



बिहार स्टेट पावर (होल्डिंग) कंपनी लिमिटेड  
Bihar State Power (Holding) Company Limited  
बिहार सरकार का उपक्रम (A Govt. of Bihar Undertaking)  
सामान्य प्रशासन विभाग (Department of General Administration)  
GST No. 10AAFCB2394A2ZD, CIN No. U40102BR012SGC018495

**EMPLOYMENT NOTICE NO.- 03/2024**

**Post :- Correspondence Clerk & Store Assistant**

On-line Applications are invited from eligible candidates for appointment on the post of **Correspondence Clerk & Store Assistant** for Bihar State Power (Holding) Company Ltd. invites and its subsidiary companies namely North Bihar Power Distribution Company Limited (NBPDC), South Bihar Power Distribution Company Ltd. (SBPDCL), Bihar State Power Transmission Company Ltd. (BSPTCL) & Bihar State Power Generation Company Limited (BSPGCL) as per the details given below –

Sl. No.	Post	Category-wise Vacancy												Total
		UR		EWS		SC		ST		EBC		BC		
		G	W	G	W	G	W	G	W	G	W	G	W	
1	Correspondence Clerk	25	13	10	5	19	11	2	1	24	13	18	9	150
2	Store Assistant	13	7	5	3	10	6	2	0	13	7	9	5	80

UR stands Unreserved, EWS stands Economically Weaker Section, SC stands Scheduled Caste, ST stands Scheduled Tribes, EBC stands Extremely Backward Class, BC Stands Backward Class, "G" stands for General and "W" for stands Women.

**Note:**

- The post for Divyang (Physically Challenged) Candidates will be reserved as per Govt. of Bihar rules circulated vide memo no.- 13062 dt. 12.10.2017.
- The reservation for Women/EWS will be as per the rule of General Administration, Govt. of Bihar.
- The reservation for Grand Son / Grand Daughter/Maternal Grand Son / Maternal Grand Daughter of freedom fighter of Bihar will be complied as per Govt. rules circulated vide letter no.- 2526 dt. 18.02.2016.
- The numbers of posts are subject to change as per requirement of the companies without giving any prior notice.

**1.0 QUALIFICATION & ELIGIBILITY :-**

Sl. No.	Name of the post	Qualification
1.	Correspondence Clerk	Graduate in any discipline from any recognized University.
2.	Store Assistant	

**Note-** The appearing candidates are not eligible to apply. The applicant must possess the requisite qualification on the date of submission of application.



## 2.0 **PROBATION PERIOD :**

The probation period shall be 2 years from the date of appointment.

If during probation period, the performance is not found satisfactory, probation period may be extended.

## 3.0 **REMUNERATION :-**

Consolidated Pay during one year probation period	After completion of one year of probation period
Pay Band - Rs. 9,200-15,500 Consolidated monthly pay Rs. 9,200/- (Rs. Nine thousand two Hundred)	Level 5 ( Regular Pay Scale-as per 7 <sup>th</sup> PRC) plus other allowances

After completion of one year of probation period from the date of appointment on consolidated pay, **Regular Pay as per Level 5 of 7th PRC** will be admissible subject to their conduct and performance remaining satisfactory and their achieving the minimum performance targets/ indicators decided and evaluated by the competent authority during the probation period.

## 4.0 **AGE (As on 31/03/2024) :-**

Age	UR (General)	SC	ST	EBC	BC	Female (UR)
Minimum Age	21	21	21	21	21	21
Maximum age	37	42	42	40	40	40

- a. Divyang (Physically Handicapped Person) Candidates shall get age relaxation by 10 years additionally in maximum age limit. He/she will have to produce necessary certificates in this respect.
- b. Land losers/ Land displaced persons due to land acquisition by erstwhile Bihar State Electricity Board, shall get relaxation in maximum age limit by 5 years additionally. For claiming relaxations in the Category of land losers/ land displaced persons, the Candidates will have to produce certificate from concerned District Magistrate of the following effect to avail the benefit:-
  - i. That he/she is a land displaced person due to land acquisition by the erstwhile Bihar State Electricity Board.
  - ii. That his/her one acre or more land has been acquired for the construction of power plant or any other infrastructure of the Board.
  - iii. That no one from his family has benefited in preferential treatment earlier in employment on the basis of land displaced person.
- c. For the purpose of calculation of maximum age of all Candidates who are domicile of other States, maximum age limit mentioned for UR Candidates shall be applicable.

