



बिहार विकास मिशन

(अंत्रिमंडल सचिवालय विभाग के शासकीय अधीन)

बिहार राज्य भवन निर्माण निगम कैम्पस,
होस्पिटल रोड, राजवंशी नगर, पटना-800023

दूरभाष संख्या:-0612-2285262

सं0सं0- बिंविमि०-04/2016-(कार्य आवंटन) । ५७३१० पट्टा, दिनांक- २५/०२/२१

-::कार्यालय आदेश::-

बिहार विकास मिशन के आदेश संख्या-465, दिनांक-18.05.2017 के क्रमांक-104 एवं 105 में अंकित पदनाम को निम्नवत् संशोधित किया जाता है:-

क्र० सं०	आदेश संख्या-465, दिनांक-18.05.2017 में अंकित पदनाम	संशोधित पदनाम
1	2	3
1	GM-Legal & Procurement	General Manager- HR (Recruitment), Procurement & Legal
2	GM-HR & IT	General Manager- HR (Management) & IT

2. इसमें मुख्य सचिव, बिहार-सह-अध्यक्ष कार्यकारी समिति, बिहार विकास मिशन का अनुमोदन प्राप्त है।

अनु०- दोनो पदों का Job Description संलग्न।

१२५/१२०२१

(संजय कुमार)

सदस्य सचिव

ज्ञापांक- बिंविमि०-04/2016-(कार्य आवंटन) । ५७३१० पट्टा, दिनांक- २५/०२/२१

प्रतिलिपि:- माननीय मुख्यमंत्री के प्रधान सचिव/ सचिव/ विकास आयुक्त, बिहार-सह-अध्यक्ष, उप-मिशन, बिहार विकास मिशन/ पुलिस महानिदेशक, बिहार/ सभी अपर मुख्य सचिव/ प्रधान सचिव/ सचिव/ मिशन निदेशक, बिहार विकास मिशन को सूचनार्थ प्रेषित।

अनु०- दोनो पदों का Job Description संलग्न।

१२५/१२०२१

(सदस्य सचिव)

ज्ञापांक- बिंविमि०-04/2016-(कार्य आवंटन) । ५७३१० पट्टा, दिनांक- २५/०२/२१

प्रतिलिपि:- मुख्य सचिव, बिहार के विशेष कार्य पदाधिकारी/ मुख्य महाप्रबंधक एवं सभी महाप्रबंधक, बिहार विकास मिशन/ अपर निदेशक (प्रोग्राम मॉनिटरिंग) एवं अपर निदेशक (प्रोग्राम इम्प्लीमेंटेशन)/ सभी उप-मिशन निदेशक, बिहार विकास मिशन को सूचनार्थ प्रेषित।

अनु०- दोनो पदों का Job Description संलग्न।

१२५/१२०२१

(सदस्य सचिव)

ज्ञापांक- बिंविमि०-04/2016-(कार्य आवंटन) । ५७३१० पट्टा, दिनांक- २५/०२/२१

प्रतिलिपि:- आई०टी० मैनेजर, बिहार विकास मिशन को Website पर प्रकाशित करने हेतु प्रेषित।

अनु०- दोनो पदों का Job Description संलग्न।

१२५/१२०२१

(सदस्य सचिव)

