

बिहार सरकार  
बिहार विकास मिशन  
बिहार राज्य भवन निर्माण निगम कैम्पस,  
हॉस्पिटल रोड, राजवंशी नगर, पटना-800023

## महत्वपूर्ण सूचना

सूचना प्रावैधिकी विभागन्तर्गत BSEDC की अनुशंसा के आलोक में संलग्न सूची के अभ्यर्थियों का चयन बिहार विकास मिशन में जिला निबंधन एवं परामर्श केंद्र के लिए Multi Purpose Assistant के पद हेतु किया गया है। इससे संबंधित Assignment Letter एवं Terms of Agreement संबंधित चयनित अभ्यर्थियों के E-mail पर भेज दिया गया है। सभी प्रमाण पत्रों की मूल प्रति के साथ स्वअभिप्रमाणित प्रति एवं Terms of Assignment की हस्ताक्षरित प्रति के साथ संबंधित जिला के जिला योजना पदाधिकारी/प्रभारी योजना पदाधिकारी के कार्यालय में नियोजन हेतु दिनांक-14.09.2016 की तिथि निर्धारित की गई है। Terms of Assignment की प्रति इस सूचना के साथ संलग्न है।

↑  
9/9/16  
(ब्रजेश मेहरोत्रा) 8/9/16  
सदस्य सचिव,  
बिहार विकास मिशन।

### Multipurpose Assistant

Srl No	Participant ID	Name	Reporting/Posting District
1	20167847	Manish Kumar	Saran
2	20153669	AJEET KUMAR	Saran
3	20161423	MD IMRAN	Patna
4	20163710	AMIT KUMAR	Gaya
5	20165228	RABINDRA KUMAR	Vaishali
6	201605000	MD PRAVEJ ALAM	Samastipur
7	20150033	KUMAR SOURABH	Samastipur
8	20167966	Md Zafar Zaheer	Khagaria
9	20161911	SARWAR AALAM	Rohtas
10	201600035	AKASH SINGH	Rohtas
11	20160347	KAMALESH KUMAR SINGH	Rohtas
12	20164412	Ajeet kumar	Darbhanga
13	20151666	AJEET KUMAR	Banka
14	20169358	SHAIENDRA SATYENDRA SHARMA	Buxar
15	20151019	KUNAL KUMAR	Jamui
16	20168239	SHUBHAM RAJ	Muzaffarpur
17	20161962	Sunil kumar	Muzaffarpur
18	201603385	ABHINANDAN KUMAR	Aurangabad
19	20163034	ANKIT KUMAR	Madhepura
20	20162946	RAJU KUMAR	Muzaffarpur
21	20150398	MOHAMMAD IQBAL HUSSAIN	Nawada
22	20157486	Rajan Kumar	Sheikhpura
23	20151519	RAJAN MAHTO	Gopalganj
24	201600520	AKHILESH KUMAR MANDAL	Kishanganj
25	20160847	AJEET KUMAR	Gopalganj
26	20150306	Rahul Kumar	Gopalganj
27	20168520	SUMIT KUMAR	Siwan
28	20162912	AMIT ROSHAN SUREN	Gopalganj
29	20160400	RAJEEV NAYAN	Jamui
30	20150313	AKASH KUMAR	Pashchim Champaran
31	20168300	MD MURSHID ALAM	Jehanabad
32	20154984	SHYAM KUMAR	Jehanabad
33	201605171	ABHAY KUMAR SINGH	Pashchim Champaran
34	20162585	RAJESH KUMAR CHOUDHARY	Begusarai
35	20153487	MD SAJEED ALI ANSARI	Kaimur (Bhabua)
36	201603335	RAJESH KUMAR	Khagaria
37	20166284	ADITYA KUMAR	Lakhisarai
38	20152919	MD GHEYASUDDIN	Purbi Champaran
39	20168189	MD MANJOOR ALAM	Siwan
40	20164108	KUNDAN KUMAR	Munger
41	20160474	DEV RAJ SINGH	Katihar
42	201605439	Chanchal Kumar Singh	Sitamarhi
43	20152513	SUBHASH SAHANI	Banka
44	20160565	RAKESH KUMAR	Sheohar
45	20168480	Soni Kumari	Aurangabad
46	201601542	Anil kumar	Khagaria



