

**Bihar Swasthya Suraksha Samiti (BSSS), AB-PMJAY****Advertisement No. BSSS\_PMJAY 10/2020  
Recruitment of Executive Assistant (State/District)**

Bihar Swasthya Suraksha Samiti (BSSS), a society registered under the Society Registration Act 1860, is the nodal agency working under the auspices of Health Department, Government of Bihar and is mandated for the implementation of AYUSHMAN BHARAT-PRADHAN MANTRI JAN AROGYA YOJNA (AB-PMJAY) through BSSS in the state.

Bihar Swasthya Suraksha Samiti (BSSS) intends to invite applications for the appointment of Accounts Officer, Accountant and Executive Assistant at district and state level on contractual basis, initially for 3 years, depending on the candidate's satisfactory performance, continuance of the programme and sanction of the post under AB-PMJAY through the State Health Agency.

Please visit <http://statehealthsocietybihar.org> & <http://health.bih.nic.in> for detailed information regarding job descriptions, emoluments, competency and others for each post. Details of the vacant positions, number of posts, essential qualifications and experiences are given in the table below:

Sl. No.	Position Name	Monthly Salary	Essential Qualification and Experience
1	Accounts Officer (State)	Rs. 50,000/-	<b>Essential Qualification:</b> Post-Graduation in Commerce from recognized Institution/University and Working knowledge of Tally Software <b>Experience:</b> At least 5 Years of experience in a reputed firm/Government
2	Accountant (State)	Rs.25,000/-	<b>Essential Qualification:</b> Graduation in Commerce from a recognised Institute/University and Working knowledge of TALLY Software.
3	Executive Assistant (State)	Rs.25,000/-	<b>Essential Qualification:</b> Graduation from a recognized University <b>Proficiency in Typing:</b> <ul style="list-style-type: none"><li>Hindi – Minimum 20 Words Per Minute, 200 words in 10 minutes with 80% of accuracy.</li><li>English - Minimum 25 Words Per Minute, 250 words in 10 minutes with 80% of accuracy.</li></ul>
4	Executive Assistant (District)	Rs.20,000/-	<b>Essential Qualification:</b> Graduation from a recognized university <b>Proficiency in Typing:</b> <ul style="list-style-type: none"><li>Hindi – Minimum 20 Words Per Minute, 200 words in 10 minutes with 80% of accuracy.</li><li>English - Minimum 25 Words Per Minute, 250 words in 10 minutes with 80% of accuracy.</li></ul>

**VACANCY DETAILS AND RESERVATION:**

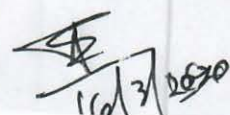
The above vacancies are reserved as follows;

Sl. No.	Position Name	No. of Post	Category wise Vacancy Details												
			UR	UR (W)	EWS	EWS (W)	EBC	EBC (W)	BC	BC (W)	SC	SC (W)	ST	ST (W)	WBC
1	Accounts Officer (State)	2	1	-	-	-	1	-	-	-	-	-	-	-	-
2	Accountant (State)	2	1	-	-	-	1	-	-	-	-	-	-	-	-
3	Executive Assistant (State)	12	3	2	1	0	1	1	1	1	1	1	0	0	0
4	Executive Assistant (District)	38	9	5	3	1	5	2	3	2	4	2	1	0	1

(UR – Un Reserved, EBC – Extremely Backward Class, EWS– Economically Weaker Section, BC – Backward Class, ST – Scheduled Tribe, SC – Scheduled Caste, W- Women, WBC-Women of Backward Class)

**Note:**

- The post for Divyang (Physically Challenged) Candidates will be reserved as per GAD, Govt. of Bihar resolution circulated vide memo no.- 13062 dt. 12.10.2017.
- The reservation for Women will be as per the General Administration Department, Govt. of Bihar circular letter no. - 2342 dt. 15.02.2016.
- The reservation for Grand Son / Grand Daughter/Maternal Grand Son /Maternal Grand Daughter of freedom fighters of Bihar will be complied as per GAD, Govt. of Bihar circular letter no.- 2526 dt. 18.02.2016.
- Women of Backward Class reserved category includes women candidate of SC, ST, EBC and BC category. For this category the candidate must be a domicile of Bihar.





