



Bihar Institute of Public Administration & Rural Development
Brahmyoni Parwat, Kushdihra, Gaya-823001,

Website: <http://bipard.bihar.gov.in/>

e-Mail: bipardgaya@yahoo.com

Advertisement No. 1163. Date: 15.02.2025

NOTICE INVITING APPLICATIONS FROM ELIGIBLE YOUNG PROFESSIONALS' APPOINTMENTS ON A OUTSOURCE BASIS.

BIPARD invites applications from eligible **Young Professionals** on a **OUTSOURCE** Basis. Eligible candidates can apply by submitting their application form via email to bipardgaya@yahoo.com or bipard.gaya-bih@bihar.gov.in. Alternatively, applications can be submitted by sending the application form to the Senior Assistant Director, Bihar Institute of Public Administration & Rural Development (BIPARD), Brahmyoni Parwat, Kushdihra, Gaya-823001.

- i **Opening date for submission of online/offline applications: 15th February 2025, from 06:00 P.M.**
- ii **Closing date for submission of online/offline applications: 2nd March 2025, till 05:00 P.M.**

Detailed advertisement is available on the website <https://bipard.bihar.gov.in/>.


Senior Assistant Director
BIPARD GAYA



Bihar Institute of Public Administration & Rural Development

Brahmyoni Parwat, Kushdihra, Gaya-823001,

Website: <http://bipard.bihar.gov.in/>

e-Mail: bipardgaya@yahoo.com

Date: 15.02.2025

NOTICE INVITING APPLICATIONS FROM ELIGIBLE YOUNG PROFESSIONALS' APPOINTMENTS ON A CONTRACT BASIS.

BIPARD is an apex Institute of Training and Research in the field of Public Administration, Rural Development, Disaster Management, Panchayati Raj, Non-Governmental Organizations, Urban Development, Land and Water Management, etc. It has developed as a center of excellence to provide necessary support to the national and state governments, Government of Bihar in particular, and other agencies, concerned in these fields in the areas of policy formulation, program initiatives, implementation strategies, training, research, evaluation, documentation, and dissemination of information in India. The use of technology and better assistance in training & research in public policy formation is one of the best efforts being made by BIPARD.

BIPARD invites applications from eligible Young Professionals On a Contractual Position.

Eligible candidates can apply by submitting their application form via email to bipardgaya@yahoo.com or bipard.gaya-bih@bihar.gov.in. Alternatively, applications can be submitted by sending the application to the **Deputy Director, Bihar Institute of Public Administration & Rural Development (BIPARD), Brahmyoni Parwat, Kushdihra, Gaya-823001.**

The applications can be submitted from **6:00 pm on February 15th, 2025**, onwards. The last date to submit online/offline applications is **March 02nd, 2025, till 5.00 pm.**

BIPARD reserves all the right to withdraw this advertisement at any time without assigning any reason.

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1. Last date of receipt:

Eligible candidates can apply by submitting their application form via email to bipardgaya@yahoo.com or bipard.gaya-bih@bihar.gov.in. Alternatively, applications can be submitted by sending the application form to the Deputy Director, Bihar Institute of Public Administration & Rural Development (BIPARD), Brahmyoni Parwat, Kushdihra, Gaya-823001.

- i Opening date for submission of online/offline applications: **February 15th, 2025, till 5.00 pm.**
- ii Closing date for submission of online/offline applications: **March 02nd, 2025, till 5.00 pm.**

2. The details of the Young Professional recruitment are as follows:

1	Name of Position	Young Professional
2.	Number of Positions	15 (Tentative)
3.	Method of Recruitment	Contract Based through OUTSOURCE basis
4.	Age Limit	Candidates should be below 32 years of age as on the date of the Advertisement.
5.	Period of Contract	The engagement would be purely on a contractual basis for a period of 2 years from the date the candidate joins the assignments. However, being a contractual arrangement, the engagement could be terminated at any time by the competent authority without assigning any reasons.
6.	Remuneration (PerMonth)	Rs.60,000 (Consolidated inclusive of all)
7.	Purpose of Assignment	<ol style="list-style-type: none">1. Operational ground-level execution of various Programs and implementations of various activities of Vikshit Bharat Labs.2. To Manage, Review and Monitor Officer Trainee and other beneficiaries.3. Other Assignments assigned by the Competent Authority from time to time.



