

**Department of Urban Development & Housing  
Government of Bihar**

**Online Computer Based Test (CBT) for Contract Appointment of City  
Managers under Urban Local Bodies 2020**

**Advt. No.- UD&H/CTM-2020/02 Dated : 24.04.2020**

**NOTICE**

In accordance with the letter no. 01/स्था. (न.प्र.)-05/2019-6571 dated 12.12.2019 of the Department of Urban Development and Housing, Government of Bihar, Online applications are invited for the Online Computer Based Test (CBT) for panel formation for contract appointment on the vacant Post of "CITY MANAGER" under URBAN DEVELOPMENT AND HOUSING DEPARTMENT.

**1. Details of Post, Total vacancies, Consolidated Monthly Pay, Minimum Educational Qualification and Eligibility:**

| Name of the Post | Approx Total Vacancies | Educational Qualification                                                                                                                            | Consolidated Monthly Pay (In Rs.)      |
|------------------|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|
| City Manager     | 163                    | MBA or PG Degree / Diploma in Public Administration or PG Degree in Town Manager/ Planning and development from recognised Institution / University. | Rs. 40,000.00<br>(Forty thousand only) |

**2. Category wise distribution of Vacancies (including backlog vacancy) :**

|         |   |    |
|---------|---|----|
| UR      | - | 38 |
| UR (F)  | - | 21 |
| ST      | - | 02 |
| ST (F)  | - | 01 |
| SC      | - | 19 |
| SC (F)  | - | 09 |
| EBC     | - | 22 |
| EBC (F) | - | 10 |
| BC      | - | 14 |
| BC (F)  | - | 06 |
| RCG     | - | 06 |
| EWS     | - | 10 |
| EWS (F) | - | 05 |

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**TOTAL - 163**  
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**Note : The above category wise seat distribution includes ;**

- a) **DQ quota : 6 Posts (मनोविकार-1, दृष्टि-2, मुक वधिर-2 एवं चलन-1) : (horizontal reservation)**
- b) **Grand Son / daughter (पोता/ पोति/ नाति/ नतिनी) of freedom fighter quota : 3 Posts : (horizontal reservation)**
- c) **Number of category wise vacancies may change and will be informed accordingly.**

**3. Age limit :**

As on 1st January of 2020, the Minimum age limit will be 21 years. and Maximum age limit as under:

|                                                              |   |         |
|--------------------------------------------------------------|---|---------|
| i. Unreserved (Male)                                         | : | 37 yrs. |
| ii. Backward Class/ Extremely Back word Class (Male/ Female) | : | 40 yrs. |
| iii. Unreserved (Female)                                     | : | 40 yrs. |
| iv. Schedule Caste & Schedule Tribes (Male/ Female)          | : | 42 yrs. |

**Note : As per guidelines of General Administrative Deptt., Govt. of Bihar, Age relaxation for DQ candidates will be 10 years and Ex-Serviceman candidates will be given a concession equivalent to the sum of length of service period spent in the defense service provided that their actual age does not exceed 57 years on the date of application.**

**4. Nationality :**

The candidate must be a citizen of India.

**5. Eligibility criteria, instructions and other details are available in the prospectus of Online Computer Based Test for Contract Appointment of City Managers under Urban Local Bodies 2020 which can be downloaded from the Board's website [bceceboard.bihar.gov.in](http://bceceboard.bihar.gov.in) .**

**6. PROCUREMENT OF APPLICATION FORM & PROSPECTUS AND EXAMINATION FEE :**

For filling up online application form, first of all candidates should visit the link "Online Application portal of City Manger" provided on board's website [Bceceboard.bihar.gov.in](http://Bceceboard.bihar.gov.in). After that click on "Apply Online" link and follow the instructions appearing on the computer screen.

**I. Step-One - (Registration) :** For filling up online application form first of all candidate click on the link "Click here for Registration"

appearing on the computer screen and fill the correct information as per requirement and complete the registration process. The candidate while registering, must see that he / she is giving his / her own email\_id and mobile no. because all informations concerning registration will be sent on the same email\_id and mobile no. After successful registration provisional Registration Number and password will be send to email id and mobile no. The candidate must keep the provisional Registration Number and password entered in Application Form confidential, otherwise BCECE Board will not be responsible for any complication.

**II. Step-two - (Basic Details) :** After successful registration, candidate should enter their provisional Registration Number and Password and click on submit button for login to their account and thereafter complete the required entries regarding Basic Details as appeared on the computer screen. Then click on "Save & Next" button.

**III. Step-Three - (Educational Qualification Details) :** After successful entries of basic details the candidate should complete the required entries regarding Educational Information as appeared on computer screen. Then click on "Save & Next" button.

**IV. Step-Four - (Work Experience) :** After successful entries of educational qualification details the candidate should enter his / her work experience information on the computer screen and click on . "Save & Next" button.

