

GOVERNMENT OF BIHAR

FINANCE DEPARTMENT

BIHAR STATE CSR SOCIETY

Finance Department, Main Secretariat, Patna - 800015

Website: <https://state.bihar.gov.in/finance> | Email: csr-bihar@bihar.gov.in | Phone: +91-612-2217030

ADVERTISEMENT

NOTICE FOR HIRING OF CONTRACTUAL POSITIONS

The Bihar State CSR Society, under the Finance Department, Government of Bihar, facilitates and monitors CSR activities in the state. It aims to bridge the gap between corporate donors and developmental needs for effective utilization of CSR funds. Applications are invited from eligible candidates for the following contractual positions.

2. Online applications are invited for the following contractual positions, to be based at Headquarters as per the details given below:

S.No.	Designation	No. of Posts	Consolidated monthly Emoluments	Educational/Professional/qualification and experience
1	Chief Finance Officer	1 (UR)	₹1,50,000/-	Chartered Accountant (CA) from ICAI or MBA (Finance) from a recognized University/Institute or Company Secretary (CS) from ICSI with a minimum of 10 years of post-qualification experience. Preference will be given to candidates having at least 5 years of experience in Government / PSU /CSR handling financial management.
2	Senior Coordinator	1 (UR)	₹1,50,000/-	MBA in Finance from a recognized University/Institute or Company Secretary (CS) from ICSI with a minimum of 7 years of post-qualification experience. Preference will be given to candidates having at least 5 years of experience in CSR/Development sector projects.
3	Junior Coordinator	1 (UR)	₹1,00,000/-	MBA in Finance from a recognized University/Institute or Company Secretary (CS) from ICSI with a minimum of 5 years of post-qualification experience. Preference will be given to candidates having at least 2 years of experience in CSR/Development sector projects.

3. Maximum age limit will be **50 years as on 31.03.2026**. Age relaxation will be as per Government of Bihar norms.

4. **Last date & time for submitting the application: 05:00 PM on 08.05.2026.**

5. Applicants can download the application form and check more details regarding the vacancy on the website: <https://state.bihar.gov.in/finance>



(Mukesh Kumar Lal)

Special Secretary

Finance Department-

cum-Chief Executive Officer

Bihar State Corporate Social Responsibility Society

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NOTICE FOR HIRING OF CONTRACTUAL POSITIONS

The Bihar State CSR Society is a nodal agency established under the Finance Department, Government of Bihar, mandated to facilitate, coordinate, and monitor Corporate Social Responsibility (CSR) activities within the state.

The Society aims to bridge the gap between corporate donors and developmental needs, ensuring effective utilization of CSR funds for sustainable development projects across Bihar. To achieve these objectives, the Society invites applications from eligible candidates for the following contractual positions.

S.No	Name of Position	No. of Post (Category)	Monthly Remuneration	Level of Position
1	Chief Finance Officer	1(UR)	₹1,50,000/-	State HQ
2	Senior Coordinator	1(UR)	₹1,50,000/-	
3	Junior Coordinator	1(UR)	₹1,00,000/-	

TERMS & CONDITIONS

1. EDUCATIONAL QUALIFICATION & EXPERIENCE

Name of Post	Educational Qualification	Experience
Chief Finance Officer	Chartered Accountant (CA) from ICAI OR MBA (Finance) from a recognized University/Institute OR Company Secretary (CS) from ICSI.	Minimum 10 years of post-qualification experience. Preference will be given to candidates having at least 5 years of experience in Govt./PSU/CSR handling financial management.
Senior Coordinator	MBA in Finance from a recognized University/Institute OR Company Secretary (CS) from ICSI.	Minimum 7 years of post-qualification experience. Preference will be given to candidates having at least 5 years of experience in CSR/Development sector projects.
Junior Coordinator	MBA in Finance from a recognized University/Institute OR Company Secretary (CS) from ICSI.	Minimum 5 years of post-qualification experience. Preference will be given to candidates having at least 2 years of experience in CSR/Development sector projects.

2: POSITION-WISE TERMS OF REFERENCE (ToRs)

Roles & Responsibilities:

(i) Chief Finance Officer

- Lead the CSR team and oversee overall implementation of the CSR framework.
- Develop strategic plans to attract CSR funding and partnerships.
- Facilitation in Design & Develop of State specific CSR Project.
- Facilitate/Coordinate with corporates, NGOs, and government departments.
- Monitor and evaluate CSR project performance.
- Manage budgeting, accounting, and auditing of CSR funds.
- Ensure financial compliance with CSR regulations.
- Prepare utilization certificates and financial reports.
- Coordinate and facilitation with donors and implementing partners on fund disbursal.
- Ensure smooth and effective implementation of Bihar State CSR Portal with support of selected IT Agency.
- Reporting to the Bihar State CSR Society & Finance Department.

(ii) Senior Coordinator

- Planning and supervision of CSR projects.
- Coordination with Corporate partners, NGOs, District Administration.
- Preparation of DPRs, progress reports and impact assessments.
- Support in fund mobilization and partnership development.
- Monitoring project implementation and quality assurance.

(iii) Junior Coordinator

- Field-level coordination and monitoring.
- Data collection, documentation, and MIS reporting.
- Support in project implementation and beneficiary tracking.
- Coordination with district-level stakeholders.
- Preparation of progress reports and documentation.

