

Written Test for Contract Appointment of English Instructors in Industrial Training Institutions under Labour Resource Department, Government of Bihar

BROCHURE 2013

Last Date of Receiving Completed Application Form : 07.10.2013

by Registered Post/Speed Post

Date of Examination : 27.10.2013

Price of the Written Test Fee & Prospectus : Rs. 1000/-

(For Gen/BC/EBC Categories)

: Rs. 500/-

(For SC / ST Categories)

BROCHURE

Written Test for Contract Appointment of English Instructors in ITI of Bihar under Department of Labour Resource, Govt. of Bihar

In Accordance with the resolution vide Letter No. टी 1/स्था(2)नि. 143/2008-2481/पटना, dated 19.08.2013 of the Department of Labour Resource, Government of Bihar, the written test is being conducted for appointment on contract basis to the Post of English Instructors, available in Industrial Training Institutions of the Bihar. This panel will be valid till One year. The details regarding the post for which the applicants will appear in the written test are mentioned hereunder :

1. Post, Total vacancies, Minimum Educational Qualification Consolidated Monthly Pay :

Name of the Post	Approx Total Vacancies	Minimum Educational Qualification	Consolidated Monthly Amount (In Rs.)
Instructor (English)	76	B.A.(Hons.) in English from recognised University Desirable - Post Graduate in English & Computer Knowledge	Rs. 11,000.00 (Eleven thousand only)

1.1 Nationality :

The candidate must be a citizen of India.

1.2 Age limit :

The minimum age limit is 21 years on 1st January of 2013. The maximum age limit is as under for different categories on 1st January 2013.

- | | | |
|--------------------------------|---|---------|
| (a) General Category (Male) | - | 37 yrs. |
| (Not in any reserved Category) | | |
| (b) General Category (Female) | - | 40 yrs. |
| (Not in any reserved Category) | | |
| (c) EBC & BC (Male & Female) | - | 40 yrs. |
| (d) SC & ST (Male & Female) | - | 42 yrs. |

1.3 Medical Fitness :

The candidate must be in a 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. Written Test :

- i. Medium of Written Test will be English.
- ii. Questions will be multiple choice Objective type having 1 (one) marks each.
- iii. The written test will be of one test paper (Duration 2 hours & 15 minutes).
- iv. Total number of Question will be 150 (One hundred fifty). The details are as under :

<u>Section of the Test Paper</u>	<u>Numbers of Questions</u>	<u>Standard</u>
A. English Literatur	25	Graduate Level
B. English Comprehension	25	Graduate Level
C. Communication Skill	25	Graduate Level
D. English Grammer	25	Graduate Level
E. Computer Skill	25	Graduate Level
F. General Knowledge	25	Graduate Level

Indicative Syllabus is given in Annexure-I

3. Reservation :

- i. For selection of the candidates, the reservation policy / Rules of the Government of Bihar will be applicable.
- ii. Reservation to various reserved categories as per the present policy of the Government of Bihar is as given below :

<u>Sl.No.</u>	<u>Reserved Categories</u>	<u>Percentage of Reservation</u>
1.	Scheduled Caste (SC)	16 %
2.	Scheduled Tribe (ST)	01 %
3.	Extremely Backward Class (EBC)	18 %
4.	Backward Class (BC)	12 %
5.	Reserved Caegory Girls (RCG)	03. %

The remaining 50 % vacancies (Post) will be considered as General Category (GEN).

- iii. For the Candidates who are non-residents of the State of Bihar, seats earmarked for the reserved categories as enumerated in Sl. No. 3(ii) above, will not be admissible, vide Department of General Administration reforms, Governemnt of Bihar letter no.- 11/आ० विविध-50/2011-सा० 2710 dated 26.08.2011. They will be considered against General Category seats only.
- iv. 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.
- v. A candidate claiming reservation benefit will have to furnish / submit his caste certificate duly issued by the 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.
- vi. **Reservation under Disable Quota (DQ) :** For Disable canditdes, 3 % of total posts available in each categories are reserved under Disable Quota (DQ).

4. Merit List based on the Written Test :

The merit list (for Written Test) will be prepared on the basis of marks obtained by the candidate who will appear in the Test paper. In case two or more candidates obtain equal marks in the written test, the inter se merit of such candidates will be determined as under :-

- i. Older in age will rank above younger.
- ii. Even if that is still indecisive the same will be decided according to alphabetical order of the candidates name.

5. Interview :

- i. The candidate will be called for interview / competency test / complete verification of original documents.
- ii. The date, time and venue of the interview by personal appearance will be duly informed to the eligible candidates.
- iii. At the time of interviews, the candidates should bring with them their Admit-card of the written test, call letter and all original certificates / documents in support of their eligibility.
- iv. The total marks for personal interview will not be more than 10 % of the total marks earmarked in the Written Test.

