

**Walk in Interview****Employment Notice No.: 12/2022**

Applications are invited from recently retired persons from Universities / Research Institutions/ Govt. of Bihar/ PSU/ Semi Govt. organization age less than 65 yrs., in good health for the following posts:

1.No. of Post – (i) ASSISTANT COMPTROLLER (College of Fisheries, Kishanganj) sanctioned in Level 10 in VIIth CPC, 01 Posts-(UR-01) (ii) **PS to Dean (College of Fisheries, Kishanganj)** sanctioned in Level 8 in VIIth CPC, 01 Posts-(UR-01) (iii) **Accountant (College of Fisheries, Kishanganj)** sanctioned in Level 7 in VIIth CPC, 01 Posts-(UR-01) (iv) **Multi Task Office Assistant (College of Fisheries, Kishanganj / College of Veterinary & Animal Sciences, Kishanganj-each two)** sanctioned in Level 6 in VIIth CPC, 04 Posts-(UR-01, EBC-01, UR(F)-01, SC-01) (v) **PA to Dean (College of Veterinary & Animal Sciences, Kishanganj)** sanctioned in Level 6 in VIIth CPC, 01 Posts-(UR-01) (vi) **IT Technician (College of Veterinary & Animal Sciences, Kishanganj)** sanctioned in Level-6 in VIIth CPC, 01 Posts-(UR-01) (vii) **Electrician (College of Veterinary & Animal Sciences, Kishanganj)** sanctioned in Level-2 in VIIth CPC, 01 Posts-(UR-01) (viii) **Veterinary Compounder (College of Veterinary & Animal Sciences, Kishanganj)** sanctioned in Level-2 in VIIth CPC, 01 Posts-(UR-01).

2. Service Condition and Payment shall be as per the provisions of Notification No. 3/M-63/2013 Gen Admin Deptt. 10000/ Patna dated 10.7.2015 issued by Bihar Government and the engagement shall be purely on contract basis for a period of **06 Months** initially and may be extended as per performance/ requirement.

3. Essential Qualification/ Experience**1. Assistant Comptroller(College of Fisheries, Kishanganj):**

- i) Master degree in Commerce/MBA/Economics/ Agriculture Economics/P.G. Diploma or degree in Finance Management.
- ii) At least five years of experience in finance division of Universities / Research Institutions/ Govt. of Bihar/ PSU/ Semi Govt. organization in the pay scale of **Level of 9 or 10**

Desirable: Good Knowledge of Pay Roll, purchase, Auditing of Institutional Accounting, Bihar Finance Rules, Computer and Information Technology

2. Accountant(College of Fisheries, Kishanganj):

- i) Bachelor's degree from a recognized University
- ii) At least five years of experience in finance division in Universities / Research Institutions/ Govt. of Bihar/ PSU/ Semi Govt. organization as accountant / account's clerk/ account's Assistant in the pay scale of **Level of 6 or 7**

Desirable: Good Knowledge of Auditing of Institutional Accounting, Bihar Finance Rules, Computer applications

3. Multi Task Office Assistant (College of Fisheries, Kishanganj / College of Veterinary & Animal Sciences, Kishanganj):

- i) Bachelor's degree from a recognized University
- ii) At least five years of experience in Establishment division/ Administrative Section in any recognized Universities / Research Institutions/ Govt. of Bihar/ PSU/ Semi Govt. organization in the pay scale of **Level of 6**

Desirable: Good Knowledge of dealing service matters of teaching and non-teaching staff, Bihar Service Rule, Knowledge of Computer applications, Record Keeping.

4. **PS to Dean (College of Fisheries, Kishanganj):**

- i) Bachelor's degree from a recognized University
- ii) At least five years of experience as Steno/ PA to Senior Officer of any recognized University / Research Institutions/ Govt. of Bihar/ PSU/ Semi Govt. organization in the pay scale of **Level of 7 or 8**
- iii) Must have Good Shorthand and typing Skill of both Hindi and English

5. **PA to Dean (College of Veterinary & Animal Sciences, Kishanganj):**

- i) Bachelor's degree from a recognized University
- ii) At least five years of experience as Steno/ Steno Typist to Senior Officer of any recognized Institute in the pay scale of **Level of 5 or 6**
- iii) Must have Good Shorthand and typing Skill of both Hindi and English

6. **IT Technician (College of Veterinary & Animal Sciences, Kishanganj):**

- i) Diploma / Gaudete in Computer Science / Computer Science and Engineering / Information Technology or Electronics and communication technology from recognized Institute.
- ii) Experience in Concerned field.

7. **Electrician (College of Veterinary & Animal Sciences, Kishanganj)**

- i) Matriculation from recognized Board
- ii) At least five years Experience in government /Semi Govt./PSU /University as electrician.

8. **Veterinary Compounder (College of Veterinary & Animal Sciences, Kishanganj)**

- i) Matriculation from recognized Board
- ii) At least five years Experience in government /Public Sector /University as Veterinary Compounder.

4. Terms and Conditions:


- i. This engagement is purely contractual for urgent temporary requirement further essential and desirable qualification are also as per requirement.
- ii. As per Clause 10.4 of the University statute, the engagement will be for a period of six months initially and may be extended as per requirement / performance.
- iii. The selected candidates will have no claim for regular appointment.
- iv. No TA/DA will be paid for attending the interview.
- v. Mere fulfilling the essential qualification/experience does not guarantee for selection.
- vi. Person appointed may be posted in any unit under jurisdiction of Bihar Animal Sciences University.
- vii. The format for submitting the bio-data is as under (Please attach recent photograph): - (a)Name (b)Age (as on date of interview)/Sex (c) Name of Father/ Husband's (d)Date of Birth (e) Address for Correspondence (f)Contact Phone/ Mobile No. (g) E- Mail Address (h)Educational Qualifications (i)Detail and evidence of Past experience/ service rendered (j) Last pay drawn details and Pension papers (k)Undertaking of providing correct information and Signature of the applicant.

Willing candidates will have to submit the brief Bio-data with Photograph by registered /speed post to **REGISTRAR, Bihar Animal Sciences University, Patna-800014**, so as to reach latest by **31.12.22 up to 16.00 hrs.** Candidates are suggested to check the University website (<https://www.basu.org.in/>) for update information.

NO SEPARATE CALL LETTER WILL BE ISSUED FOR INTERVIEW
CANDIDATES ARE REQUESTED TO BRING ALL ORIGINAL RELEVANT DOCUMENTS

WALK IN INTERVIEW SHALL BE HELD ON: 03.01.2023 from 10 AM ONWARDS.
(Shorthand/ typing test will also be held for positions of PA and PS)

Venue: Vice Chancellor's Committee Room
Administrative Building,
BIHAR ANIMAL SCIENCES UNIVERSITY, PATNA
P.O. Bihar Veterinary College, Patna-800014


Registrar,
BASU, Patna
8/12/22

S. D. A.