47	20161035	Md. Matloob Alam Ansari	Sitamarhi
48	20168345	Md Hasan Alam	Bhagalpur
49	20152540	SANJEET YADAV	Madhubani
50	20168354	SUBODH KUMAR	Nalanda
51	20152983	Nikhil Kumar Bansal	Bhojpur
52	20168984	MADHURESH KUMAR	Purbi Champaran
53	201601147	Ranjan Kumar	Kaimur (Bhabua)
54	20166008	Jay Kumar	Sitamarhi
55	20167096	RADHESHYAM KUMAR	Saharsa
56	201603947	SANNI KUMAR	Pashchim Champaran
57	201604249	CHANDAN KUMAR	Bhagalpur
58	20168274	AMIT KUMAR	Sheohar
59	201604928	Ajit Kumar	Bhagalpur
60	20167429	Manish Kumar	Katihar
61	20161262	ASWINI KUMAR	Purnia
62	20166943	KUNAL KISHORE	Madhubani
63	201603071	RAJESH KUMAR	Purnia
64	201601124	MD AAMIR SUHAIL RAJA	Munger
65	20167064	QAZI MOHAMMAD ARHAM	Sheikhpura
66	20153039	PRIYANKA KUMARI	Siwan
67	20157584	PUJA KUMARI SRIVASTAVA	Buxar
68	20154613	MUKESH KUMAR	Araria
69	20164654	MRITUNJAY KUMAR	Saharsa
70	20150379	CHANDAN KUMAR	Supaul
71	201600557	SUBHAM KUMAR	Supaul
72	20164278	ABHISHEK KUMAR	Bhagalpur
73	20165336	KAMAL KISHOR PRASAD	Araria
74	20153260	RAJESH KUMAR	Saharsa
75	201604165	MANOJ KUMAR	Madhubani
76	20163147	KAMALJEET KUMAR	Madhepura
77	20150298	ASIF HAIDER	Madhepura
78	20150470	SHAMRESH KUMAR	Kishanganj
79	201604017	NEHA KUMARI	Bhojpur
80	201601972	MITHILESH KUMAR	Purbi Champaran
81	201602008	CHANCHAL LATA	Bhojpur
82	20166508	SONU ALAM	Purnia
83	20160096	Sanjiv kumar Gupta	Banka
84	20151526	AJAY KUMAR	Katihar
85	20161298	MUKESH KUMAR	Araria
86	20169987	SANDEEP KUMAR	Sitamarhi
87	201600897	ABHISHEK KUMAR	Madhubani
88	20166946	Pallavi Priya	Bhojpur
89	20163663	RUBY KUMARI PRASAD	Vaishali
90	20161144	Ranjeet Kumar Raj	Munger
91	20165000	AMIT KUMAR	Darbhanga
92	20163781	SMIRTI RAJ	Nawada
93	20164929	Sweta kumari	Vaishali
94	20150163	AJIT KUMAR	Purnia
95	20157946	Pragya Srivastawa	Saran
96	20164998	KUMARI ANSHIKA	Patna

