

BIHAR STATE TEXT BOOK PUBLISHING CORPORATION LTD.

(A Govt. of Bihar Undertaking)

Pathya Pustak Bhawan, Budh Marg, Patna-800 001

Phone: 2221975, 2214828, 2223533, Fax: 0612-2236388 Email: textbookmd@gmail.com

Notice for Appointment

ADVT. No. 01/2024

The Bihar State Text Book Publishing Corporation Ltd., (BSTBPCL), a State Govt. undertaking under Education Department Bihar invites application from the eligible persons for appointment on following post:

| Sl. No. | Name of the Post | Number of Post | | | | Remuneration per Month | Min. Qualification | Experience |
|---------|-------------------------------|----------------|-----|----|-------|------------------------|---------------------------|----------------------|
| | | UR | EBC | BC | Total | | | |
| 1 | Manager - Sales and Marketing | 1 | - | - | 1 | 70,000/- | MBA (Sales and Marketing) | 5 yrs of experience. |
| 2 | Assistant | 1 | - | - | 1 | 35,000/- | Graduation | 5 yrs of experience. |

General Instructions:-

1. The applicant shall be strictly on contract basis for a initial period of **two (2)** year which may be renewed depending upon the satisfactory performance.
2. The upper age limit (as on 29-02-2024) for the above post shall be 40 years.
3. Candidate having requisite qualification and fulfilling eligible criteria should send their application in prescribed Performa through speed post/Registered Post only. The detailed Procedure along with the prescribed Performa can be downloaded from the web site: www.bstbpc.gov.in.
4. The candidates must enclose two latest passport size photos along with copy of certificates pertaining to age, mark sheet / certificates of all years/semesters, graduation/diploma and experience certificate duly attested by a Gazetted officer. The application of the candidate who are claiming in writing and not producing the attested copy of qualification and other concerned certificates in their application will be out rightly rejected.
5. The shortlisted candidates have to appear in an interview, depending upon the number of applications received. No TA/DA or any other cost shall be paid for interview. Information for interview shall be given on email/mobile number, provided by the candidate. Selection shall be made on the basis of merit and interview.
6. Interested candidate may send the complete application form mentioning the name of the post on the top of envelop through speed post/Registered Post only to the following address.
Managing Director,
Bihar State Text Book Publishing Corporation Ltd.,
Pathya Pustak Bhawan, Budh Marg,
Patna-800 001, Bihar.
7. The application form received after due date shall not be considered. BSTBPCL will not be responsible for postal delay.

NOTE:- 1. **Last date of submission of application form is 04/04/2024.**

2. Date of Interview will be communicated by post/Telephone/Mail etc. separately.

Officer on Special Duty

Bihar State Text Book Publishing Corporation Limited

(A Govt. of Bihar undertaking under Education Department)

Pathya Pustak Bhawan, Budh Marg, Patna-800 001

Advertisement No- 01/2024

Affix latest
Passport size
coloured
Photograph duly

Post Applied for

1.Name (Capital letter)

[illegible]

2. Father's/Husband Name

[illegible]

3. Sex: Mark

| | | | |
|------|--|--------|--|
| Male | | Female | |
|------|--|--------|--|

(✓)

4. DOB (Certificate of Matriculation/Secondary School to be attached as the proof)

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| q | d | / | m | m | / | y | y | y | y |
|---|---|---|---|---|---|---|---|---|---|

5. Marital Status

6. Nationality

7. Category:

Note: Candidates claiming reservation should Submit their caste certificate issued from The competent authority.

Put (✓) mark

| | | | |
|----|----|-----|----|
| UR | BC | EBC | SC |
| | | | |

8. Local Address
(for correspondence)

[illegible]

City/District:

[illegible]

State

[illegible]

9. Permanent Address

[illegible]

City/District:

[illegible]

State

[illegible]

10. Telephone/Mobile No.:

11. Email:

12. Academic qualifications (Matric onwards)

| Examination passed | Board/ University | Year of Passing | Class/Division | % of marks | Subjects |
|--------------------|-------------------|-----------------|----------------|------------|----------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

13. Working Experience: (Attach separate sheet in the given format if required)

| Name of the Institution/ Department | Designation | Duration | | Nature of duties performed | Reason for leaving |
|--|-------------|----------|-------|----------------------------|--------------------|
| | | Form | Up to | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Declaration

I, _____ son/daughter/wife of _____ hereby
declare that the information given as above are correct and complete to the best of my knowledge and belief and no
material/information has been concealed, distorted or suppressed by me. My services (if selected) are bound to be terminated if
any evidence is found regarding the false information given by me.

