

QUALITATIVE REQUIREMENT:
FOR HIRING OF CONTRACTUAL STAFF

NCC DIRECTORATE BIHAR AND JHARKHAND
RAJENDRA PATH, PATNA-800019

Advertisement No-01/2023

Date of Application Submission

From 22 Nov 2023 To 05 Dec 2023

1. As per the letter No.G1-25/17/2023-SEC-3-1421 dated 08 September 2023 of Directorate of Student and Youth Welfare of Bihar Government, the Additional Director General NCC Directorate Bihar and Jharkhand invites the application for 359 vacancies across the Bihar State on contractual basis. The native residents of Bihar having requisite qualification for the vacancies specified can submit their application to Director NCC, Directorate of Bihar and Jharkhand, Rajendra Path, Patna-800019.

2. The various vacancies are as under:

S. No.	Designation	Group	Qualification	Reservation wise distribution of post	
				Category	Total Post
a.	Clerk	III	(i) Intermediate/(10+2) or equivalent examination pass from any recognize Board/University. (ii) Typing speed of 30 words per minute in Hindi and 35 words per minute in English. (iii) Diploma/Certificate on computer handling and typing from recognized institution.	Unreserved	11
				Unreserved Women	07
				Economically Weaker Section	03
				Economically Weaker Section (Women)	01
				Backward Class	03
				Backward Class (Women)	03
				Extremely Backward Class	04
				Extremely Backward Class(Women)	04
				Scheduled Caste	05
				Scheduled Caste (Women)	03
				Scheduled Tribe	01
Total				45	

S. No.	Designation	Group	Qualification	Reservation wise distribution of post	
				Category	Total Post
b.	Aero Modeling Instructor	III	<p><u>General Qualification:</u></p> <p>(i) Minimum Graduate or equivalent in any discipline.</p> <p>(ii) Should have handled on the job aeromodelling assignments for a period of three years.</p> <p>(iii) 'C' Certificate from Air Wing NCC.</p> <p>(iv) Must have a good written and spoken knowledge of English language and the regional language of the area where the candidate is being considered for the appointment.</p> <p><u>Job related Skills:</u></p> <p>(i) Should be proficient in building of following aircraft models from the aeromodelling, kits, both static and flying:-</p> <p>(aa) Control Line Engine Model.</p> <p>(ab) Free Flight Engine Model.</p> <p>(ac) Radio Control Flying Model.</p> <p>(ii) Should be proficient in undertaking full set of aerobatics on Line Engine Stunt Models.</p>	Unreserved	01
				Unreserved Women	00
				Economically Weaker Section	00
				Economically Weaker Section (Women)	00
				Backward Class	00
				Backward Class (Women)	00
				Extremely Backward Class	00
				Extremely Backward Class(Women)	00
				Scheduled Caste	00
				Scheduled Caste (Women)	00
				Scheduled Tribe	00
				Total	01

			(iii) Should be able to dismantle, assemble and operate model aero-engines. (iv) Should be able to repair damaged models.		
c.	Steno	III	(i) Intermediate/(10+2) or equivalent examination pass from any recognize Board/University. (ii) Typing speed 30 words per minute in Hindi and 35 words per minute in English. (iii) Shorthand typing speed 80 words per minute.	Category	Total Post
				Unreserved	01
				Unreserved Women	01
				Economically Weaker Section	
				Economically Weaker Section (Women)	00
				Backward Class	00
				Backward Class (Women)	00
				Extremely Backward Class	01
				Extremely Backward Class(Women)	00
				Scheduled Caste	01
				Scheduled Caste (Women)	00
				Scheduled Tribe	00
				Total	04
				d.	Store keeper
Unreserved	01				
Unreserved Women	00				
Economically Weaker Section	00				
Economically Weaker Section (Women)	00				
Backward Class	00				
Backward Class (Women)	00				
Extremely Backward Class	00				
Extremely Backward	00				

				Class(Women)	
				Scheduled Caste	00
				Scheduled Caste (Women)	00
				Scheduled Tribe	00
				Total	01
e.	Driver	III	(i) 10 th /Matriculation or equivalent examination pass from any recognize Board/University.	Unreserved	06
				Unreserved Women	02
				Economically Weaker Section	01
			(ii) Must be having LMV and 2 wheeler with gear Driving license with 3 year validity.	Economically Weaker Section (Women)	01
				Backward Class	02
				Backward Class (Women)	01
			(iii) Preferably experience of 3 Yrs.	Extremely Backward Class	03
				Extremely Backward Class(Women)	02
				Scheduled Caste	03
				Scheduled Caste (Women)	-
				Scheduled Tribe	-
				Total	21
f.	Lascar	IV	(i) 10 th /Matriculation or equivalent examination pass from any recognize Board/University.	Category	Total Post
				Unreserved	52
				Unreserved Women	29
				Economically Weaker Section	14
				Economically Weaker Section (Women)	06
				Backward Class	16
				Backward Class (Women)	14
				Extremely Backward Class	22
				Extremely Backward Class(Women)	15
				Scheduled Caste	20
				Scheduled Caste (Women)	13
				Scheduled Tribe	02
				Total	203