97	20155208	DOLLY VERMA	Vaishali
98	20161328	DINESH KUMAR	Katihar
99	20161863	SHILPI RANI	Lakhisarai
100	201604190	SHIVANI KUMARI	Nalanda
101	20155009	Chandan kumar	Araria
102	20157942	Nidhi Rani	Saran
103	20166302	DIKSHA KUMARI	Siwan
104	20164092	KHUSHBOO PRASAD	Darbhanga
105	20164149	RUPESH KUMAR	Saharsa
106	20168225	RAVI SHEKHAR DEV	Sheohar
107	20150119	SUNIL KUMAR	Khagaria
108	20167811	SANJAY KUMAR	Kishanganj
109	201601702	Geetanjali Sinha	Gaya
110	20161264	Sanju Sharma	Gaya
111	201601344	ARTI KUMARI	Kaimur (Bhabua)
112	20150221	ANURADHA KUMARI	Nalanda
113	20150190	PINKI KUMARI	Patna
114	20160358	ABHISHEK KUMAR	Supaul
115	20161567	MONIKA KUMARI	Nalanda
116	201600532	Kamlesh kumar	Supaul
117	20166423	RANI KUMARI	Buxar
118	20155476	CHANDNI KUMARI	Lakhisarai
119	20155562	DEEPIKA KUMARI	Pashchim Champaran
120	20154676	Shilpy kumari	Sheikhpura
121	20164205	NIRANJAN KUMAR	Kishanganj
122	20152769	Soni kumari	Darbhanga
123	201603263	SONI KUMARI	Jehanabad
124	20153444	ANNU KUMARI	Nawada
125	20153718	Poonam Kumari	Jehanabad
126	20166201	JYOTI KUMARI	Gaya
127	20157285	KHUSHI KUMARI	Lakhisarai
128	201602607	AARCHI KUMARI	Arwal
129	20161072	Neetu Kumari	Arwal
130	20166693	VARSHA RANI	Nawada
131	20152844	Kumari rani	Samastipur
132	20167769	PUJA KUMARI	Begusarai
133	20166849	Poonam Kumari	Rohtas
134	201600988	PRERNA KUMARI	Munger
135	20162968	SIMPI KUMARI	Jamui
136	20151760	KISHORI KUMARI	Arwal
137	201603303	NITU KUMARI	Patna
138	201601644	JYOTI KUMARI SHARMA	Muzaffarpur
139	201603748	MOON GUPTA	Buxar
140	201604579	Manisha Kumari	Samastipur
141	20166515	MADHUMITA VERMA	Purbi Champaran
142	20152355	NEHA KUMARI	Aurangabad
143	201605247	BINITA KUMARI	Begusarai
144	201603482	RADHA KUMARI	Begusarai
145	20155320	MUNTAN KUMARI	Aurangabad
146	201601508	MUNNA KUMAR	Madhepura

# BIHAR VIKAS MISSION

Bihar State Building Construction Corporation Campus,  
Hospital Road, Rajvanshi Nagar,  
Patna – 800 023

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## **Personal & Confidential** **Terms of Assignment – Multipurpose Assistant**

Your assignment will be governed by the following specific employment terms and conditions listed in this document. Please read the same carefully:

**The Assignment Letter and Terms of Assignment cannot be interpreted in isolation of each other and complement each other.**

The MISSION referred to in this document is defined as Bihar Vikas Mission, an entity established by the Government of Bihar, under Society Registration Act, 1860 having its registered office at Bihar State Building Construction Corporation Campus, Hospital Road, Rajvanshi Nagar, Patna – 800023.

**The employment terms contained in this letter are subject to Mission Policies, as notified and amended from time to time, and Mission Policies will supersede all other Agreements, Understanding, Proposals or Correspondence, whether written or verbal, between the Mission and Employee.**

### **01 NATURE OF AGREEMENT**

- You will be engaged on contractual basis in the Mission from the DOJ and you will be working at the assigned DRCC sites.
- This is a time bound engagement on contract and the personnel cannot and will not claim for any extension or even permanent employment. The personnel is not entitled to any benefits/allowances other than those mentioned in this document. The personnel has to abide by the terms and conditions laid down by General Administration Department, Bihar for contractual post from time to time.

### **02 DUTIES & RESPONSIBILITIES**

In view of your work, you must effectively and efficiently perform to deliver on the expected results. Your duties and responsibilities are specified in Appendix 1, enclosed herewith. This is not an exhaustive list and may be modified, supplemented, amended or rescinded at any time and new duties and responsibilities shall supersede that has been appended to this letter.

### **03 REMUNERATION**

You will be paid remuneration as per Appendix 2, enclosed herewith.

### **04 REPORTING**

After joining, You will report to Assistant Manager – Projects & Accounts, <<district name>>, or any other person nominated / delegated or deputed by the District Planning Officer, from time to time, as deemed necessary and / or appropriate for the fulfillment of work.



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## 05 EMPLOYMENT PERIOD AND ASSIGNMENT CONDITIONS

- You will serve a probation period of 3 (three) months. This period may be extended at the Mission's discretion. The probation extension / confirmation of the contract will be decided on the basis of a performance evaluation done by the Mission during the said probation period.
- Your probation will form part of your total length of service.
- This contract is for a period of 11 (eleven) months from your DOJ. If in the opinion of the Mission, you are found suitable for the appointed post, then the same contract may be renewed, after mutual agreement and considering the terms & conditions prevalent at that time, for additional period of 11 (eleven) months.
- At no stage you can claim permanent employment with the government.

