



JEEVIKA



## Bihar Rural Livelihoods Promotion Society State Rural Livelihoods Mission, Bihar

### Recruitment for Steno-cum-PA

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 with key objectives of Development of Model CLFs, Digital Financing, Value Chain, Intervention, Organic Cluster Development, Enterprise Promotion, Skill Development & Placement, Digitization of CBOs' transactions and Capitalization of CBOs' etc.

So far JEEVIKA has been able to reach out to nearly 135 **Lakh rural poor households** by organizing them into **10.63 Lakh women Self Help Groups** under **71000 Village Organizations** and **1600 Cluster Level Federations**. These institutions have generated nearly **Rs. 1350 Crore** as their own saving and have leveraged **more than Rs. 46,000 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/-

Last Date for Submission of Application Form	20.02.2025
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**Note:**

1. Official website <http://brlps.in/Career> may be visited to apply online and to know detailed eligibility criteria and other details including category of vacancies. All communication will be made through website only. The link for receiving of application will be activated from 05.02.2025. The Last Date for receiving of application is 20.02.2025.

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

Sl	Name of the Post	Vacancy	Eligibility Criteria
01.	<b>Steno-cum-Personal Assistant</b> <b>Pay: ₹ 26218/- to ₹ 37664/-</b> (Monthly) (Excluding other benefits**)	(3 Position: 03 (UR-02, SC-01)	(i) Graduate in any discipline from a recognised University/ Institution with minimum 3 years post qualification relevant experience which must cover experience gained after certification of Short-Hand (both Hindi and English) of a State Government/ Central Government/ Government Undertaking/Registered Company/Registered NGO. (ii) 3-6 month's certification in Computer Application from registered institute. (iii) Must have knowledge of short-hand both in Hindi and English and having training Certificate of Shorthand (both Hindi and English) from registered (NCVT) institute.  Relevant experience is specific to the key responsibility as mentioned against this position.

#### Key Responsibility:

##### 1. Record Keeping and its regular updating -

- 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.

##### 2. Stenography Work - Taking dictation from the supervisor in short-hand both Hindi & English, typing and to dispatch.

##### 3. 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.

##### 4. Establishing Communication: -

- 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.

##### 5. Any other tasks assign by the supervisor on time to time basis.

#### Selection process consists of the following:

**Stage – 1.** Shortlisting of candidates for inclusion in further selection process in a ratio of 1:20 of the advertised vacancy (In case of multiple candidates coinciding at 20<sup>th</sup> number, all such candidates will be called for further selection process that may increase the number of candidates being call for the process) based on criteria as mentioned below:

Sl.	Criteria	Full Marks	Weightage of Marks Obtained	Remarks
01.	Percentage of marks obtained in the qualifying examination*	35	35%	$n/100 \times 35$ . Where 'n' is marks obtained in the qualifying examination.

**Note:** \*Qualifying examination stands for such educational courses which are essential to qualify eligibility criteria of education, mentioned against the name of the post. The applicant should mention that qualifying examination only against the blank space provided in the Application Form for the entry of Qualifying Examination. If an applicant possesses more than one qualification that makes one eligible to apply for a position, in such cases discretion has been given to the candidates to choose the best one which benefits more to such applicant. Once the final submissions of application form done, no modification is allowed against qualifying examination in any circumstances.

**Stage – 2. This stage consists of Typing Test (both in Hindi & English), Short Hand Writing Test (both in Hindi & English)**

Test	Hindi	English	Acceptable Inaccuracy	Overall Time	Full Marks
Typing	Total words- 300 (30 Words per minute for 10 minutes in Mangal phonts)	Total 400 words- (40 Words per minute for 10 minutes in any phonts)	1.5% (Marks will be deducted in proportion of total words and error thereafter)	30 Minutes	15
Short-Hand	Total words- 320 (80 Words per minute for 4 minutes)	Total 300 words- (100 Words per minute for 3 minutes)	5% (Marks will be deducted in proportion of total words and error thereafter)	60 Minutes	25
<b>Total Marks</b>					<b>40</b>

**Instruction for Short - Hand:**

Activity	Short-Hand English	Short-Hand Hindi
	Actual Allocation of Time	Actual Allocation of Time
Dictation	3 Minutes	4 Minutes
Correction	2 Minutes	3 Minutes
Transcription	15 Minutes	20 Minutes

**Stage – 3: Personal Interview**

Personal Interview will be conducted only for 1:5 of the advertised vacancies. For that purpose a merit list will be prepared based on total marks obtained by the candidates in Stage -2 of the selection Process i.e. Typing and Short- Hand Test and reservation category.

