

Letter No.- SHEC/TSG-19/2016 PART-1
Bihar State Higher Education Council
Government of Bihar
Budh Marg, Patna-800001

Recruitment Notice

The Bihar State Higher Education Council (BSHEC), intends to recruit professionals for Technical Support Group (TSG) on Contractual basis for smooth functioning of PM-USHA scheme, a centrally sponsored scheme.

Applications are invited for the following post on Contractual basis:

S.N.	Designation	No. of Personnel to be engaged	Mode of recruitment	Emolument per month (in Rs.)
1	Higher Education Policy Expert	01	Contractual	80,000
2	Civil Engineer with MBA	01	Contractual	80,000
3	Accountant	01	Contractual	35,000
4	Assistant	02	Contractual	25,000

Education Qualification, Roles & Responsibilities of resources:

S.N.	Designation	Qualification and Experience	Roles and responsibilities
1	Higher Education Policy Expert	<ul style="list-style-type: none"> • MBA/Master's degree in sciences/ Social Sciences/Policy studies/ Education with at least 55 % marks. • Post qualification work experience in working as a consultant in any of the social sector for a minimum period of 5 years. • At least 1-year experience in Higher Education. • Experience in preparing plan document and in implementation of plan. • Preference will be given to those with age below 40 years. 	<ul style="list-style-type: none"> • Lead the team, ensure adherence to PM-USHA implementation guidelines. • NEP-2020. • Formulation of indicative guidelines for implementation of various components under PM-USHA. • Coordination with stakeholders, monitor and reporting of progress of PM-USHA in colleges and University to BSHEC.
2.	Civil Engineer with MBA	<ul style="list-style-type: none"> • B.E/B.Tech/M.E/M.Tech. in Civil engineering with PGDM/MBA (Regular Course) • Preference will be given to those candidates who has passed B.E/B.Tech from I.I.T./N.I.T. and PGDM/MBA from I.I.M. institute. • Minimum 5 years work experience (Desirable) in both civil engineering and roles that involve management of construction projects. 	<ul style="list-style-type: none"> • Preparation and Validation of DPR. • Progress monitoring of construction projects under PM-USHA. • Preparation/submission of construction progress report.
3.	Accountant	<ul style="list-style-type: none"> • Retired employees from Central Government/State Government/Semi-Government organization. • Proven experience in Finance and Accounts. • CA (Intermediate) or equivalent Subordinate/Account Service Examination. • Proficiency in computer operations and 	<ul style="list-style-type: none"> • Maintaining and Monitor financial records. • Ensure the accuracy of financial records. • To Prepare Book of Account for audit and also audit compliance report as required. • Periodically filing of GST/TDS Returns and Other

		familiarity with e-filing systems.	Financial Related Activities
4.	Assistant	<ul style="list-style-type: none"> Retired employees from State Government (Minimum Grade Pay – 2400)/Semi-Government organizations. Proficiency in computer. 	<ul style="list-style-type: none"> Monitor E- Filling and noting drafting. Ensure the accuracy of Documentation.

Mode of recruitment:

- Based on evaluation of marks in Academics, Relevant work experience and Interview

Terms of Engagement:

- Contractual engagement will be made initially for a period of 11 months from the date of appointment. However, contract may be terminated in case of unsatisfactory services. It may be extended depending upon the requirement of the scheme.
- Last date for receiving of application is 15th February, 2025 till 5:00 PM.
- The successful candidate will be required to execute contractual agreement.

Mode of Application:

Interested candidate may apply in prescribed application format along with all required self attested certificates. The applications could be sent by email to shecbihar@gmail.com or by registered post at office address before the last date.

Office Address:

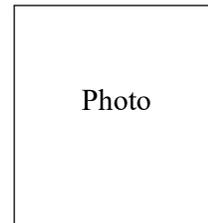
**Bihar State Higher Education Council (BSHEC),
Budh Marg, Patna – 800001.**

- The shortlisted candidates would be called for personal interview in Patna. The date and time shall be communicated through mail.
- The department reserves the right to cancel and postpone the recruitment. No claim shall be admissible in case of transport and logistics.

APPLICATION FORMAT

Advertisement No.

- Name of the applied post :-
- Name of the Applicant :-
 - Father's name :-
 - Date of Birth :-
 - Age as on 01-01-2025 :-
 - Nationality :-
 - Home District :-
 - E-mail ID :-
 - Mobile no.
 - Permanent Address (with Pin Code) :-
 - Address for communication (with Pin Code) :-
 - Education qualification: Attach Certificates :



Sr. no.	Exam	School/College	Board/University	Year	Division	% Marks

12 Professional qualification (Insert Rows if required and attached certificate)

Sr. no.	Exam	School/College	Board/University	Year	Division	% Marks

13 Post qualification work experiences (Insert Rows if required and attached certificate)

Sr. no.	Exam	School/College	Board/University	Year	Division	% Marks

14 Relevant work experience _____years _____months

15 Computer Skills (Insert Rows if required and attached certificate)

Sr. no.	Name of the Exam	Institution name	Duration of the Course	Marks	Grade/ Marks %

16 Other Certification

Declaration: I hereby solemnly declare that all the above information are true and correct to the best of my knowledge and belief. I have read all terms and conditions of the engagement and agree to accept the same.

Place:

Date:

Full signature of the Applicant