaluation Manager /District Planning Coordinator /Coordinator MAMTA / District ASHA Coordinator	MBA with 3 Years of relevant experience	25000-30000
223	Inspector cum collection Officer /Inspector / Divisional /Zonal/ Regional Organisor/ Regional /Zonal Officer	Graduate in any discipline with 2 years of relevant experience	25000-30000
224	Deputy Manager (Technology Coordination)/ Assistant Programmer /Data Analyst	MCA / PGDCA / M.Sc. (Computer)/BCA from recognised university with 3 years of relevant experience.	25000-30000
225	Legal Supervisor /Assistant Law Officer / Legal Assistant / its equivalent	Law graduate/ LLB degree with one year experience in relevant field.	25000-30000
226	Head Assistant/ Assistant/ Head Clerk/ Pramudvachak / Office executive /Office Asst.-Cum-Clerk / Office Incharge/Secretarial Asst.	Graduate in any discipline from recognised university with DCA/DSE plus 5 years of relevant experience (Or Retired Assistant from State/Central Govt.)	25000-30000
227	Office Assistant (Land)	Retired Circle Inspector/Retired Revenue Head Assistant/ Retired Kanoongo with Knowledge of Computer operation .	25000-30000
228	Accountant/ Accountant cum Cashier/ Cashier/ Accounts Assistant/ Assistant Account Manager / Assistant Account Officer/ Accountant (Commercial & works) /Tally Accountant/ Accountant cum Computer Operator /Commercial Assistant / Finance Assistant/ its equivalent / Loan Assistant / Officer Incharge for Loan / Auditor / Deputy Manager Cost Accounts/ Assistant-Finance Planning /BCC Material Developer	B.Com (Accounts Hons) / 3 years Articleship training with any Chartered Accountant Firm and DCA with Tally (ERP 9.0) + 3 years of relevant experience. (Retired assistant Account Officer from AG Office/ Corporation/ Board.	25000-30000
229	Consultant (Youth Affairs)	Masters Degrees in Sociology/Social work from a recognized institution. Member of NSS for 3 years/Certificate Holder of NCC and Maximum age 25	25000-30000
230	Consultant (Civil Society Mainstreaming)	Masters Degrees in Sociology/Social Science from a recognized university/institution. Minimum 10 years experience in NGO/Govt.Sector	25000-30000
231	Assistant Personnel Officer/Labour Welfare Officer	Post Graduate degree/Diploma in Labour Social Welfare & Personnel Management and Industrial Relation from the recognized university/institution.	25000-30000
232	Statistical officer	Degree in statistics and Experience in compiling of data in similar position in State/Central Govt. Proficiency with Computers, MS office	25000-30000

Sl. No.	Name of Post	Qualification & Experience	Minimum Salary Range/Contract Amount (in Rs.)
233	DTP Operator	Graduation with Desk top publishing certificate + Min 5 years of experience in Desk Top publishing related works.	25000-30000
234	PA /Steno /Steno (Hindi /English) /Computer literate Steno/ Steno-cum-Personal Assistant/ Steno Typist/Computer Steno Typist /Clerk-cum-Steno / its equivalent	Bechelor's degree with minimum 50% marks from a recognised university +DCA and Proficiency in English and Hindi Shorthand Hindi/English (Speed 80 word per minute) and in Computer based typing 30 word per minute with atleast 2 years experience in the relevant field.	25000-30000
235	Drafts Man	Intermediate plus ITI from recognised Institute plus two years of relevant sexperience.	25000-30000