6. Schedule of Written Test :

- (a) (i) Last Date of submission of Application Form online – 30.09.2013
- (ii) Last date of Receipt of Application Forms – 07.10.2013
by Registered Post/ Speed Post
- (b) Date of Examination – 27.10.2013

7. Procurement of Application Form, Brochure and written Test Fee.

The Application Form and Brochure can be downloaded online from the latest updates column of the website : (i) www.bceceboard.com (ii) www.bcecebonline.com and click on the link "ENTRANCE NOTES - Online Application Form for the Post of Instructor (English)".

Online submission of Application Form be made as per the direction / instruction given hereunder:-

Step-1 (Registration)

For registration the candidate is first required to fill in the personal details, such as Name, Father's Name, Date of birth and other details alongwith E-mail ID, password etc. online on part A of the application form appearing on the computer screen. After filling in the above form 'online' the candidate will get a Registration Number and the password on the computer screen, such Registration Number and Password must be noted down by the candidate for future use. The obtained Registration No. will be the Username of the Candidate.

Step-2 (Procurement of Bank Challan for Test Fee)

On clicking payment submission link the candidate should enter Username and password and then by clicking the "login" button he will get bank challan in triplicate which contain all the details which he has filled in earlier in Step-1. The candidate is then required to download the Bank Challan in triplicate and using the same he is then needed to deposit in any branch of State Bank of India the Test Fee i.e. Rs.1000/- (one thousand) in case the candidate belongs to General (Gen), Extremely Backward Class (EBC) and Backward Class (BC) categories, and Rs.500/- (Five hundred) in case of the candidate belongs to Scheduled Caste (SC) and Scheduled Tribe (ST), Categories. The Board copy and the candidates copy of the paid Bank Challan will be returned to the candidate by the Bank. The Transaction ID/ Journal Number mentioned on the returned paid Bank Challan must be noted.

Step-3 (Written Test Fee & Online submission of Application Form)

Thereafter, the candidate is to visit the Boards website again and fill in "Online" Part B of the Application Form by entering Registration.no, Password and Transaction ID / Journal Number.

The online Application Form (Part A & Part B) as filled in by the candidate must be checked carefully. After such careful checking the passport size photograph of high contrast quality of the candidate and his signature in Hindi and English (Not in capital letters) are to be scanned and entered at the specified space of the Online Application Form and then the same is to be submitted Online. A Print of the Application Form (Part A & Part B) completely filled in Online is to be obtained.

Step-4 (Dispatch of Application Form and paid challan by registered / Speed Post)

The print of the 'Online' filled in Application Form as obtained by the candidate should be processed further as per the directions given hereunder:-

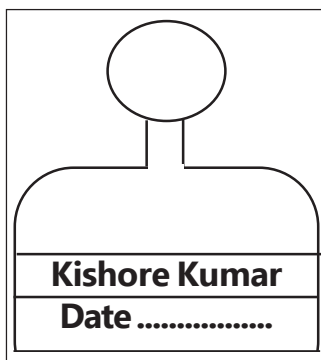
- (a) Passport size photograph (the same as scanned and submitted online) be pasted on the specified space.
- (b) Put signature in Hindi and English at specified space.
- (c) Give the declaration as per the text printed on the Application Form (at column-13) in your own handwriting (not in capital letters) at the prescribed space.
- (d) Attach with Application Form, the board's copy of the paid challan.
- (e) Attach with the Application Form, the photo copy of the certificate / documents in support of claim regarding age, educational qualification, professional qualification, experiences (if any),

Caste certificate, Residential certificate and Disability certificate (if any) duly attested by a Gazetted Officer.

- (f)
- i. The envelop containing the Application Form (Part-A and Part-B and enclosures, completed as per the process mentioned above) must be superscribed - "APPLICATION FOR THE POST OF INSTRUCTOR (ENGLISH)"
 - ii. One envelop should contain Application Form of only one candidate.
 - iii. The envelop containing the Application Form must be addressed to the **Nodal Officer, Department of Labour Resource, Govt. of Bihar, C/o- I.A.S. Bhawan, Airport Road, P.O.- B.V.College, Campus, Patna - 800014.**
 - iv. A departmental candidate may send his / her Application Form directly after intimating his / her Head of Office/ Department and need not send another copy through proper channel. However, in case he decides to send a copy through proper channel, he must insure that the Application Form is complete in all respects and reaches on or before the closing date of the receipt of Application Form. Application Form incomplete in any respect will be rejected.
 - v. Application Form will not be received if submitted by hand or sent by private courier. The same should be sent **online as per the directions / instruction mentioned above and the copy of the same must be sent Registered post or Speed post only.**
 - vi. Authorities do not undertake any responsibility whatsoever for delay in postal transit or loss of Application Form & other documents during postal transit.
- (g)
- (i) Before submitting the Application Form, the candidate must carefully read the eligibility conditions of the Post(s) applied for and satisfy himself that he fulfills all the eligibility conditions. The Department does not undertake any scrutiny of the Application Forms before the written test and all applicants except those applicants whose Application Form are summarily rejected, are allowed to appear in the written test and their eligibility will be verified only after the written test. Accordingly merely because a candidate has been allowed to appear in the written test will not be considered as a ground for his / her being eligible for the post of Instructor (English). If on verification at any time during the recruitment process and thereafter, it is found that he / she does not fulfill any of the eligibility conditions, his candidature will be cancelled by the Department without giving any notice whatsoever.
 - (ii) Application form must be filled in English in Capital letters except the signature and the declaration. Using capital letters for signature & declaration is not allowed.
 - (iii) **Name :** The spelling of the candidate's name must be the same as is used in his/her matric certificate and if a candidate has changed his / her name or dropped / added part of his / her name after Matriculation / SSC / Higher Secondary / Graduation, he / she will be required to submit an attested copy of notification to the effect that he / she has changed his / her name after Matric, etc.
 - (iv) **Date of Birth :** Date of Birth must be the same as is mentioned in his / her matriculation certificate / marks-sheet and the month & year must be written in International numerals.
- (h) **The Photograph :**
- (i) Recent front view, high contrast black & white passport size Photographs (see Example below) snapped with a placard indicating the candidate's full name and the date the snap is taken not earlier than 01.07.2013 must be pasted (Not Stapled) at the proper places provided in the Application form and the Computer form. **Polaroid or digital photographs and colour photographs**