**AGE LIMIT:**

Sl. No.	Position	Age as on 01-03-2020
1	Accounts Officer (State)	<b>Minimum Age:</b> 21 years <b>Maximum Age:</b> UR/EWS (Open): 37, UR/EWS (W): 40, BC/EBC (Open/W)=42, SC/ST(Open/W):42, 10 years relaxation in upper age limit in respective category for Divine Body Applicants.
2	Accountant (State)	
3	Executive Assistant (District)	
4	Executive Assistant (State)	

**SELECTION CRITERIA****Accounts Officer**

Based on the eligible criteria, the applicant will be called for the Computer Based Test (CBT) of 100 Marks. Those candidates, who successfully qualify the Computer Based Test (CBT), will be invited for Document Verification and Personal Interview in the ratio of 1:20 for the total no. of vacancies (category wise) in order of merit based on their performance/score in the Computer Based Test (CBT). Final score will be prepared with 20% weightage to Interview Score and 80% weightage to CBT Score. Candidate will be assessed for Tally Competency during Personal Interview Round.

**Accountant**

Based on the eligible criteria, the applicant will be called for the Computer Based Test (CBT) of 100 Marks. Those candidates, who successfully qualify the Computer Based Test (CBT), will be invited for Tally Assessment Test in the ratio of 1:20 for the total no. of vacancies (category wise) in order of merit based on their performance/score in the Computer Based Test (CBT). Final score will be prepared with 20% weightage to Tally Assessment Test and 80% weightage to CBT Score.

**Executive Assistant (State/District)**

Based on the eligible criteria, the applicant will be called for the Computer Based Test (CBT). Those candidates, who successfully qualify the Computer Based Test (CBT), will be invited for Skill Test (Typing Speed test in Hindi and English) in the ratio of 1:10 for the total no. of vacancies (category wise) in order of merit based on their performance/score in the Computer Based Test (CBT). The final selection/merit shall be prepared based on the Computer Based Test (CBT), however the candidate must qualify typing Speed Test in both languages, Hindi and English (20 and 25 words per minute) for both the languages respectively with 80% of accuracy.

**Examination Center:** Computer Based Test (CBT) and Typing Speed Test will be conducted in Patna, Bihar. The detail of your examination center, Test date, Batch timing and others will be made available in admit cards. There is no physical dispatch of admit card.

**Qualifying cut-off for Computer Based Test (CBT):**

After screening/ scrutinizing process of all eligible candidates, based on the position specific essential criteria, applicants shall be invited for a Computer Based Test (CBT). Minimum qualifying marks for the Computer Based Test shall be as follows:

- 33% for UR/BC/EBC/EWS
- 30% for SC/ST/Women

**Tie-Breakers**

In the case of equal overall marks, tie-breaking' principles to decide inter-se merit among candidates as per the following criteria will be utilized (the criteria are arranged in order of applicability)

- The candidate senior in age will be ranked higher.
- The candidate securing more marks in the Computer Based Test (CBT) test will be ranked higher.

**Document Verification**

*Candidates who qualify the Computer Based Test and Typing Test shall be called for Document Verification in the ratio of 1:3 for the post of Executive Assistant (State) and Executive Assistant (District).*

The lists of documents are listed below;

- Copy of Application form
- Copy of Mark Sheet and certificate of 10<sup>th</sup> Class
- Copy of Educational Qualification Mark sheets and Degrees (from 10<sup>th</sup> class onwards)



- 4) If applicable, copy of Caste Certificate – SC/ST/BC/EBC as per Govt. Notification
- 5) If applicable copy of EWS Certificate as per Govt Rules
- 6) If applicable, copy of PwD (Divyang) Certificate – as per Govt. Resolution
- 7) If applicable, copy of Freedom Fighter Certificate – as per Govt. Circular
- 8) Copy of Valid Photo ID Proof (Adhaar Card/Driving License/Voter ID Card/Passport)
- 9) 2 Recent passport size colour photograph
- 10) Admit Card of Typing Test
- 11) Creamy Layer (updated) certificate in case of BC/EBC Category.

#### HOW TO APPLY

- 1) The applications for selection to the above posts will be accepted ONLY ONLINE through 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.
- 2) A Non-refundable processing fee amounting to Rs.150/- (Rupees One hundred and fifty only) for candidates belonging to SC/ST categories, women from all categories and Divyang (PWD) and Rs.300/- (Rupees three hundred only) for all other categories will be applicable and is to be deposited online via the defined process (bank charges extra). No other mode of payment will be acceptable. The Society will not be responsible for payments made by any other mode and no further communication will be entertained.
- 3) The Online Application involves the following process:-
  - a. Registration/Login,
  - b. Personal and Educational Details,
  - c. Uploading of Photograph and Signature,
  - d. Payment & Final Submission,
  - e. Generation & Printing of Registration Slip.
- 4) As per the above prescribed fee for Online Application Form, candidates will be directed for Online Payment once the Registration is completed. 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 the Online Application. Candidates while using the Internet Payment Gateway services are required to pay Service Charges Extra, in addition to the prescribed application fees.
- 5) Candidates should apply by submitting the online application on website <http://statehealthsocietybihar.org> and <http://health.bih.nic.in>. After successful submission, candidates will be required to take a print-out of the Acknowledgement Slip which will be generated by the system and will contain a unique acknowledgement number for future reference purpose.
- 6) While applying Candidates may give their preference regarding place of posting for district level position. Applicant must indicate minimum of 10 district preferences as desired. However allotment of districts to selected candidates will be at the discretion of BSSS and no claim in this regard whatsoever shall be entertained.
- 7) Executive Assistants (District Level) home district posting may be considered.
- 8) If the candidate faces any difficulty while submitting the online application, he/she can write to us on Email ID [bsss.recruitment@gmail.com](mailto:bsss.recruitment@gmail.com)