236	VBD Consultant (State) /Block Health Manager /Training Consultant IDSP /State Planning Assistant	MBA in Health with 3 Years of relevant experience	25000-30000
237	Psychologist	M. Phil 1 Years	30000-45000
238	Social Worker	MA/MSW 1 Years	30000-45000
239	District Supervisor	Graduate in Psychology/Social work /Sociology /Anthropology/Human Development from a recognized university .3years workexperience as counsellor in an iCTC/PPTCT centre run under NACP. Working knowledge of computers. Valid Driving License. Desirable :Post Graduate degree in Psychology (MA./M.Sc.) or Social Work (MSW) from a recognized university.	30000-45000
240	STD Counsellor	Post Graduate degree/diploma in psychology/Social work/Sociaology /Anthropology/ Human Development/ Nursing with minimum 1 year experience after PG degree/ Diploma, of working in field of counselling in health sector preferable in STI/RTI and HIV Or Graduate in Psychology/Social work/Sociology /Nursing with minimum 3years experience after graduation, of working in field of counselling in health sector preferable inSTIO/TRIand HIV. In the case of those recruited from community of people infected with or affected by HIV/AIDS, the experience will be relaxed to be minimum of one year of experience in the field of HIV/AIDS. Other expertise required: 1 Working knowledge of computer.	30000-45000
241	State Data Manager IDSP	MBA in Health with 3 years of relevant experience	20000-30000
242	Marketing and Sales Executive	MBA (Sales & Marketing) with 1 year Experience	20000-30000
243	Autocad Operator	Intermediate plus Auto Cad Certificate Course plus 2 years of experience in relevant field.	20000-30000
244	Daily Clerk/ Store keeper / Record Keeper /Store Keeper cum routine clerk / Lower Divisional Clerk/Accountant Assistant ASHA	B.Com (Accounts Hons) with DCA with 2 years of relevant experience. Or Deputation basis with relevant experience in the Corporation/Board.	20000-30000
245	IT Facilitator /Data Management Assistant /Assistant Manager IT /HMIS Supervisor (Regional) /Computer Programmer-Cum-Operator	Diploma in Computer Application Minimum 2 years (Experience in any World Bank Project/Similar Assignment will be given perference)	20000-30000
246	Legal Suprvisor / Legal Assistant / its equivalent	B.Com (Account Hons from recognized university and DCA +Tally with 1 year experience in relevant field.	20000-30000

Sl. No.	Name of Post	Qualification & Experience	Minimum Salary Range/Contract Amount (in Rs.)
247	Computer Operator cum Data Entry Operator / Office Assitant/ Office Assitant cum Computer Operator/ Assitant cum Computer Operator/ Data Entry Operator /District Data Entry Operator /Store Assistant /Data Manager /Comuting AssistantTypist-Cum-Clerk /Clerk cum Computer operator /Admin.Asstt. /Clerk cum Typist / daily Clerk /Sales Executive /Computer Operator (OS) /Head Typist/Executive Assistant /Admn. Asstt. Cum Data Entry Operator-Clinical Establishment /Computer Assistant /Data Assistant /DTP Operator /ASHA/Data Entry Operator-cum-Trainer / Data Entry Assistant/ Its Equivqlent	Intermediate plus Diploma in Computer Application with typing skills and 2 years of relevant experience.	20000-30000
248	Technician/Assembly Operator /Foreman	Intermediate + ITI with 2 years of Experience	20000-30000
249	District Data Manager IDSP	MBA in Health with 2 years of relevant experience	20000-30000