are not acceptable.

Example :



After affixing the Photograph on the Application form the candidate should sign it in such a manner that the signature should partly overlap both the photograph and the Application form.

- (ii) Each candidate is required to write the declaration, as per text printed on the application form carefully and put his signature in English and Hindi at the specified space.

8. Reservation Category :

- (a) In order to avail reservation benefits, mention the reservation category in the specified space as per the following code :-

Sl.N.	<u>Reservation Category</u>	<u>Code</u>
1.	Schedule Caste	SC
2.	Schedule Tribe	ST
3.	Extremely Backward Class ...	EBC
4.	Backward Class	BC
5.	General Category	GEN

(For candidates who do not claim reservation benefits in any one of the SC/ST/EBC/BC categories)

(b) Disable Quota (DQ) :

1. The candidate who claims benefit in Disable Quota must write "Yes" (Code-01) in the specified space, otherwise write "No" (Code-02) in that space.
 2. The candidate who claim benefit in Disable Quota, must be free from those physical/ mental defects which is likely to interfere with the efficient discharge of his official duties. Only those Disable Quota candidate will be considered for appointment who are found medically fit by the prescribed Medical Board as decided by the Department.
 3. For eligibility criteria under disability quota, will be decided by the Department and will be made available at the time of interview for final selection.
- (c) The candidate must ensure that the reservation category as filled by him in 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 general category candidate.

9. Examination / Written Test Centre :

- i. All the examination centres would be located at Patna. However in case of very large number of candidates some Commissioner Head Quarter or District Head Quarter of the Bihar State

may also be considered. No change in Examination / Written Test Centre once allotted will be entertained / allowed under any circumstances.

- ii. The Department may at its discretion hold re-examination as and when necessary.
- iii. The Department reserves the rights to cancel the examination held at any centre and ask the candidates of that centre to appear at another centre.
- iv. The Department also reserves the right to divert candidates from any centre to some other centre for appearing in the Examination / Written Test.

10. Issue of Admit Card :

- i. Admit Card bearing the name of the Centre and Roll no. will be issued / dispatched to each eligible candidate well before the date of the commencement of Examination / Written Test.

OR

The Admit Card may be made available on the website **www.bceceboard.com / www.bcecebonline.com** and the same will be download by the candidate, which will be valid for appearing in the written test.

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

11. General Instructions :

- i. The date, time and venue of written test / practical test / skill test and Interview will be decided by the Department at its administrative convenience and then will be intimated to the concerned candidates.
- 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 unfair means 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 written test for contract appoint to the post of INSTRUCTOR (ENGLISH) conducted by the Department of Labour Resources, Government of Bihar shall be subject to the jurisdiction of Patna High Court, Patna only.
- vi. Salaries for the inservice candidates who are already working in State Govt. & its undertakings will be fixed as per the State Govt. Rules.

IMPORTANT

1. **Registration No. of Application form.**
(The candidate should note for future use).
2. **Application Form sent by Registered Post / Speed Post only.**
3. **Last Date for submitting the Application form** : 07.10.2013
4. **Date of Examination / Written Test** : 27.10.2013
5. **Price of the Application form & Prospectus** : Rs. 1000/- (One Thousand) for Gen /EBC/BC
: Rs. 500/- (Five Hundred) for SC/ST
6. **Application Form duly filled in online should** :
also be sent to

The Nodal Officer,
Deartment of Labour Resource
(Govt of Bihar),
C/o I.A.S. Bhawan,
Near Patna Airport,
Patna-800014.

7. **Telephone No.** : 0612-2220230 (O)
Website: www.bceceboard.com.
www.bcecebonline.com.

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