



**Job Contract Notice No. :- 08/2024 (Contract)**

**Advertisement for the post of General Manager (HR & Admin)**

Bihar State Power (Holding) Company Ltd. invites application for the post of General Manager (HR & Adm.) as per the details given below-

**1. Vacancy/ Qualification & Experience :**

Sl. No.	Name of Post	No. of post	Desirable Requirement & Experience
1.	General Manager (HR & Admin)	1	Bihar Administrative Services (BAS) with a minimum service of 20 years OR Officers retired from IAS OR Officers retired from BAS from the level of Joint Secretary or above*

\* Officers retiring on 30.09.2024 are also eligible to apply for the above post.

**2. Emoluments :**

- Emoluments will be as per the last pay drawn minus pension and the admissible dearness allowance.
- Other benefits would be applicable as per the entitlements under Company Rules but no terminal benefits would be payable to retired employees.

**3. Mode of Selection :**

- Walk -in - Interview

**4. Reservation :**

- As per Govt. of Bihar rules of reservation.
- The present advertised post is for unreserved category.

**5. Requisite Certificates/ Documents**

- Medical fitness certificate issued by Civil Surgeon / Assistant Civil Surgeon/ Medical officer of BSPHCL.
- Copy of Pension Payment Order and Last Pay Certificate.
- Affidavit for not having any pending departmental proceeding/ criminal cases/ Vigilance case/ Case of any gross misconduct against him.

**6. Age Limit:**

- Maximum age shall be 62 years on 30.09.2024.

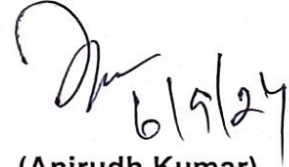
**7. Contract period :**

- Engagement on contract for 3 (three) years initially which may be extended up to the age of 67 years subject to satisfactory performance and requirement of the company.
- Candidates appointed under this selection may be transferred to BSPHCL or any of its subsidiary companies as per requirement.
- Contractual engagement may be terminated by either side after giving one month prior notice.

8. The advertisement and format of application is available on the website - [www.bsphcl.co.in](http://www.bsphcl.co.in) The interested candidates having requisite qualification & experience are requested to download the application form and fill it up and paste the recent colour passport size photograph on the application format and report to Sri Anirudh Kumar, GM (HR & Adm.), BSPHCL at the following address with requisite certificates/ documents for Walk-In-Interview on the scheduled date & time-

- Sri Anirudh Kumar  
GM (HR & Adm.),  
Bihar State Power (Holding) Company Ltd.,  
E-mail: [bsphclgmhr@gmail.com](mailto:bsphclgmhr@gmail.com)
- Date/Time of Interview- 24.09.2024, (Tuesday), at 3:30 PM  
Venue of Interview - Bihar State Power (Holding) Company Ltd.,  
Vidyut Bhawan, Jawahar Lal Nehru Marg,  
Patna - 800 001.

9. Candidates are requested to bring all certificates / testimonials in original along with one set of photo copy of all certificates/ testimonials with them at the time of Interview.
10. The interested candidates may submit their application along with photocopies of requisite documents beforehand.
11. For any queries/ information candidates can get in touch with the company on official mobile no. – 9262296789.



(Anirudh Kumar)

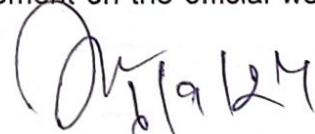
GM (HR/Adm.)

Date 06.09.2024.

Memo No. 288.

Copy forwarded to DBA, BSPHCL for information and necessary action.

2. It is requested to upload the above advertisement on the official website of companies.



(Anirudh Kumar)

GM (HR/Adm.)





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**APPLICATION FORM FOR THE POST OF GM (HR & Adm.)**

1 a) Name _____	Affix photograph duly self attested
b) Last designation of the applicant (in full) _____	
c) Address for Communication - _____ _____ _____	

Telephone No: Office \_\_\_\_\_ Residence \_\_\_\_\_ Fax No. \_\_\_\_\_

Mobile No: \_\_\_\_\_ E-mail \_\_\_\_\_

2. Date of Birth \_\_\_\_\_ Age as on 30.09.2024 \_\_\_\_\_ DOR \_\_\_\_\_

3. Positions held during the preceding three years from retirement:-

Sl. No.	Designation & Place of Posting	Organisation	From	To	Nature of Work/ Duties attended
1.					
2.					
3.					
4.					
5.					

4. In case presently working, details thereof :

5. Whether any punishment awarded to the applicant during the last 8 (Eight) years : Yes/  
No  
If yes, the details thereof :

a. Whether any action or inquiry is going on against him as far as his knowledge goes : Yes/  
No

If yes, the details thereof:

I certify that the details furnished by me in Cols. 1 to 5 are true and I am eligible for the  
post.

Date:

(Name and Signature of the applicant)

- Encl. :
1. Medical fitness certificates issued by Civil Surgeon/Assistant Civil Surgeon/  
Medical Officer of BSPHCL
  2. Pension Payment Order
  3. Last Pay Certificate.
  4. Affidavit