

Adv. No - 668

24.07.2024



Government of Bihar
Rural Development Department
BIHAR RURAL DEVELOPMENT SOCIETY(BRDS)
5th Floor, BISCOMAUN 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 & 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 12th August 2024 to BIHAR RURAL DEVELOPMENT SOCIETY(BRDS) 5th Floor, Biscomaun Bhawan, West of Gandhi Maidan, Patna-800001

Last date for submission of application form is 12.08.2024 up to 18 Hrs. (6 PM)


21/7/24
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 & Facility Management under Bihar Rural Development Society (BRDS)

Bihar Rural Development Society (BRDS) an autonomous society promoted by Rural Development Department, Govt. of Bihar seeks to build a self-motivated, committed and multidisciplinary team that identifies and steers critical rural development policy issues, support policy research, provides capacity and institutional building support, assist in development of implementation strategies and takes lead in development, implementation, management, monitoring and evaluation of programs / projects / schemes / activities under BRDS.

BRDS invites application from eligible Indian Citizens in prescribed application format, latest by August 12th, 2024 at 06:00 PM

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

Sr.	Designation	Level	No. of Vacant Posts & Category	Required Educational Qualification and Post-qualification Work Experience	Experience	Skill Test	Key Roles and Responsibilities	Consolidated Monthly Remuneration (INR)
1	Head-Capacity Building, HR & Facility Management	L2	1 (One) UR	MBA/PGDM with specialization in Human Resource Management/ Personnel Management/ Post	Minimum 10 Years of experience in HR/Facility Management and Capacity	A thorough knowledge of and substantial experience in the thematic area,	• Develop/update and review organizations' policies, strategies, procedures, programs and projects to promote and strengthen professional capacities of staff, human	93,360/-



Sr.	Designation	Level	No. of Vacant Posts & Category	Required Educational Qualification and Post-qualification Work Experience	Experience	Skill Test	Key Roles and Responsibilities	Consolidated Monthly Remuneration (INR)
				graduate Degree in Public Administration/ Public Policies/ Labour and Social Welfare with at least 10 years of relevant professional work experience in capacity building, HR and facility management in large scale poverty reduction program/ MGNREGA/rural development/ livelihoods programme/project run by Government and/ or reputed NGOs/ Pvt. Organisation/ CSR initiatives.	Building domain preferably of handling operations at State/National level.	Knowledge of public policies, Experience of managing implementation of a large program, at least at State level. Experience of working with Government programs, Program design skills, Strong Communication Skills (written and oral), Ability to work in/with teams, and mentor team members/state functionaries.	resources and facilities in line with organizational values and objectives. <ul style="list-style-type: none"> • Lead execution and overall management of policies, guidelines, strategies and programs pertaining to capacity building, human resources and facility management. • Lead HR operations by recruiting, selecting, orienting, training, coaching, counselling and disciplining staff. • 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. • Review relevance, quality, organisation and efficiency of the current training methods, processes, materials, mode of delivery, feedback from trainees and propose model suitable for 	

Sr.	Designation	Level	No. of Vacant Posts & Category	Required Educational Qualification and Post-qualification Work Experience	Experience	Skill Test	Key Roles and Responsibilities	Consolidated Monthly Remuneration (INR)
							<p>on-site training, distance learning and e-learning to optimise existing human resources capacity.</p> <ul style="list-style-type: none"> • Design and execute capacity 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. • Review, monitor and evaluate training implementation agencies (TIAs). • Provide desired support in hiring, monitoring and management of service providers (agencies /firms/ consultants) pertaining to Capacity building, HR and Facility management • Support on-time development of periodic reports like annual plans, progress reports, monitoring reports, impact assessment 	




Sr.	Designation	Level	No. of Vacant Posts & Category	Required Educational Qualification and Post-qualification Work Experience	Experience	Skill Test	Key Roles and Responsibilities	Consolidated Monthly Remuneration (INR)
							reports etc. for capacity building, human resources and facility management. <ul style="list-style-type: none"> • Create and manage HR Database. • Supervise management of essential central services such as 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), 12/08/2024 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 not limited" to above enlisted roles & responsibilities.
- IV. The position requires frequent work travel to districts/blocks/Gram Panchayats and villages.
- V. Excellent verbal, written communication skills (Hindi & English) and proven proficiency in MS-Office is desirable for above mentioned position.
- VI. The selection process for this recruitment will include Written examination (In Essay mode with case study interpretation), Group Discussion and Interview.
- VII. Recruitment under above mentioned vacancy is on contractual basis for "*Initial period of one year*". The contract may be revised further subject to performance and project requirement. In conformity with Sankalp No. 12534 dated 17.09.2018 issued vide General

- **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 announcements.
- To apply download Application Form template from BRDS website- <http://brds.bihar.gov.in> & Submit their Filled-up Application form with all required documents by 12th August 2024 to BIHAR RURAL DEVELOPMENT SOCIETY(BRDS) 5th Floor, BISCO MAUN BHAWAN, West of Gandhi Maidan, Patna-800001
- Documents required to submit with application form :-
 1. All relevant Academic Marksheet & Certificate
 2. All relevant work experience certificate
 3. Aadhar Card
 4. PAN Card
 5. Address Proof (Valid Address Proof)
 6. Four Recent Passport Size Colour Photographs
 7. Caste Certificate (If Applicable)
 8. Domicile/Residential Certificate


24/7/24
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:

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

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

Level	Board/ University	Course Name/ Specialization	Course Type (Full Time/ Part Time)	Passing Year	Marks Obtained/ % (Percentage)	Marksheet Number
10 th /Matric						
12 th /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.