## 06 WORKING HOURS & LEAVE

- You have to work according to the stipulated hours of working of the government office.
- You can be expected to work extra hours whenever the job so requires and you will not be eligible for any kind of additional remuneration for the same.
- You are eligible for leave as per the circular no. 2401, dated 18.07.2007 of General Administration Department (then Personnel & Administrative Reforms Department).

## 07 TRANSFER

The Mission reserves the right to transfer you at any time to any place within the territory of Bihar in your present capacity or in any other capacity.

## 08 DOCUMENT VERIFICATION

- Your assignment is based on the information and documents submitted by you and will be subject to the verification of your credentials, testimonials and other particulars mentioned by you at the time of online registration to the IT Department through Beltron (Bihar State Electronics Development Corporation Limited).
- If any declaration given or furnished by you to the Mission proves to be false or if you are found to have willfully suppressed any material information, in such case, you will be liable to removal from service without any notice.
- The Mission and its Directors and Officers will not be held liable for any claims, demands, losses, damages, expenses and proceedings whatsoever made by any employee or his / her previous employer or any third party arising from or on account of any actions or omissions made by the employee.

## 09 TERMINATION

- This agreement of employment is terminable by either party giving one month (30 days) notice in writing, provided that in case Mission receives any complaints related to misconduct, sexual harassment, inefficiency, less output, integrity, moral turpitude and changed business requirements, then the Mission reserves the right to terminate the employment with immediate effect. Either party is not bound to give any reason thereof.
- You will be relieved from your services depending upon an approval from your Reporting Officer at DRCC site and the assignment and task at hand, at the discretion of the Mission. The Mission reserves the right to pay or recover remuneration in lieu of notice period.

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Further, the Mission may, at its discretion, relieve you from such date as it may deem fit, even before the expiry of the notice period, without compensating for the unexpired period and is not bound to give any reason thereof.

- If, at any time during your contractual employment, you subscribe to, show interest in, display your allegiance to, get involved in whether directly or indirectly with any union activity or any other kind of trade unions whether recognized or unrecognized or any other such body or collaboration or getting together of people with the purpose of forming a collective opinion of any nature, your services shall be immediately terminated and no compensation shall be provided to you in lieu thereof.

## 10 NON-MISSION WORK

Your position is a whole time employment with the Mission for the duration of this contract, and you shall devote yourself exclusively to the business of the Mission. You will not take up any other work for remuneration (part-time or otherwise) or work in an advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business during the employment with the Mission without permission in writing from the Authorized Personnel of the Mission.

## 11 CODE OF CONDUCT

- You will at all times, maintain absolute integrity and devotion to duty and conduct yourself in a manner conducive to the best interests, credit and prestige of the Mission. You will not, at any time, work against the interests of the Mission and do anything which is unbecoming of an employee. Any violation of these norms of behavior shall constitute misconduct, and disciplinary action will be taken against you. Also in case you act against the basic and universally accepted organizational norms, appropriate action will be taken.
- Your services can be terminated instantly for indiscipline, criminal offence and any act of misconduct. Your absence without any written intimation and approval of the Mission/ Reporting Officer at DRCC site shall be considered as an act of misconduct. For any unauthorized / unapproved absence continuously for a period of 5 (five) days or more, it shall be deemed that you have terminated the contract of employment and have voluntarily relinquished your job with the Mission. The Mission shall not be liable to re-engage you in employment or to continue with the above contract for the remaining period of employment. In such a case, you would not be entitled to any compensation whatsoever.

## 12 CONFIDENTIAL INFORMATION

You will not at any time without the written consent of the Authorized Personnel disclose or divulge or make public, except on legal obligations, any information regarding the Mission's affairs or administration or research carried out, whether the same may be confided to you or become known to you in the course of your service or otherwise.

