

# Bihar Education Project Council

Beltron Bhawan, Shastri Nagar, Patna – 800 023

## Qualification & Job Profile of the posts of Management Structure

| <b>1. Sr. Professional Grade</b>   |  |  |  |
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| <b>Post Code – P-01 : Additional Programme Officer/Additional District Programme Coordinator (Addl. PO / ADPC)</b> |  |  |  |
| <b>Sl. No.</b>   | <b>Minimum Qualification and Experience</b>  | <b>Desirable/Preference for Post</b>   | <b>Job Profile</b>   |
| 1.   | <p>Bachelor's degree with minimum of 50% marks from recognized university</p> <p><b>AND</b></p> <p>Person working with BEP or Reputed Organizations as Professional with atleast eight years of experience in the field of Elementary education.</p> <p><b>OR</b></p> <p>Lecturer / Reader from constituent colleges having at least five years of experience.</p> | <p>1. Preference will be given to person having Master and/or Doctoral Degree if the merit is same over other candidate.</p> <p>2. Knowledge/Proficiency in computer applications will be desirable.</p> | <ul style="list-style-type: none"><li>• ADPC is a key position at the district level while Additional PO at state level office directly reporting to the District Programme Coordinator at district level and concerned Programme Officer, component in-charge at state level office respectively.</li><li>• He/She will be professionally sound and experienced personnel who will be overall in-charge of the programme activities assigned to him with a view to their proper planning, implementation, monitoring, evaluation and timely completion.</li><li>• He/She will be responsible to produce timely, relevant and reliable information needed for the periodical review of the programme in order to keep its track of timely and proper implementation.</li><li>• He/She will professionally generate and keep relevant database with the capacity of analyzing them and using them for the programme activities.</li><li>• He/She will be responsible to establish effective liaisoning between different components of BEP and departments of the State Govt./ organizations.</li></ul> |

**Post Code – P-02 : Executive Engineer (EE)**

| <b>Sl. No.</b> | <b>Minimum Qualification and Experience</b>   | <b>Desirable/Preference for Post</b>  | <b>Job Profile</b>   |
|----------------|---|---|--|
| 1.             | Bachelor's Degree in Civil Engineering with minimum of 50% marks from recognized university<br><br><b>AND</b><br>Person having working experience as Assistant Engineer or a similar post in Central/State Govt. / Corporation/ Board / Statutory Authority for a period not less than eight years. | 1. Preference will be given to person having Master and/or Doctoral Degree if the merit is same over other candidate.<br><br>2. Knowledge/Proficiency in computer applications will be desirable. | <ul style="list-style-type: none"><li>• The Executive Engineer is a key position at the district level offices directly reporting to the District Programme Coordinator at district level and Civil Works Manager at state level office. He will be responsible for planning, implementation and monitoring of all civil works schemes at the district level. He/She will be overall in-charge of civil works at district.</li><li>• He/She will responsible for maintaining pedagogically attractive and enriching cost effective designs, using local material, skill, labour intensive techniques and participation of local community with a view to generate community ownership in civil works.</li><li>• He/She will accord technical sanction, to various schemes and responsible for timely completion of all schemes in the district.</li><li>• He/She will be responsible for the submission of timely, relevant and reliable information needed to the district &amp; state office for civil works.</li><li>• He/She will supervise and monitor functioning of all Assistant and Junior Engineers working in the district.</li></ul> |

## 2. Professional Grade

### Post Code – P-03 : State Resource Person/Assistant Programme Officer (SRP/APO)

| Sl. No | Minimum Qualification and Experience  | Desirable/Preference for Post  | Job Profile   |
|--------|---|--|---|
| 1.     | <p>Bachelor's degree with minimum of 50% marks from recognized university</p> <p><b>AND</b></p> <p>Person working with BEP or Reputed Organizations as Professional with atleast five years of experience in the field of Elementary Education.</p> | <p>1. Preference will be given to person having Master and/or Doctoral Degree if the merit is same over other candidate.</p> <p>2. Knowledge/Proficiency in computer applications will be desirable.</p> <p>3. Preference will be given to member of SRG in BEP if the merit is same over other candidate.</p> | <ul style="list-style-type: none"><li>• APO/SRP is a position at district level office, state level office directly reporting to District Programme Coordinator/ concerned component in-charge at state level office.</li><li>• He/She will be responsible for planning, implementation, monitoring and timely completion of the programmes/activities/ component allocated to him.</li><li>• He/She will be responsible for the timely implementation/planning and monitoring of the schemes. Such persons will have to make extensive field visits.</li><li>• He/She will be professionally sound and capable of generating sound database and will have ability to analyse data for the effective implementation of the programme.</li><li>• Such person will be able to provide technical resource input needed for implementation of a particular programme.</li></ul> |

