

BIHAR STATE MINORITIES FINANCIAL CORPORATION LTD., PATNA
 (Govt. of Bihar Undertaking)
 34, Harding Road (Ali Imam Path), Patna-1
 (www.bsmfc.org, Tel-0612-2204975, Fax-2215994, Email-minocorpatna@gmail.com)
 (CIN No.-U65110BR 1984SGC 001964)

Advertisement No.

Date:

DETAILED INSTRUCTIONS FOR CONTRACTUAL APPOINTMENT

Bihar State Minorities Financial Corporation Limited, an undertaking of Government of Bihar (the Corporation) invites applications for contractual appointment for an initial period of 11 months on following posts: -

Sr. No.	Name of the Posts	No. of Posts					Honorarium per Month	Minimum Qualification and relevant work experience
		UR	EBC	UR (F)	SC	Total		
1.	Manager (Administration)	1	0	0	0	1	70,000.00	MBA or equivalent with specialization in HRD / HRM / PM&IR having relevant experience of not less than 2 years in Govt. Department / PSU.
2.	Manager (Planning)	1	0	0	0	1	70,000.00	MBA (Finance) / PGDFM having relevant experience of not less than 2 years in Govt. Department / PSU.
3.	P.A. to MD	1	0	0	0	1	25,000.00	The candidate must be Graduate in any discipline. i. The candidates will be given one dictation for 10 minutes in Hindi at the speed of 100 words per minute. The matter will have to be transcribed on computer in 55 minutes. ii. The candidate must have proficiency in computer application including MS Office.

General Instructions: -

- Only Indian Nationals are eligible to apply and the appointment shall be strictly on contract basis for 11 (eleven) months which may be renewed subsequently depending upon satisfactory performance.

2. Age Limit:

Age limit for contractual appointment on above post will be as per notification no. 294 dated 07.01.2016 of the General Administration Department, Govt. of Bihar, which is as under: -

Unreserved category (Male)	-	37 Years
BC / EBC category (Male & Female)	-	40 Years
Unreserved category (Female)	-	40 Years
SC / ST category (Male & Female)	-	42 Years

3. Candidates seeking reservation / relaxation benefits must ensure that they are entitled to such reservation / relaxation as per eligibility prescribed. They should also be in possession of all the requisite certificates in support of their claim as stipulated for such benefits.
4. The mode of selection is through the selection test and only shortlisted candidates shall be called for the same. The Corporation may at its discretion, re-conduct selection test in case of any eventualities. No TA / DA will be admissible for appearing in the selection test whatsoever.
5. Mere fulfillment of eligibility conditions as laid down in the advertisement does not entitle a candidate to be called for Interview.
6. Before submitting the application form, the candidate must ensure that she / he fulfills all the required eligibility criteria for the post applied.
7. In case of more than one application by a candidate for the same post, only latest application will be considered.
8. No modifications are allowed after candidate submits the application form. If any discrepancy is found in the information filled by the candidate in the application form and that of the original testimonies, the candidature of such candidate is liable to be rejected.
9. The interested and eligible candidates / applicants have to submit their application (in hard copy) in the prescribed format which may be downloaded from the website www.bsmfc.org and submit in person or send through speed post / courier on the following address: -


The Company Secretary,
Bihar State Minorities Financial Corporation Limited,
34, Harding Road, Patna - 800001.

10. The candidates must enclose self-attested copies of certificates pertaining to age, caste, mark sheet / certificates of all educational qualifications, membership of professional body (if any), proof of experience, copy of Aadhar and should bring 2 sets of photocopies of all documents at the time of interview.
11. The last date for submission of application is 13.06.2025.
12. Legal jurisdiction will be Patna only.
13. If, at any stage of the recruitment process or subsequently, it is found that, the applicant:
 - i. has provided wrong information or submitted false documents or
 - ii. has not produced copies of educational qualification or other concerned certificates or
 - iii. has suppressed relevant information or
 - iv. does not meet the eligibility criteria for this recruitment or
 - v. has resorted to unfair means during selection process or

vii. has created disturbance affecting the smooth conduct of the Personal Interview.


She / he will be liable to be disqualified, prosecuted and debarred for all appointments in the Corporation and his / her application / appointment will be cancelled / rejected forthwith.

14. Any further information / corrigendum / addendum etc. pertaining to recruitment will be uploaded on the website www.bsmfc.org only and as such candidates are advised to visit the same frequently.
15. The Managing Director of the Corporation reserves the right to cancel / restrict / enlarge / modify / alter the recruitment process, if need so arises, without assigning any reason thereof. No correspondence or personal enquiries shall be entertained by the Corporation in this behalf.
16. The decision of the Managing Director of the Corporation in all matters relating to eligibility criteria, mode of selection, conduct of interviews will be final and binding on the candidates.


09.5.25






13.05.2025
(Diwan Jafar Hussain Khan)
Managing Director