



बिहार राज्य बीज निगम लिमिटेड

(बिहार सरकार का एक उपक्रम)

IS/ISO 9001:2015; IS/ISO 14001:2015; IS/ISO 37001:2016 प्रमाणित कंपनी

तृतीय तल, कृषि भवन, मीठापुर, पटना – 800001 (बिहार)

दूरभाष: 0612-2547066 वेबसाइट: brbn.bihar.gov.in ई-मेल: brbn.bih.mail@gmail.com

CIN : U01111BR1977SGC 001294

BRBN



बिहार राज्य बीज निगम लिमिटेड

पत्रांक:— बी0एन0स्था – 06/2025-921

पटना, दिनांक :— 28/4/2025

सेवा में,

IT, Manager]

कृषि विभाग,
बिहार, पटना।

ई-मेल

विषय:— विज्ञापन की सूचना एवं आवेदन प्रपत्र को सूचनापट्ट या अपने Website पर प्रदर्शित करने के संबंध में।

महाशय,

उपर्युक्त विषय के संबंध में कहना है कि बिहार राज्य बीज निगम लिमिटेड में संविदा पर लेखापाल/रोकड़पाल एवं भण्डारपाल के पद पर नियोजन करने का निर्णय लिया गया है। इस हेतु विज्ञापन की सूचना/आवेदन प्रपत्र एवं अन्य शर्तें संलग्न है, जो कृषि विभाग, बिहार के सूचनापट्ट एवं वेबसाइट पर प्रदर्शित करने की कृपा करेंगे।

प्रबंध निदेशक के आदेश से।

अनु०— उपरीवत्।

विश्वासभाजन
वास्ते – बिहार राज्य बीज निगम लि०


(मुकेश कुमार अग्रवाल)
निदेशक प्रशासन-सह-विशेष कार्य पदाधिकारी

ज्ञापांक: 921/

पटना, दिनांक: 28/4/2025

प्रतिलिपि: प्रबंध निदेशक, बिहार राज्य बीज निगम लि०, पटना को सूचनार्थ प्रेषित।


निदेशक प्रशासन-सह-विशेष कार्य पदाधिकारी



BIHAR RAJYA BEEJ NIGAM LIMITED

(A Govt. of Bihar Undertaking)

An IS/ISO 9001:2015; IS/ISO 14001:2015; IS/ISO 37001:2016 Certified Company

3rd Floor, Krishi Bhawan, Mithapur, Patna-800001 (BIHAR)

Telephone: 0612 -2547066 / website: brbn.bihar.gov.in / e-mail: brbn.bih.mail@gmail.com

CIN : U01111BR1977SGC 001294

EMPLOYMENT NOTICE

Advertisement for the Post of Accountant/Cashier & Storekeeper in Bihar Rajya Beej Nigam (BRBN)

Bihar Rajya Beej Nigam Ltd. invites application for the post of the **Accountant/Cashier & Storekeeper** on contractual basis. Eligible and interested candidates are advised to refer to the website: brbn.bihar.gov.in and krishi.bih.nic.in for details, important dates and updates. Application format will be available on the website and shall be filled online from 30-04-2025 to 15-05-2025.

Last date & time for form submission is 15-05-2025 on/before 5:00pm

AK/21/429
Managing Director

AK/21/429

AK/21/429

Qualification, Experience and other details of Accountant/Cashier

Sl. No.	Name of Position	Consolidated Remuneration	Number of Position	Qualification	Age Limit	Experience
1	Accountant/ Cashier	49,640/- Per month (3% annual increment)	UR (M) - 2 BC (M) - 1 EBC (M) - 1 SC (M) - 1 EWS (M) - 1 <u>Total - 6</u>	B.Com./ C.A. (Inter)/ CWA (Inter)	Age limit should not exceed 45 years as on 01-04-2025	05 Years of post Qualification experience in Book Keeping & Accounting from any reputed organization