### Post Code – P-04 : Assistant Resource Person (ARP)

| Sl. No. | Minimum Qualification and Experience  | Desirable/Preference for Post  | Job Profile  |
|---------|---|--|--|
| 1.      | <p>Bachelor's degree with minimum of 50% marks from recognized university</p> <p><b>AND</b></p> <p>Person working with BEP or Reputed Organization with atleast three years of experience in the field of Elementary education.</p> | <p>1. Preference will be given to person having Master and/or Doctoral Degree if the merit is same over other candidate.</p> <p>2. Knowledge/Proficiency in computer applications will be desirable.</p> <p>3. Preference will be given to member of DRG in BEP if the merit is same over other candidate.</p> | <ul style="list-style-type: none"><li>• ARP is a position at district level office directly reporting to District Programme Coordinator /ADPC/APO.</li><li>• He/She will be capable of executing, the scheme and proving technical/resource support needed for the implementation of the scheme.</li><li>• He/She will make extensive tour within the district for planning implementation and monitoring of the programme by such person.</li><li>• Should have skill of advocacy ensuring community involvement/empowerment.</li></ul> |

**Post Code – P-05 : Assistant Engineer (AE)**

| <b>Sl. No.</b> | <b>Minimum Qualification</b>  | <b>Desirable/Preference for Post</b>   | <b>Job Profile</b>  |
|----------------|---|--|---|
| 1.             | Bachelor Degree in Civil Engineering with minimum of 50% marks from recognized university.<br><b>AND</b><br>Knowledge / Proficiency in computer applications. | Preference will be given to person having Master and/or Doctoral Degree if the merit is same over other candidate. | <ul style="list-style-type: none"> <li>• A.E. (Asst. Engineer) is a position at district level office reporting to DPC/Executive Engineer and while at SLO he will be reporting to CWM/SPD.</li> <li>• He/She will be assisting EE in planning and responsible for execution, supervision and timely completion of all the schemes of civil works assigned to him.</li> <li>• He/She will assist Executive Engineer in discharging his responsibility.</li> <li>• He/She will be responsible for planning, execution and monitoring of civil works and will guide and assist the implementing units of civil works in order to maintain technical propriety, specification and cost effectiveness.</li> <li>• He/She will also ensure the philosophy, ethos and principles contained In construction manual.</li> <li>• He/She will supervise and monitor functioning of all Junior Engineers and technical supervisors working in the district.</li> </ul> |

**Post Code – P-06 : Junior Engineer (JE)**

| <b>Sl. No.</b> | <b>Minimum Qualification</b>   | <b>Desirable/Preference for Post</b>   | <b>Job Profile</b>  |
|----------------|--|--|---|
| 1.             | Diploma in Civil Engineering with minimum 50% of marks from recognized institution.<br><b>AND</b><br>Knowledge / Proficiency in computer applications. | Preference will be given to person having Bachelor and/or Master and/or Doctoral Degree if the merit is same over other candidate. | <ul style="list-style-type: none"> <li>• This is a position at district level office.</li> <li>• He/She will be assisting EE/AE in planning and responsible for execution, supervision and timely completion of all the schemes of civil works assigned to him/her.</li> <li>• He/She will assist Asst. Engineers at DLO and coordinate with technical supervisors &amp; VSSs.</li> <li>• He/She will be reporting to Asst. Engineers / Executing Engineer &amp; DPC at District level while at state level office he will be responsible to CWM.</li> <li>• He/She will guide and assist the implementing units of civil works in order to maintain technical propriety, specification and cost effectiveness with a view to generate participation of local community and community ownership.</li> <li>• He/She will also ensure the philosophy, ethos and principles contained in construction manual.</li> <li>• He/She will supervise and monitor functioning of all Technical supervisors working in the district</li> </ul> |