#### GENERAL INSTRUCTIONS

1. Candidates should carefully fill up the Category (SC/ST/BC/EBC/EWS/PWD/FF) in the application form. In case of any wrongful entry of Caste/Category in online form, the candidate shall be treated as un-reserved category.
2. Candidates from the respective category, while applying for a post where there are no vacancies in their respective reserved categories, will be treated as General candidates.
3. Candidates from the state of Bihar who are claiming reservation in their respective category (ST/SC/BC/EBC/EWS) must submit the Caste/EWS (along with self declaration) Certificate in the prescribed format issued by the competent authority. Candidates from BC/EBC Category must submit the updated Non Creamy Layer Certificate. Candidates having domicile of other states will be treated under the Un-reserved category.
4. The appointment will be purely on contractual basis for a period of three years, renewable subject to satisfactory performance and continuance of the scheme and sanction of post under the scheme. Any claim for absorption in the regular position shall not be entertained in future.
5. If at any stage of recruitment, it is found that the candidate does not fulfill the eligibility criteria and/or that he/she has furnished incorrect/false information/certificate/documents or has suppressed any material fact(s), his/her candidature will stand cancelled. The decision of Chief Executive Officer, BSSS in any matter relating to the recruitment at any stage of the recruitment process will be final and binding upon the candidates.
6. Applications which are incomplete in any detail, not legible or without all the required enclosures or received after the last date for receipt of applications will be rejected and no correspondence on this will be entertained.



7. BSSS reserves the right to cancel / restrict / enlarge or reduce the recruitment process, if the need so arises, *without assigning* any further notice or reason. All information regarding examination schedule / admit card shall be provided through e-mail or uploading on website <http://health.bih.nic.in/> or website <http://statehealthsocietybihar.org>. The responsibility of receiving, downloading and printing of admit card / interview call letter / any other information shall be of the applicants only. Applicants are advised to check their Email / SMS and visit website <http://health.bih.nic.in/> or website <http://statehealthsocietybihar.org> regularly. BSSS will not be responsible for any loss of email due to invalid / wrong e-mail ID provided by the applicant or for delay / non receipt of information if an Applicant fails to access his / her mail / website in time.
8. Any important information including Corrigendum/Changes/Updates and information / general instructions during the course of recruitment process and on selected candidates shall be made available either through the website or on the e-mail ID or SMS on phone number provided by the candidates. Therefore, candidates must provide a valid e-mail id and Phone Number and simultaneously track the website for updates.
9. Note that **01-03-2020** shall be taken as the reference date for computing experience, age, qualification etc.
10. The E-mail ID & Mobile number should be kept active till the completion of this recruitment process. Mobile No. & E-mail ID once given cannot be changed by the applicant under any circumstances.
11. BSSS shall take no responsibility in case of failure in registration, failure to download Admit Card / Call Letter for appearing in the various stages of selection test.
12. Request for change of examination centre will NOT be entertained under any circumstances whatsoever.
13. Candidates will be allowed to appear in the Computer Based Test/Typing Test on production of the Admit Card, issued after being considered eligible as per their own declaration and any one of the Photo Identity Proof in original, such as Voter Card, PAN Card, Driving License, AADHAAR Card, Passport or the like.
14. Mobile Phone, Scanner, Pager & Other IT Gadgets are strictly prohibited inside the Examination Centre at the time of the Computer Based Test/Typing Test. If any candidate is found using / possessing these instruments during the time of the Test, his / her candidature will stand cancelled then and there, what so ever the reason may be.
15. Computer Based Test/Typing Test/Tally Test will be held in Patna only.
16. Candidates called for Computer Based Test/Typing Test/ Tally Test shall not be entitled for reimbursement of travelling expenses.
17. Canvassing in any form shall lead to disqualification of the candidate.
18. Court of jurisdiction for any dispute will be restricted to Patna only.

#### Important Dates

Commencement of online Registration	17 March 2020
Commencement of online submission of application & applicable Fee Submission	17 March 2020
Closing of online submission of applications	7 April 2020
Online Exam (Tentative)	5 May 2020

*SA*  
*16/3/2020*