


JEEViKA


Bihar Rural Livelihoods Promotion Society State Rural Livelihoods Mission, Bihar

Walk-in-Interview

Join a team of 6000+ committed and passionate Development Professionals.

Bihar Rural Livelihoods Promotion Society (BRLPS), an autonomous society under Rural Development Department, Govt. of Bihar has been designated as State Rural Livelihoods Mission by Rural Development Department, Government of Bihar to scale up the "JEEViKA" model in all 534 Blocks of 38 Districts in Bihar under National Rural Livelihood Mission.

So far JEEViKA has been able to reach out to nearly 1.3 **Crore rural poor households** by organizing them into **10.47 Lakh women Self Help Groups** under **69257 Village Organizations** and **1646 Cluster Level Federations**. These institutions have generated nearly **Rs. 11000 Crore** as their own fund and have leveraged more than **Rs. 35000 Crore** from the Banks.



Bring smile to the faces of poor in Bihar

Sr. No.	Position	No. of Vacancy	Remuneration (Monthly - Excluding other benefits**)
01.	Steno-cum-Personal Assistant at State Level	03	₹ 26218/- to ₹ 37664/-

Date of Walk in Interview	5 th October 2024
Reporting Time for Registration	10 AM to 12.00 Noon
Venue	Bihar Rural Livelihoods Promotion Society (BRLPS), Annexe-II, Vidyut Bhawan (Near income tax round about), Jawahar Lal Nehru Marg (Bailey Road), Patna-800021

Note:

1. Details about the eligibility criteria, roles and responsibility, selection process and general term and condition which include the Application Form will be seen and downloaded from the official website (<https://brlps.in/>) from 25th September 2024. All communication will be made through website only.

2. SLP (C) has been filed by the State Government before the Hon'ble Supreme Court of India, New Delhi against the order passed on date - 20.06.24 by Hon'ble Patna High Court in CWJC No. 16760/2023 Gaurav Kumar and others vs. State of Bihar and others and all other related matters. . Therefore, applicants should be aware that the reservation wise vacancy in the published vacancy will be affected by the outcome of the order passed by the Hon'ble Supreme Court of India, New Delhi in the SLP filed by the Government of Bihar.

3. The interview may be spilled over to the next day depending upon the number of candidates to be present on the scheduled day of the interview. Therefore, candidates should be prepared to be available for an interview for the nest day also, if necessary.

Applications are invited for the following positions under "Bihar Rural Livelihoods Promotion Society" :

Job Description			
SI	Name of the Post	Vacancy	Eligibility Criteria
01.	Steno-cum-Personal Assistant Pay: ₹ 26218/- to ₹ 37664/- (Monthly) (Excluding other benefits**)	(3 Position: 03 (UR-02, SC-01)	(i) Graduate in any discipline from a recognised University/ Institution. (ii) 3-6 month's certification in Computer Application from registered institute. (iii) Having training Certificate of Shorthand from registered institute.
Key Responsibility:			
<ol style="list-style-type: none"> Record Keeping and its regular updating - <ol style="list-style-type: none"> Timely up-to-date of engagement/meeting schedule on supervisor's desk and Google Calendar Timely collect VC Link/reports/talking points/ppt. from concerned themes and put up before supervisor to attend meeting/workshop. Stenography Work - Taking dictation from the supervisor, typing and to dispatch. Managing documentation- Receipts of Dak/Letters from Various/Department, mark to the concerned officers and distributing the same after the perusal of the supervisor to the concerned section. Establishing Communication: - <ol style="list-style-type: none"> Through Telephone/e-mail: Establish communication between supervisor with External and Internal Stakeholders . Fixation of Appointment - As per direction given by the supervisor, fix appointment with other organization's officials and accordingly communicate. Any other tasks assign by the supervisor on time to time basis. 			

Selection: Through Walk-in-Interview

Selection process consists of the following:

Sl.	Criteria	Full Marks	Weightage of Marks Obtained
01.	Shorthand Writing (Hindi/English)	15	100%
02.	Typing Test (Hindi/English)	15	100%
03.	Personal Interview	20	100%
Total Marks		50	

01. Shorthand Writing (Hindi/English): It will evaluated by writing speed of 80 words/minute for 5 minutes. 2 minutes will be given additionally for correction if any. Then 20 minutes will be allocated for rewriting of the matter and correction if any. 3 marks will be allocated for every correct 80 words

Advertisement No. 01/2024-25

(Fraction of marks calculated up to 2 digits after decimal wherein marks will be rounded to the nearest 10). Candidates will be disqualified if commits more than 10% incorrect words.

02. Typing Test (Hindi/English): Candidates will be allowed 10 minutes for writing of 300 words. Candidates will be disqualified if written less than 300 words or made more than 10% mistakes. 5 marks allocated for every 100 correct words and fraction of marks will be calculated up to 2 digits after decimal wherein marks will be rounded to the nearest 10.

