



बिहार स्वास्थ्य सुरक्षा समिति

State
Health
Agency



राज्य
स्वास्थ्य
अभिकरण

(Advt. No.BSSS_PMJAY-05/2019)

DETAILS OF THE RECRUITMENT FOR THE POST OF ACCOUNTS OFFICER FOR BIHAR SWASTHYA SURAKSHASAMITI (BSSS) UNDER AB-PMJAY

I. VACANCY DETAILS

Post	No. of Vacancy	Essential Educational Qualification:	Essential Experience:
Accounts Officer (State Level)	2 (UR-1, EBC-1)	1.MBA in Finance or Two-Year Post-Graduation Diploma in Finance or Post Graduate in Commerce with PGDCA from a recognized University/Institution 2.Certification in Tally	At least 5 years of experience in accounting and finance in a reputed firm/ Government project at central/state level

II. AGE:

Maximum in years as on 1st August, 2019

(UR/EWS (Open): 35, UR/EWS (W): 38, BC/EBC (Open/W):38, SC/ST(Open/W):40 and 10 years relaxation in upper age limit in respective category for Divine Body Applicants)

III. APPLICATION PROCESS:

The applications for selection to the above posts will be accepted ONLY ONLINE through the website <http://statehealthsocietybihar.org&http://health.bih.nic.in>. No other mode of application shall be entertained. Any application received via any other mode will be summarily rejected and no further communication will be entertained. Online application will be opened by 29 Aug 2019 from 11:00 am onward. The last date of submission of online application is 11 Sep 2019 at 5:00 PM.

IV. SELECTION PROCEDURE:

- Each application received through the online portal will be awarded marks on the basis of their educational qualification and experience. The overall scoring will be done as per matrix given below:

Stages of Selection

Stages	Stage -1		Stage - 2	Stage - 3
Area of Assessment	Educational qualification	Experience	Group Discussion	Personal Interview
Marks	Marks -50	Marks-50	Marks -20	Marks-50
Weightage	60 Percent		10 Percent	30 Percent
Methodology	1. Percentage obtained in Bachelor's degree * 0.2 = Marks obtained out of 20 2. Percentage obtained in Masters/PG degree*0.3 = Marks obtained out of 30 <i>Candidates who have obtained marks as</i>	Candidates with essential experience will be awarded 5 marks and 5 marks will be added for every completed year of experience, subject to a maximum of 50 marks. Zero (0) marks will be given for an incomplete year. A year means 12 months	Short-listed candidates will appear for the group discussion and will be awarded marks out of 20 based on their performance	Under this, the candidates will be evaluated on their technical, professional and managerial skills by an interview panel of the BSSS

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Stages	Stage -1	Stage - 2	Stage - 3
	CGPA will be first converted to percentage using formula (CGPA*9.5)	(365 days).	

2. Candidates will called for the second level of selection process i.e Group Discussion (GD) and Personal Interview (PI) based on Merit of scores obtained in the screening process on the basis of educational qualification and experience mentioned above in the ratio 1:10. The list of shortlisted candidates will be prepared on the basis of merit and the reservation criteria where applicable.
3. Before appearing for the Group Discussion (GD) and Personal Interview (PI), the Document verification team will check the required documents such as degrees, mark sheets, certifications etc and match it with the online application of the candidate. Candidates need to bring their original documents for verification. *The BSSS reserves the right to disallow any candidate from appearing for the GD and Interview if anomalies are detected during the document verification stage.*
4. The final selection shall be prepared by assigning a weightage of 60% for scores obtained in Educational Qualification and Experience, 10% for Group Discussion and 30% for the Personal Interview (details available in above matrix).
5. Any vacancy arising out of non-joining by selected candidates in this recruitment process, will be offered to the candidates from the waiting list according to merit. The waiting list will be valid for 1 year from the date of final declaration of the result.

V. DOCUMENTATION AND TESTIMONIAL:

At the time of GD and PI, the shortlisted candidates should bring the online application form along with the originals and self - attested photocopies of the following documents:


- a) Two recent passport size photographs.
- b) Age proof
- c) Online submitted application form
- d) Any one photo identity proof (Aadhar/PAN card/Driving License/Voter ID).
- e) Permanent/Current address proof.
- f) All educational qualifications from 10th till concerned essential and desirable qualification mentioned in job descriptions (mark sheets, degrees and certificates).
- g) Two copies of updated resume
- h) Experience certificates from all previous and current employment
- i) NOC from current employer

**All the candidates need to bring their original certificates and mark sheets for verification at the time of the interview.*

VI. GENERAL INSTRUCTIONS

- 1 All candidates must provide valid mobile numbers and email id, for faster communication about the recruitment process.
- 2 Experience/Age/etc. will be counted as on 1st August, 2019.
- 3 The Interview may spill over to the next day depending upon the number of candidates present on the scheduled day. Therefore, candidates should be prepared to be available for interview on the next day, if necessary.
- 4 Note that mere eligibility does not guarantee a job and BSSS reserves the right to shortlist candidates based on scores of the qualification & experience.
- 5 Candidates are not entitled for any TA/DA for attending GD and interview.

- 6 Under no circumstances can the candidates claim for regularization of the employment.
- 7 The appointment of all above posts are on contractual basis, initially for 11 months which may be extended in 11 month cycles, up to 3 years depending on the candidate's performance and continuance of the programme.
- 8 The candidate should not have been convicted by any Court of Law.
- 9 Canvassing of any kind will lead to disqualification. The prescribed qualification is minimum and mere possessing the same does not entitle any candidate for selection.
- 10 In case any information given or declaration by the candidate is found to be false or if the candidate has willfully suppressed any material information relevant to this appointment, he/she will be liable to be removed forthright from the post and any action may be taken as deemed fit by the appointing authority.
- 11 The decision of the competent authority regarding selection of candidates will be final and no representation will be entertained in this regard.
- 12 Incomplete applications in any aspect will be summarily rejected. And no further communication will be entertained.
- 13 CEO, Bihar SwasthyaSurakshaSamiti (BSSS) reserves the right for any amendment, cancellation and modification to this advertisement as a whole or in part without assigning any reason or giving notice.


Chief Executive Officer
Bihar SwasthyaSurakshaSamiti