## 5.0 **RESERVATION :**

- a. Reservation will be given in terms of reservation rules/ regulations as per Govt. of Bihar.
- b. The benefit of reservation is given only to the permanent domiciles of Bihar. The Candidate who claims for BC/ EBC reservation benefit will have to submit the Caste & Non Creamy Layer Certificate issued by the Competent Authority of his/ her home district in the prescribed Performa of Govt. of Bihar issued before not



more than a year. The Candidates belonging to SC/ST are required to submit only caste certificate issued by the competent authority of his/her home district.

- c. The Candidate, who claims for reservation against relatives of Freedom Fighter as per Govt. of Bihar Resolution, will have to submit the Certificate issued by the Competent Authority in the prescribed Performa of Govt. of Bihar.
- d. The candidate, who claims reservation for economically weaker section (EWS), will have to submit the Certificate issued by the Competent Authority in the prescribed Performa of Govt. of Bihar.
- e. **If a Candidate does not produce valid certificate of Caste & Creamy Layer, EWS, Freedom Fighter, Divyang, Land looser/ Land displaced persons or domicile etc., (as applicable), in original at the time of document's verification, his/ her claim for such reservation benefit will be forfeited and his/ her Candidature will be considered under UR category/ general candidate.**

#### 6.0 **APPLICATION FEE :**

<ul style="list-style-type: none"> <li>• Unreserved (UR)</li> <li>• Extremely Backward Class (EBC)</li> <li>• Backward Class (BC) applicants</li> </ul>	<b>Rs.1,500/-</b> <b>(Rupees One thousand five hundred)</b>
<ul style="list-style-type: none"> <li>• Scheduled Caste (SC)</li> <li>• Scheduled Tribes (ST) (<b>domicile of Bihar only</b>)</li> <li>• For Divyang applicants (40% and above only) (in any category)</li> <li>• Females applicants (<b>domicile of Bihar only</b>)</li> </ul>	<b>Rs.375/-</b> <b>(Rupees Three hundred seventy five)</b>

➤ **Fee will be accepted through online payment mode only.**

#### 7.0 **MODE OF SELECTION : -**

- a) CBT will be conducted for the candidates who submitted online application in terms of advertisement.
- b) If CBT is conducted in MULTIPLE BATCHES the answer sheet will be evaluated using Z-Normalised Score Method.
- c) The Minimum Qualifying Marks(%) / Normalised Score in the CBT will be 40 for UR, 36.5 for BC, 34 for EBC & 32 for SC/ST/ Female candidates.
- d) A combined merit list will be prepared in accordance to the above para 7(c) based on marks obtained by the candidates in CBT (Computer Based test).
- e) Candidates will be shortlisted in the ratio of 1:1 (actual vacancy advertised) from the combined merit list for documents/ certificate verification.
- f) The final selection will be based on the report of documents verification as well as the merit.
- g) A Mock/Demo Computer Based Test with few questions only will be available on company website – [www.bsphcl.co.in](http://www.bsphcl.co.in) for candidates for practice and for getting familiar before the test.
- h) Syllabus is attached for CBT.



**8.0 ALLOTMENT OF POST :-**

1. Both the posts i.e. Correspondence Clerk and Store Assistant will be filled by the prepared combined merit list.
2. At the time of submission of online application form, candidates will have to choose the post as per their preference.
3. **Considering the preference, post will be allotted among the candidates on the basis of merit /category.**
4. The post preference will not be changed after final submission of application form.

**9.0 ALLOTMENT OF COMPANY :-**

1. At the time of submission of online application form, candidates will choose the Company as per their preference.
2. **Considering the preference, company will be allotted among the candidates on the basis of merit /category.**
3. The company preference will not be changed after final submission of application form.

**Note :** 1) The allotment of post/ company to the selected candidates will be in order of merit cum preference basis. If the candidate's preference is not available in his order of merit, the post/ company will be allotted in order of availability.

2) The BSPHCL reserves right for allocation of company as per requirement.