Minimum Cut off on Total Marks: UR- 50%, EWS/BC/EBC – 45%, SC/ST- 40%

General Terms and Conditions:

1. The registration for Walk –in-Interview will start at 10.00 AM and will be closed by 12 noon. Candidates reported after 12.00 Noon will not be allowed to appear in the selection process and disqualified for this recruitment.
2. Format of application is attached at the end of this advertisement. Candidates coming for walk-in-interview shall bring duly filled in application in prescribed format to be submitted at the time of interview.
3. Application Form of candidates who do not fulfil the eligibility criteria shall be rejected.
4. Print out of Application Form or hard copies of certificates/mark sheets are not required to be submitted by post.
5. Candidates must keep print out of Application Form, Photo ID, 03 (three) copies of coloured passport size photograph and 1 set of photo copy of all required certificates for fulfilment of eligibility criteria along with certificate of Shorthand Training. Keep all documents in original also and produce the same at the time of registration.
6. Caste / Category Certificate (only for SC/ST/BC/EBC/EWS/Divyang/FF (applicable only to Bihar state) category candidates. In case of BC/EBC Candidates, BC/EBC caste certificate containing the Non-creamy layer clause should be valid on the date of joining (issued within one year prior to the date of joining). BC/EBC Caste Name mentioned in certificate should tally letter by letter with Bihar Government list/notification. Caste Certificate as applied in the application must be issued from the level of SDO or above.
7. It is to be noted that if a candidate has been allowed to appear in the examination, it does not imply that the candidate's eligibility has been verified. It does not vest any right with such candidates to get appointment. The eligibility is subject to final verification by the Competent Authority. The candidate shall satisfy his/her eligibility before appearing in the interview and shall be personally responsible, in case, he/she is not found eligible to apply as per the given eligibility criteria.
8. Information uploaded on the official website of the BRLPS shall not be provided to the candidates or any other person under the Right to Information Act, 2005. The information uploaded on the official website of the BRLPS shall remain available for a specific period only. Therefore, the candidates are advised to download the uploaded information and keep it with them for future reference, if any. During the course of recruitment, neither any application under the R.T.I. Act shall be entertained nor any information shall be provided.
9. Any representation filed by any applicant in respect of recruitment shall not be entertained once the process is initiated.
10. Factual information under the R.T.I. Act shall be provided only after declaration of final result and which is not exempted under the act. Inferential questions or speculative questions shall not be answered under the R.T.I. Act.
11. In case a candidate is found providing incorrect information or his/ her identity is proved to be false at any time in the future, he/ she may, in addition to disqualification, debarred from the future recruitment of BRLPS, face legal action as per the law applicable and amount paid towards salary can be recovered by the BRLPS.
12. In case, it is found at any stage of the recruitment process that a candidate does not fulfil the eligibility norms and/ or that he/ she has suppressed/ twisted/ditorted or truncated any material facts, his/ her candidature shall stand cancelled without giving any reason and notice to the candidate concerned. If any of these shortcomings is detected even after appointment, his/ her service will be liable to be terminated and he/ she will be liable to punishment through proceedings as decided by the Competent Authority, legal action deemed fit can also be initiated against the candidate.
13. No person under Orthopedically Handicapped (OH) category shall be recruited unless he/ she is in good mental health and physically fit except to the extent of his/ her disability.
14. The maximum age limit as on 30.07.2024: General/EWS Male-37 Years, Female UR/BC/EBC- 40 Years, Male BC/EBC- 40 Years, Male & Female SC/ST- 42 Years.
15. Candidates are requested to visit the website frequently for updates and other announcements. All recruitment related notification shall be brought to the notice of candidates only through the official website of the BRLPS. No personal communication shall be made in this regard.
16. Reservation would be applicable for recruitment on these positions as per the latest Reservation Policy of the Government of Bihar.
17. BRLPS reserves the right to cancel this recruitment process, fully or partially, at any stage. The BRLPS reserves the right to bring about changes in the selection procedure/ scheme of Examination.

Advertisement No. 01/2024-25

18. There shall be no provision for re-evaluation/ re-checking/ scrutiny of the answer sheet/ score. No correspondence in this regard shall be entertained.
19. If two or more candidates secure equal marks, the candidate born earlier will be placed above in meritlist.
20. Waiting list shall remain valid for a period of one year from the date of its approval by the Competent Authority.
21. BRLPS reserves the right to shortlist candidates based on qualification and post qualification relevant experience.
22. Relevant experience is specific to the eligibility criteria and key responsibility as mentioned against the position.
23. For the purpose of calculation of age, the reference date will be 1st August 2024.
24. Post qualification relevant experience for the position will only be considered. Experience of honorary position / as commission agent / Training / Internship / Article ship/ office bearer of Society/NGO will not be accepted.
25. The period of experience rendered by a candidate on part time basis, daily wages, visiting/ guest faculty will not be counted while calculating the valid experience.
26. Article ship/apprenticeship/internship/training outside job or working in self-owned enterprise/ or as an office bearer of NGO/Society will not be considered as experience.
27. Monthly Salary includes Basic Pay, House Rent Allowance, Project Allowance & Employees Provident Fund (Employers share).
28. **Other monetary benefits allowed to BRLPS employees include Child Education Allowance for a maximum of two living children Annual Increment at the rate of 5%, Performance incentive up to maximum of 30% of Annual Basic as annual pay, Self Learning Allowance, Accidental Insurance coverage, Medical Insurance cover for self & family, etc.
29. Contract will be till attainment of the superannuation age of 60 for positions under BRLPS. Employees may be separated if not found suitable at the discretion of the management. The contract would also end with the closure of the BRLPS project.
30. Persons who had been separated from the BRLPS on disciplinary grounds need not appear as their candidature will not be considered.
31. No TA/DA will be paid for attending selection process or for first joining of BRLPS.
32. There would be a probation period of 3/6 months.
33. The record relating to this recruitment would be available up to 6 months from the Date of declaration of final result and, thereafter, all examination materials shall be weeded out and no communication in this regard shall be entertained with respect to this recruitment drive.
34. Reservation facility would be applicable only to the Bihar domicile candidates. The permanent address furnished in the application form shall be considered as domicile for the purpose of reservation.

Disclaimers: Mere eligibility does not guarantee a job.

**Chief Executive Officer-cum- Mission Director,
Bihar Rural Livelihood Promotion Society**

Canvassing in any form shall be a disqualification.