BIHAR VIKAS MISSION

Job Description



1. General Information	
Position Title:	General Manager – HR (Recruitment), Procurement & Legal
Reports to:	Chief General Manager
Department:	Bihar Vikas Mission
2. Organization Structure	
<pre> graph TD GM[General Manager – HR (Recruitment), Procurement & Legal] --> RC[Recruitment Cell] GM --> PL[Procurement & Legal] PL --> PC[Procurement Cell] PL --> LC[Legal Cell] </pre>	
3. Key Accountabilities	
<p>Recruitment</p> <ul style="list-style-type: none"> • Ensure clear and adequate specific recruitment process of various BVM positions and Identify the best selection tool in order to select the most appropriate candidate(s) in the most timely and cost effective manner as per the requisition. • Ensure publication of final result of successful selected candidates as per the vacancy and roster and further recommend (category wise) the successful candidates for joining purposes. <p>Procurement</p> <ul style="list-style-type: none"> • Ensure to develop overall procurement plan / processes through valuable inputs and information. • Liaise with the relevant officials of BVM to understand and analyze requirements (including technical specifications) for procurement of materials, items and services and procure the goods and services as per BVM requirements in optimum price and timely manner. • Ensure preparation of RFPs, RFEs and tender documents to the best vendor selection for procurement of material items and services in the interest of BVM and also ensuring that the identified requirements are accurately captured and the documents adhere to the established guidelines and procedures. • Maintaining the stock of official stationary and essential materials / goods so as to smooth and uninterrupted functioning of BVM. • Maintaining stock register, fixed asset register, etc. • Ensure timely processing of invoices submitted on account of procured or received goods / services. 	

BIHAR VIKAS MISSION

Job Description



- To ensure the housekeeping, security & maintenance for BVM offices. Housekeeping officer will assist for this purpose.

Contract & Agreement

- Ensure the lawful contracts and agreements, examining documents for their legal sufficiency and resolve the issues that need to be resolved as required.
- Finalize the contract & agreements / termination of contract & agreements as per requirement of BVM.
- Lead / participate in major / critical negotiations with external parties and provide inputs and suggestions from a legal standpoint, ensuring compliance and favorable terms and conditions for BVM.
- Assist BVM with legal review of the proposals and reviewing the profile of the contractors and service providers and the applicable registrations.
- Monitor and manage changes/ additions required in BVM's contracts and agreements by liaison with concerned vendor.

Vendor Management

- Manage selection and negotiation of major / large external vendors for provision of Recruitment / Legal / Procurement services to BVM.
- Maintain relationship, coordinate and monitor performance of major / external vendors to ensure effective delivery of services.

Legal

- Provide effective and timely legal advice at request of BVM Officials in order to enable BVM to function effectively being legally and statutorily sound.
- Support the organization by leading an efficient team of legal professionals
- Manage complex litigation matters and provide the required support to the appointed external counsel as required and provide support for preparation of the written statements (SOF) of the legal matters for preparation of affidavits by the counsels.
- Oversee management of PIL matters with support of external counsels as required.
- Ensure to put BVM's opinion in any court / arbitrations / mediations / tribunals in effective manner and provide legal support to BVM team by hiring external counsel.
- Ensure timely disposal of the complaints received under BRPGR Act, 2015 and CPGRAMS.

Related Assignments

- Perform other duties or assignments as directed by Member Secretary, BVM, exercising his power under clause 10(4) of notification bearing Memo No.- 116 dated 28-01-2016 of Cabinet Secretariat Department, Bihar, Patna.

4. Qualifications and Experience

Essential

- Master's in Law / PG Diploma or MBA in Operations from any of the top 75 institutes as published under the National Institutional Ranking Framework issued by MHRD and / or QS World University Rankings and / or UGC recognized University Rankings, as updated from time to time
- Minimum 15 years of post-qualification experience with at least 7 years of experience as legal counsel and / or experience in planning and managing procurement, tendering and contracts for varied goods and services

OR

- Bachelor's degree or higher

BIHAR VIKAS MISSION

Job Description



- Minimum 12 years of post-qualification work experience in Indian Administrative Service / minimum 17 years of post-qualification work experience in State Administrative Service
- Deputy Secretary or above level

Preferred

- Less than 55 years of age as on vacancy publish date.
- Experience of working with state / central government / bilateral / multilateral organizations (e.g. World bank, DFID, UNDP, ADB) in legal advisory role
- Legal specialization in service matters
- Experience of devising and implementing large-scale procurement strategies and plans
- Experience in a senior management position in a reputed private organization / multinational corporation (Revenue > 100 crores; Total employees > 100)
- Demonstrated ability and significant experience in handling senior level government stakeholders on highly technical and complex legal matters, creation of tenders, RFPs, RFEs and related documents, empanelment, bid process and bid process management