3: GENERAL INSTRUCTIONS / CONDITIONS FOR APPLICANTS

1. **MODE OF RECRUITMENT:** Recruitment will be purely on contractual basis through Open Market for an initial period of 1 (one) year, extendable annually based on satisfactory performance.
2. **REMUNERATION:**
 - Chief Finance Officer: Rs. 1,50,000/- (Rupees One Lakh Fifty Thousand only) per month (consolidated)
 - Senior Coordinator: Rs. 1,50,000/- (Rupees One Lakh Fifty Thousand only) per month (consolidated)
 - Junior Coordinator: Rs. 1,00,000/- (Rupees One Lakh only) per month (consolidated)
3. **ANNUAL INCREMENT:** Annual increment of up to 5% may be granted based on performance evaluation.
4. **AGE LIMIT:** Maximum age limit will be 50 years as on 31.03.2026. Age relaxation will be as per Government of Bihar norms.
5. **APPLICATION SUBMISSION & DATE:**
 - Interested candidates can apply by submitting their application in the prescribed format (Annexure-01) along with all required supporting documents.
 - Applications must be sent to the departmental email id: csr-bihar@bihar.gov.in
 - Last date & time for submitting the application: 05:00 PM on 08.05.2026

The application must be accompanied by self-attested copies of the following documents:

 - Proof of Age (Matriculation Certificate)
 - Educational Qualification Certificates (Mark sheets & Degrees)
 - Experience Certificates (Appointment letters & Relieving letters)
 - Salary Slip of the last 1 year
 - Aadhaar Card
 - All documents must be legible and self-attested by the candidate.
 - All documents must be self-attested. Original documents will be verified at the time of interview.
6. **INCOMPLETE APPLICATIONS:** Applications received incomplete or without required documents will be summarily rejected without any communication.
7. **FALSE INFORMATION:** If any information provided by the candidate is found to be false or incorrect at any stage, the candidature/appointment shall be liable to be cancelled/terminated without any notice.
8. **SELECTION PROCESS:**
 - Shortlisting will be based on educational qualifications, experience, and relevance to the position.

- Only shortlisted candidates will be called for interview/presentation.
 - The selection will be based on interview performance, domain knowledge, and suitability for the role.
9. **NATURE OF JOB:** The position is full-time and non-practicing in nature. Selected candidates cannot engage in any other employment or private practice during the tenure.
10. **TERMINATION:** The contract may be terminated by either party by giving one month's notice or one month's salary in lieu thereof.
11. **NO TA/DA:** No TA/DA will be provided for attending the interview.
12. **CANVASSING:** Canvassing in any form will disqualify the candidature.
13. **LEGAL JURISDICTION:** Any dispute arising out of this recruitment will be subject to the jurisdiction of Courts in Patna, Bihar only.
14. **DEPARTMENT'S RIGHTS:** The Finance Department, Government of Bihar reserves the right to:
- Cancel/modify the recruitment process at any stage
 - Change the number of vacancies
 - Relax/modify any of the terms and conditions
 - Not fill any or all of the advertised positions without assigning any reason
15. **GENERAL:**
- Only Indian Nationals are eligible to apply.
 - Applicants working in Government/PSU/Autonomous bodies must produce NOC at the time of interview.
 - Selected candidates will be governed by the terms and conditions as applicable to contractual employees.
16. **ENQUIRIES:** For any queries related to the recruitment process, candidates may write to csr-bihar@bihar.gov.in with subject line "Query - CSR Recruitment 2026".

IMPORTANT NOTE:

Candidates are advised to read all instructions carefully before filling the application form. The Bihar State CSR Society reserves the right to verify all information provided by the candidates at any stage of the recruitment process.



(Mukesh Kumar Lal)
Special Secretary
Finance Department-
cum-Chief Executive Officer
Bihar State Corporate Social Responsibility Society

ANNEXURE-01

**GOVERNMENT OF BIHAR
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APPLICATION FORM

PART-A: PERSONAL INFORMATION

Post Applied For: Chief Finance Officer Senior Coordinator Junior Coordinator

Full Name (Block Letters): _____

Father's Name: _____

Mother's Name: _____

Marital Status: _____

Gender: _____

Date of Birth: (DD/MM/YYYY) _____

Age (as on 31.03.2026) _____

PAN No: _____

Aadhaar No: _____

Nationality: _____

Address for Correspondence: _____

City/Dist: _____

State: _____

PIN: _____

Permanent Address (if different): _____

Mobile (Pri): _____

Mobile (Alt): _____

Email ID: _____

Languages Known: Read Write Speak

PART-B: EDUCATIONAL QUALIFICATION

S.No.	Examination Passed	Board/University	Year	Subject/Stream	% / CGPA
1	10th / Matric				
2	12th / Intermediate				
3	Graduation				
4	Post-Graduation				
5	Others				

PART-C: PROFESSIONAL QUALIFICATION

S.No.	Professional Course	Institute/Body	Year of Completion	Registration No.
1				
2				

Membership of Professional Association / Publications:

PART-D: EMPLOYMENT RECORD

S.No.	Period (From - To)	Organization	Designation	Nature of Work	Last Salary
1					
2					
3					
4					

PART-E: PARTICULARS OF EXPERIENCE

(Please describe key responsibilities, experience in CSR/Development/Finance, achievements, and projects handled in min 200 words)

CHECKLIST OF DOCUMENTS (Self-Attested)

- | | |
|---|---|
| <input type="checkbox"/> Proof of Age (Aadhaar/10th Cert) | <input type="checkbox"/> Educational Certificates |
| <input type="checkbox"/> Professional Certificates | <input type="checkbox"/> Experience Certificates |
| <input type="checkbox"/> Last 1 Year Salary Slips | <input type="checkbox"/> Passport Size Photo (2 copies) |

DECLARATION

"I hereby declare that the information furnished above is true to the best of my knowledge and belief. I understand that in case any information is found false/incorrect, my candidature/appointment is liable to be cancelled/terminated without any notice. I am Physically and mentally fit to perform the duties assigned to the post."

Place: _____

Signature: _____

Date: _____

Name: _____