Place:.....

Date:.....

Signature of the Applicant

Note: 1. The candidates are requested to submit the copy of certificates pertaining to age, caste, mark sheet / certificates of all years/semesters, graduation/diploma and experience certificate duly attested by a Gazetted officer.

②

BIHAR STATE TEXT BOOK PUBLISHING CORPORATION LTD.

(A Govt. of Bihar Undertaking)

Pathya Pustak Bhawan, Budh Marg, Patna-800 001

Phone: 2221975, 2214828, 2223533, Fax: 0612-2236388 Email: textbookmd@gmail.com

1. SELECTION PROCESS FOR THE POST OF MANAGER (SALES & MARKETING): -

The Bihar State Text Book Publication Corporation Ltd. (A Government of Bihar Undertaking) Invites applications for the post of Manager (Sales & Marketing) from experienced, talented Professionals, purely on contractual for a period of Two (2) Year, which may be extended further after assessment of performance.

Pre-requisites & other conditions

- **Name of Post** : Manager (Sales & Marketing)
- **No. of Post** : One
- **Location** : Headquarter
- **Qualification:**
Essential: 1) Must have qualification of MBA (Sales & Marketing)
- **Experience:** Applicant must possess Minimum 5 Years post qualification managerial experience with Government, Semi-Government or Reputed Private Organization.
- **Remuneration:** 70,000/- per month
- **Upper Age limit:** 40 Years (as on 29/02/2024).
- **Roles & Responsibilities:**
 - To prepare & finalize tender documents related to all works of BSTBPCL.
 - To manage daily activity related to Sales and Marketing at BSTBPCL.
 - To review procurement policy of BSTBPCL and related orders.
 - To execute and monitor the existing contracts of BSTBPCL.
 - To create and implement a Marketing strategy
 - To Carry out any other duties as may be assigned by the company from time to time
- **Procedure to apply:**
 Eligible candidates have to send filled Application in attached format (can be downloaded along with details of selection process from www.bstbpc.gov.in) with copies of testimonial in support of age, qualification, experience etc. to the Managing Director, Bihar State Text Book Publishing Corporation Limited, Pathya Pustak Bhawan, Budh Marg, Patna-800 001, Bihar by Speed post/Registered so as to reach before 04.04.2024. Applications received after due date (for whatsoever reason) shall not be entertained. Information for interview shall be give on email/mobile number, provided by the candidate.

2. SELECTION PROCESS FOR THE POST OF ASSISTANT: -

The Bihar State Text Book Publication Corporation Ltd. (A Government of Bihar Undertaking) Invites applications for the post of Assistant purely on contractual for a period of Two (2) Year, which may be extended further after assessment of performance.

Pre-requisites & other conditions

- **Name of Post** : Assistant
- **No. of Post** : One
- **Location** : Headquarter

(Signature)

- **Experience:** Applicant must possess a Minimum 5 Years post qualification Clerical/Supervisory experience with Government, Semi-Government or Reputed Private Organization.
Preferable: Candidate having typing speed of 25 WPM in Hindi/30 WPM in English language with 95% accuracy will be given preference.
- **Remuneration:** 35,000/- per month
- **Upper Age limit:** 40 Years (as on 29/02/2024).
Roles & Responsibilities: To Carry out any duties as may be assigned by the company from time to time.
- **Procedure to apply:**
Eligible candidates have to send filled Application in attached format (can be downloaded along with details of selection process from www.bstbpc.gov.in) with copies of testimonial in support of age, qualification, experience etc. to the Managing Director, Bihar State Text Book Publishing Corporation Limited, Pathya Pustak Bhawan, Budh Marg, Patna-800 001, Bihar by Speed post/Registered so as to reach before 04.04.2024. Applications received after due date (for whatsoever reason) shall not be entertained. Information for interview shall be give on email/mobile number, provided by the candidate.

