



**Government of Bihar**  
**Rural Development Department**  
**BIHAR RURAL DEVELOPMENT SOCIETY(BRDS)**  
**5th Floor, BISCO MAUN BHAWAN, West of Gandhi Maidan, Patna-800001**

**Recruitment of Head of Capacity Building, HR & Facility Management under Bihar Rural Development Society**

BRDS invites application from eligible Indian citizens for the Single post of Head of Capacity Building, HR and Facility Management.

For more details of Position, Eligibility Criteria, Key job Role and Responsibilities, Monthly Remuneration application form template and important instructions, kindly visit the BRDS website- <http://brds.bihar.gov.in>

Applicants are advised to download Application Form template from BRDS website- <http://brds.bihar.gov.in> and Submit their Filled-up Application form with all required documents by 20<sup>th</sup> August, 2024 to BIHAR RURAL DEVELOPMENT SOCIETY(BRDS) 5th Floor, BISCO MAUN BHAWAN, West of Gandhi Maidan, Patna-800001

**Last date for submission of application form is 20.08.2024 up to 18 Hrs. (6 PM)**

  
5/8/24  
CEO  
BRDS



Government of Bihar  
Rural Development Department  
BIHAR RURAL DEVELOPEMNT SOCIETY (BRDS)  
5th Floor, BISCOMAUN BHAWAN, West of Gandhi Maidan, Patna-800001



**Recruitment of Head of Capacity Building, HR and Facility Management under Bihar Rural Development Society (BRDS)**

Bihar Rural Development Society (BRDS) is an autonomous society registered under Societies Registration Act, 1860 and functions as an integral part of Rural Development Department, Govt. of Bihar. It is concerned, *inter alia*, with the implementation of MGNREGA and PMAY(G) in the state of Bihar.

BRDS invites application from eligible Indian Citizens in prescribed application form latest by August 20<sup>th</sup>, 2024 up to 18 Hrs. (06:00 PM)

The details of Position, Eligibility Criteria, Key Job Roles and Responsibilities, Reservation Norms and important instructions are mentioned below:

S.No.	Designation	Level	No. of Vacant Posts & Category	Required Educational Qualification and Post-qualification Work Experience	Key Roles and Responsibilities	Consolidated Monthly Remuneration (INR)
1.	Head of Capacity Building, HR & Facility Management	L2	1 (one) Unreserved (UR)	<ul style="list-style-type: none"><li>MBA/PGDM with specialization in Human Resource Management/ Personnel Management/ Post graduate Degree in Public Administration/ Public Policies/ Labour and Social Welfare with at least 10 years of relevant professional</li></ul>	<ul style="list-style-type: none"><li>Develop/update and review organizations' policies, strategies, procedures, programs and projects to promote and strengthen professional capacities of staff, human resources and facilities in line with organizational values and objectives.</li></ul>	93,360/-  Remuneration of Retired Govt. Officials: For retired Govt. officer, a fixed



S.No.	Designation	Level	No. of Vacant Posts & Category	Required Educational Qualification and Post-qualification Work Experience	Key Roles and Responsibilities	Consolidated Monthly Remuneration (INR)
				<p>work experience in capacity building, HR and facility management in large scale poverty reduction program/ MGNREGA/Rural development/ Livelihood programme/project run by Government and/ or reputed NGOs/ Pvt. Organisation/ CSR initiatives.</p> <p>Or</p> <p>Retired as Joint Secretary or higher rank (State Government) with at-least 4 years of experience in relevant field/sector as per requirement of the position.</p>	<ul style="list-style-type: none"> <li>• Lead execution and overall management of policies, guidelines, strategies and programs pertaining to capacity building, human resources and facility management.</li> <li>• Lead HR operations by recruiting, selecting, orienting, training, coaching, counselling and disciplining staff.</li> <li>• Lead development and execution of systems, tools, frameworks, mechanism for capacity building, monitoring, appraising, reviewing staff performance at all institutional levels (State, Districts and Blocks) of BRDS.</li> <li>• Review relevance, quality, organisation and efficiency of the current training methods, processes, materials, mode of delivery, feedback from trainees and propose model suitable for on-site training, distance learning and e-learning to optimise existing human resources capacity.</li> <li>• Design and execute capacity</li> </ul>	<p>monthly remuneration will be offered which will be equal to amount calculated after deduction of pension + DA on Pension amount (at the time of retirement) from last pay drawn + DA on last pay drawn.</p>

S.No.	Designation	Level	No. of Vacant Posts & Category	Required Educational Qualification and Post-qualification Work Experience	Key Roles and Responsibilities	Consolidated Monthly Remuneration (INR)
					<p>evaluation methodology, capacity building strategies, indicators and capacity building training programs for staff, district and block administration; functionaries of line department engaged implementation of MG-NREGA and PMAY.</p> <ul style="list-style-type: none"> <li>• Review, monitor and evaluate training implementation agencies (TIAs).</li> <li>• Provide desired support in hiring, monitoring and management of service providers (agencies /firms/ consultants) pertaining to Capacity building, HR and Facility management</li> <li>• Support on-time development of periodic reports like annual plans, progress reports, monitoring reports, impact assessment reports etc. for capacity building, human resources and facility management.</li> <li>• Create and manage HR Database.</li> <li>• Supervise management of essential central services such as</li> </ul>	




S.No.	Designation	Level	No. of Vacant Posts & Category	Required Educational Qualification and Post-qualification Work Experience	Key Roles and Responsibilities	Consolidated Monthly Remuneration (INR)
					reception, security, maintenance, mail, archiving, cleaning, catering, waste disposal and recycling to provide optimal work environment for the BRDS staff.	