**V. Step-Five - (Upload Photo, Signature & Document) :** After entering the work exprience, the candidate should upload his / her passport size recent front view coloured photograph of high contrast and full signature (Not in capital letter) only in .jpg format and other documents in .jpg /.pdf format after duly scanning the same as asked on computer screen. After uploading photo, signature & required document click on "Save & Next" button.

**VI. Step - Six (Preview your Application) :** After uploading the photo , signature and required documents, the candidate must verify all the information given by him/her in step-Two, step-Three and step-Four. If any information is found wrong, then the candidate should click "Back" button and make required corrections. Thereafter the candidate should click "Save & Next" button so that entered information should be updated. If preview of application form is found to be correct, then the candidate should give his / her Declaration and click the "Final Submit" button.

**VII. Step - Seven (Payment of Examinaton Fee) :** After preview of the Application Form and " Final submit" ,the candidate should click on "Proceed to Payment" button appeared on the computer screen regarding payment of examination Fee. The paid examination Fee will not to be refunded. There are following modes for payment of examination fee:

**a. Examination Fee :** Examination fee to be paid through above modes is Rs. 2200/- (Two Thousand Two hundred) only for all categories i.e. (UR / SC / ST / EBC / BC / DQ) candidates.

**b. Payment by Bank Challan :** If the candidate wants to Pay examination Fee through Bank Challan, he / she should select offline / NEFT Challan option from Payment mode appearing on computer screen and download the Challan and get the print and pay the examination fee by visiting any Bank upto scheduled last date as printed on the challan. If any candidate is unable to pay the examination fee through challan on the last date as mentioned on the challan, then he/her should again login to their account and re-download the challan and can complete the payment process through challan made in cash/NEFT . If not done so , the payment procedure through challan will be considered as failure transaction This procedure for updating will take atleast one hour. If the payment is not updated, then the candidate should wait for atleast 24 hours. If even then the payment is not get updated then the candidate should drop a mail to email id [helpdesk: "helpdesk@bcecebpna.in"](mailto:helpdesk@bcecebpna.in) before the scheduled date. The candidate has to pay processing charge additional to examination Fee for payment through Challan mode.

- c. **Online Payment :** If the candidate wants to pay Examination Fee through Online mode e.g. Credit Card / Debit Card / Net banking, he / she should select online option from payment mode appearing on the computer screen through Credit Card / Debit Card / Net banking. The candidate has to pay processing charge additional to Examination Fee for payment through online mode.

**VIII. Step - Eight (Download/ Print Application form & Transaction Slip) :** After payment of Examination Fee upto scheduled date and time, the candidate must download and get the print and transaction slip of online submitted Application Form and keep the same safely in their possession because it contains all the information provided by the candidate. It may be asked by the candidate to produce the print out of online submitted Application Form & Transaction slip during at the time of document verification by the concern Dept./ Bihar Combined Entrance Competitive Examination Board, Patna.

- Note :** a. After Filling up successfully online application a confirmation email will be send to the candidate on his/ her email-Id.
- b. Candidates are advised not to send the downloaded copy of online application form to BCECE BOARD
- c. The candidate must note that after submission of online application form, neither it can be withdrawn nor any request for refunding paid Examination fee will be entertained.
- d. Board will not be responsible for any interruption in Internet / Postal / Banking system. Therefore the candidates must not wait for last dates and complete all procedure before due date.

**IX.** Incomplete or tampered online application form will not be accepted.

**X.** On the basis of Information given in online application form the same will be matched with the uploaded documents by candidate and will be verified from their original documents at the time of document verification. If any information found to be false/ incorrect then his/ her candidature is liable to be rejected.

**XI. Important Dates :**

- (i) Start date of Online Registration / Application form/ Submission of Examination Fee ..... : 28.04.2020
- (ii) Last date of Online Registration for filling up on application form ..... : 27.05.2020 (11.59 P.M.)
- (iii) Down loading of Challan ..... : 25.05.2020 (upto working hours of the bank)
- (iv) Last date of payment through Challan/ Debit/ Credit Card / Net Banking and submission of the online Application Form by Registered candidate .. : 27.05.2020 (11.59 P.M.)
- (v) Period of Online Editing of Application Form ..... : 29.05.2020 to 03.06.2020
- (vi) Proposed dae of CBT ..... : To be notified later on.

**Note :** The candidate must ensure that the reservation category as filled by him in Online Application Form is correct. If a candidate appears in the examination by filling wrong reservation category, his / her candidature will be either rejected or he / she will be treated as a Unreserved (UR) category candidate.

7. Urban Development and Housing Deptt., Government of Bihar reserves the right to amend / rectify any of the conditions of prospectus of Online Computer Based Test (CBT) for Contract Appointment of City Managers under Urban Local Bodies 2020.

**Sr. Nodal Officer**