SELECTION PROCESS FOR THE POST OF MANAGER (SALES & MARKETING) and ASSISTANT :-

- The candidates will be shortlisted for selection process taking into consideration the qualification and experience etc.
- The selection process will consist of Personal Interview.
- BSTBPCL reserves the right to fix the standard and specifications for screening and calling the candidates for interview. Applicants meeting the requirements as specified under Terms and Conditions will be required to appear for Personal Interview in Head Office of BSTBPCL in Patna. Call Letters for Personal Interview to all eligible applicants will be forwarded through e-mail ID mentioned in the Application Form.
- Applicants will be required to produce the following, at the time of attending the Personal Interview:-
 1. Two Passport Size Colour Photographs.
 2. Proof of Identification, such as Voter ID/ Aadhar Card/ Passport/ PAN Card.
 3. Original Certificates related to Age, Qualification and Work Experience along with one set of copy of all the documents duly attested by a Gazetted Officer (Central Govt/State Govt.).
- 4. **The candidate has to submit the valid character certificate issued by an officer not below the rank of Deputy Superintendent of Police.**

Note: The candidates shortlisted for Interview process will be informed to attend Interview process by e-mail/SMS on the address/information provided by them in the application. BSTBPCL will not be responsible for any loss of email. information sent due to invalid or wrong email id.

• General Terms and Conditions:

- a) The candidates applying should ensure that they fulfill all eligibility criteria. Their admission to all the stages of the recruitment process will be purely provisional subject to satisfying the prescribed eligibility criteria mentioned in this advertisement. Company will take up verification of eligibility conditions with reference to documents submitted by the candidate only after the candidate has qualified for interview.
- b) No equivalent qualification shall be acceptable for the post.
- c) Pre-requisites are minimum and mere possession of the same does not entitle the candidate to be called for selection process. Considering the experience, the candidates will be shortlisted for selection process.
- d) The candidates should have adequate Knowledge of Hindi and English.
- e) If any false/incorrect information furnished by the candidate is detected at any stage of recruitment process, his/her candidature will not be considered.
- f) If the candidate knowingly or willfully furnishes incorrect or false particulars or suppresses material information, he/she will be disqualified and if appointed, shall be liable for dismissal from the Company's service without any notice or assigning any reasons whatsoever.
- g) The decision of the Company in all matters relating to recruitment shall be final and no individual correspondence will be entertained. Applications received after due date will not be entertained.
- h) The selection in BSTBPCL is done strictly as per merit in a systematic way. Canvassing in any form will disqualify a candidate
- i) The Company reserves the right to cancel the Advertisement fully or partly on any grounds.
- j) Application Form submitted by Applicants presently working in Central or State Government/Semi Government Undertakings or Companies will not be entertained unless accompanied by 'No Objection Certificate' and 'No Enquiry & Vigilance Clearance Certificate' from the employer and these have to be produced at the time of personal Interview.
- k) The application must be submitted in the Proforma given in this advertisement/website in the same order preferably typewritten on A4 paper. All items of the application must be filled in according to instructions given for filling the application form.
- l) Date of birth as per Secondary School Certificate (SSC) and age as on 29/02/2024 should be mentioned.

(Signature)

- m) Applications duly filled in with attested (by Gazetted Officer) copies of certificates in support of age & Qualification should be submitted to The Chairman cum Managing Director, Bihar State Text Book Publishing Corporation Limited, Pathya Pustak Bhawan, Budh Marg, Patna-800 001, Bihar by Speed post/Registered so as to reach on or Before 04/04/20224. Applications received after due date (for whatsoever reason) shall not be entertained.
- n) No TADA will be admissible for Applicants for attending the selection process including Personal Interview in Head Office of BSTBPCL
- o) BSTBPCL reserves the right to modify/later/restrict/enlarge/cancel the selection process, if need arises, any reasons thereof. The decision of the Management will be final and no appeal will be entertained against this issue. The right to accept/reject any or all application (S) received is reserved with BSTB without assigning any reason thereof.
- p) Selected applicant will be appointed as Manager (Sales & Marketing) / Assistant in BSTBPCL purely on Contract Basis initially for a period of Two Year, which may be extended further based on performance evaluation by BSTBPCL.
- q) The appointment does not give any right to a candidate for regular employment in BSTBPCL.
- r) Selected Candidate's services can be terminated by BSTBPCL with one months' notice. If candidate wishes to leave the services of BSTB he/she shall have to give one months' notice or remittance of one months' remuneration in lieu thereof.