**10.0 IMPORTANT DATES:**

a. Online Registration starting date	<b>01.04.2024</b>
b. Closing date	<b>30.04.2024</b>
c. Tentative date of online examination	<b>May/June 2024</b>

**Candidates are advised to regularly keep in touch with the authorized BSPHCL website [www.bsphcl.co.in](http://www.bsphcl.co.in) for details and updates.** Candidate will be informed regarding the date of examination by the email and SMS also. Admit Card will be downloaded from the BSPHCL official website. Admit card will be computer generated only and will not be sent by post.

**11.0 HOW TO APPLY :-**

- a. The applicants are to apply through "ON LINE" on the Website of [www.bsphcl.co.in](http://www.bsphcl.co.in). The Website will be open from **01.04.2024**. After filling up the ON-LINE application; Candidates have to take a print out of the **Registration Form** for future reference.

**12.0 IMPORTANT INSTRUCTION BEFORE FILLING ON-LINE APPLICATIONS -**

- a. Please note that eligibility criteria specified herein are the basic criteria for applying for the post. **No change in Name/Category/Date of Birth/Father's Name etc. will be permitted at any stage after registration of the online application and the result will be processed considering the details which have been indicated in the online application.**



- b. E-mail ID and Mobile Number furnished must remain valid for at least one year from the date of application. Under no circumstances, he/she should share/mention registration no. to any other person. In case, a candidate does not have a valid personal email ID, he/she should create his/her new Email ID before applying Online.
- c. Candidates must possess the prescribed minimum educational qualification/ conditions/ criteria for the post applied on the **DATE OF SUBMISSION OF APPLICATION FORM AND AGE QUALIFICATION CRITERIA AS ON 31/03/2024.**
- d. There is a prescribed fee for Online Application Form. Candidates will be directed for Online Payment once the form is completely filled. Candidate is requested to keep his/her Credit Card/ Debit card/ Net Banking details ready for the same. Candidates are required to carefully go through the Instructions for filling Online Application. Candidates while using the Internet Payment Gateway services are required to pay **Service Charges Extra**, in addition to the prescribed application fees.
- e. **If the candidate faces any difficulty while submitting the online application, he/she may get in touch to BSPHCL customer helpdesk number:- 91-9513253397 in office time i.e 9:30 AM to 6:00 PM or can mail through [bspchlrecpat@gmail.com](mailto:bspchlrecpat@gmail.com)**
- f. **CANDIDATES REPORTING LATE** i.e. after the reporting time specified on the call letter/ admit card for examination they will not be permitted to appear the examination.
- g. The following documents will be required at the time of Counseling/ verification/ joining.
- (i) Matric Certificate for age proof.
  - (ii) Marks sheet and Degree Certificate of the requisite eligibility qualification.
  - (iii) Caste and Creamy Layer Certificate issued by competent authority, if reservation benefit is claimed,
  - (iv) If PHP (Divyang) Candidates, certificate from competent authority,
  - (v) If land loser/ land displaced person, certificate issued from District Magistrate/ Dy. Commissioner.
  - (vi) If claims reservation against relatives of Freedom Fighter/EWS as per Govt. of Bihar Resolution, the Certificate issued by the Competent Authority in the prescribed Performa of Govt. of Bihar
  - (vii) Permanent Domicile of Bihar Certificate, if claim for reservation.
  - (viii) Candidate already employed in Govt./ Semi Govt. organization/ Public sector will have to submit NOC from his employer when shortlisted for Verification/Joining.
  - (ix) An Identity proof such as Passport/ Aadhar Card/ PAN Card/ Voter Card etc.
  - (x) Colour Photograph (same photograph as used in online application form)
  - (xi) Counter folio of Admit card (candidate's copy) etc.
- h. The Candidates will be liable for severe legal action if any false information with respect of name, father's name date of birth, address, educational qualification, percentage of marks, caste certificate, photographs etc. is furnished by him/ her.
- i. No TA/ DA will be paid to the Candidate, if called for documents verification/ Counseling etc.

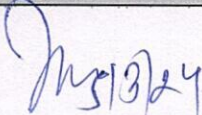


- j. The BSPHCL reserves the right to cancel the selection process at any stage and increase or decrease the nos. of posts to be filled according to the exigencies of the Companies.
- k. Shortlisted Candidates will be called for document verification/ counseling.
- l. Print a copy of finally submitted application form for future reference.
- m. No refund of application fee once deposited shall be made.

