Online Computer Based Test for Contract Appointment of City Managers under Urban Local Bodies
2020

BROCHURE

DEPARTMENT OF URBAN DEVELOPMENT AND HOUSING
GOVERNMENT OF BIHAR

Last date of Online Registration for filling up on application form : 27.05.2020

Examination Fee : 2200/-

BROCHURE

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

Department of Urban Development & Housing
Government of Bihar

In accordance with the vide letter no. 01/स्था. (न.प्र.)-05/2019-6571 dated 12.12.2019 of the Department of Urban Development and Housing, Government of Bihar, the Online Computer Based Test (CBT) is being conducted for panel formation for contract appointment on the vacant Post of City Manager, under Urban Development and Housing Department. The details regarding the post for which the applicants will appear in this test are mentioned hereunder :

1. **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 (Forty thousand only)

Category wise distribution of Vacancies (including backlog vacancy) :

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    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.**

1.1 **Nationality :**

The candidate must be a citizen of India.

1.2 **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.

1.3 Medical Fitness :

The candidate must be in good mental health and free from any physical defects likely to interfere with the efficient discharge of his official duties. A successful candidate who, after such medical examination as may be prescribed by the competent authority, is found medically unfit, will not be appointed. Parameters for medical fitness will be based upon BPSC guidelines.

2. Online Computer Based Test (CBT) :

i. Medium of CBT will be English.

ii. Questions will be multiple choice Objective type having 1 (one) marks each.

iii. Total number of Question will be 100 (hundred).

iv. Duration of CBT will be of 2 hours.

The details are as under :

Section of the Test Paper	Numbers of Questions	Standard
A	40	Graduate Level
B	30	Graduate Level
C	30	Graduate Level

Indicative Syllabus is given in Annexure-I

3. Reservation :

i. For selection of the candidates, the present reservation policy / Rules of the Government of Bihar will be applicable.

ii. For the Candidates who are non-residents of the State of Bihar, seats earmarked for the reserved categories as enumerated in para-1, will not be admissible, vide Department of Personnel & Administrative reforms, Governemnt of Bihar letter no. 11/वि 1.विविध.42/2003 का० 622 dated 09.12.2003. They will be considered against General Category seats only.

iii. The reservation categories will be determined on the basis of the lists of SC/ ST/ EBC/ BC as approved by the Government of Bihar and applicable on the date for starting the sale of application form.

iv. A candidate claiming reservation benefit will have to furnish / submit his caste certificate with cremy layer duly issued by the D.M. (District Magistrate) / S.D.O. (Civil)/ C.O. of the District / area of his permanent residence in the State of Bihar. The Caste Certificate issued on the basis of the caste of the Husband / wife of the candidate will not be acceptable.

v. DQ Certificate issued by authorised Medical Board will have to furnish by the candidate.

vi. Grand Son / Grand daughter (पोता/ पोति/ नाति/ नतिनी) of freedum fighter quota Certificate issued by proper authority will have to furnish by the candidate.

vii. EWS Certificate issued by the D.M. (District Magistrate) / S.D.O. (Civil)/ C.O. of the District/ area of his permanent residence in the State of Bihar by the candidate.

4. Merit List :

On the basis of CBT the Merit List will be prepared on marks obtained by the candidate. In case two or more candidates obtain equal marks in the CBT, the inter se merit of such candidates will be determined as under :-

     i.   Candidate obtaining higher marks in test paper section-A will rank above. Even if that is indecisive then

     ii.   Candidate obtaining higher marks in test paper section-B will rank above. Even if that is still indecisive then

     iii.   Older in age will rank above than the younger.

5. **Documents Verification :**

     i.   The date, time and venue for verification of original documents will be duly informed to the eligible candidates.

     ii.   The candidates should bring with them, their Admit-card of the CBT, call letter, Photographs as pasted on the Online Application Form, Part-A & Part-B of Online submitted application form and all original certificates / documents in support of their eligibility.

6. **Procedure for filling online application form :**

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. 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 throught 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@bcecebpatna.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.   The Photograph :

Recent front view, high contrast coloured Photographs snapped with a placard indicating the candidate's full name and the date the snap is taken (not earlier than 01.01.2020).

8.   Issue of Admit Card :

i.   Admit Card bearing the name of the Centre and Roll no. will be issued & uploaded on the website to each eligible candidate well before the date of the commencement of CBT.

ii.   No intimation will be sent to the applicant whose candidature for CBT has been rejected.

