

		familiarity with e-filing systems.	Financial Related Activities
4.	Assistant	<ul style="list-style-type: none"> <li>Retired employees from State Government (Minimum Grade Pay – 2400)/Semi-Government organizations.</li> <li>Proficiency in computer.</li> </ul>	<ul style="list-style-type: none"> <li>Monitor E- Filling and noting drafting.</li> <li>Ensure the accuracy of Documentation.</li> </ul>

**Mode of recruitment:**

- Based on evaluation of marks in Academics, Relevant work experience and Interview

**Terms of Engagement:**

- Contractual engagement will be made initially for a period of 11 months from the date of appointment. However, contract may be terminated in case of unsatisfactory services. It may be extended depending upon the requirement of the scheme.
- Last date for receiving of application is 15<sup>th</sup> February, 2025 till 5:00 PM.
- The successful candidate will be required to execute contractual agreement.

**Mode of Application:**

Interested candidate may apply in prescribed application format along with all required self attested certificates. The applications could be sent by email to [shecbihar@gmail.com](mailto:shecbihar@gmail.com) or by registered post at office address before the last date.

**Office Address:**

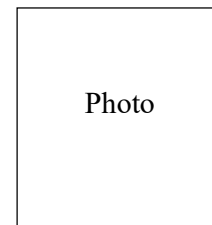
**Bihar State Higher Education Council (BSHEC),  
Budh Marg, Patna – 800001.**

- The shortlisted candidates would be called for personal interview in Patna. The date and time shall be communicated through mail.
- The department reserves the right to cancel and postpone the recruitment. No claim shall be admissible in case of transport and logistics.

## APPLICATION FORMAT

**Advertisement No.**

- Name of the applied post :-
- Name of the Applicant :-
  - Father's name :-
  - Date of Birth :-
  - Age as on 01-01-2025 :-
  - Nationality :-
  - Home District :-
  - E-mail ID :-
  - Mobile no.
  - Permanent Address (with Pin Code) :-
  - Address for communication (with Pin Code) :-
  - Education qualification: Attach Certificates :



Sr. no.	Exam	School/College	Board/University	Year	Division	% Marks

**12 Professional qualification (Insert Rows if required and attached certificate)**

Sr. no.	Exam	School/College	Board/University	Year	Division	% Marks

**13 Post qualification work experiences (Insert Rows if required and attached certificate)**

Sr. no.	Exam	School/College	Board/University	Year	Division	% Marks

14 Relevant work experience \_\_\_\_\_years \_\_\_\_\_months

15 Computer Skills (Insert Rows if required and attached certificate)

Sr. no.	Name of the Exam	Institution name	Duration of the Course	Marks	Grade/ Marks %

16 Other Certification

**Declaration:** I hereby solemnly declare that all the above information are true and correct to the best of my knowledge and belief. I have read all terms and conditions of the engagement and agree to accept the same.

**Place:**

**Date:**

**Full signature of the Applicant**