**13.0 If a candidate applies multiple applications form for the same post, the last application form submitted by the candidate will be considered and accordingly the admit card will be generated only against the last application form. The rest of the application will be treated null & void.**

**14.0 The BSPHCL will not be responsible for any printing mistakes.**

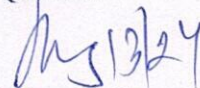
**Note : All the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Post Applied for, Address, Mobile Number, Email ID will be considered as final and no change/ modifications will be allowed after submission of the online application form. Candidates are hence requested to fill in the online application form with the utmost care as no correspondence regarding change of details will be entertained. BSPHCL will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the application or omission to provide the required details in the application form.**

  
( Anirudh Kumar )  
GM (HR/Adm.)

Memo No. 77 ..... Date 05.3.2024 .....

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

2- It is requested to kindly upload this notice on company website.

  
( Anirudh Kumar )  
GM (HR/Adm.)



**Syllabus for the post of Correspondence Clerk & Store Assistant**

<p><b><u>General Knowledge (Xth Level) :</u></b></p> <ul style="list-style-type: none"> <li>• Current Affairs- National &amp; International</li> <li>• Indian History</li> <li>• Indian Geography</li> <li>• Indian Constitution</li> <li>• Science &amp; Technology</li> </ul>	<p><b><u>Logical Reasoning (Xth Level):</u></b></p> <ul style="list-style-type: none"> <li>• Analogies.</li> <li>• Similarities.</li> <li>• Problem – Solving.</li> <li>• Relationship Concepts.</li> <li>• Space Visualization.</li> <li>• Arithmetical Number Series.</li> <li>• Arithmetical Reasoning</li> </ul>
<p><b><u>Quantitative Aptitude (Xth Level) :</u></b></p> <ul style="list-style-type: none"> <li>• Percentages.</li> <li>• Time &amp; Work.</li> <li>• Time &amp; Distance.</li> <li>• Profit and Loss.</li> <li>• Simplification.</li> <li>• Averages.</li> <li>• Problems on Ages.</li> </ul>	<p><b><u>General English &amp; Comprehension (Xth Level):-</u></b></p> <ul style="list-style-type: none"> <li>• Synonyms</li> <li>• Antonyms</li> <li>• One word substitution</li> <li>• Error detection</li> <li>• Idioms &amp; Phrases</li> <li>• Passage Comprehension</li> </ul>
<p><b><u>General Hindi (Xth Level):</u></b></p> <ul style="list-style-type: none"> <li>• Grammar.</li> <li>• Vocabulary.</li> <li>• Comprehension.</li> <li>• Fill in the Blanks.</li> <li>• Error Detection.</li> <li>• Antonyms.</li> <li>• Synonyms.</li> <li>• Phrases/Muhavare.</li> </ul>	<p><b><u>Basic knowledge of Computer</u></b></p> <ul style="list-style-type: none"> <li>• Fundamental of computers             <ul style="list-style-type: none"> <li>○ CPU</li> <li>○ Memory</li> <li>○ Hard Disk</li> <li>○ Input/ Output Devices</li> <li>○ knowledge of Number System</li> </ul> </li> <li>• Basic concept of Computer (Hardware &amp; Software)             <ul style="list-style-type: none"> <li>○ Computer Software</li> <li>○ Operating System</li> <li>○ Computer language</li> </ul> </li> <li>• Basic knowledge of MS Office             <ul style="list-style-type: none"> <li>○ MS word</li> <li>○ MS excel</li> <li>○ MS Power point</li> </ul> </li> <li>• Basic knowledge of Internet             <ul style="list-style-type: none"> <li>○ Web browser</li> <li>○ E-mail</li> <li>○ Search Engines</li> <li>○ Web servers</li> </ul> </li> <li>• Basic knowledge of computer network             <ul style="list-style-type: none"> <li>○ LAN</li> <li>○ WAN</li> <li>○ MODEM</li> </ul> </li> <li>• Basic knowledge of cyber security             <ul style="list-style-type: none"> <li>○ Virus , Malware etc.</li> <li>○ Warm</li> <li>○ Internet security</li> <li>○ Network security</li> <li>○ Firewall</li> </ul> </li> </ul>