9.   General Instructions :

i.   The date, time and venue of CBT / Documents Verification will be decided by the Department at its administrative convenience and then will be intimated to the concerned candidates through website.

ii.   The Department reserves the right to modify and/or change the number of vacancies without assigning any reason whatsoever. Additional vacant positions in equivalent / comparable posts may also be filled through this announcement.

iii.   Information regarding any subsequent modification / alteration / addition / deletion made in the provisions of this Brochure will be given to the candidates during the interview or earlier, as far as possible.

iv.   Candidates adopting unfairmeans in the written test shall be liable for legal action under Bihar Conduct of Examination Act-1981 and other relevant Acts / Provision.

v.   Any dispute arising out of a or connected with this online Computer Based Test (CBT) for contract appoint to the post of City Manager conducted by the Department of Urban Development and Housing, Government of Bihar shall be subject to the jurisdiction of Patna High Court, Patna only.

vi.   Candidate after final selection have to under go training programme for a period of three month. During the training if a candidate is found unfit for the Post, he shall be removed & wait listed candidates shall be replaced after due verification.

vii.   Salaries for the inservice candidates who are already working in State Govt. & its undertakings will be fixed as per the State Govt. Rules.

viii.   Copy of the contract appointment proforma is annexed.

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संविदा के आधार पर नियोजन हेतु एकरारनामा

यह एकरारनामा .... विभाग, बिहार सरकार, पटना एवं चयनित/ नियोजित होने वाले

श्री .... के बीच निम्नलिखित शर्तों के साथ की जा रही हैं :-

1. यह नियोजन केवल .... (पद का नाम) के लिए किया जायेगा।

2. यह नियोजन संविदा के आधार पर केवल 6 माह के लिए किया जायेगा लेकिन विशेष परिस्थिति में इसकी अवधि अगले 6 माह तक बढ़ायी जा सकेगी।

3. संविदा के आधार पर नियोजित श्री .... को .... रू. प्रतिमाह एकमुश्त राशि पारिश्रमिक के रूप में देय होगा एवं इसके अतिरिक्त अन्य कोई राशि या भत्ता देय नहीं होगा।

4. इस तरह के नियोजित व्यक्ति को इस नियोजन के आधार पर सरकारी सेवकों को देय कोई अन्य सुविधा अनुमान्य नहीं होगी।

5. इस आधार पर भविष्य में नियमित नियुक्ति हेतु अथवा अन्यथा कोई दावा अनुमान्य नहीं होगा।

6. संविदा पर नियोजित व्यक्ति की सेवा स्थानान्तरणीय नहीं होगी।

7. संविदा पर नियोजन के उपरान्त नियोजित स्थान हेतु अपने इच्छानुसार आवेदक दो विकल्प दे सकते हैं परन्तु किसी भी स्थान पर नियोजन का अधिकार विभाग के पास सुरक्षित रहेगा।

8. नियोजन के पूर्व नियमानुसार स्वास्थ्य प्रमाण पत्र प्राप्त करना अनिवार्य होगा।

9. इस प्रकार का नियोजन संविदा अवधि (कंट्रेक्ट पीरियड) समाप्ति के पूर्व उभय पक्षों द्वारा एक माह की पूर्व सूचना देकर या एक माह की संविदा राशि एकमुश्त देकर समाप्त की जा सकेगी।

10 संविदा पर नियोजन के पश्चात् दोनों पक्षों को एकरारनामा की उपरोक्त शर्ते मान्य होगी । नियोजित व्यक्ति उपरोक्त एकरारनामा के किसी भी शर्त का उल्लंघन करेंगे तो एकरारनामा स्वत: समाप्त समझा जायेगा।

.... विभाग, बिहार, पटना   नियोजित व्यक्ति।

ANNEXURE- I

INDICATIVE SYLLABUS FOR THE POST OF CITY MANAGER :

Section	SN.		Question
(A)	(i)	General Science	20
	(ii)	Current events of national and international importance	20
(B)	(i)	History of India and Indian National Movement	15
	(ii)	Indian and World Geography	15
(C)	(i)	Indian Polity and Economy	15
	(ii)	General Mental Ability	15

      Questions on General Science will cover general appreciation and understanding of science including matters of everyday observation and experience, as may be expected of a well educated person who has not made a special study of any particular scientific discipline. In current events, knowledge of significant national and international events will be tested. In history of India, emphasis will be on broad general understanding of the subject in its social, economic and political aspects. Questions on the India National Movement will relate to the nature and character of the nineteenth century resurgence, growth of nationalism and attainment of Independence. In Geography, emphasis will be on Geography of India. Questions on the Geography of India will relate to physical, social and economic Geography of the country, including the main features of Indian agricultural and natural resources. Questions on Indian polity and Economy will test knowledge of the country's political system and Constitution of India, Panchayati Raj, Social Systems and economic developments in India. On general mental ability, the candidates will be tested on reasoning and analytical abilities.

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