

**Bihar Society for Computerization of Registration offices
(BISCORE)**

Room No.-144, 1st Floor, Vikas Bhawan,
Bailey Road, Patna -800 015

Website :- <http://Registration.bih.nic.in>

Employment Notice No.- 01/2016

Applications are invited from eligible Candidates for appointment to the post of **Accountant** for Head offices as per the details given below:

S. No.	Designation	Educational Qualification	Min. Work Exp.	Maxim. Age	No. of Post	Salary (Consolidated)
1.	Accountant	CA INTER	3 yrs.	40 Yrs.	1	₹ 20,000

- a. The total number of projected vacancies indicated in this advertisement may be increased/decreased / cancelled at the discretion of BISCORE Management, if need so arises, without any further notice and without assigning any reason thereof.

2. Salary (Consolidated):

- a. The salary as indicated above in the above table will be consolidated.
b. Apart from this, no other allowances would be paid to the candidate.

3. Qualification

- a. The candidates must have passed the CA INTER examination for Chartered Accountants on or, before March 1, 2013.
b. Work experience shall be counted after the completion of desired educational qualification on **01/10/2013**. The work experience required shall be 3 years.
c. Candidates must have knowledge of computer proficiency & Tally Package.

4. Terms of Employment:

The post would be purely on contract basis, initially for the period of 3 yrs., and renewed based on the satisfactory performance of the candidate.

5. Age Criteria / Relaxation:

- a. Maximum age as indicated above should be calculated on **01/01/2016**.
b. OBC Candidates shall get age relaxation of 3 years in maximum age limit. They will have to produce necessary certificates from competent authority, in this respect.
c. SC/ST Candidates shall get age relaxation of 5 years in maximum age limit. They will have to produce necessary certificates from competent authority, in this respect.
d. PHP (Physically Handicapped Person) Candidates shall get age relaxation of 10 years in maximum age limit. They will have to produce necessary certificates from competent authority, in this respect.

6. Mode of Selection:

- a. The mode of selection will be through interview.
b. Merit list will be prepared on the basis of marks obtained in the interview.

7. How to Apply:

The duly filled up application available at <http://registration.bih.nic.in> under notice board must be sent through registered post / speed post only to **Secretary, BISCORE, Room No.-148, 1st Floor, Bihar Society for Computerization of Registration Offices, Vikas Bhawan, Bailey Road, Patna - 800 015 with the following enclosures latest by 07.09.2016:**

- a. Application must accompany two recent passport size photograph out of which one should be pasted on the space provided on the application form and other two self signed photographs should be properly enclosed.
- b. Self attested, legible and clear photocopy of the following certificates and mark sheets shall have to be attached with the application form:-
- i. Certificate of Matriculation or, Secondary/ Senior Secondary/ Graduation/ Professional degree certificate/mark sheet.
 - ii. Certificate of Work Experience/Joining letter
 - iii. One self addressed envelope of size 16 X 7cm with postage stamp of Rs. 39/- affixed on must be enclosed with the application.

8. General Instructions:

- a. Application with enclosures has to be sent only through registered/ speed post. Application received through any other means viz. courier, hand delivery etc. will not be accepted. The name of the post must be super scribed on the envelope containing the application. Application received after the last date of submission of application i.e. **07.09.2016** will not be entertained under any circumstances.
- b. Incomplete applications or applications received late will be summarily rejected.
- c. The mere fact that a candidate has submitted the application against the advertisement and apparently fulfilling criteria as prescribed in the advertisement would not bestow on him/ her the right to be called for interview/considered for selection process. BISCORE Management may also relax/ lower the qualifying standards/ criteria in case suitable candidates are not available.
- d. The Candidates will be liable for legal action if any false information in respect of any application details, caste certificate, photographs etc. is furnished by him/ her,
- e. If any discrepancy is found in the information given in application and certificates enclosed by the candidate, their candidature will be cancelled and no further correspondence will be done,
- f. No TA/DA will be paid to the Candidate, if called for Interview/ Written test/ Counselling etc,
- g. BISCORE reserves the right to cancel the selection process at any stage without assigning any reason,
- h. Selected Candidates will be called for document verification/ counselling for which separate intimation will be given.

Sd/-
(Shekhar Nilam Kumar)
AIG-cum-Secretary, BISCORE.

Application-Form

Application No.-
(For Official use only)

1. Name of Post - **Accountant**
2. Candidate's Name -
3. Father's/Husband's Name -
4. Date of Birth -
5. Age as on 01.01.2016 -
6. Category -
7. Permanent Address -

Paste a self
attested recent
photograph

8. Postal Address – District-..... State- Pin-

District-..... State- Pin-

9. Mobile no.-
10. Email Id -
11. Educational Qualification -

Exam Passed	College/School	University /Board	Year of Passing	Division /Class	Percentage

12. Work Experience Details -

Name of the Organization	Designation	Roles/ Responsibility	Duration	
			From	To

13. Any Other Relevant information:

14. List of Enclosed Document: *(Self-attested copy)*

DECLARATION BY CANDIDATE

I hereby solemnly and sincerely affirm that all the particulars filled by me in the application form are true and correct to the best of my knowledge and belief. I have read the information and instructions mentioned in the advertisement and I shall abide by the terms and conditions. However, if any Information furnished herein is found fraudulent, incorrect or untrue I understand that, I will be liable to be prosecuted in the court of law and loose my candidature.

Date -

Place -

Signature of Candidate