250	Block Community Mobiliser /Kala Azar Technical Supervisor	Graudate in any decipline with two years of relevant experience	20000-30000
251	Media Consultant-IEC	PG in Mass Comm/Jour 3 Years	20000-30000
252	Asst. Mgr. (Logistics/Warehouse/Systems/Service)	Graduate degree in operations/Mechanical Engg ./Process Engineering /Bio-Engineering /Chemical Engg./Pharmay/Mathematics/Statistics/Inventory/supply chain/Logistics /Computer Science/Electronics & Communication/ Instrumentation.	20000-30000
253	Asst. Mgr. (Procurement/Drugs.)	Graduate degree in pharma/ Chemistry/Biochem /Biotechnology/Bio-Engg. /Chem. Engg.	20000-30000
254	Asst. Mgr. (Procurement/Equipment)	Graduate degree in Biomedical Engg./ Mechanical /Industrial /Production /Instrumentation/Electronics	20000-30000
255	Asst. Mgr. (Project/Construction)	Degree of Diploma in Civil Engg./Design/Architecture/Building Planning.	20000-30000
256	Asst Mgr. (Personal Asst.)	Graduate with a typing speed of 30 words pe minute	20000-30000
257	Librarian-cum-Documentation I/C	Bechelor's degree in Library Science with minimum 50% marks from a recogised university AND Working experience of atleast 2 years in relvant field with knowledge/proficiency of computer applications.	20000-30000
258	Executive (Admin./Strategy & Planning)	Graduate degree of Diploma in Communication /Planning /Public Policy/Public Admin./Economics/PR/BBA/Political Science/Hospotal Administration/Development	20000-25000
259	Executive (Logistics/Warehouse/Systems/Service)	Graduate degree or diploma in operations/Mechanical engg. / Process Engineering /Bio-Engineering /Chemial Engg./ Pharmay/ mathematics /Statistics/ Inventory/ Supply chain/Logistics/Computer Science /Electronics & Communication/Instrumentation	20000-25000
260	Executive (Procurement-Drugs/Equipment)	Graduate degree of Diploma in Pharma/Ghemistry/Biochem/Biotech/Biomedical/Mechanical /Industrial/ Production/Istrumentation/Electronics	20000-25000
261	Laboratory Technician /Lab Assistant /Equivalent (For Health Sector)	B.sc + MLT with 1 Years of relevant experience	15000-20000

Sl. No.	Name of Post	Qualification & Experience	Minimum Salary Range/Contract Amount (in Rs.)
262	/Lab Assistant /Assistant Technician (Lab) / its Equivalent (For Construction /Civil work)	Intermediate with Science with 2 Years of relevant experience	15000-20000
263	Pharmacists	B Pharma/D Pharma 2 Years	15000-20000
264	Staff Nurse/ANMs	ANM/GNM 2 Years	15000-20000
265	LT-Medical College	BSC MLT 1 Years	15000-20000
266	Amin/Surveyor	Retired Government Amin/Experienced Amin from Government Sector.	15000-20000
267	ऑपरेटर रिटैचिंग	प्रवेशिका एवं रिटैचिंग का 10 वर्षों का अनुभव	30000-40000
268	आर्टिस्ट	प्रवेशिका, डिप्लोमा इन आर्ट	30000-40000
269	चार्जहेण्ड	आई0टी0आई0 इन फीटर 5 वर्षों का अनुभव एवं लेथ का अनुभव	30000-40000
270	मोनो की बोर्ड ऑपरेटर	प्रवेशिका एवं मोनो मशीन का 5 वर्षों के संचालन का अनुभव	30000-40000
271	मैकेनिक-सह-यांत्रिक	मैकेनिक में 5 वर्षों का अनुभव	30000-40000
272	फीटर ग्रेड-1	फीटर में आई0 टी0 आई0 एवं दो वर्षों का अनुभव	30000-40000
273	फीटर ग्रेड-2	फीटर में आई0 टी0 आई0 एवं दो वर्षों का अनुभव	30000-40000
274	कैमरा ऑपरेटर	प्रवेशिका एवं कैमरा पर कार्य करने का 5 वर्षों का अनुभव	20000-25000
275	ऑपरेटर (शीटफेड वेव फेड)	प्रवेशिका एवं ऑफ से मशीन का 5-8 वर्षों का कार्य अनुभव	25000-30000