**Final Merit List will be prepared on the basis of criteria mentioned hereunder:**

Sl.	Criteria	Full Marks	Weightage of Marks Obtained
01.	Short-Hand Writing (Hindi and English)	25	100%
02.	Typing Test (Hindi and English)	15	100%
03.	Personal Interview	10	100%
<b>Total Marks</b>		<b>50</b>	

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

- Applications will be accepted only through online mode. The Application Form through any other mode shall not be accepted.
- All candidates must email their final submitted Application Form along with all the required documents, needed to be uploaded on the website, as an attachment to the following email id: [recruitment@brlps.in](mailto:recruitment@brlps.in) . Candidates must ensure to include their Application ID in the email subject line.**
- The Last Date for receipt of applications is up to 20.02.2025. Applications beyond this date will not be accepted.
- Application Form of candidates who do not fulfil the eligibility criteria shall be rejected.
- Print out of Application Form or hard copies of certificates/mark sheets are not required to be submitted by post.
- Candidates are also advised in their own interest to apply online well before the closing date and not wait for the last date of submission to avoid possibility of link failure or any other technical issues whatsoever. There shall not be any responsibility of the BRLPS if any candidate fails to finally submit the Application Form before the last date of submission on account of aforesaid reasons or for any other reason beyond its control.
- The candidates are required to fill the Online Application Form with correct and complete information carefully. If any incomplete or false information is furnished, then the candidate will be solely responsible for the same and on the basis of false and incomplete information, the Application Form shall be rejected at any stage of the selection process without giving any reason/ notice. On furnishing any false certificate or indicating wrong category in the

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Application Form or in case of any other default, the BRLPS may reject the candidature at any stage of the selection and take legal action against them.

8. In case it is found at any time in future that a Candidate has used/ uploaded the photograph and/ or signature of someone else in his/ her Application Form/ Admit Card or he/ she has tempered his/ her Admit Card/ result, these acts of the candidate shall be treated as Unfair means and legal action can be taken against them.
9. Only one application shall be submitted by each candidate for one position. In case, more than one Application i.e. multiple Application Forms are submitted by the same candidate, then the last application form correct in all respect shall only be taken into account for considering his/ her candidature.
10. Only such candidate shall be considered for selection who participates in all the stages of the Examination, and no exemption shall be granted to any candidate including that of OH Category from appearing in any part/ stage of the Examination for reasons whatsoever.
11. 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.
12. After final submission of the application form, any request with regard to change of category shall not be entertained. In case of women candidates, caste certificate issued from father's side shall only be treated as valid.
13. 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.
14. Candidates must keep print out of Application Form, Photo ID, 03 (three) copies of coloured passport size photograph, 1 set of photo copy of all required certificates for fulfilment of eligibility criteria and 3 set of latest bio data. **Keep all documents in original also and produce the same at the time of document verification.**
15. Shortlisting will be based on information provided by the candidates in the Application Form. No changes afterwards will be accepted in any circumstances.
16. 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.
17. 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.
18. Any representation filed by any applicant in respect of recruitment shall not be entertained once the process is initiated.
19. 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.
20. 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.
21. 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.
22. The maximum age limit as on the last date of application: General/EWS Male-37 Years, Female UR/BC/EBC- 40 Years, Male BC/EBC- 40 Years, Male & Female SC/ST- 42 Years.
23. 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.
24. Reservation would be applicable for recruitment on these positions as per the latest Reservation Policy of the Government of Bihar.
25. 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.
26. There shall be no provision for re-evaluation/ re-checking/ scrutiny of the answer sheet/ score. No correspondence in this regard shall be entertained.
27. If two or more candidates secure equal marks, the candidate born earlier will be placed above in meritlist.
28. Waiting list shall remain valid for a period of one year from the date of its approval by the Competent Authority.
29. BRLPS reserves the right to shortlist candidates based on qualification and post qualification relevant experience.

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30. Relevant experience is specific to the eligibility criteria and key responsibility as mentioned against the position.
31. 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.
32. 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.
33. 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.
34. Monthly Salary includes Basic Pay, House Rent Allowance, Project Allowance & Employees Provident Fund (Employers share).
35. \*\*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.
36. 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.
- 37. Persons who had been separated from the BRLPS on disciplinary grounds need not to apply as their candidature will not be considered.**
38. No TA/DA will be paid for attending selection process or for first joining of BRLPS.
39. There would be a probation period of 3/6 months.
40. 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.
41. 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.
42. Candidates belonging to BC, EBC, EWS & Unreserved categories shall have to pay a non-refundable application fee of Rs. 500/- (Rs. Five Hundred Only). Candidates belonging to SC, ST and Divyang (PH) categories shall pay a non-refundable application fee of Rs. 200/- (Rs. Two Hundred Only). Reservation facility would be applicable only to the Bihar domicile candidates. Application fee has to be paid through **online** only while registering online. The application fee is exclusive of Bank charges, wherever applicable. Fees once paid is non-refundable and non-adjustable.

**To apply online please visit:** <https://brlps.in/Career>. The link for receiving of application will be activated from 05.02.2025. The Last Date for receiving of application is 20.02.2025.

**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.*