**Other Notes: -**

- I. For calculation of work experiences (years), 20/08/2024 will be considered the benchmark date.
- II. Any internship, article-ship training/cost accounting training and other training which are part of qualification degree will not be considered as post-qualification work experience.
- III. Key roles and responsibilities "Include, but are not limited" to roles and responsibilities listed above.
- IV. Excellent verbal, written communication skills (Hindi & English) and proven proficiency in MS-Office is desirable for above mentioned position.
- V. The selection process for this recruitment will include Written examination (In Essay mode with case study interpretation), Group Discussion and Interview. Retired Govt. officials will have to appear only in Interview as part of the recruitment process.
- VI. Recruitment under above mentioned vacancy is on contractual basis for "**Initial period of one year**", which may be extended further subject to performance and project requirement. In conformity with Resolution (Sankalp) No. 12534 dated 17.09.2018 issued by General Administration Department, Government of Bihar, the contract shall be assumed to be extended till the age of 60 or Project Period or requirement for project subject to performance, conduct and favourable (no adverse) report. In the case of retired Government Officials, relevant instructions issued by GAD will be applicable.
- VII. BRDS has irrefutable right to revoke employment to any applicant at any stage of recruitment process.
- VIII. All educational, professional work experience and other data/information submitted by applicants will be verified during the selection process, if any of this is found to be untrue or it is found that he/she doesn't meet any of the eligibility criteria, their candidature shall be cancelled without any prior notice at any stage of the recruitment and selection process.
- IX. All expenses for attending selection process shall be borne by the applicants himself/herself.
- X. The List of wait listed candidates will be valid for 2 years from the date of publication of the results of recruitment and selection.

XI. Chief Executive Officer, BRDS reserves the right to modify/cancel/revise this recruitment at any stage without prior notice.

- **Selection:** Shortlisted applicants will be invited to appear for participating in further stages of recruitment in a phased manner. List of applications received, shortlisted application, dates and venue of tests for selection etc. would be posted in due course on <http://brds.bihar.gov.in> Candidates are requested to check the website regularly for communication.
- **To apply, download Application Form template from BRDS website- <http://brds.bihar.gov.in> and Submit their Filled-up Application form with all required documents by 20<sup>th</sup> August, 2024 to BIHAR RURAL DEVELOPMENT SOCIETY (BRDS) 5<sup>th</sup> Floor, BISCO MAUN BHAWAN, West of Gandhi Maidan, Patna-800001.**
- **Documents required to submit with application form:**
  1. All relevant Academic Marksheets & Certificates
  2. All relevant work experience certificates
  3. Aadhar Card
  4. PAN Card
  5. Permanent Address Proof (Valid Address Proof)
  6. Four Recent Passport Size Colour Photographs

  
5/8/24  
Sanjay Kumar, IAS  
CEO, BRDS

**APPLICATION FORM FOR HEAD OF CAPACITY BUILDING, HR & FACILITY MANAGEMENT**

Date of Application:

**CANDIDATE DETAILS:-**

AADHAR Card Number:

First Name:

Middle Name:

Last Name:

Father's/Husband's Name:

Mother's Name:

Date of Birth:

Gender:

Domicile State:

Email:

Mobile:

Phone No:

<b>Address of Correspondence:</b>	
<b>H.No/Street:</b>	
<b>City/Town/Village:</b>	
<b>State:</b>	
<b>District:</b>	
<b>Pincode:</b>	

<b>Permanent Address:</b>	
<b>H.No/Street:</b>	
<b>City/Town/Village:</b>	
<b>State:</b>	
<b>District:</b>	
<b>Pincode:</b>	

Level	Board/ University	Course Name/ Specialization	Course Type (Full Time/ Part Time)	Passing Year	Marks Obtained/ % (Percentage)	Marksheet Number
10 <sup>th</sup> /Matric						
12 <sup>th</sup> /Intermediate						
Graduation						
(MBA/PGDM with specialization in Human Resource Management/ Personnel Management/ Post graduate Degree in Public Administration/ Public Policies/ Labour and Social Welfare)						
Any Other Professional Degree						

Organization	Designation	Salary	Area of experience	Experience From	Experience to
Highlights of Special accomplishments:					
Organization	Designation	Salary	Area of experience	Experience From	Experience to
Highlights of Special accomplishments:					

PROFESSIOANL TRAINING DETAILS:			
Subject	Institution	No. of Days	Training Year

Experience, accomplishments and training details must be backed by appropriate/relevant Certificates



Reference-01	Reference-02
Name:	Name:
Address:	Address:
Contact No.	Contact No.

**Declaration:**

I have read terms and conditions mentioned in the advertisement and will abide by them. I confirm and certify that the particulars furnished above by me are correct and complete to the best of my knowledge and belief. I understand that if any of the information furnished by me is found to be incorrect or incomplete, my application is liable to be not considered and that I will not have any claim for the same.