276	मोनो कास्ट (लेटर प्रेस)	कास्टिंग मशीन चलाने का 5 वर्षों का अनुभव	20000-25000
277	जुनियर ऑपरेटर	प्रवेशिका प्रिंटिंग टेक्नालॉजी एवं 5 वर्षों का अनुभव	25000-30000
278	एयर कंडिशन ऑपरेटर	आई0 टी0 आई इन एयर कंडिशन, 2 एवं 3 वर्षों का अनुभव	25000-30000
279	मोनो कास्टिंग ऑपरेटर	मोनो कास्टिंग मशीन चलाने का 5 से 8 वर्षों का अनुभव	25000-30000
280	ऑपरेटिव	संबंधित ट्रेड में अपरेन्टिस (प्रशिक्षु) एवं कार्यानुभव	25000-30000
281	कम्पोजिंग फोरमैन	कम्पोजिंग कार्या का 15 वर्षों का अनुभव	25000-30000
282	मशीन मैन (लेटर प्रेस)	प्रवेशिका 3 वर्षों का मशीन चलाने का अनुभव	20000-25000
283	कम्पोजिटर	प्रवेशिका, कम्पोजिंग में 3 वर्षों का अनुभव	15000-20000
284	सहायक मशीन मैन (लेटर प्रेस)	मैट्रीक पास	15000-20000
285	डिट्रीब्यूटर (लेटर प्रेस)	मैट्रीक पास	15000-20000
286	पलम्बर माउटिंग	मैट्रीक पास एवं पाईप फीटिंग कार्य में 3 वर्षों का अनुभव	15000-20000
287	प्रिंटिंग डाउन ऑपरेटर	मैट्रीक पास प्लेट कोटिंग एवं एक्सपोजिंग का अनुभव	15000-20000
288	अटेन्डेन्ट यांत्रिक एवं विद्युत	मैट्रीक पास संबंधित ट्रेड में कार्यानुभव	15000-20000
289	हेल्पर	मैट्रीक पास संबंधित ट्रेड में कार्यानुभव	15000-20000
290	कारपेन्टर	मैट्रीक पास बढइगिरी कार्य में 3 वर्षों का अनुभव	15000-20000
291	टाईम किपिंग सहायक	मैट्रीक पास	12000-15000
292	Area Coordinator	Graduate in social or agriculture or commerce having experience of 2 years preferably in social development activities/SHG Or fresh post graduate in rural development, social work and agriculture.	12000-15000
293	Junior Line Man	Matric and ITI in Electrical/Electronics/Wire Man	12000-15000
294	Switch Board Opeartor	Matric With ITI	12000-15000
295	Assistant Operator	Matric With ITI	12000-15000
296	Lab technician	Degree in Medical Laboratory Technology(MLT) with six months experience in the testing of blood and /or blood and /or its componenets. Or diploma in Medical Laboratory Technology(MLT) with one year experience in the testing of blood and /or components .The Degree or Diploma being from a university /Institution recognised by the Central Govt. Or State Govt.	12000-15000

Sl. No.	Name of Post	Qualification & Experience	Minimum Salary Range/Contract Amount (in Rs.)
297	Counsellor	Graduate in Psychology/Social work /Sociology /Anthropology/Human Development or hold a diploma in Nursing with a minimum of 3-5 years of experience in the field of HIV/AIDS. In the case of those Recruited from the community of people infected or affected by HIV/AIDS, Graduate from any field or those with a diploma in nursing may be considered if they have a minmum one year of experience in the field of HIV/AIDS. It is desirable that the counsellor holds a post Graduate Degree either in Psychology (MA/M.Sc.)Or Social work	12000-15000
298	फार्मासिस्ट	Degree in Pharmacy	12000-15000
299	स्टाफ नर्स	Grade-A nurse Graduation in Nursing & Midwifery.	12000-15000
300	केयर कार्डिनेटर	12th (intermediate) level nd should be PLHIV.	12000-15000
301	Counsellor	Graduate in Psychology/Social work /Sociology /Anthropology/Human Development or hold a diploma in Nursing with a minimum of 3-5 years of experience in the field of HIV/AIDS. In the case of those Recruited from the community of people infected or affected by HIV/AIDS, Graduate from any field or those with a diploma in nursing may be considered if they have a minmum one year of experience in the field of HIV/AIDS. It is desirable that the counsellor holds a post Graduate Degree either in Psychology (MA/M.Sc.)Or Social work	12000-15000