8.	Tasks Related to Assignment & other tasks incidental thereon	Technology-driven Innovation, Research and other tasks incidental thereon Creative tasks in ongoing Programs of Vikshit Bharat Labs. Any other tasks as assigned by the Competent Authority from time-to-time.
9	Additional Key Responsibilities	<ul style="list-style-type: none"> • Curate creative content for knowledge products. WC, event collaterals, website and social media • Produce high-quality, well-written, and visually appealing content • Documentation support to the training programs and activities under BIPARD • Build and maintain communication assets, including photographs story, and video. • Archive organizational knowledge assets/maintain a comprehensive digital and printed materials library of all relevant documents, guidelines and Knowledge Products • Capturing all the important/key aspects of the respective training programs, including a brief on program components, unique features of the program, the transformation brought by the programs. • Developing separate/dedicated documents for programs, events, consultations, deliberations, and meetings that are part of various training programs. For instance, Meeting with Star Speakers, Eminent Sportsperson-In Residence, Clubs & Societies, Certificate Courses, etc. • Process documentation of the ongoing courses — Common Foundation Course, Induction Training Programme, etc. • Developing synopsis of the existing training packages and modules, that will provide a brief summary of the

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		<p>training package/modules, including objective. method of delivery, expected outcomes, activities. and feedback.</p> <ul style="list-style-type: none"> • Developing brief reports on the major events that take place in the Institute. • Facilitating -Centres of Excellence" in designing research tools , conducting research studies assisting in research reports and other such academic activities of the centre from time to Time • Any other knowledge management work as assigned by the institute from time to time
10.	Educational Qualifications	<p>Bachelor of Engineering/B. Tech, OR;</p> <p>Masters in Science/Technology/Computer Application/Commerce/Statistics/Maths /Economics/ Management/Communication Development/ /PG Diploma in Management including that of one year Executive PGP; OR</p> <p>CA/CMA (ICWA), OR;</p> <p>Possessing any Professional Degree earned after a study of 4 years or more acquired after 10 + 2.</p>
11.	Work Experience	<p>Essential Experience: Minimum one year of professional experience in technology/ Product Development or Services / Financial or Business Management /Innovation & Entrepreneurship / Data Analytics etc</p> <p>Desirable Experience: Experience in Startups / Incubation Centres OR</p>

		<p>Experience in Tinkering Labs/Maker Pacer/Incubation OR Experience in mentoring / managing any of the above.</p> <p>Note: Experience of internship/training will not be accounted for.</p>
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Note: The number of positions for Young Professionals may vary and may be tentative.

3. Other Conditions are as follows for Contractual Young Professionals:

- a **Tax Deduction at Source:** The Income Tax Act or any other tax liable to be deducted as per the prevailing rules will be deducted at source before effecting the payment, for which BIPARD will issue TDS/Service Tax Certificate, as applicable.
- b **Other Allowances:** No TA/DA shall be admissible for joining the assignment or on its completion. No other facilities like DA, Accommodation, Residential Phone, Conveyance/Transport, Personal Staff, Medical Reimbursement, HRA & LTC, etc., will not be admissible.
- c **Extension:** Performance of the selected candidates would be continuously reviewed, and their extension shall be considered based on periodic review/ requirement.
- d **Leave:** Candidate will be entitled to leave at the rate of 2.5 days of each completed month with no accumulation of leave beyond a calendar year on pro rata basis. Also, un-availed leave in a calendar year will lapse and will not be carried forward to the next calendar year. Further, the absence of up to one month may be considered without remuneration. However, in exceptional cases for professional development, training etc. this condition may be relaxed by DG, BIPARD.
- e **TA/DA:** To undertake domestic tours subject to the approval of Competent Authority, TA/DA may be provided as per equivalent grade in Recruitment Rules of BIPARD

4. DOCUMENT VERIFICATION:

After the online application process, shortlisted candidates may be required to provide original documents for verification during the interview or selection process. Failure to produce the required documents may result in disqualification.