g.	Peon	IV	(i) 10 th /Matriculation or equivalent examination pass from any recognize Board/University.	Category	Total Post
				Unreserved	06
				Unreserved Women	02
				Economically Weaker Section	01
				Economically Weaker Section (Women)	01
				Backward Class	01
				Backward Class (Women)	01
				Extremely Backward Class	02
				Extremely Backward Class(Women)	02
				Scheduled Caste	02
				Scheduled Caste (Women)	1
				Scheduled Tribe	00
				Total	19
				h.	Chowkidar
Unreserved	10				
Unreserved Women	06				
Economically Weaker Section	04				
Economically Weaker Section (Women)	01				
Backward Class	03				
Backward Class (Women)	03				
Extremely Backward Class	05				
Extremely Backward Class(Women)	02				
Scheduled Caste	05				
Scheduled Caste (Women)	02				
Scheduled Tribe	01				
Total	42				
j.	Sweeper	IV	(i) 10 th /Matriculation or equivalent examination pass from any recognize Board/University.		
				Unreserved	05
			(ii) NCC 'C' Certificate	Unreserved Women	02
				Economically Weaker Section	-

			holder is preferred or 2 years NCC 'B' Certificate.	Economically Weaker Section (Women)	01
				Backward Class	02
				Backward Class (Women)	-
				Extremely Backward Class	03
				Extremely Backward Class(Women)	01
				Scheduled Caste	02
				Scheduled Caste (Women)	01
				Scheduled Tribe	-
				Total	17
k.	Boat Keeper	IV	(i) 10 th /Matriculation or equivalent examination pass from any recognize Board/University. (ii) Should have adequate knowledge about boats and experience of handling it.	Category	Total Post
				Unreserved	02
				Unreserved Women	01
				Economically Weaker Section	00
				Economically Weaker Section (Women)	00
				Backward Class	01
				Backward Class (Women)	00
				Extremely Backward Class	01
				Extremely Backward Class(Women)	00
				Scheduled Caste	01
				Scheduled Caste (Women)	00
				Scheduled Tribe	00
				Total	06

3. **Location wise vacancy:** These are-

Sl. No	Location	Driver	Lascar	Peon	Chowkidar	Sweeper	Clerk	Aero Modeling Instructor	Steno	Boat Keeper	Store Keeper
01.	Patna	08	65	08	09	06	11	01	01	06	01
02.	Gaya	02	14	01	03	01	04	-	01	-	-
03.	Aurangabad	01	03	01	01	01	03	-	-	-	-
04.	Buxar	01	04	01	01	01	02	-	-	-	-
05.	Ara	00	06	01	02	-	02	-	-	-	-
06.	Biharsharif	00	08	01	02	01	02	-	-	-	-
07.	Sasaram	00	08	-	01	-	03	-	-	-	-
08.	Bhagalpur	04	25	02	05	02	03	-	01	-	-
09.	Barauni	00	07	01	02	01	02	-	-	-	-
10.	Saharsa	00	05	01	02	01	02	-	-	-	-
11.	Purnea	00	18	-	02	-	01	-	-	-	-
12.	Muzaffarpur	01	08	-	03	02	03	-	01	-	-
13.	Chapra	00	07	-	02	-	02	-	-	-	-
14.	Darbhanga	01	04	01	03	-	01	-	-	-	-
15.	Samastipur	00	08	01	02	01	02	-	-	-	-
16.	Motihari	02	10	-	01	-	02	-	-	-	-
17.	Madhubani	01	03	-	01	-	-	-	-	-	-
Total		21	203	19	42	17	45	01	04	06	01

4. **Selection Process:** The selection process are as under:-

- The candidates will be selected as per the requirements and the vacancies specified above.
- Only the residents of Bihar State will be selected.
- Selected candidates may be employed in any office located in the State of Bihar.
- Ex-Serviceman and NCC "C" certificate holder will be given preference.
- Selected candidates will be called for interview at Patna, Muzaffarpur, Barauni and Gaya as per choice of posting given by candidates. For the candidates the interview will be of 200 marks which will include general topics and job specific practical tests. **Location wise dates of interview will be intimated later on the same site.**

5. **Age limit:** Minimum age is 18 years (Age will be calculated as on 01 December 2023). The maximum age limit of candidate as per categories are Unreserved male 37 years, Unreserved female 40 years, Extremely Backward Class and Backward Class Male and Female 40 Years, Scheduled Caste and Scheduled Tribe (Male and Female)- 42 Years.