5. Knowledge and Other Skills

- Strong leadership, stake holder management and interpersonal skills
- Good negotiation, relationship management and communication skills necessary for liaising with the department, the judiciary and negotiating parties (including vendors)
- Good knowledge of, and experience with, laws dealing with government, procurement planning and commercial contract administration, especially contract negotiation, preparation and administration
- Ability to provide independent advice (orally and in writing) on all legal aspects
- Good understanding of litigation process and techniques and experience with managing and conducting litigation matters

6. Competencies		Basic	Proficient	Expert
i.	Strategic/Innovative Thinking			<input checked="" type="checkbox"/>
ii.	People First			<input checked="" type="checkbox"/>
iii.	Consultation and Consensus Building		<input checked="" type="checkbox"/>	
iv.	Initiative & Drive			<input checked="" type="checkbox"/>
v.	Problem Solving			<input checked="" type="checkbox"/>

Basic	Proficient	Expert
Aware of principles and their application	Sufficiently competent to work alone	Competent to support and advise others

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BIHAR VIKAS MISSION

Job Description



1. General Information	
Position Title:	General Manager – HR (Management) & IT
Reports to:	Chief General Manager
Department:	Bihar Vikas Mission
2. Organization Structure	
<pre> graph TD GM[General Manager– HR (Management) & IT] --> M[Management] GM --> IT[IT Cell] M --> HRC[HR Management Cell] M --> AC[Admin Cell] </pre>	
3. Key Responsibilities	
<p>HR Management & Workforce Planning</p> <ul style="list-style-type: none"> Direct the workforce planning activity and its regular updation in order to understand and prepare for joining / posting / deputation / transfers based on strategic objectives of BVM and individual objectives of various cells / functions / Departments. Resource planning to calculate the sanctioned posts, actual vacancies and to develop annual staffing plan and accordingly creation of required Posts / Roster clearance / Job Descriptions & its related marking evaluation criteria with the due approval from competent authority. <p>Policies, Systems, Processes & Procedures</p> <ul style="list-style-type: none"> Recommend improvements to functional procedures and to follow BVM HR policies, processes, standard operating procedures and instructions provided in HR manual of BVM so that work is carried out in a controlled and consistent manner. <p>Compensation and Benefits</p> <ul style="list-style-type: none"> Direct the planning and execution of compensation and benefits for the employees of BVM as per the latest market practices / trend, job grades while balancing the willingness and strategic requirements of BVM. <p>Continuous Improvement</p> <ul style="list-style-type: none"> Identify opportunities for continuous improvement of systems, processes and practices in the interest of BVM. 	

BIHAR VIKAS MISSION

Job Description



Employee On-Boarding

- Obtain Background verification (BGV) report of selected and recommended candidate(s) from recruiting agency.
- Ensure to send Offer Letter, Terms of Assignment and Checklist to the selected and recommended candidates.
- Direct to match / compare the verified documents (BGV) with original documents of selected and recommended candidate(s).
- Ensure joining of selected and recommended candidate(s).
- Ensure proper documentation of all newly hired employees during their joining with BVM.
- Ensure implementation of adequate on-boarding process for all newly hired employees and provide them with required orientation program in order to increase their understanding and fasten their assimilation within BVM

HR Establishment

- Ensure proper documentation of all hired / posted / deputed employees during their engagement with BVM both through manual process and digital (MIS) information.
- Distribution of work (KRAs) among hired / posted / deputed officers / employees for the smooth functioning of the Mission.
- To look after the Transfer and posting of the employees in interest of BVM.
- Regulate timely completion of the HR processes such as Confirmation, Extension, termination of the contract, Re-engagement, transfer, PPR etc. for DRCC employees and other contractual employees of BVM.
- Record keeping of approved leave / medical leave of all the government employees of mission and also ensuring to assign the work to suitable employee / officers of the concern in the interest of the smooth functioning of the Mission.