## 13 PROTECTION OF INTEREST

- If you conceive any new or advanced methods of improving process / formulae/ systems in relation to the operation of the Mission, such developments will be fully communicated to the Mission and will be and remain the sole right/property of the Mission. You will agree that at all times during or subsequent to your employment, you will hold in trust, keep confidential

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- and not disclose to any third party or make any use of the Mission's confidential information except for the benefit of the Mission and in the course of your employment in the Mission.
- Further you will not cause the transmission, removal or transport of confidential information from the Mission's places or business or such other place of business specified by the Mission, without prior written approval of the Authorized Personnel of the Mission or such other authorized agent of the Mission as designated in writing by the Authorized Personnel of the Mission. You also will not:
    - engage in any employment activity other than for the Mission in any business in which the Mission is engaged
    - induce any other employee of or consultant to the Mission to engage in any such employment or activity; or
    - solicit any customers of the Mission for services similar to those performed by the Mission, for a period of one (1) year after termination of such employment.
  - The Mission shall not be held liable for any kind of damages, direct or indirect, special or consequential under this Employment Agreement. Any unresolved dispute or difference between the Mission and employee, which cannot be resolved by mutual discussion, and requires settlement by arbitration, may be so settled at Bihar under and in accordance with the Arbitration and Conciliation Act of 1996.

## 14 ON SEPERATION

On acceptance of the separation notice, you will immediately submit to the Mission, before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects, etc., and shall not make or retain any copies of these items. In the event of termination (voluntary or otherwise) of employment with the Mission, you will protect the value of the Mission's confidential information and prevent the misappropriation or disclosure thereof. You will not disclose or use to your benefit (or the benefit of any third party) or to the detriment of the Mission any Confidential Information.

Please confirm that the above terms are acceptable to you and that you can accept this offer by signing each page of this letter of assignment.

Yours sincerely,  
For Bihar Vikas Mission

## Authorized Signatory

I, \_\_\_\_\_, agree to accept this offer on the terms and conditions mentioned in the above assignment letter.

Name:

Date:

Signature:





**APPENDIX – 1**  
**DUTIES & RESPONSIBILITIES– Multipurpose Assistant**

The Multi-Purpose Assistant (MPA), as name suggests, will be utilized for performing multiple tasks. They will be performing one of the following roles:

- “May I Help You” booth attendant: They will guide applicants and clear their doubts
- Accounting & Book Keeping: A few of Multi-Purpose Assistants will be deployed for accounting and book keeping jobs. Before deployment for this job, BSEDC will arrange a training of Tally application for all such MPAs.

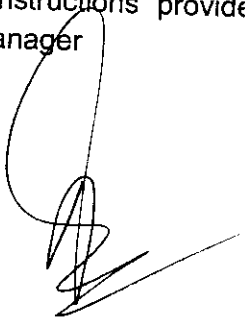
The MPAs will report to the respective District Planning Officers. The MPAs would resolve critical issues in consultation with the Assistant Manager to ensure effective and efficient functioning of the scheme.

**Responsibilities**

MPAs as a “May I Help You” booth attendant will have the following responsibilities:

- Guide the Applicants visiting DRCC and resolve their queries
- Look after the needs of Applicants in a courteous manner, either at the Service Desk, or by other communication means
- Ensure that complaints or compliments are recorded in the system or forwarded to the Assistant Manager or Manager.
- Develop and retain a good working knowledge of the procedures and guidelines of the schemes

MPAs deployed for Accounting & Book Keeping will have the following responsibilities:

- Codes source documents such as invoices and receipts to the appropriate accounts.
  - Maintain and update accounting records by performing duties such as recording and posting transactions in journals and general ledger
  - Assist the Assistant Manager (Projects & Accounts) in the preparation for audit and the production of financial statements, budgets and other financial reports by performing such duties as providing related documentation, preparing various accounting summaries and reports, and compiling statistics.
  - Purchase supplies and equipment as authorized by management
  - Monitor DRCC's supply levels and re-order as necessary
  - Ensure compliance with other instructions provided by District Magistrate / Deputy Collector / Manager / Assistant Manager
- 

**APPENDIX – 2**  
**REMUNERATION STRUCTURE – Multipurpose Assistant**

- For your work in the Mission, during the period of your contract, you shall be paid a consolidated amount of Rs.17,000 (Indian Rupees Seventeen Thousand only) per month.
- The payment of this amount is subject to deductions under prevalent Tax Laws and/or any other Laws of the Union of India or State of Bihar, in-force currently or as modified from time to time, and as deemed applicable.
- Payments shall be made directly to your Bank Account (that you shall provide) and on verification cum linkage of your Aadhar Number with your Bank Account. In the absence of Aadhar Number, you are enroll into the UIDAI Scheme and provide this Number within 30 (thirty) days of your DOJ or before the first payment becomes due to you.
- Deductions in respect of your absence shall be made as per policies provided to you separately.