Note: Ex-Serviceman will be given additional relaxation of three years in the upper age limit. The applicant will have to attach photocopy of the certificate related to being an Ex-Serviceman. NCC 'C' Certificate holder will be given priority in case the marks of two candidates are same during interview process. Dependents of freedom fighter are having 4% reservation and Disabled person will have 2% reservation in each categories of vacancies. These reservation will be given as per the policy of State government on this subject.

6. Facilities and Allowances: These are as under:-

- (a) For the jobs the initial approved pay scale will be Rs 19000 for grade-III and 18000 for grade-IV that will be fixed pay.
- (b) Fixed pay will be permissible to contractual staff. Other than the fixed salary, no allowance like dearness allowance, house rent, city compensatory Allowance etc, will be allowed. However, travelling allowances will be given as per rules under the provisions of Bihar Government Travelling Allowance Rules.
- (c) The employee appointed on contract will not be entitled to pension related benefits. However, contractual staff will be entitled for medical facilities as authorized to Bihar Government employees.
- (d) The contractual Staff will be granted casual leave as per the State employees for the calendar year and they will not be entitled to any other leave.
- (e) The code of conduct as per policy laid down will be applicable to contractual employees appointed on contract like state employees.

7. Conditions: These are as under:-

- (a) In the first phase, the candidate will be appointed for maximum of 11 months and for initial six months the employee will be on probation period.
- (b) Extension of the contract period will be done after review from the competent authority.
- (c) In case of breach of the term of contract or in case of unsatisfactory service, the service of the appointed person will be terminated on one month's prior notice and he cannot appeal against the termination at any level. The state government is also committed to comply with the terms of contract and in case of its violation the concerned person will be free to approach the court.

- (d) In special circumstances, the trade of the applicant can be changed seeing the job restriction of a particular trade and it must be accepted by the applicant.
- (e) The candidates applying for Lascar must be having experience in minimum three fields as specified in DoPT letter on Duties and Responsibilities of Multitasking Staff (copy attached). The duties are categorized are as under: Driving and upkeep of vehicles, Gardening, Computer and Office Machinery operational knowledge, Cooking and serving for tea room and Office duties.

8. Instructions and Documents to be attached with Application (Application form attached) The Submission of application will be only Online mode. No hard copy required to be send to NCC Directorate. The instructions are as under:-

- (a) The applicant will upload one passport size recent photographs, not more than one month old (less than 50KB, 200 x 230 pixel, jpg/jpeg format).
- (b) Self attested copies of all the documents mentioned in the application.
- (c) At the time of filling the signature application, the candidate will scan and upload the signature at the designated place for Hindi/English signature only. The said signature should be in 140 x 60 pixel jpg or less than 20KB, must be in jpeg format.
- (d) Candidates should keep five-six extra copies of their photograph with them so that can be deposited by them as and when required or demanded by the NCC Directorate.
- (e) It is mandatory to enter valid and active mobile number and e-mail ID, as it will be used for future communication. If the candidate enter wrong or invalid mobile number and/or e-mail ID, you will be deprived of receiving important information in future, for which the NCC Directorate will not be responsible.
- (f) After finalizing the application, the candidate will keep the printed copy of the completely filled application form (including photograph and signature) safe with him and will also keep the Application ID mentioned on the said copy. Under no circumstances will the NCC Directorate issue a duplicate/secondary copy of the Application ID and application form later.
- (g) Application form can be printed till the last date of application. There is no need to send the printed copy of the online application form to the NCC Directorate.

Note: The application submitted by the candidate must be in individual's capacity, no application through third party will be accepted. It is mandatory to fill Aadhar number and PAN number is preferred. Application form should be filled clearly. Incomplete form, unclear information and all the documents mentioned in the application not attached, the application form will be cancelled without any notice. The last date of online submission of application is 05 Dec 2023.

9. The number of vacancies as mentioned for various posts are provisional. During the time of hiring the number of vacancies may change also.
10. After hiring of contractual staff is done and the vacancy is filled by government in that particular category, the service of hired contractual staff will be terminated by giving one month advance notice.
11. The NCC reserves the right to reject any application, to waive minor informalities or technicalities or to accept the proposal deemed to be in the best interest of the organization. The decision will be final and not subject to appeal.
12. The invitation for application does not commit the Directorate of NCC (Bihar and Jharkhand to award a contract or to pay any cost incurred in the submission of an application. All costs associated with responding to this Request for Proposal are the sole responsibility of the applicant.

Note - The name of selected candidates and the date of interview will be given on the candidate's registered email.


Director
NCC Directorate Bihar & Jharkhand