5. SELECTION PROCESS:

Details about the selection process include written test/interview or both as per the decision by the selection committee of BIPARD

6. MEDICAL FITNESS:

Shortlisted candidates may ask to submit a Medical Certificate before the contractual appointment at BIPARD

7. DECLARATION/UNDERTAKING:

Candidates should declare that the information provided in the application is true and that they meet the eligibility criteria. Any misrepresentation of information may result in disqualification.

8. GENERAL TERMS AND CONDITIONS

- a. **Posting:** Selected candidates shall be posted at BIPARD GAYA, and the posting so made will be purely in the public interest or arising out of administrative exigencies.
- b. **Confidentiality:**
 - I. Selected persons will not be allowed to publish a book or a compilation of articles or participate in a radio broadcast or contribute an article or anonymously or pseudonymously in the name of any other person, if such book, article, broadcast, uses any information that he/she may gather as part of this assignment.
 - II. During the period of engagement, Employee would be subject to the provisions of the Indian Official Secret Act, 1923 and will not divulge any information gathered by him/her during the period of his/her engagement to anyone who is not authorized to know.
 - III. The Selected personnel at no instance can represent or give opinion or advice to others in any matter, which is averse to the interest of the Government.
- c. In the event where the Applicant is required to proceed outstation from the place of posting on tour for official duty, he/she will be entitled to TA/DA as admissible under the rules.
- d. In case the performance of Candidate is not found satisfactory, his/her services will be discontinued after giving one-month notice.
- e. Without any prejudice to the above condition, the candidate will be terminated from his services with immediate effect without any obligations, in case the candidate is found guilty of violating any of the conditions contained in the terms of employment or is guilty of any misconduct including negligence of duties, unauthorized absence, etc.

- f. Decision of BIPARD in all matters regarding eligibility, selection and posting would be final and binding upon all candidates. No representation or correspondence will be entertained by BIPARD in this regard.
- g. BIPARD reserves the right to cancel the advertisement and/or the selection process at any stage without assigning any reason. Further, BIPARD reserves the right to modify or alter or restrict or enlarge or cancel the recruitment process if the need so arises without issuing any further notice or assigning any reason thereafter. The decision of the BIPARD shall be final, and no appeal will be entertained.
- h. The DG BIPARD shall be the final authority in case of any dispute.
- i. The appointment of contract Young Professionals will be purely on a contract basis and does not confer any right to claim permanent employment at BIPARD.
- j. BIPARD reserves the right to post the candidate from the selected list to any of its scheme located anywhere in India.
- k. Any litigation matters pertaining to employment at BIPARD shall be restricted to the jurisdiction of the Gaya/Patna courts.
- l. Applications received after the due date are liable to be summarily rejected. BIPARD will not be responsible for any delay in the submission of the online/offline application form due to any reason.





Email id: bipardgaya@yahoo.com

बिहार लोक प्रशासन एवं ग्रामीण विकास संस्थान
ब्रह्मयोनि पर्वत, कुशाडीहरा, गया-823001
Bihar Institute of Public Administration & Rural Development
Brahmyoni Parwat, Kushdihra, Gaya- 823001
Young Professional Application Form

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FIRST NAME:	SURNANE:
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ADDRESS:

AGE:	GENDER:	MOBILE NUMBER:
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EMAIL ID:

EDUCATION/ QUALIFICATION				
QUALIFICATION	COURSE	EXAM	RESULT/ GRADE	PASSING YEAR

PRESENT/ RECENT EMPLOYMENT

JOB TITLE:

RESPONSIBILITIES:

EMPLOYER:	DATE LEFT	(if applicable):
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REASON FOR LEAVING (if applicable):

EMPLOYER ADDRESS:

POST CODE:	SALARY:
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TEL NO:

PREVIOUS EXPERIENCE:

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REFERENCES

NAME:	EMAIL ID:
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INSTITUTION/ ORGANIZATION/GOVT:

JOB TITLE:

CONTACT NUMBER:

Declaration
(Warning: if you include any details that you know to be false or if you withhold relevant information, you may render you self liable to disqualification from the recruitment exercise or, if appointed, to dismissal)
Yes, I declare that the information I have provided in this application form is, to the best of my knowledge and belief, correct and complete.

Your signature/name Designation

N.B.: Kindly ensure that all the required information is enclosed. It may not be possible to consider a candidate for want of complete information