12/1/23
Managing Director

AK

AK

BIHAR RAJYA BEEJ NIGAM LIMITED
Patna

APPLICATION FORM

POST APPLIED FOR : Accountant/Cashier

1.	Name of the Candidate (in Capital letter)				Paste Your stamp size photograph here
2.	Father's/Husband's Name (in Capital letter)				
3.	Date of Birth (in DD/MM/YYYY)				
4.	Age (As on 01.04.2025)				
5.	Gender (Female/Male)				
6.	Indicate the category you belong to Gen/SC/ST/BC/EBC/BC Female/ EBC Female		Relevant proof will have to be produced at the time of interview		
7.	Permanent Address (with PIN code) :				
8.	Address for Correspondence (with PIN code) :				
9.	Phone/Mobile Number				
10.	Email Address				

11. Details of Educational Qualifications from matriculation onwards.					
S. N.	Examination passed	Year of Passing	University/ Board	Subjects	% of marks obtained. In case of marks awarded in CGPA mention the obtained GPA against the Total grade point

12. Details of Post Qualification (in Chronological order) :								
Sl. No.	Name of organization	Post held	Period		Total		Brief Description of duty	Consolidated Salary
			From	To	Year	Month		

13.	Relevant Proof of Turnover should be attached.	
14.	Computer knowledge: (Yes/No)	
15.	Last Salary Drawn (Pay slip/Certificate to be produced at the time of interview).	
16.	PAN No.	
17	ADHAR CARD No.	

18. **Additional Information:** Special knowledge/Experience etc. may be mention in brief. Documents in support will have to be produced at the time of interview.

- i.
- ii.
- iii.

19. **Declaration :** Certified that information furnished above are true to the best of my knowledge. If any information provided above is found to be false at any stage of selection process or later, may lead to rejection of my candidature.

.....
Signature of Applicant

Date :

Place :

21/22 

1. General Conditions for the post of Accountant/Cashier

- i. Application must be accompanied by a non – refundable Application Processing Charge of Rs.1000 (Rupees One thousand) only.
- ii. Interested applicants may apply to the post through the website Online only, offline applications and requests would not be entertained. Application processing charge can be paid through the payment gateway provided on the website for the purpose.
- iii. The recruitment will be done on contractual basis for a period of **3 years**. Fresh contract will be issued every 11 months and will be subject to employee performance in accordance with terms and conditions of BRBN. Decision of BRBN will be final and binding on the candidates.
- iv. The salary for the post would be enhanced by 3% per annum for subsequent years on a cumulative basis.
- v. BRBN reserves the right to cancel this position without assigning any reasons thereof.
- vi. Only shortlisted candidates will be called for interview.
- vii. All original certificates and other testimonials with two photographs and one set of self attested copy of all the certificates and testimonials must be carried at the time of the interview.
- viii. No TA/DA will be paid by BRBN for attending the interview
- ix. Candidates appearing for the job will have to furnish Character Certificates from concerned superintendent of police of their places of residence and/or from their native place.
- x. The staff shall not have any claims, whatsoever, with regards to their service matter with BRBN, Department of Agriculture or Government of Bihar.

2. Application fees:

Application must be accompanied by a non-refundable Application Processing Charge of Rs.1000 (Rupees One thousand) Payment can be made on the payment gateway provided on the nigam's website. Applications without processing fee will not be accepted.

3. Selection criteria:

The short listing and final selection of candidate will be done by an Evaluation Committee formed by BRBN under the Chairmanship of Managing Director, BRBN and will be eligible for deployment subject to recommendation by the committee.

The weightage of specification for each post would be as shown below:

SI	Criteria for selection of specialists	Weightage in percentage
1	Educational Qualification (as mentioned in Table above)	70%
2	Professional Experience	20%
3	Personal Interview	10%

4. Duration of the contract:

The initial contract period of the Accountant/Cashier will be for a period of three years from the date of commencement of services, subject to extension of maximum two more years. However, the contract will be renewed after every 11 months, based on the performance of the Specialists and need of BRBN.

H.S. [Signature]

5. Job Description & Required Expertise

- Maintenance of Cash-book.
- Preparation of Debit/Credit.
- Maintenance of Bank Statement.
- Reconciliation of Bank Account.
- Preparation of cheques/Advices of Payments.
- Preparation of Journal Vouchers.
- Passing of bills.
- Entry in Tally Software.
- Calculation of GST/IT/TDS.
- Maintenance of Register of J.V., D.V. & C.V.
- Manager Cash Flows.
- Preparation of Pay roll in excel.
- Performing other tasks assigned by the management.

