General Instruction for Applicant

1. Application will be accepted online only. To apply for more than one post application form has to be filled separately for each of the post.
2. Online Application Form will work best with Internet Explorer version 6.0 and above.
3. Application fee of 300 for SC/ST and 500 for others is applicable for each post. Applicant can only fill in the application form incase he/she has paid challan fee. Applicant can view the instructions for the same
4. All mandatory fields are marked by (*) sign which has to be filled compulsory.
5. Post Details are mentioned in table below:

post code	Post	Consolidated Pay (Rs. Per Month)	Desired Qualifications
1.	Assistant Engineer (Civil)/ Deputy Project Director	35,000	Degree in Civil Engineering/ Planning from a reputed institute of technology or a recognized university with at least 5 years' experience in major infrastructure projects of State Government or Govt. of India or a Govt. Undertaking or an Autonomous Body or a Commercial Organization of repute.
2.	Assistant Engineer (Electrical)/ Deputy Project Director	35,000	Degree in Electrical Engineering from a reputed institute of technology or a recognized university , with at least 5 years' in State Government or Govt. of India or a Govt. Undertaking or an Autonomous Body or a Commercial Organization of repute.
3.	Assistant Architect	30,000	Degree in Architecture from a recognized University/Institution or equivalent. At least 5 years' experience in an Architectural Office in a responsible capacity. Membership of the Council of Architecture.
4.	Junior Engineer	22,000	Degree/Diploma in Civil Engineering from a reputed institute with at least 3 years' experience in major

post code	Post	Consolidated Pay (Rs. Per Month)	Desired Qualifications
	(Civil)/ Assistant Project Director		infrastructure projects of State Government or Govt. of India or a Govt. Undertaking or an Autonomous Body or a Commercial Organization of repute
5.	Junior Engineer (Electric)/ Assistant Project Director	22,000	Degree/Diploma in Electrical Engineering from a reputed institute with at least 3 years' experience in major infrastructure projects of State Government or Govt. of India or a Govt. Undertaking or an Autonomous Body or a Commercial Organization of repute
6.	Assistant (General)/ Office Executive	22,000	MBA/ PGDBM or Equivalent from a recognized university *Certificate Course in Computer /Demonstrated working knowledge of computers is desirable.
7.	Assistant (Accounts)/ Accounts Executive	22,000	CA Inter/ICWAI with at least 3 years of experience in Accounts work in a Government, Semi-Government or in a Commercial concern of repute. Knowledge of latest version of tally package.
8.	Personal Assistant	22,000	MBA (HR) or Post Graduate Degree or Diploma in Public Relations from a recognized University or Equivalent with One Year Diploma/Certificate Course in Computer from a reputed Institution. English typing speed of 30 words per minute or Hindi typing speed of 25 words per minute on Computer.
9.	Draftsman	18,000	Metric or its equivalent; Certificate from Industrial Training Institute with at least 5years' experience and proficiency in AutoCAD in all versions.
10.	Accountants	22,000	CA Inter /ICWAI with at least 3 years of experience in Accounts work in a Government, Semi-Government or in a Commercial concern of repute. Knowledge of latest version of tally package

post code	Post	Consolidated Pay (Rs. Per Month)	Desired Qualifications
11.	Clerk (Accounts)/ Accounts Executive	18,000	Accounting Technician from ICAI or B Com with at least 5 years' experience in Accounts work in a Government, Semi-Government or in a Commercial concern of repute. Knowledge of latest version of tally package
12.	Head Clerk/ Senior Executive	22,000	MBA /PGDBM (Finance)or Equivalent from a recognized university
13.	Clerk (General)/ Office Executive	18,000	MBA/BBA or Equivalent from a recognized university

*Certificates Course in Computer /Demonstrated working knowledge of computers is desirable.

Candidates who do not have such certificates can also apply for this post.