**Post Code – P-07 : Accounts Officer**

| <b>Sl. No.</b> | <b>Minimum Qualification and Experience</b>  | <b>Desirable/Preference for Post</b>   | <b>Job Profile</b>   |
|----------------|--|--|--|
| 1.             | <p>(i) Graduation in Commerce with minimum of 50% marks from a recognized university.</p> <p style="text-align: center;"><b>AND</b></p> <p>(ii) 8 yrs. of experience in the field of Finance/Accounts in any institution having turn over of more than one crore per annum for which experience certificate will be required.</p> <p style="text-align: center;"><b>OR</b></p> <p>A person working not below Accountant in Govt./Semi Govt./Corp./Institution etc. with atleast five years experience in the field of Finance/Accounts and have never been chargesheeted or punished, or under departmental proceedings.</p> <p style="text-align: center;"><b>AND</b></p> <p>(iii) Having functional knowledge of computer on financial packages.</p> | 1. Preference will be given to person having Master and/or Doctoral Degree if the merit is same over other candidate | <ul style="list-style-type: none"> <li>• Accounts Officer will be posted at state or district levels</li> <li>• At District levels he will be reporting to DPC and will be responsible for overall financial management and control.</li> <li>• At district level he will be responsible to supervise the day to day work of the budget, finance audit and accounts and to inspect account at district and all sub-district level units. He will attend and respond to auditors of all categories and comply within timeframe.</li> <li>• He/She will be responsible to execute all the decisions /direction of State level office and district level office relating to account.</li> <li>• He/She will be responsible to ensure that all the financial transaction are taking place according to the financial regulation of BSPP</li> <li>• At state level office Account officer will be reporting to Chief Account Officer and will be responsible to perform such duties that will be assigned by the CAO</li> <li>• He/She will be responsible for providing all financial data and returns on timely basis and maintain FMIS.</li> <li>• He/She will maintain financial discipline.</li> </ul> |

**Post Code – P-08 : Accountant**

| <b>Sl. No.</b> | <b>Minimum Qualification and Experience</b>  | <b>Desirable/Preference for Post</b>   | <b>Job Profile</b>  |
|----------------|--|--|---|
| 1.             | <p>(i) Graduation in Commerce minimum of 50% marks from a recognized university with</p> <p style="text-align: center;"><b>AND</b></p> <p>(ii) 4 yrs. experience in the field of Finance/Accounts in any institution having turn over of more than 50 lakhs per annum for which experience certificate will be required.</p> <p style="text-align: center;"><b>OR</b></p> <p>A person working not below Assistant Accountant in Govt./Semi Govt./Corp./Institution etc. with atleast two years experience in the field of Finance/Accounts and have never been chargesheeted or punished, or under departmental proceedings.</p> <p style="text-align: center;"><b>AND</b></p> <p>(iii) Having functional knowledge of computer on financial packages.</p> | 1. Preference will be given to person having Master and/or Doctoral Degree if the merit is same over other candidate | <ul style="list-style-type: none"> <li>• Accountant is a position at districts as well as state level.</li> <li>• He/She shall be responsible for the proper maintainance of the books of accounts including stores.</li> <li>• He/She will also be responsible for budgeting, accounting, auditing, and other financial work at district and all sub district level units.</li> <li>• At District level he will be reporting to Accounts Officer and DPC while from state level office CAO may instruct him in order to bring financial discipline. He will be responsible to maintain FMIS and provide all financial data and returns from time to time.</li> <li>• He/She will maintain financial discipline.</li> </ul> |

**Post Code – P-09 : Assistant Computer Programmer**

| <b>Sl. No.</b> | <b>Minimum Qualification and Experience</b>  | <b>Desirable/Preference for Post</b>   | <b>Job Profile</b>   |
|----------------|--|--|--|
| 1.             | <p>Bachelor's degree in Physics/Mathematics/ Statistics/ Operation Research/Economics (with specialization in Information Technology) <b>either</b> with Post Graduate Diploma in Computer Science/Computer Applications (from a Govt. approved Institution/University) with at least 60% marks in aggregate with two years experience in computer programming.</p> <p style="text-align: center;"><b>OR</b></p> <p>B.Sc. in Computer Science or BCA (from a Govt. approved Institution/University) with atleast 60% marks in aggregate and one year experience of computer programming is essential</p> | <p>1. Preference will be given to person having Master and/or Doctoral Degree if the merit is same over other candidate</p> <p>2. Working experience in the field of education is desirable.</p> | <ul style="list-style-type: none"> <li>• ACP is position at district level office/ state level office directly reporting to District Programme Coordinator/ADPC/ in-charge of MIS component at state level office.</li> <li>• The responsibilities of ACP will be collection, collation and processing of information, internet operations, assistance in programming, analysis &amp; MIS support, Coordination in governance and other support functions.</li> <li>• He/She will be responsible for timely collection and compilation of data/informations pertaining to House hold Surveys, DISE, EMIS, PMIS etc</li> <li>• He will also be incharge of schemes pertaining to Computer Aided Learning</li> </ul> |