302	Programme Assitant (DAPCU)	Graduate with computer knowledge .	12000-15000
303	Meter Reader	Matric pass & relevant experience	12000-15000
304	Telephone Supervisor	Graduate in any discipline from a recognized university.	12000-15000
305	Telephone Operator	Graduate in any discipline from a recognized university.	12000-15000
306	Jharuks	Matric pass & relevant experience	8000-10000
307	Messenger	Matric pass & relevant experience	8000-10000
308	Compunder	Matric & Certificate in dressing and nursing	8000-10000
309	Khansama	Matric pass & relevant experience	8000-10000
310	Baira-cum-Prahari	Matric pass & relevant experience	8000-10000
311	Baira	Matric pass & relevant experience	8000-10000
312	Leftman	Matric pass & relevant experience	8000-10000
313	Monitoring & Evaluation Assistant (DAPCU)	Graduate with computer knowledge writing reading skill in English and hindi (or Local language) is comkpulsory.	12000-15000
314	Assit. Storekeeper/Storekeeper	Inter + relevant experience	12000-15000
315	Reception-cum-Telephone Operator	Inter + relevant experience	12000-15000
316	Technical-cum-communication Assitt.	Inter + relevant experience	12000-15000
317	प्रयोगशाला सेवक	मैट्रिक (प्रयोगशाला में कार्य अनुभव 03 वर्ष)	12000-15000
318	Infromation Desk Staff	Matric pass & relevant experience	12000-15000
319	Receptionists	Matric pass & relevant experience	12000-15000
320	बिजली मिस्त्री	आईटीआई (विद्युत)	12000-15000
321	वाइब्रेटर चालक	Matric pass & relevant experience	12000-15000
322	मशीन चालक	Matric pass & relevant experience	12000-15000
323	पम्प चालक	Matric pass & relevant experience	12000-15000
324	मिक्सर चालक	Matric pass & relevant experience	12000-15000
325	बीच चालक	Matric pass & relevant experience	12000-15000
326	पथ बेलन चालक	चालक लाईसेंस	12000-15000

Sl. No.	Name of Post	Qualification & Experience	Minimum Salary Range/Contract Amount (in Rs.)
327	Community Coordinator	Fresh graduate (male) and Marticulation (Female). Prior experience of working with SHG programme will be preferred.	12000-15000
328	चालक / जीप चालक	ड्राइविंग लाईसेंस के साथ दसवीं पास।	12000-15000
329	Driver (For blood Transport van)	Matric 5 years experiejnce in driving of light Motor Vehicle Possession of LMvV/HMV driving licence	12000-15000
330	Driver (For blood Mobile Bus)	Matric 5 years experiejnce in driving of Hdfeavys Motor Vehicle Possession of HMV driving licence	12000-15000
331	कार्यकारी सहायक (क) 10 प्रखंडो तक के जिलों में- 010(एक) पद, प्रत्येक जिले में (11 जिले) 11 x1=11 पद	इंटरमीडिएट एवं डी0सी0ए0	12000-15000
332	कार्यकारी सहायक (ख) 10 प्रखंडों से अधिक के जिलों में, 27 जिले में 02 (दो पद)	इंटरमीडिएट एवं डी0सी0ए0	12000-15000
333	रोनियो ऑपरेटर	मैट्रिक रोनियो/फोटो स्टेट की जानकारी	12000-15000
334	दफ्तरी	Matric pass & relevant experience	12000-15000
335	च0व0क0	Matric pass & relevant experience	12000-15000
336	डुप्लीकेटर / छायाकर्ता	Matric pass & relevant experience	12000-15000
337	Attendant (BT van)	Matric Experience-5 years as attendant in light Motor Vehicle	8000-10000
338	Attendant / माली / दफ्तरी / पैकर / बुक गोदाम कर्मचारी / श्रमिक / खलासी / स्वीपर / Cleaner / Courier / प्रहरी / रात्रि प्रहरी / साइकिल स्टैंड प्रहरी / रात्रि प्रहरी-सह-अनुसेवक / प्रेस स्टोर इम्पलाईज / परिचारी / आदेशपाल / चपरासी / अनुसेवक / प्रुफर / इनके समकक्ष अन्य सभी कर्मी	Matric pass & relevant experience	8000-10000