6. Category-wise vacancies are mentioned below:

Sr. No	Post	Numbers of Vacancy	Category					
			Gen.	EBC	BC	SC	ST	BC (F)
1.	Assistant Engineer (Civil)/ Deputy Project Director	17	07	03	02	04	01	-
2.	Assistant Engineer (Electrical)/ Deputy Project Director	01	01	-	-	-	-	-
3.	Assistant Architect	02	01	01	-	-	-	-
4.	Junior Engineer (Civil)/ Assistant Project Director	24	12	04	03	04	-	01
5.	Junior Engineer (Electric)/	02	01	-	01	-	-	-

Sr. No	Post	Numbers of Vacancy	Category					
			Gen.	EBC	BC	SC	ST	BC (F)
	Assistant Project Director							
6.	Assistant (General)/ Office Executive	19	07	04	03	04	01	-
7.	Assistant (Accounts)/ Accounts Executive	14	05	03	02	03	01	-
8.	Personal Assistant	02	01	01	-	-	-	-
9.	Draftsman	04	02	01	-	01	-	-
10.	Accountants	09	05	02	01	01	-	-
11.	Clerk (Accounts)/Accounts Executive	19	10	04	02	02	-	01
12.	Head Clerk/ Senior Executive	09	05	02	01	01	-	-
13.	Clerk (General)/Office Executive	19	10	03	02	03	-	01
Total staff		**141**	**67**	**28**	**17**	**23**	**3**	**3**

7. Upper Age Limit for above posts is mentioned below.

Post	Maximum Age Allowed			
	GEN	EBC	BC	SC & ST
Assistant Engineer (Civil)/ Deputy Project Director	37 yrs	40 yrs	40 yrs	42 yrs
Assistant Engineer (Electrical)/ Deputy Project Director	37 yrs	40 yrs	40 yrs	42 yrs
Assistant Architect	37 yrs	40 yrs	40 yrs	42 yrs
Junior Engineer (Civil)/ Assistant Project Director	37 yrs	40 yrs	40 yrs	42 yrs
Junior Engineer (Electric)/ Assistant Project Director	37 yrs	40 yrs	40 yrs	42 yrs
Assistant (General)/ Office Executive	37 yrs	40 yrs	40 yrs	42 yrs
Assistant (Accounts)/ Accounts Executive	37 yrs	40 yrs	40 yrs	42 yrs
Personal Assistant	37 yrs	40 yrs	40 yrs	42 yrs
Draftsman	37 yrs	40 yrs	40 yrs	42 yrs
Accountants	37 yrs	40 yrs	40 yrs	42 yrs
Clerk (Accounts)/Accounts Executive	37 yrs	40 yrs	40 yrs	42 yrs
Head Clerk/ Senior Executive	37 yrs	40 yrs	40 yrs	42 yrs

Clerk (General)/Office Executive	37 yrs	40 yrs	40 yrs	42 yrs

8. Reservation category/code is mentioned below:

Category	Code
General	01
SC	02
ST	03
EBC	04
BC	05
BC (F)	06

9. Reserved Applicants has to submit the copy of caste certificate dully signed by the concerned authority at the time of interview if selected.

10. Bank details should be filled with correct Journal number taken from *SBI Bank* only. The amount will be visible after selecting the category field.

11. Declaration box has to be checked.

12. Once the application form is completed and submitted successfully in the software application. Print out of filled applicant form can taken from "Print Application Form" link provided on the portal.

13. An email confirmation will be sent to the email-id mentioned by the applicant in the Online Application form.

14. All eligible candidates will be called for the online written examination at center. The categorical detailed description of the eligibility criteria is mentioned on the website of the department.

15. Date of examination for each eligible candidate will get published on website of the department.

16. Only those candidates who are shortlisted on the basis of online written examination (at center) score shall be considered for selection/ interview.

17. Hard copy of original certificates which was scanned and submitted during online submission of application form will be required during selection/interview for verification and further approval.

18. As per the "Reservation rules" of state government; benefits of reservation is acceptable and benefits of reservation will be given only to the native of Bihar.

19. Reservation benefits will not be agreed in case the applicant does not specify their reservation category