Job Contract Notice No. :- 05/ 2026 (Contract)

ADVERTISEMENT FOR THE POST OF

Manager(HR)

Bihar State Power (Holding) Company Limited invites applications for engagement on the post of **Manager(HR)** on contract basis as per the details given below-

- **Vacancy/ Qualification & Experience :-**

Sl. No.	Name of Post	No. of post	Qualification & Experience
1.	**Manager(HR)**	1	A retired officer from the Human Resource (HR) Department (Secretariat Cadre) of Bihar State Power (Holding) Company Limited (BSPHCL) or any of its subsidiary companies, in Pay Level-12 or above, with a minimum of 20 years of experience in Human Resource/ Establishment/ Personnel Administration. The candidate should possess thorough knowledge of service rules, recruitment, promotion, disciplinary proceedings, court matters, reservation policy, and other Human Resource & Administration-related matters.

- **Compensation / Remuneration :-**
  - Last Pay minus pension.
  - Other benefits such as TA, Vehicle and Residence shall be provided as per the entitlements applicable to officers of Pay Level-12.
  - No terminal benefits will be admissible.
- **Mode of Selection :-**
  - Walk –in – Interview.
- **Age as on (31.08.2026) :-**
  - Maximum age will be 62 years for engagement on contract basis.
- **Period of Engagement :-**
  - The Selected person will be initially engaged for a period of 3 year, which may be further extended subject to satisfactory performance and requirement of the company. The Period of contract will not extent beyond 65 of years of age.
- **Reporting :-**
  - The incumbent will report to GM (HR & Adm.), BSPHCL.
- **Job Profile :-**
  - Provide advice on Human Resource, Establishment and Administration matters.
  - Examine and assist in adoption/ implementation of Government orders in accordance with BSPHCL Service Regulations.
  - Assist in formulation, review and amendment of HR policies, service rules and administrative procedures.
  - Provide guidance on recruitment, promotion, seniority, reservation, disciplinary proceedings, appeals and other service matters.
  - Assist in handling service-related court cases.
  - Drafting HR proposals, office orders, service regulations and policy documents.
  - Performing of any other HR & Administration-related assignments entrusted by the Management from time to time.

- **Requisite Certificates/ Documents :-**
  - Medical fitness certificates issued by Civil Surgeon / Assistant Civil Surgeon / Medical officer of BSPHCL
  - An Affidavit before the executive magistrate :-
    (i) Not have been awarded any major punishment for financial irregularity/ serious misconduct during his service period.
    (ii) Presently, not having any pending Judicial/ departmental proceeding/allegation against him/her.
    (iii) His/her integrity should be beyond doubt.
    (iv) Have not been punished by any Court of Law.
  - Last pay drawn certificate.

- **Contractual engagement may be terminated by either side after giving one month prior notice.**

The notice and format of application is available on the website - ***www.bsphcl.co.in***. The interested candidates having requisite qualification & experience are requested to download the application form and fill it up and paste the recent colour passport size photograph on the application form and report to **Sri Ram Anugrah Narayan Singh, GM (HR & Adm.), BSPHCL** at the following address with requisite certificates/ documents for Walk-in-Interview on the scheduled date & time.

- **Sri Ram Anugrah Narayan Singh,**
  GM (HR & Adm.),
  Bihar State ower (Holding) Company Ltd.,
  E-mail: *bsphclgmhr@gmail.com*
- **Date/Time of Interview :- 10.09.2026 (Thursday), at 03:00 PM**
  Venue of Interview :- **Bihar State Power (Holding) Company Ltd., Vidyut Bhawan, Jawahar Lal Nehru Marg, Patna - 800 001.**

- Candidates are requested to bring all certificates / testimonials in original along with one set of photo copy of all certificates/ testimonials with them at the time of interview.
- The interested candidates may submit their application along with photocopies of requisite documents beforehand.
- For any queries/ information candidates can get in touch with the company on official mobile no. – 9262296789.

(Ram Anugrah Narayan Singh)
GM (HR/Adm.)

Memo No. 878. **Date** 31-08-2026.

Copy forwarded to Sr. Manager (IT), BSPHCL for information and necessary action.

2. It is requested to upload the above notice on the official website of the company.

(Ram Anugrah Narayan Singh)
GM (HR/Adm.)

ANNEXURE- I

Application Form for the post of Manager (HR) from retired officer from the Human Resource (HR) Department (Secretariat Cadre) of Bihar State Power (Holding) Company Limited (BSPHCL) or any of its subsidiary companies

Post : MANAGER (HR)

Self Attested Colour photograph

1) Name_____

2) Designation of the Applicant (in Full)_____

a. Office Address_____

b. Address for Communication_____

c. Telephone No: Office_____ Residence_____ FaxNo._____

Mobile No:_____ E-mail Address_____

3) Date of Birth _____ Age as on **31.08.2026**_____

4) Details of work experience :-

Sl. No.	Designation & Place of Posting	Organisation	From	To	Nature of Work/ Duties attended
(i)					
(ii)					
(iii)					
(iv)					
(v)					
(vi)					
(vii)					
(viii)					

5) Whether any punishment awarded to the applicant during the service period : Yes/ No

If yes, the details thereof

b. Whether any action or inquiry is going on against him to the best of his knowledge : Yes/ No

If yes, the details thereof :

I certify that the details furnished by me at Sl. No. 1 to 5 are true and I am eligible for the applied post.

Date:

(**Name and Signature of the applicant)**

Encl. :

1. Medical fitness certificates issued by Civil Surgeon/ Assistant Civil Surgeon/ Medical Officer of BSP(H)CL ☐
2. Pension Payment Order ☐
3. Last pay Certificate ☐
4. Affidavit ☐