Administration

- Preparation of Agenda for Governing Body (GB) meeting / General Body meeting and Executive Committee (EC) meeting and its timely distribution among its members.
- Ensure to record, maintain and circulate the proceedings of meetings of the Governing Body / General Body and Executive Committee among its members.
- Preparation of file / registers and record keeping for General Body meeting, GB meeting, EC meeting, proceedings of General Body meeting, proceedings of GB meeting, proceedings of EC meeting.
- To send all those reports within the time frame, which are legally required to be sent to the Registrar of the society.
- Preparation of files to regulate the conduct and duties of the employees of BVM.
- To ensure proper implementation of HR policy / HR Manual for smooth functioning and discharge of official work of the Mission.
- Identify the required modification in HR manual as per the need of BVM and welfare of its employees.

Training and Development

- Direct the development and implementation of training plans.
- Execution of In house training and external training programs (if required) in order to make employee competent with their job suitability.

RTI (Right to Information)

- Ensure timely disposal of RTI applications / appeal application.
- Obtain necessary information regarding RTI within different sections / offices of BVM.
- Ensure proper documentation and liaison for RTI related work.

BIHAR VIKAS MISSION

Job Description



IT Operations

- Provide guidance in management of IT related infrastructure provided to and used by BVM, in order to ensure uninterrupted operations of IT systems and applications.
- Assist in the effective provision of application support and troubleshooting of IT systems and applications of BVM.
- Facilitate in smooth functioning of Website / HRMS with the support of IT team

Related Assignments

- Perform other duties or assignments as directed by Member Secretary, BVM, exercising his power under clause 10(4) of notification bearing Memo No.- 116 dated 28-01-2016 of Cabinet Secretariat Department, Bihar, Patna.

4 - Qualifications and Experience

Essential

- PG Diploma / MBA or Master's degree in HR / IT from any of the top 75 institutes as published under the National Institutional Ranking Framework issued by MHRD and / or QS World University Rankings and / or UGC recognized University Rankings, as updated from time to time
- Minimum 15 years of post-qualification experience in HR domains such as workforce planning, recruitment, performance management and / or IT domains such as IT Support, IT Operations including at least 5 years in positions of progressively increasing managerial responsibilities

OR

- Bachelor's degree or higher
- Minimum 12 years of post-qualification work experience in Indian Administrative Service / minimum 17 years of post-qualification work experience in State Administrative Service
- Deputy Secretary or above level

Preferred

- Less than 55 years of age as on vacancy publish date.
- Experience of working with state / central government / bilateral / multilateral organization (e.g. World bank, DFID, UNDP, ADB) in financial management / financial planning role
- Experience in a senior management position in a reputed private organization / multinational corporation (Revenue > 100 crores; Total employees > 100)
- Bachelor's Degree in Computer Science & Engineering / IT / Electrical Engineering

5 - Knowledge and Other Skills

- Good interpersonal skills
- Ability to deal with senior Government and non-Government stakeholders and to handle confidential information
- Good organizational and planning skills
- Ability to interact with internal and external customers in a multi-cultural environment
- Willingness to expand and enhance the Mission's capability through structures and processes
- Knowledge of various aspects of HR function, including market trends
- Awareness of local cultural and social factors and Labour Law provisions
- In-depth knowledge of the IT sector
- Proficiency in written and spoken English
- Proficiency in MS Office – Word and Excel

BIHAR VIKAS MISSION

Job Description



	Competencies	Basic	Proficient	Expert
i.	Strategic/Innovative Thinking			<input checked="" type="checkbox"/>
ii.	People First		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
iii.	Consultation and Consensus Building		<input checked="" type="checkbox"/>	
iv.	Initiative & Drive			<input checked="" type="checkbox"/>
v.	Problem Solving			<input checked="" type="checkbox"/>

Basic	Proficient	Expert
<i>Aware of principles and their application</i>	<i>Sufficiently competent to work alone</i>	<i>Competent to support and advise others</i>