Muz *✓*

Qualification, Experience and other details of Store Keeper

Sl. No.	Name of Position	Consolidated Remuneration	Number of Position	Qualification	Age Limit	Experience
1	Store Keeper	43,350/- Per month (3% annual increment)	UR (M) - 2 UR (F) - 1 EBC (M) - 1 SC (M) - 1 <u>Total - 5</u>	Graduation or Equivalent	Age limit should not exceed 45 years as on 01-04-2025	03 Years of Post qualification experience preferably in store keeping & maintenance



Managing Director

BIHAR RAJYA BEEJ NIGAM LIMITED

Patna

APPLICATION FORM

POST APPLIED FOR : Store Keeper

1.	Name of the Candidate (in Capital letter)				Paste Your stamp size photograph here
2.	Father's/Husband's Name (in Capital letter)				
3.	Date of Birth (in DD/MM/YYYY)				
4.	Age (As on 01.04.2025)				
5.	Gender (Female/Male)				
6.	Indicate the category you belong to Gen/SC/ST/BC/EBC/BC Female/ EBC Female	Relevant proof will have to be produced at the time of interview			
7.	Permanent Address (with PIN code) :				
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S. N.	Examination passed	Year of Passing	University/ Board	Subjects	% of marks obtained. In case of marks awarded in CGPA mention the obtained GPA against the Total grade point

12.	Details of Post Qualification (in Chronological order) :							
Sl. No.	Name of organizatio n	Post held	Period		Total		Brief Description of duty	Consolidat edSalary
			From	To	Year	Mont h		

13.	Relevant Proof of Turnover should be attached.	
14.	Computer knowledge: (Yes/No)	
15.	Last Salary Drawn (Pay slip/Certificate to be produced at the time of interview).	
16.	PAN No.	
17	ADHAR CARD No.	

18. **Additional Information:** Special knowledge/Experience etc. may be mention in brief. Documents in support will have to be produced at the time of interview.

- i.
- ii.
- iii.

19. **Declaration :** Certified that information furnished above are true to the best of my knowledge. If any information provided above is found to be false at any stage of selection process or later, may lead to rejection of my candidature.

.....
Signature of Applicant

Date :

Place :



1. General Conditions for the post of Store Keeper

- i. Application must be accompanied by a non – refundable Application Processing Charge of Rs.1000 (Rupees One thousand) only.
- ii. Interested applicants may apply to the post through the website Online only, offline applications and requests would not be entertained. Application processing charge can be paid through the payment gateway provided on the website for the purpose.
- iii. The recruitment will be done on contractual basis for a period of **3 years**. Fresh contract will be issued every 11 months and will be subject to employee performance in accordance with terms and conditions of BRBN. Decision of BRBN will be final and binding on the candidates.
- iv. The salary for the post would be enhanced by 3% per annum for subsequent years on a cumulative basis.
- v. BRBN reserves the right to cancel this position without assigning any reasons thereof.
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2	Professional Experience	20%
3	Personal Interview	10%

4. Duration of the contract:

The initial contract period of the Store Keeper will be for a period of three years from the date of commencement of services, subject to extension of maximum two more years. However, the contract will be renewed after every 11 months, based on the performance of the Specialists and need of BRBN.

5. Job Description & Required Expertise

- Obtaining and Storing Raw Seed.
- Shipping Raw Seed to a processing plant.
- Storing of Processed seed lotwise in Godown
- Sending the processed Seed from the store to the ordered place through transporters.
- To make stock entry of any material of the Nigam.
- Distributing material from the store and entering it in the store register.
- Maintaining separate stock register of all seed/Material.
- Putting the peel in the seed godown in lots and marking the quality of take tag material remaining.
- To enter stock of Jute bags/Pesticides and other materials.
- Follow the orders of the controlling officers and perform other tasks given by him.
- Performing other tasks assigned by the management.

 