**3. Support Grade****Post Code – P-10 (A) : Office Assistant**

| <b>Sl. No.</b> | <b>Minimum Qualification and Experience</b>   | <b>Desirable/Preference for Post</b>  | <b>Job Profile</b>  |
|----------------|---|---|---|
| 1.             | <p>Bachelor's degree with minimum 50% of marks from a recognized university</p> <p style="text-align: center;"><b>AND</b></p> <p>Working experience of at least 2 years in relevant field with knowledge /proficiency of computer applications.</p> | <p>Persons presently working in Govt. /Semi Govt. / Govt. owned autonomous organization will be preferred over the candidates having no experience in such organizations.</p> | <ul style="list-style-type: none"> <li>• Office Assistant is a position at the state level office. Such a person will be responsible for proper keeping of files, registers, records putting them before concerned officer/personnel, giving relevant notes in file with the background of any petition application referring relevant rules/provisions of BSPP and carrying out all jobs related to secretarial practices including upkeep of data and records.</li> </ul> |

**Post Code – P-10 (B) : Data Entry Operator**

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| 2. | Bachelor's degree with minimum 50% marks from a recognized university.<br><b>AND</b><br>Working knowledge of computer with speed 8000 key depressions per hour in English whereas 5000 key depressions per hour in Hindi with atleast two years working experience in the relevant field. | Persons presently working in Govt. /Semi Govt. / Govt. owned autonomous organization will be preferred over the candidates having no experience in such organizations | <ul style="list-style-type: none"> <li>• Date Entry Operator is a position at state level office reporting to concern component in-charge at state level office.</li> <li>• The responsibilities of Date Entry Operator will be all types of data entry work in Hindi as well as English (Desktop Publishing, Word Processing and Spreadsheet). Data Entry and operation support in Handling in-house MIS software and other support functions.</li> </ul> |
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**Post Code – P-10 (C) : Steno Typist**

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|----|---|---|--|
| 3. | Bachelor's degree with minimum 50% of marks from a recognized university<br><b>AND</b><br>Proficiency in English & Hindi Shorthand and Hindi/English Computer based typing with atleast two years working experience in the relevant field. | Persons presently working in Govt. /Semi Govt. / Govt. owned autonomous organization will be preferred over the candidates having no experience in such organizations | <ul style="list-style-type: none"> <li>• It is position at the state office and such a person will be responsible to carry out all jobs pertaining to dictation in Shorthand, typing issuing letters. Keeping letters and papers in file and secretarial practices.</li> </ul> |
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**Post Code – P-10 (D) : Accounts Assistant**

|  |  |   |   |
|--|--|---|---|
|  | Bachelor's degree in commerce with minimum 50% of marks.<br><b>AND</b><br>Working experience of at least 2 years in relevant field with knowledge /proficiency of computer applications especially on accounting packages. | Persons presently working in Govt. /Semi Govt. / Govt. owned autonomous organization will be preferred over the candidates having no experience in such organizations | <ul style="list-style-type: none"> <li>• Accounts Assistant is a position at the state level office reporting to Chief Account Officer/Accounts Officer/Accountant. Such a person will be responsible for proper keeping of files, registers, records including ledgers, Journal, Cashbooks etc. and carrying out all jobs relating to finance and account including upkeep of data and records.</li> </ul> |
|--|--|---|---|

**Post Code – P-11 : Librarian-cum-Documentation Incharge**

| Sl. No. | Minimum Qualification and Experience   | Desirable/Preference for Post   | Job Profile  |
|---------|--|---|--|
|         | Bachelor's degree in Library Science with minimum 50% of marks from a recognized University.<br><b>AND</b><br>Working experience of at least 2 years in relevant field with knowledge /proficiency of computer applications. | Persons presently working in Govt. /Semi Govt. / Govt. owned autonomous organization will be preferred over the candidates having no experience in such organizations | <ul style="list-style-type: none"> <li>• Librarian is a position at the state level office reporting to Programme Officer (Media Incharge). Such a person will be responsible for proper and scientific upkeep of Library books etc. and records pertaining to procurement, issuance and disposal of reading materials.</li> <li>• He /She will suggest and take required steps to motivate personnel to inculcate reading habit.</li> </ul> |

## 4. Auxiliary Grade

### Post Code – P-13 : Peon-cum-Night Guard

| Sl. No. | Minimum Qualification                      | Desirable/Preference for Post  | Job Profile  |
|---------|--|--|--|
| 1.      | Minimum qualification shall be Class VIII. | Preference will be given to those person having experience in Govt. /Semi Govt. / Govt. owned autonomous organization/ NGOs. | <ul style="list-style-type: none"><li>• It is position at the state office and such a person will be responsible to carry out all the auxiliary jobs and/or guarding of office/premises.</li></ul> |